

## HOW TO CREATE A PRODUCT – MEMBERSHIP

This how to guide is for club admin/organisations registrars to create a membership product.

Firstly, please ensure your old membership products are **unavailable** for purchase, using [this guide](#).

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

Each season, clubs need to create membership products in Swim Central, for the different memberships they will be offering that season, for example (and this is how we recommend you Name your products too:

- Swimmer 9 & Over, Season 2020-21
- Swimmer 8 & Under, Season 2020-21
- Non-Swimmer, Season 2020-21
- Life Member – this should already be created for your club, with an expiry date of 2030.  
(At a later step, you can then link the Active Kids program with your completed Swimmer products).

*Clubs cannot, for example, create a Swimmer 10 & Under fee and a Swimmer 11 & Over fee. This is because there are different fees created at the National level, for those aged 8 and under, and those 9 and over.*

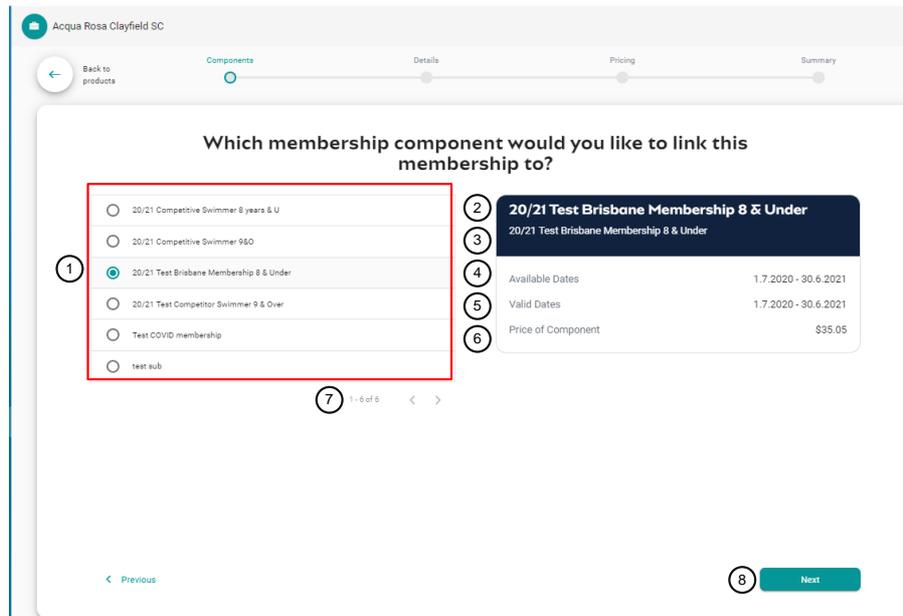
### **Club Admin**

From your home screen, select **Entity Management**, enter your pin, confirm.

Highlight/select your club, entity home. Select Products, Product +

Select What type of Product you would like to create -> **Membership**

- Ancestor Components are listed by membership Name on the left-hand side. When a single component is selected the details are displayed in the right-hand frame, including:
  - Membership Name
  - Membership Description
  - Available Dates (refers to dates you wish this product to be available for members to purchase)
  - Valid Dates (refers to the season dates (i.e. October 1-September 30 each year)
  - Price of membership component (National, State, Region/District)
  - Please use the arrow keys to scroll across pages if required, to locate the membership component. E.g. if you are setting up your 9 & Over product, please select the available 9 & Over ancestor component.
- Once the correct ancestor component is selected, select the "Next" button.



## ENTER THE MEMBERSHIP DETAILS

**Membership Name** – mandatory

**Membership Short Name** - optional

**Membership Description** – brief description of the product.

**Are Requirements needed to purchase?** - Toggle On if Documents or Accreditation required by your club

- If you require a Document or Accreditation to be provided to purchase this product, Under the document tab, user can select document category and document type and submit document by selecting the "+" button
- Accreditation select Accreditation Type, select "+" button
- The submitted documents are listed, to remove Select the "bin" icon

**Documents issued upon purchasing** - Toggle ON if you need a document such as a club handbook, code of conduct, club night rules or important season dates to be issued upon purchase, select "+" button. [Click Here](#) for more information on this.

The submitted documents are listed, to remove Select the "bin" icon

**Available Dates** – Input Start and End dates the product is available to purchase

**Valid Dates** – cannot edit (set by your ancestor component)

**Eligible Age Component** - Default Age is set by Ancestor Component, this can be modified by the user, as long as it is within the limits of the components above (i.e. the region/state/national components)

**Component Only** – clubs to keep toggle **OFF**

**Hide From Requirement Lists:** This field determines if the product will appear in the list of requirements possible to nominate for a meet. We recommend clubs:

Once all membership details are set, user selects the **"Next"** button

- User can go back to Entity Home by selecting the 'Entity Name' in the top left-hand corner
- User can go back to Products Selector via "Back to Products" button.
- User can go back to changing the product type by selecting the "Previous" link.

#### PRICING DETAILS

**Price of Membership (ex GST)** – input your clubs fee (exc GST)

**GST Payable** – read only as set by your ancestor component

**Upfront Payment** – cannot edit (set by your ancestor component)

**Non-Subscription** – cannot edit (set by your ancestor component)

**Refunds Allowed** – cannot edit (set by your ancestor component)

**There is a 1.5% system surcharge that is charged to ALL transactions in Swim Central, therefore this will result in membership fees not being a flat amount as you may have anticipated.**

Membership Discounts- if your club is offering membership discounts of any kind, please see links below to complete this.

- [Early-bird/pro-rata discounts](#)
- [Volume Discounts](#)

#### SUMMARY PAGE – CHECK ALL DETAILS PRIOR TO PUBLISHING.

User is presented with the "Summary" which lists the following attributes:

Membership Name

Membership Short Name

Membership Description

Available Dates

Valid Dates

Eligible Age Group

Requirements to purchase

Linking with membership component

Discounts

Pricing Details (accordion), when expanded shows:

- Subtotal = Total inc GST minus fees:
- Component Cost Breakdown = Adds to Subtotal:
- Fees
- Total = Subtotal + Fees

Once all pricing details are set, user selects the "Publish to Store" button, this triggers a "Ready to publish?"

"Once you confirm this, you will **not be able to edit** any details of the membership in the catalogue." Product is now showing in catalogue and available for purchase.

## Summary of 19/20 Queensland Summer Junior Membership

<b>Membership Name</b> 19/20 Queensland Summer Junior Membership	<b>Linking with membership component:</b> 19/20 Accredited Technical Official
<b>Membership Short Name</b> 19/20 QLD Summer Junior	<b>Configuration</b> Component only Hidden from requirements list
<b>Membership Description</b> Brief description of Membership for the summer season at the Queensland Club. This could contain links and it could expand over multiple lines, which will push the sections down further.	<b>Discounts</b> \$20 Late Starter   25.7.2020 - 30.7.2020 20% Off Early Bird   15.6.2020 - 25.7.2020
<b>Available Dates</b> 12.6.20 to 25.8.20	<b>Pricing Details</b> Payment type
<b>Valid Dates</b> 12.6.20 to 25.8.20	Subtotal \$50.50
<b>Eligible Age group</b> 18 to 20	<b>TOTAL</b> \$56.50 inc GST
<b>Requirements to purchase</b> T/O License Accreditation ID	
<b>Replacing product in catalogue</b> Old membership last season	

[← Previous](#) [Save Draft](#) [Publish to Store](#)

Once completed, you can [CLICK HERE](#) (if applicable) to add your Swimmer products on offer, to the Active Kids Voucher Program. Doing this will allow the member to enter in their voucher number upon checkout/purchase. If you do not do this, then members will **not have the option to enter a voucher number, and receive the discount.**