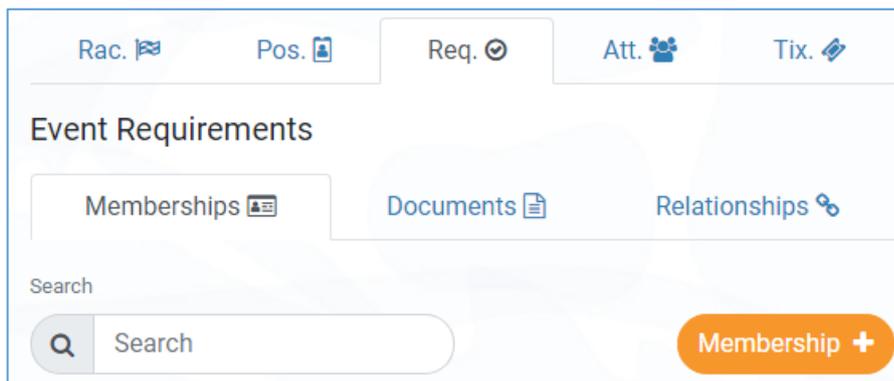


## How to add Membership and Relationship requirements to your meet, to ensure certain members can nominate for this meet

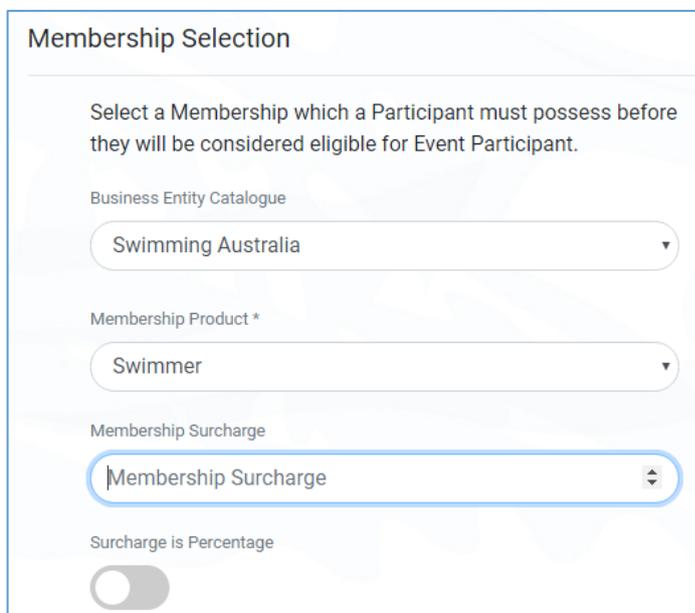
**Please note, this step is required for approved meets. Meets without Membership Requirements set will be considered unapproved.**

Add appropriate Membership Requirements by selecting the **Req.** tab on the right-hand side of Event Home. Then within the **Memberships** tab, select the **Membership +** button.



The screenshot shows the 'Event Requirements' section with tabs for 'Rac.', 'Pos.', 'Req.', 'Att.', and 'Tix.'. Under the 'Req.' tab, there are sub-tabs for 'Memberships', 'Documents', and 'Relationships'. A search bar is present, and a prominent orange 'Membership +' button is visible in the bottom right corner.

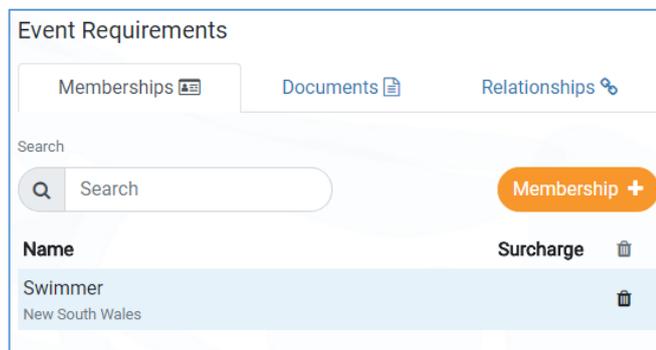
- Business Entity Catalogue: Ensure that you select Swimming Australia
- Membership Product: Select (in turn) each of the competitive swimming products that are appropriate for your meet (e.g. if your meet caters for swimmers 5-18 years you will need to ensure that the Junior Dolphin and Swimmer products are both selected)



The 'Membership Selection' form includes the following fields:

- Business Entity Catalogue:** A dropdown menu with 'Swimming Australia' selected.
- Membership Product \*:** A dropdown menu with 'Swimmer' selected.
- Membership Surcharge:** A dropdown menu with 'Membership Surcharge' selected.
- Surcharge is Percentage:** A toggle switch that is currently turned off.

Once complete, click **next**. Confirm your selections are correct, then click **save**. Your changes will then

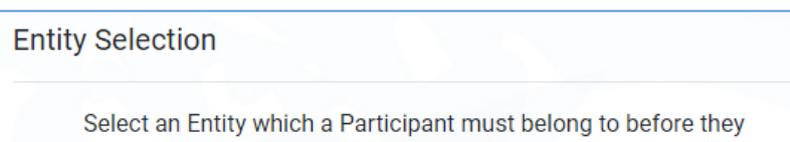



The screenshot shows the 'Event Requirements' section with the 'Memberships' tab selected. Below the search bar, there is a table listing membership products:

Name	Surcharge	
Swimmer New South Wales		

### STEP 4.

You can restrict your meet to only members of your own club, selected clubs, members of an Area, State etc. In order to do this use the **Req.** tab and then select the **Relationships** tab and click on the



The 'Entity Selection' form includes the following text:

Select an Entity which a Participant must belong to before they



**Relationship +** button. You will then (in turn) select and save each entity who entrants will need a relationship with to be eligible for your meet.

Once complete, click **next**.  
Confirm your  
selections are correct, then  
click **Save**. Your changes will



**Please note: Step 3 and Step 4 are important steps, but it is important to understand that creating these requirements does NOT mean that members of other clubs will necessarily see the meet in their Event Calendar in order to nominate for the meet. This can be done by this member's club following [these simple steps](#). Note also that the use of embeddable links which can be posted as links to club/area websites, etc, will shortly be implemented, which will eventually negate the need to follow this step.**