

HOW TO CREATE A PRODUCT – MERCHANDISE

This how to guide is for club admin/organisations to create a merchandise product for your members to purchase.

Club Admin

- Sign in to Swim Central and navigate via Entity Management to your Entity Home Screen.
- From your Entity Home Screen, Select Products, Product +, Other
- Select **Product Type** you would like to create -> **Merchandise**
- Insert the **Product Name**
- **Component Only** will be toggled off as there will be no other components
- **Hide From Requirements** will be toggled off
- Payment Type should be set to **Upfront Payment**, select **Next** to proceed

Please check the information and if correct then select **Save**

Product Edit Screen

- **Description:** Insert a brief description of your product – This is an optional field but is helpful for members.
- **Product Name:** This field is the name of your product and was set up at the beginning of the flow.
- **Product Short Name:** You can insert a short name for your product, however this is optional
- **Hard Start Date:** This is the date that the product is valid from. However, can be left blank for merchandise products only
- **Hard Expiry Date:** This is the last date that your merchandise product is valid for. However, can be left blank for merchandise products only
- **Refunds Allowed:** Toggle on to allow members to apply for a refund of the product.
- **Hide From Requirements** will be toggled off
- **Cost Price exGST:** This is the cost of your product. If your Club is registered for GST, please take care to enter the cost excluding GST as Swim Central will add GST to the amount.
- **Margin On Cost:** input an amount if you would like to add a margin on top of the cost price. Please note that if you toggle 'Margin is Percentage' on, the figure needs to be shown as a percentage ie 1.5 = 1.5%
- **Margin is Percentage:** toggle on if you would like the margin on cost to be set as a percentage
- **GST Payable:** If GST is payable then toggle on
- **Min Eligible Age:** Input an age if your product has age constraints
- **Max Eligible Age:** Input an age if your product has age constraints

Product Availability Screen

- **Availability Start:** This is the date that your product is available to purchase from catalogue
- **Availability Finish:** This is the finish date that your product is available to purchase
A club may choose not to have a finish date for club merchandise
- **Show In Catalogue:** Toggle On to show your product in your catalogue. Once you have published your product you can no longer edit this item
- **Publish Date:** Once you toggle the 'Show In Catalogue' on then your publish date will be populated. You cannot insert a future publish date.
- **Select 'Save**