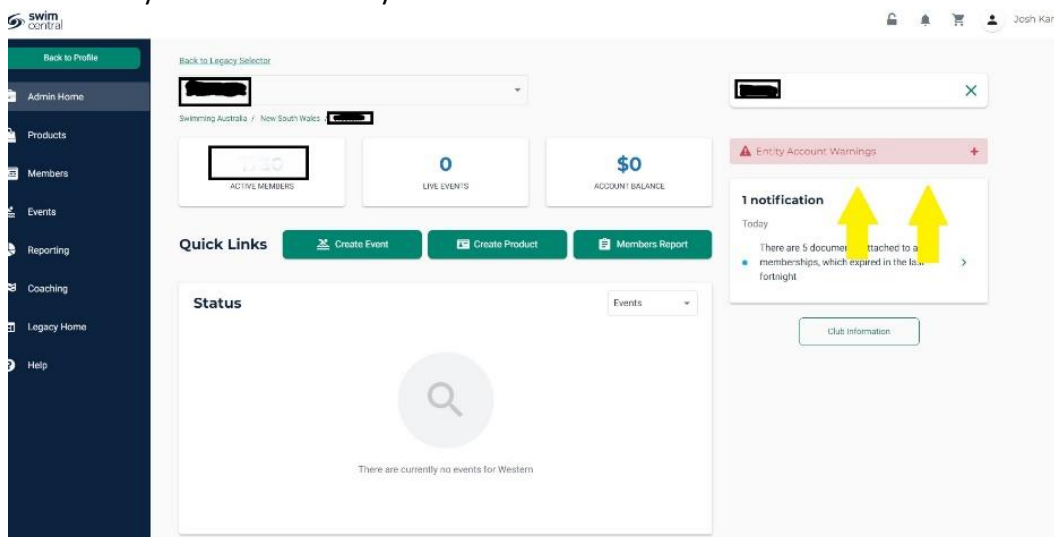


Registration 2022-2023 Checklist

Checklist before you create your products

- ✓ Check the [Club Directory contact list](#) (and Area directory) page to ensure your club contact email is up to date for the SNSW registration season (so that prospective members can contact you if they're looking at the SNSW website).
Contact admin@nsw.swimming.org.au if this requires updating.
- ✓ Check that your own club website (if applicable) is up to date with information for prospective members.
- ✓ Check that you have uploaded your current club constitution to Swim Central in the Documents section (instructions on how to upload documents [here](#))
- ✓ Check that your club is currently affiliated



If not, make payment via [these steps](#) and then inform SNSW [here](#) so we can ensure you are linked to the Active Kids Voucher program and can also access your Certificate of Currency if required.

Please move onto the next page

Registration 2022-2023 Checklist

Creating your products

- Watch the [SNSW registration season webinar videos](#) to catch up on how to create a product as well as answer any questions members might have for club committees in terms of purchasing a membership
- Create your membership products. [Click Here](#) for the specific help guides
 - Keep in mind that clubs wish to use *replacement products* these will need to be setup and active prior to 31 August 2022.
- Consider creating individual products for different *Dry Membership* categories, i.e. Coach, Technical Official, Parent, Committee Member. This is handy for reporting purposes, and this would also allow clubs to charge different club component amounts for each sub-category, should you wish to. **Also with your *Dry Memberships* we are encouraging clubs to set the age constraints to min 18 and max 101 this will help to avoid members purchasing these in the child's profile.**
- Link all of your newly created *Swimmer* products to your Active Kids Voucher Program setup. Without this important step, members will not be able to use their voucher to purchase their Swimming membership. [Click Here](#) to find out how to do so.