

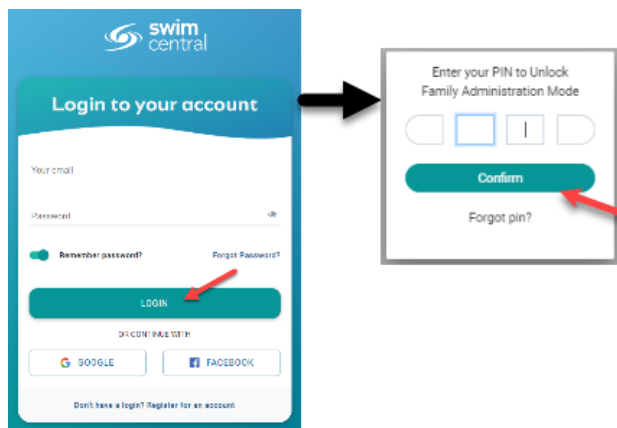
HOW TO PURCHASE A MEMBERSHIP IN SWIM CENTRAL

Revised 30/06/2020

To become a member of a club/organisation, participants will need to purchase a membership product with that club/organisation in Swim Central. Please see instructions below.

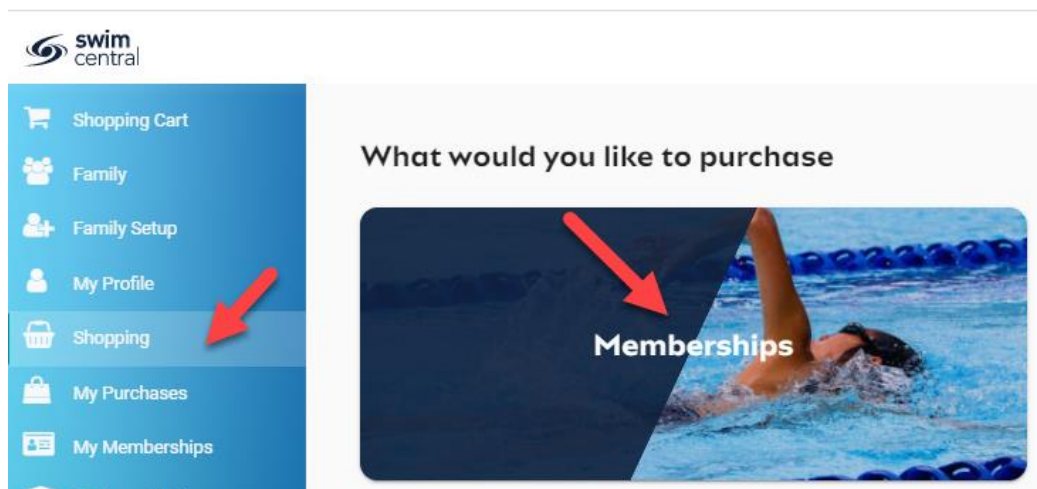
If you are not attached to a family group buying a membership for yourself, **Login** to Swim Central and go directly to **Shopping** from your personal dashboard.

If you are the Head of a family group buying a membership for yourself and a child/dependant, **Login** to Swim Central and **Unlock** your family group by entering your family administration PIN.

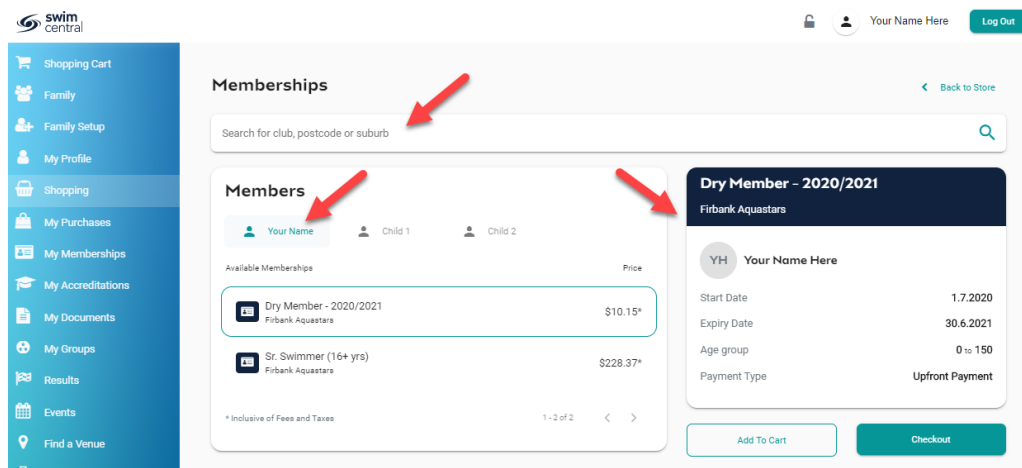


From the menu options on the left-hand navigation panel, select **Shopping**

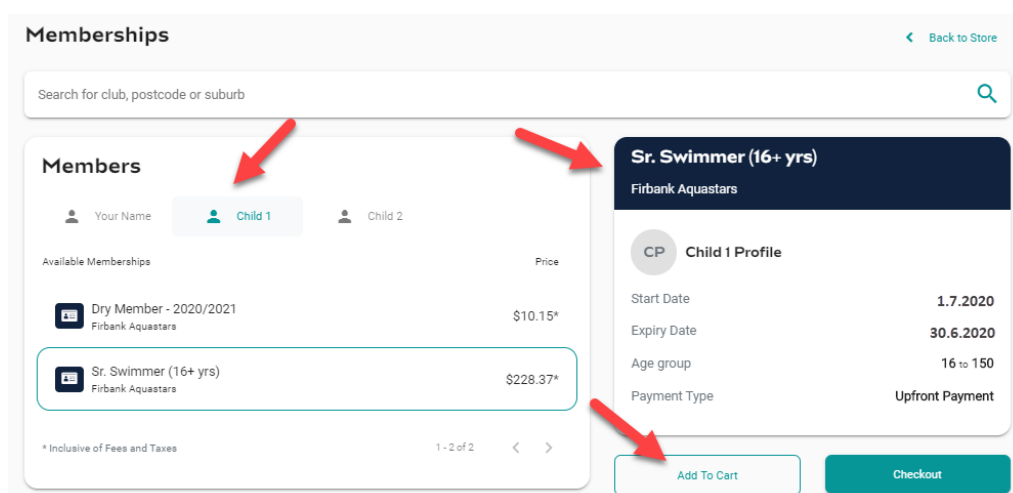
Please select **Memberships**



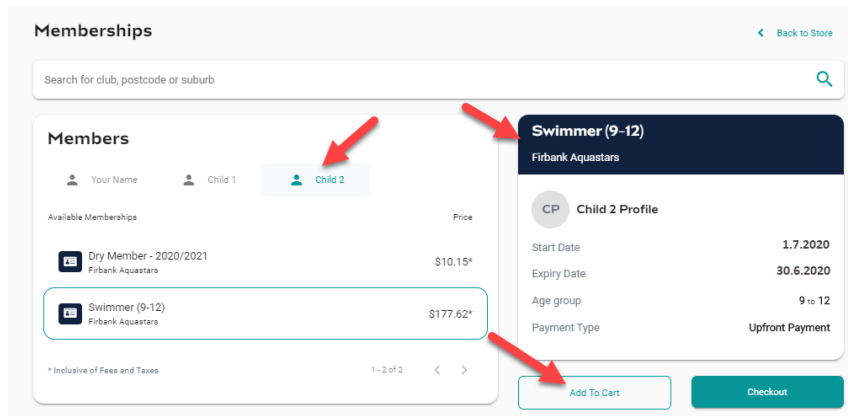
If you are shopping for yourself, you will see your name at the top of a tab with a list of available memberships for your current club for which you meet the criteria. If you are changing clubs or have never had a membership, you will use the search bar to search by club. Click through memberships to view details on the right. Once you have selected the correct membership selected, click **Add to Cart**.



If you are shopping for yourself and children in your family group, you will see your name at the top of a tab with tabs adjacent for all children in your family group. Select the tab for whomever you are shopping for to view available memberships for which they meet the membership criteria. ****Please note that membership filtering for age is based on the age of the member on the 1st October (first day of 2020-21 season).** Click through memberships to view details on the right. Once you have the correct membership selected for that member, click **Add to Cart**.



Repeat this step for any other family group members, then adding to cart as required.

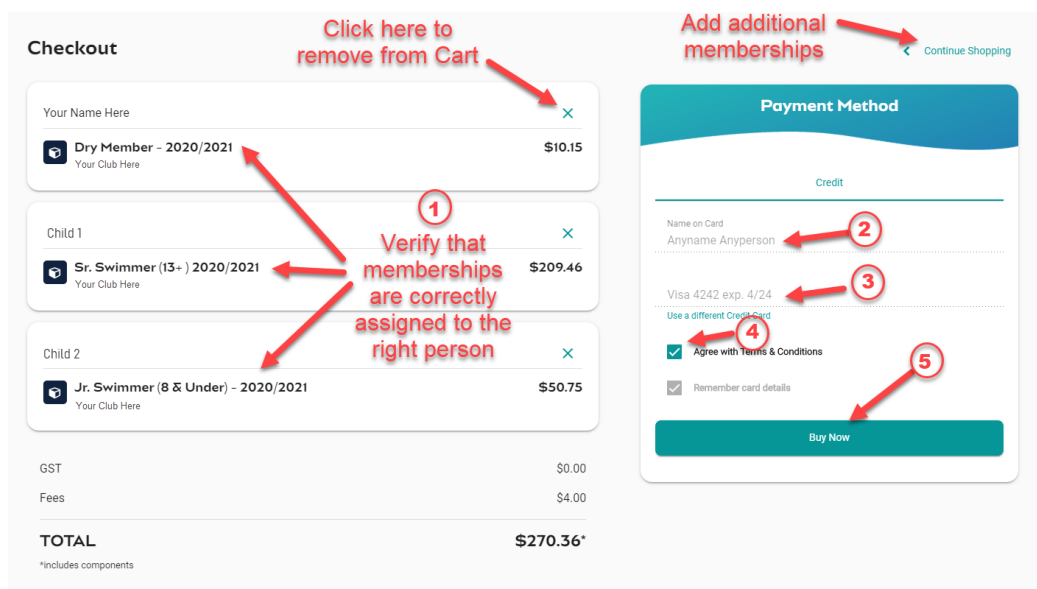


Once you have selected memberships for all children (and yourself) and added these to your cart, verify that the correct number of items is in Shopping Cart at the top left. Select

Checkout






A summary of your memberships will be displayed. Each membership will have the membership name, club and member name to whom each membership is assigned. Follow steps 1-5 to complete the payment. ***If you will be using an Active Kids Voucher to pay for memberships, please see Appendix 1 at the end of this document.***




1. Ensure you check each individual membership and that these match to the correct member
2. Enter your payment details – name on card
3. Enter your payment details – card number and expiry date
4. Read and **agree to the T&Cs**,
5. Select **Buy Now** to complete your purchase

Providing your payment is Successful, you will be taken to the below page where you can **Go to Purchases** or Continue Shopping.

Thank you for your purchase

Your Name Here	
 Dry Member - 2020/2021 <small>Your Club Here</small>	\$10.15
Child 1	
 Sr. Swimmer (13+) 2020/2021 <small>Your Club Here</small>	\$209.46
Child 2	
 Jr. Swimmer (8 & Under) - 2020/2021 <small>Your Club Here</small>	\$50.75
GST	\$0.00
Fees	\$4.00
Total	\$270.36*
<small>*Includes components</small>	



[Go to Purchases](#) [Continue Shopping](#)

****If your payment is not successful, you will see a red box at the bottom of the screen notifying you of the action needed to complete a successful transaction.***

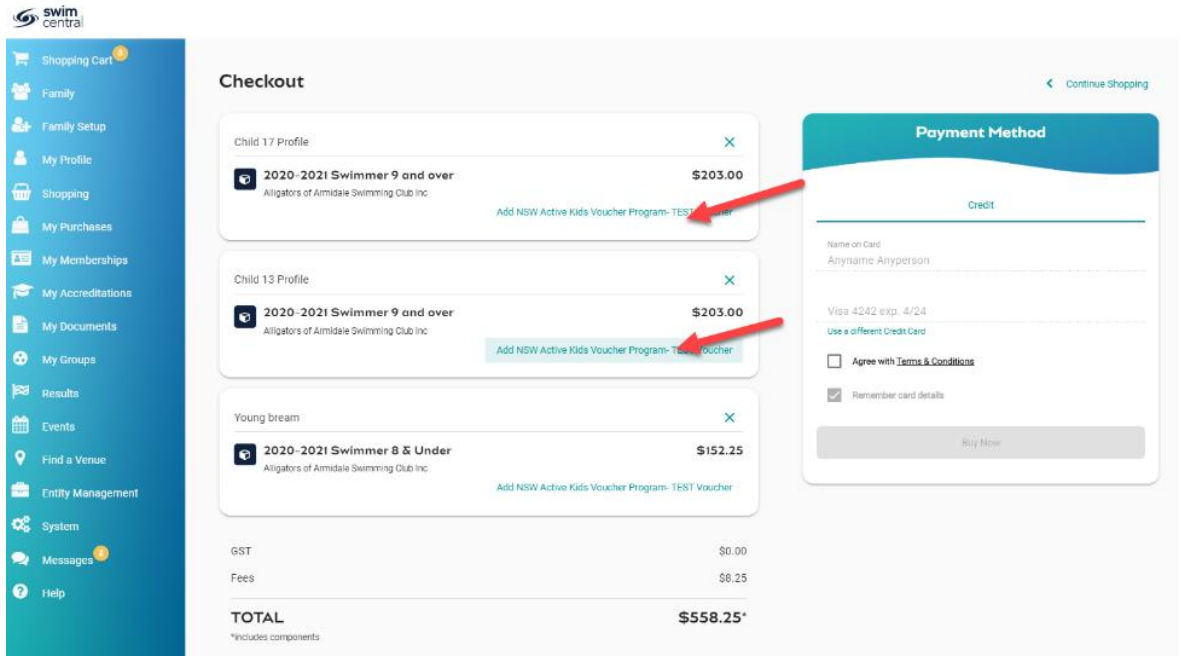
*****If your membership requires a document uploaded, please seek clarification from your club on exactly what this is and which category/type you must select when uploading.***

Select **Go to Purchases** to view a list of all purchases made in Swim Central with the most recent at the top. You will see this most recent purchase in a 'Completed' state. Select this purchase to view details on the right and have the option to download an invoice for the purchase. ***Please note, an invoice will be e-mailed to you upon purchase completion for your records.***

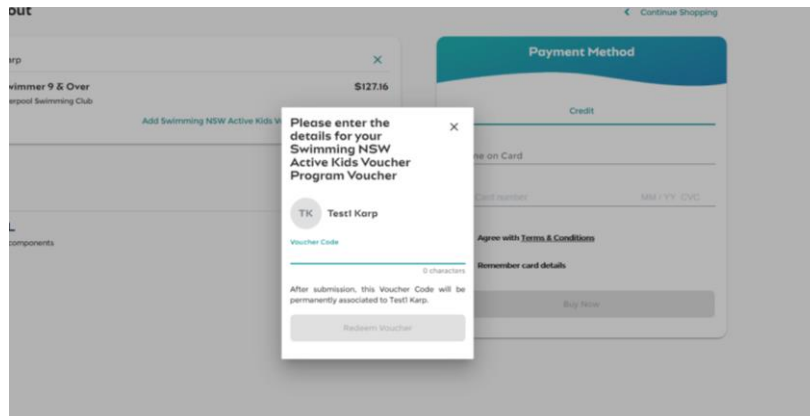
Finish off by ensuring your new membership is set as your primary membership for competitions by following the steps outlined [here](#). **This MUST be done in order for yourself or your child to compete at meets.**

Appendix 1 – Active Kids Purchases

1. Ensure your club has linked their membership products to the Active Kids Program
2. If so, upon checkout, you will see a space to upload your Voucher number:



3. Click on these blue lines of text
4. A window will appear – enter your voucher number exactly as it appears in your Service NSW portal.



5. Hit 'Redeem Voucher'
If valid, your total cost owing will have \$100 deducted from it (or, if originally less than \$100, the cost will change to \$0 owing).