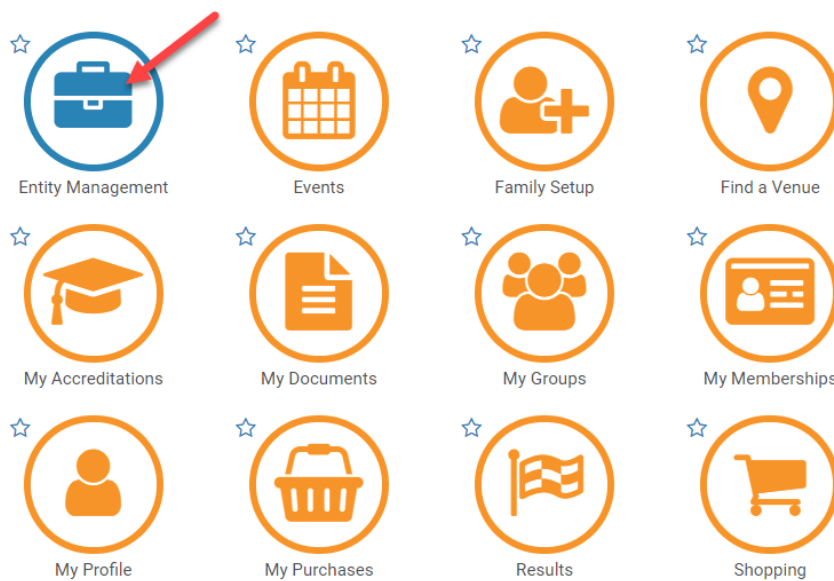


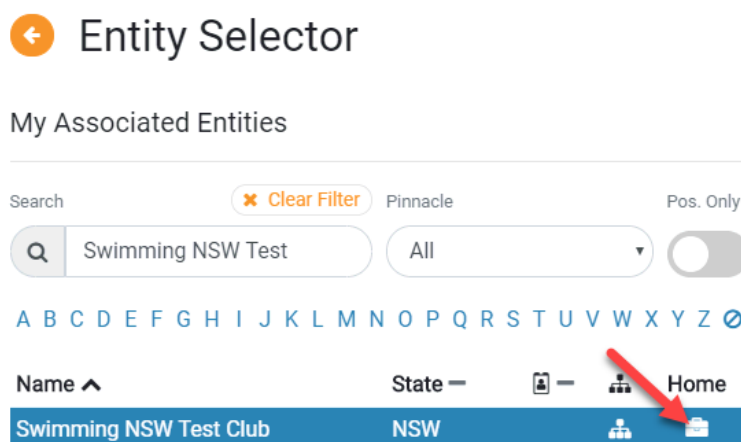
How to make membership products available for purchase/show in catalogue

Once you have set-up your membership products in Swim Central, you need to ensure they appear in the 'catalogue' and are available for members to purchase. If you are unsure how to set-up new membership products, please refer to the support guide: [Creating Membership Products](#). To make these membership products Active & Available, refer to the following steps.

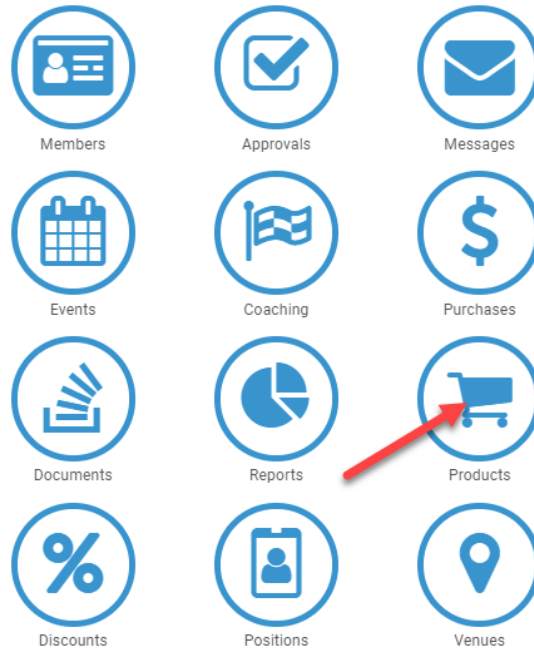
Log-in to Swim Central and access *Entity Management* using your 4-digit entity administrator pin.



Access your entity home



Click on the *Products* icon



A list of your clubs' current products (i.e. not expired) will appear on the left-hand side of the screen. In order to make the product appear in the catalogue and therefore available for purchase, follow below steps.

****Note:** a green tick next to the products price, indicates it is available for purchase.

Select Product

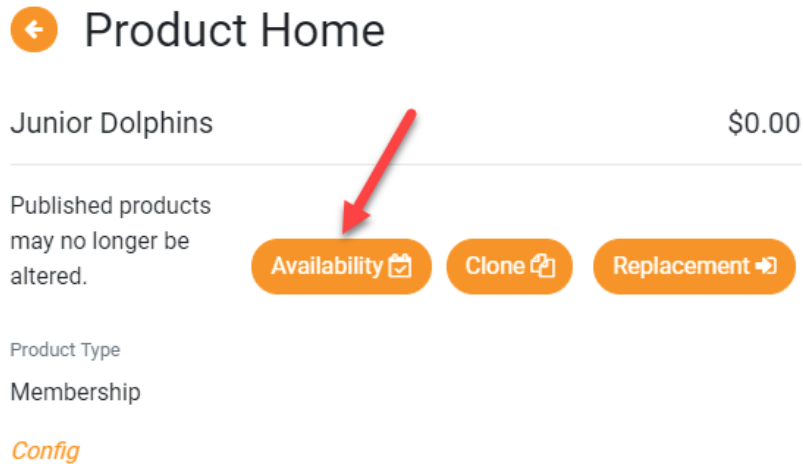
Search

Active
Product +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^	Sale	Active	Home
Junior Dolphins	\$0.00		
Junior Swimmer	\$100.49		
New Swimmer	\$90.34		
Non-Swimmer	\$26.40		
Senior Swimmer	\$120.78		
Swimmer	\$125.87		
Swimmer 10+	\$77.65		
Test Product	\$0.00		

Access the products Home (by clicking on the shopping trolley icon for that product). Once on the product home, click the *Availability* button.



The screenshot shows the 'Product Home' interface for 'Junior Dolphins' priced at '\$0.00'. A red arrow points to the 'Availability' button, which is highlighted in orange. Other buttons for 'Clone' and 'Replacement' are also visible. Below the buttons, the text reads 'Published products may no longer be altered.' and 'Product Type Membership'. A 'Config' link is located at the bottom of the section.

On this page you can edit the Availability Dates of the product and make the product visible in the shopping catalogue for members to purchase.

Product Availability Edit

[Product Home](#)

Junior Dolphins Availability

Availability Start

01/10/2019

Availability Finish

30/09/2019

Published Date - R/O

01/07/2018

Show in Catalogue



Cancel


Save









Once completed & saved, go back to the product list, and a green tick will now be visible next to this membership product, and therefore available for purchase.

Select Product

Search

Active
Product +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 

Name ^	Sale	Active	Home
Junior Dolphins	\$0.00	✓	
Junior Swimmer	\$100.49		
New Swimmer	\$90.34		
Non-Swimmer	\$26.40		
Senior Swimmer	\$120.78		
Swimmer	\$125.87		
Swimmer 10+	\$77.65		
Test Product	\$0.00	✓	

You will need to do this for each of your club's membership products that you wish to be available for purchase. The availability dates & 'Show in catalogue' switch, can be edited anytime.