

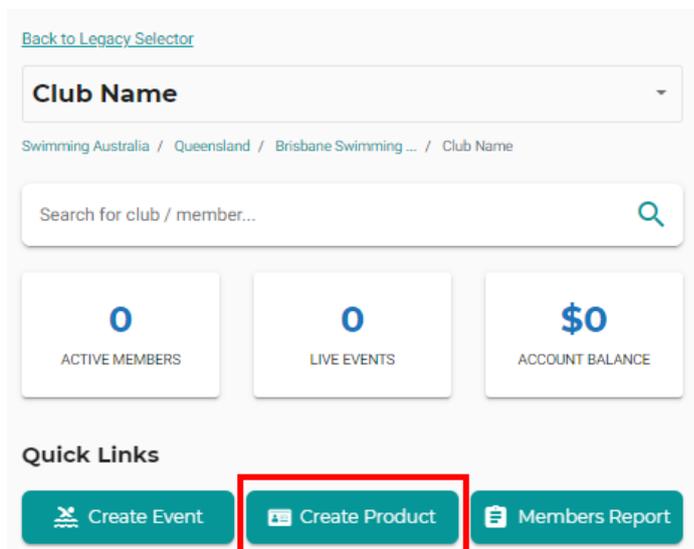
How to Create a Membership Product for the 2021/22 Season

Each season, clubs need to create membership products in Swim Central, for the different memberships they will be offering that season.

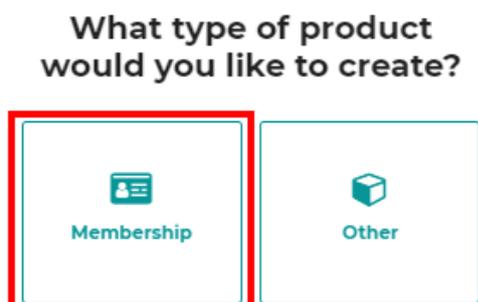
Before starting anything in Swim Central, clubs need to determine their membership fees.

The Swimming Australia, Swimming NSW and Area fees can be found on the SNSW website [here](#).

1. From your personal dashboard, select Administration and navigate to your club dashboard.
2. From your Club Dashboard select 'Create a Product'



3. Select 'Membership'



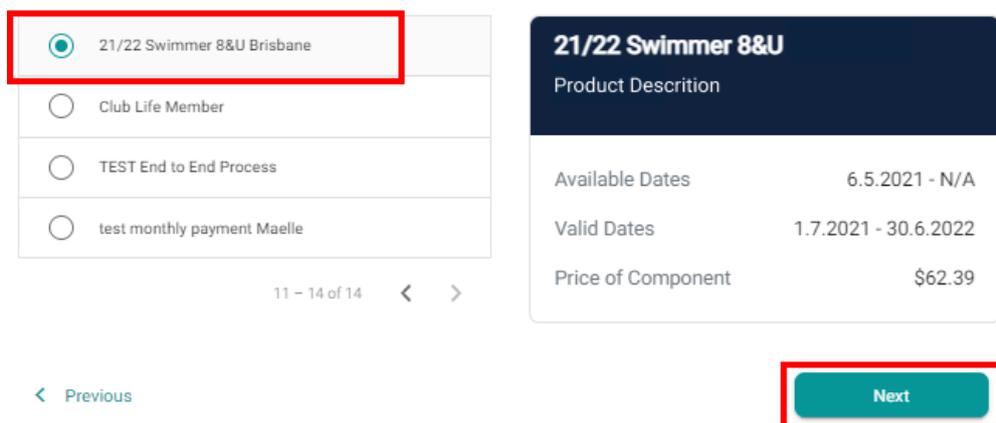
Membership Components Page:

4. Choose the relevant component from the list displayed. (e.g. If you're setting up your Full Swimmer category, select 2021/2022 Full Swimmer. If you are setting up your Club Only Swimmer category, select 2021/2022 CLUB ONLY Swimmer).

The details of the component will be displayed

- Description
- Available Dates (dates the component is available to be used)
- Valid Dates (start and end date of the membership season)
- Price of the component (this includes the Swimming Australia, State and Region fees plus transaction fees)
- Select 'Next'

Which membership component would you like to link this membership to?



The screenshot shows a selection interface with a list of membership components on the left and a detailed view of the selected component on the right. The selected component is '21/22 Swimmer 8&U Brisbane', which is highlighted with a red box. The detailed view shows the following information:

21/22 Swimmer 8&U	
Product Description	
Available Dates	6.5.2021 - N/A
Valid Dates	1.7.2021 - 30.6.2022
Price of Component	\$62.39

At the bottom of the interface, there is a 'Previous' button on the left and a 'Next' button on the right, both highlighted with red boxes.

Membership Details Page

5. **Product Name:** Enter the name of your membership product. (e.g. 2021/2022 Full Swimmer)

6. **Product Short Name:** This is the membership name that will display on the digital membership card.

7. **Description:** A brief description of your membership, which will show in the catalogue.

8. **What Product is this Replacing?** ~~SNSW no longer recommend employing this method for the 2021/2022 season.~~

Enter the membership details

General Information	Dates
5 Product Name * 21/22 Swimmer 8&U <small>17 of 100</small>	Available Dates Valid Dates
6 Product Short Name 21/22 Swimmer 8&U <small>17 of 100</small>	Availability Start ... Availability End D...
7 Description <div style="border: 1px solid #ccc; padding: 5px;"> <p>File Edit View Insert Format</p> <p>↶ ↷ Paragraph ▾ B <i>I</i> ...</p> <p>Competitive Swimmer</p> <p style="font-size: small;">P POWERED BY TINY</p> <p>Shown in shopping view 26 of 1000</p> </div>	Eligible Age Group Minimum Eligible Age Maximum Eligible Age 0 8
8 What product is this replacing? ▾	Configuration <input type="checkbox"/> Component Only <input type="checkbox"/> Hide From Requirement Lists

9. Are requirements needed to Purchase? Toggle On if Documents or Accreditation is required. This feature may be used by clubs for various reasons but is not necessary.

If a Document or Accreditation is required to purchase this product. Select 'Document Category' & 'Document type' & select 'ADD' to remove Select 'X' icon

Are Requirements needed to purchase?

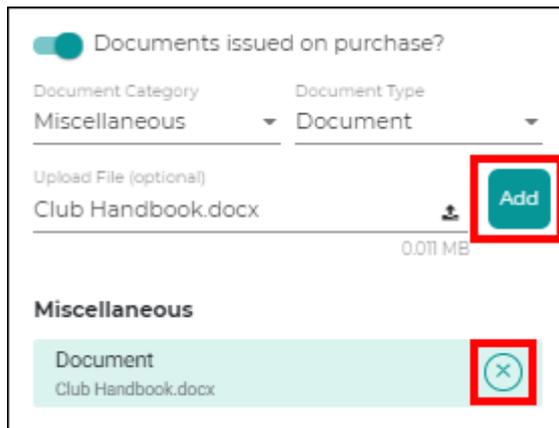
Documents
Accreditations

Document Category: Identification ▾
 Document Type: Passport Size Photo ▾
 Add

Passport Size Photo
✕

10. Document Issued on Purchase Toggle on if Documents are to be issued upon purchase. This is also not a requirement in your product setup.

Select 'Document Category' & 'Document type' & upload your file then select 'ADD' to remove select 'X' icon. Once the product is purchased then the document will be delivered to the parent's library in Swim Central.



Documents issued on purchase?

Document Category: Miscellaneous | Document Type: Document

Upload File (optional): Club Handbook.docx (0.011 MB) [Add]

Miscellaneous

Document Club Handbook.docx [X]

11. Available Dates: Enter the Start and End dates the product is **available to purchase**.

12. Valid Dates: These are the dates that the product will be available for use (i.e. season dates) and this is pre-set by your State.

13. Eligible Age Group: Allows you to set any minimum or maximum age constraints for your membership product. These are pre-set by your State but your Club can further restrict if required depending on which ages your Club caters for.

14. Component Only: Untick for Clubs

15. Hide From Requirements List

TICK for *Recreational Swimmer* and *Dry Member* categories
UN-TICK for Full Swimmers and CLUB ONLY Swimmers'

For more information see our FAQs document located on [this page](#).

Once membership Details are set, Select 'Next'

Enter the membership details

<p>General Information</p> <p>Product Name* 21/22 Swimmer 8&U <small>17 of 100</small></p> <p>Product Short Name 21/22 Swimmer 8&U <small>17 of 100</small></p> <p>Description</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>File Edit View Insert Format</p> <p>← → Paragraph B I ...</p> <p>Competitive Swimmer</p> <p>P POWERED BY TINY</p> <p><small>Shown in shopping view 26 of 1000</small></p> </div> <p>What product is this replacing? <small>▼</small></p>	<p>Dates</p> <p>11 Available Dates 12 Valid Dates</p> <hr/> <p>Availability Start Date 01/07/2021 <small>📅</small></p> <p>Availability End Date 31/05/2022 <small>📅</small></p> <p>Eligible Age Group 13</p> <p>Minimum Eligible Age 0</p> <p>Maximum Eligible Age 8</p> <p>Configuration</p> <p><input type="checkbox"/> Component Only 14</p> <p><input type="checkbox"/> Hide From Requirement Lists 15</p>
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Pricing Details Page: All the pricing details of your membership product will be set here:

16. Cost Price exGST: This is the cost of your Club’s membership component. If your Club is registered for GST (the vast majority are not), please take care to enter the cost excluding GST as Swim Central will automatically add any applicable GST to the amount.

17. Product Constraints Upfront Payment, Non-Subscription, Refunds Allowed: The product constraints are read only and are inherited from State & National level and are applied to the product as relevant to your club.

18. Membership Discounts: Create a discount for the membership Clubs can choose to set early bird or late joiner style discounts against each membership product created. Toggle on to use this feature and complete:

- Start Date and Finish Date the discount will be applicable
- The discount amount (can be either a \$ or a %)
- Select the 'Add' button, to remove Select 'X' icon

Please Note: Pop up warning message will display If you set up a discount = 100%

19. Pricing breakdown of bundled components

You will see an estimated breakdown of the total cost to your Members for this membership. This includes (from the top) Swimming Australia, your State, your Region, your Club fee (as entered in the Cost Price field and the estimated fees (System and Transaction).

You can 'Save Draft' your membership product at this stage, to save and continue at a later point in time **or select 'Next' to continue.**

Set the pricing details for 21/22 Swimmer 8&U

Pricing Details

Cost Price exGST 16
89.01

17

Membership Discounts 18

Create a discount for the membership

Start Date: 01/01/2022 to Finish Date: 31/05/2022

Discount is Percentage 50 %

Estimated Entitlement \$44.51

Pricing breakdown of bundled components 19

21/22 Swimmer 8&U (QLD VIC NT) Swimming Australia	\$18.48
21/22 Swimmer 8&U QLD Queensland	\$33.50
21/22 Swimmer 8&U Brisbane Brisbane Swimming Association	\$10.41
21/22 Swimmer 8&U Club Name	\$92.61
<hr/>	
Estimated Fees	\$4.67
<hr/>	
TOTAL	\$155.00 inc. GST

[< Previous](#)

Summary Page: The final screen allows you to check all the details of your membership product.

Ensure you check each field is correct and use the Previous button to go back if required.

Once you are happy with your membership product you can select:

20. Save Draft: Your product is saved as a draft and you can then return to it later.

21. Publish: You can no longer edit your membership product and it will be available to purchase in the store (as per your available dates).

Summary of 21/22 Swimmer 8&U

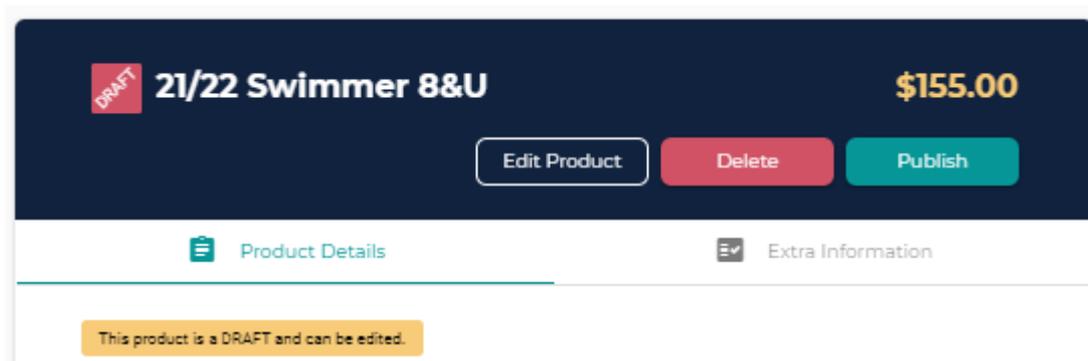
<p>Membership Name 21/22 Swimmer 8&U</p> <p>Membership Short Name 21/22 Swimmer 8&U</p> <p>Membership Description</p> <p>Available Dates 1.7.21 to 30.6.22</p> <p>Valid Dates 1.7.21 to 30.6.22</p> <p>Eligible Age group to 8</p> <p>Replacing product in catalogue 20/21 Swimmer 8&U</p>	<p>Linking with membership component: 21/22 Swimmer 8&U Brisbane</p> <p>Discounts 50.00% Membership Discount 1.1.2022 - 31.5.2022</p> <p>Pricing Details Upfront Payment Non-Subscription Refunds Allowed</p> <p>Subtotal \$62.39</p> <p>TOTAL \$155.00 inc. GST</p>
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[← Previous](#)
[Save Draft](#)
[Publish to Store](#)

If you Save your draft and return to the product later you have the option to

Edit Product: return to the legacy workflow and update your product then save or publish

Delete: only unpublished products can be deleted



The screenshot shows a product management interface for a membership product. At the top, the product name is '21/22 Swimmer 8&U' with a price of '\$155.00'. A red 'DRAFT' tag is visible on the left. Below the product name are three buttons: 'Edit Product' (white), 'Delete' (red), and 'Publish' (teal). Below these buttons are two tabs: 'Product Details' (active, teal) and 'Extra Information' (grey). At the bottom, a yellow notification box states: 'This product is a DRAFT and can be edited.'

Publish: From the availability accordion tick the show in catalogue and select 'Publish'. You can now no longer edit your membership product and it will be available to purchase in the store (as per your available dates).

DRAFT 21/22 Swimmer 8&U

\$155.00

Edit Product

Delete

Publish

Product Details

Extra Information

Requirements

+

Documents

+

Components

+

Discounts

+

Availability

-

Availability Start

01/07/2021



Availability Finish

31/05/2022



Published Date



Show in Catalogue

Publish