

How to add Membership & Relationship Requirements to your Meet

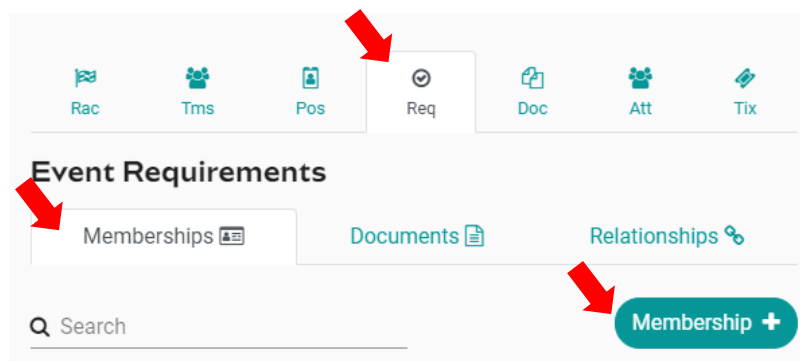
Adding membership requirements to your meet allows only members with current valid memberships to enter.

Adding relationship requirements to your meet setup allows you to select only members from certain clubs to enter. Leaving this field blank simply opens it up to members of any club - provided they meet the membership requirements.

Adding Membership Requirements

Access your event home and click the **Req** (requirements) tab on the right-hand side of the page. When adding Membership Requirements click the **Memberships** tab.

Click **Membership +**



On the **Membership Selection** Page:

The below fields are what Swimming NSW strongly recommends you select for your events. Following this will show instructions for how to add each membership product. You will need to do these steps for **each membership product**.

Please note, depending on when your event takes place, particularly if it is in the last & first months of the season (September & October), we recommend you add the membership products for both seasons (e.g. 19/20 Memberships AND 20/21 Memberships).

RECOMMENDED FIELDS

Business Entity Catalogue: Swimming Australia

Membership Product: (include ALL the below membership products)

- Swimmer (8yo & under) Oct 20-Sept 21
- Swimmer (8yo & under) Oct 19- Sept 20*
- Swimmer (9 years & over) Oct 20-21
- Swimmer (9 years & above) Oct19-Sept20*

* if you are setting your event up AFTER 1st October 2020, you should **not** add the old 19-20 membership products

Membership Surcharge: Recommended to leave blank

Surcharge is Percentage: Leave this toggle off if no surcharge is entered.

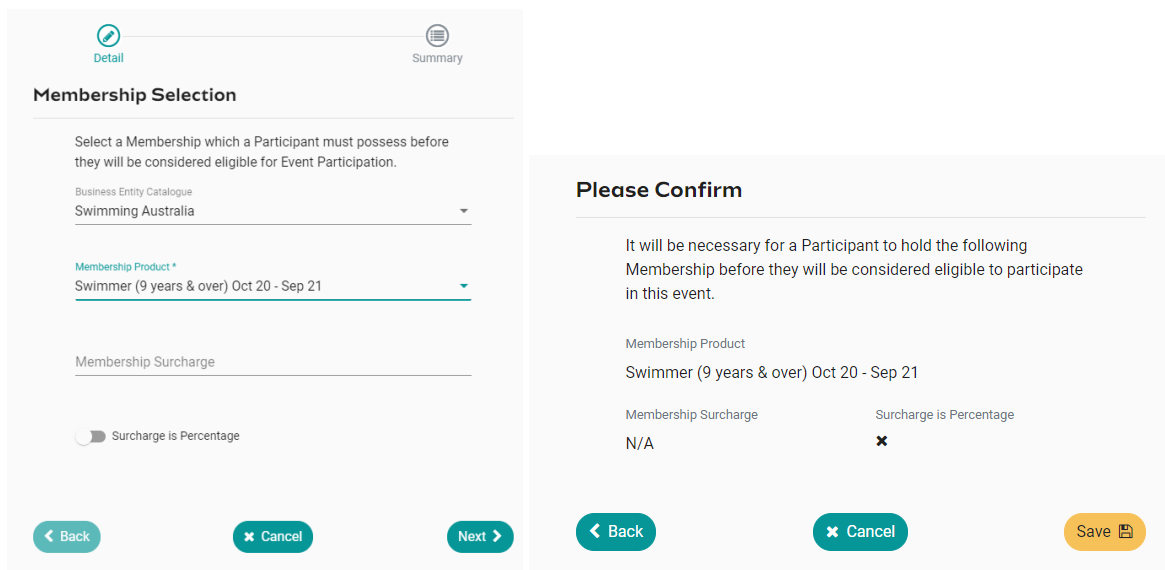
ADDING MEMBERSHIP REQUIREMENTS

Example

- **Business Entity Catalogue:** Select from the drop-down menu, **Swimming Australia**
- **Membership Product:** select from the drop-down menu (which is in alphabetical order) the relevant membership products that are listed in the recommended fields instructions above. In this example, Swimmer (9 years & over) Oct 20- Sep 21, has been selected
- **Membership Surcharge:** Leave this section blank
- **Surcharge is a percentage:** leave this toggle off

Click **Next & Save**

****REPEAT THIS PROCESS FOR EACH OF THE REQUIRED MEMBERSHIPS****








The image shows two side-by-side screenshots of a web application interface. The left screenshot is titled "Membership Selection" and contains the following elements:

- Navigation tabs: "Detail" (active) and "Summary".
- Instruction: "Select a Membership which a Participant must possess before they will be considered eligible for Event Participation."
- Business Entity Catalogue: A dropdown menu with "Swimming Australia" selected.
- Membership Product *: A dropdown menu with "Swimmer (9 years & over) Oct 20 - Sep 21" selected.
- Membership Surcharge: An empty input field.
- Surcharge is Percentage: A toggle switch that is currently turned off.
- Buttons: "Back", "Cancel", and "Next".

 The right screenshot is titled "Please Confirm" and contains the following elements:

- Instruction: "It will be necessary for a Participant to hold the following Membership before they will be considered eligible to participate in this event."
- Membership Product: "Swimmer (9 years & over) Oct 20 - Sep 21".
- Membership Surcharge: "N/A".
- Surcharge is Percentage: A toggle switch that is currently turned on (indicated by an 'x').
- Buttons: "Back", "Cancel", and "Save".

All selected membership requirements will now be shown under Event Requirements, as shown below

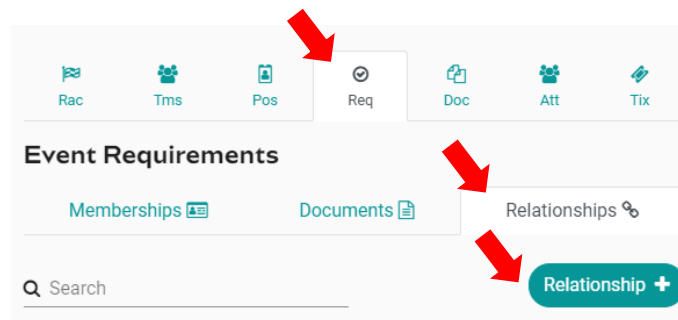
Event Requirements	
Memberships 	
Documents 	
Relationships 	
Q Search Membership 	
Name	Surcharge 
Swimmer (8yo & under) Oct 20-Sep 21 Swimming Australia	\$0.00
Swimmer (8yo & under) Oct19-Sep20 Swimming Australia	\$0.00
Swimmer (9 years & over) Oct 20 - Sep 21 Swimming Australia	\$0.00
Swimmer (9yo & above) Oct19-Sep20 Swimming Australia	\$0.00

Adding Relationship Requirements

Adding relationships requirements is necessary, if your meet is only opened to certain clubs- e.g. host club only or clubs only in your region. If no relationships are listed, the event will be opened to any swimmer (with relevant membership requirements set above) across Australia.

In the below example, this meet is only opened to Members from **Carlile, Manly & Knox Pymble** Swimming Clubs.

Still in the Requirements (**Req**) Tab, click on the following **Relationships** tab. Click **Relationships +**



Select the relevant Entity by scrolling through the list of entities. Click **Next & Save**

Entity Selection	Please Confirm
Select an Entity which a Participant must belong to before they will be considered eligible to participate in this Event.	It will be necessary for a Participant to belong to the following Entity before they will be considered eligible to participate in this Event.
Entity * Carlile Swimming Team Ltd	Entity Carlile Swimming Team Ltd
← Back ✖ Cancel Next >	← Back ✖ Cancel Save

****Follow this process for all eligible entities (i.e. clubs)****

Once all have been added, they will show in this list below. Relationships can be added or deleted at any time.

It is important to note, that as soon as one club is listed under relationship requirements, any other clubs not listed are ineligible - including if the host entity is not listed.

Event Requirements

Memberships 

Documents 

Relationships 

Q Search

Relationship 

Name	
Carlisle Swimming Team Ltd	
Knox Pymble SC	
Manly Swimming Club Inc	