

SETTING UP A SECONDARY CLUB MEMBERSHIP PRODUCT

For those members wishing to become a member to your club, whilst already holding another full membership elsewhere, your club must set-up a 'secondary club' membership product. The member will then be able to purchase this membership product in Swim Central.

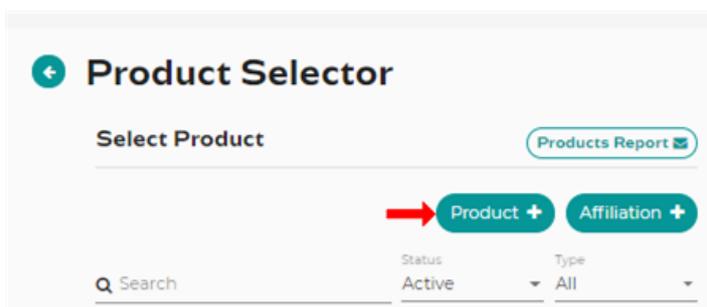
Note: Members wishing to join an entity as a secondary club member, must have a Full Primary membership with another entity.

Log-in to Swim Central & and access your entity via the *Entity Management in the left had navigation panel*.

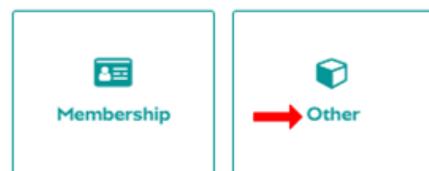
Access your *Entity Home* and click on the *Products* tile.



Click *Product + Other*

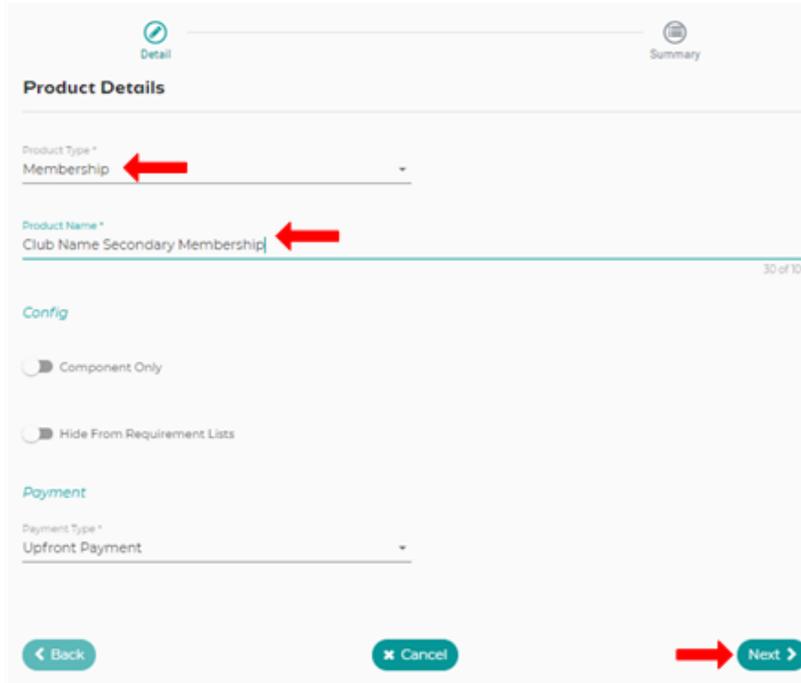


What type of product would you like to create?

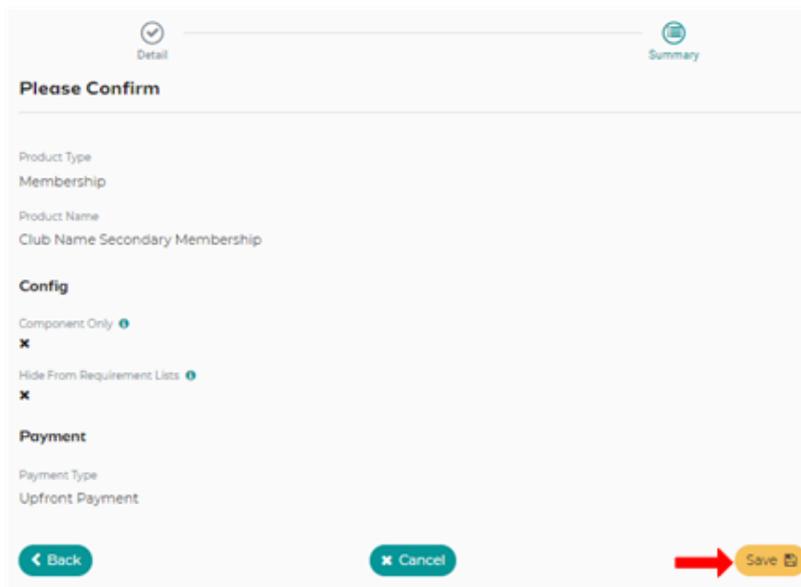


Complete the details for your *Secondary club Product*.

- **Product Type:** Membership
- **Product Name:** '<Swimming Club Name> Secondary Club Membership'



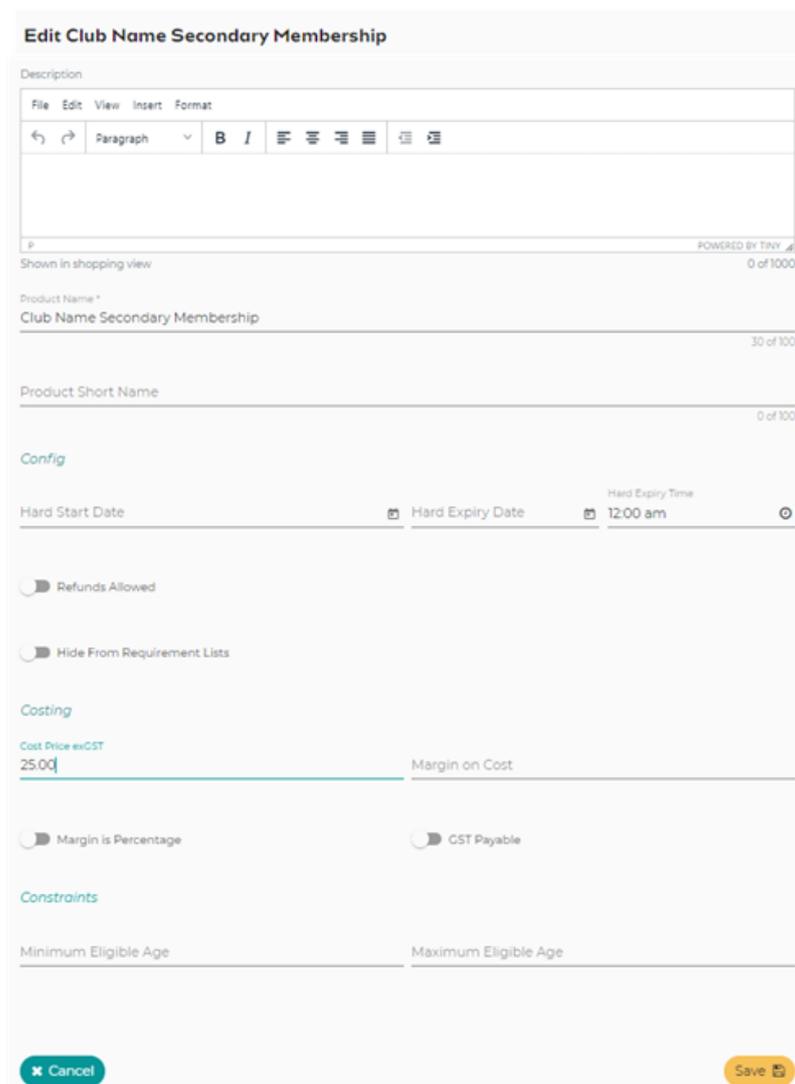
Confirm Details then Save



Edit your products details

- Description: Optional to include for new members to see when purchasing the product.
E.g. What secondary club member means
- Product Name: Option to edit product name
- Product Short Name: Optional
- Hard Start & Expiry Date: The dates between which the product will be available for
- Refunds Allowed: Toggle on if you wish to allow members to initiate a refund request (the refund must be approved by above entities before funds are returned)
- Cost Price: Club Component of Product- e.g. 'Test Club' is charging \$25
- Margin on Cost: Leave Blank
- Margin is Percentage: Leave switched off (grey)
- GST Payable: If your club is registered for GST- Switch on (blue), if your club is not registered for GST, switch off (grey)
- Minimum & Maximum Age: If you wish to have age limitations for secondary club members.

Click **Save**



Edit Club Name Secondary Membership

Description

File Edit View Insert Format

Paragraph B I

Shown in shopping view 0 of 1000

Product Name *
Club Name Secondary Membership 30 of 100

Product Short Name 0 of 100

Config

Hard Start Date Hard Expiry Date Hard Expiry Time 12:00 am

Refunds Allowed

Hide From Requirement Lists

Costing

Cost Price exGST 25.00 Margin on Cost

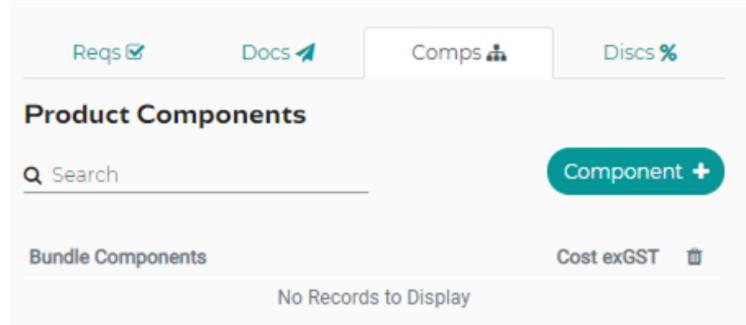
Margin is Percentage GST Payable

Constraints

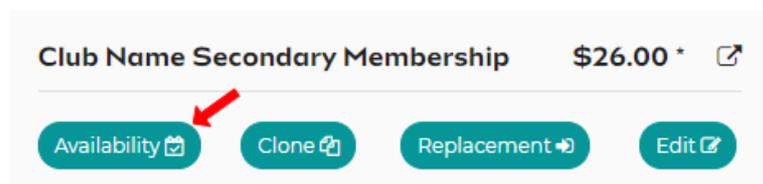
Minimum Eligible Age Maximum Eligible Age

Cancel Save

As this is a Club only Component product, additional components do not need to be added.



You now need to make the product available for secondary club members to purchase. Click *Availability*

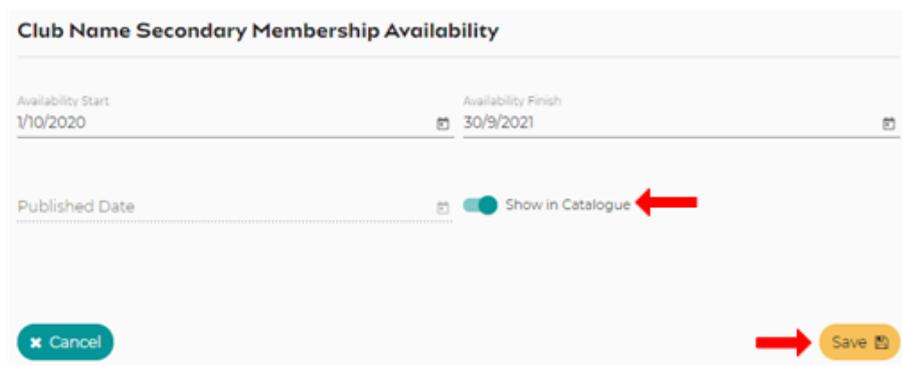


Insert the dates you would like the product to be available for purchase- this may be the dates of the registration season (e.g. 1st October- 30th September).

Switch on (green) 'Show in Catalogue' toggle. This will allow members to view it when they access their Shopping section. Click *Save*.

Once you toggle on 'Show In Catalogue' and select 'Save' this becomes the 'Published Date' and you can no longer Edit this product. You cannot set a future Published Date.

However, you can adjust the available start and Finish Date and toggle off 'Show In Catalogue'



Your Secondary club Membership Product is now available for members to join. Once they have purchased this product, they will appear in your membership list.

Please see below other resources relating to secondary club memberships.

- How does a member purchase a secondary club product? **Click Here**

Ensure the member searches for your secondary club product when shopping.

- How to Open your club meet to Secondary club Members? **Click Here**