

2018-19 Registration Checklist #1

13 August 2018

The following tasks need to be completed in ClubLANE (admin.swimming.org.au) to ensure your club is ready to accept membership registrations. Step-by-step illustrated and video guides to help you through the tasks below can be found [here](#).

Financial Administration:

- Ensure your club affiliation fees have been paid to Swimming NSW.
- Ensure your club bank account details have been entered correctly.
- If you have updated your banking details, ensure they have been approved by another committee member.

Membership:

- Check your Members tab to confirm all your members have a correct email address nominated.
- Ensure all Members over the age of 18 have a unique email address
- Link your families together, ensuring you have set the oldest Swimmer in each family as the primary member.
- If your club has Life Members, they will stay financial infinitely
 - Lapse the accounts of any Life Members who may have passed.
 - Add new Life Members to your ClubLANE database if they do not already have an account, or edit their member type if they already exist in ClubLANE.
- Notify Greta Brodie (greta.brodie@nsw.swimming.org.au) of new Second Claim members that need to be added to your club, or if any Second Claim members need to be removed from your club for 2018-19.
- Ensure the person who should be included as the club contact in renewal emails is set as the Registrar in your Committee tab.
- Lapse Financial and Un-financial members that will not be renewing with your club this season.

You will be sent another checklist on September 3. At this time, Swimming NSW's membership fees will be updated in ClubLANE. You will need to complete a series of tasks to open your registrations, including setting up your membership fees and discount packages. Please do not work ahead of each task checklist.