

## HOW TO REGISTER & PURCHASE MEMBERSHIP IN SWIM CENTRAL

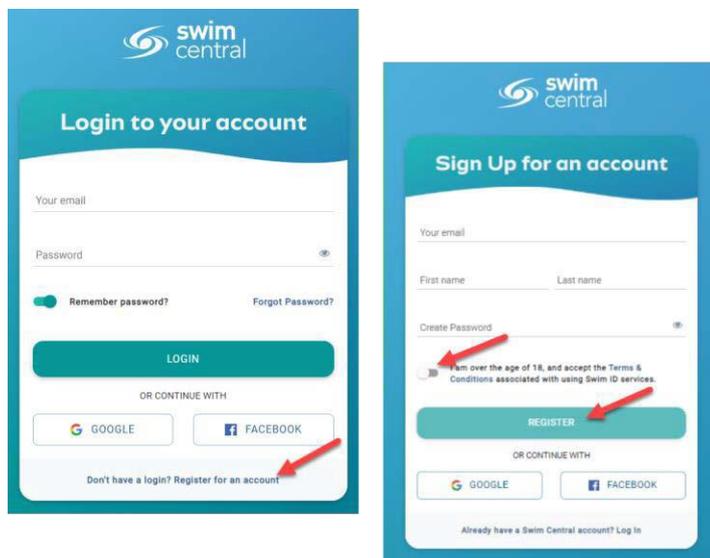
To join Swim Central as a brand-new member, please follow the below steps to register and login.

**\*\*\*Please note, if you are registering an account for your child who is under 18, you must first register yourself and then create a family group, whereby you will then be able to add your child into your family group. More details below.**

Please go to Swim Central located at: <https://swimcentral.swimming.org.au/>

Look to the bottom of the sign in window and click on **Register for an account enter your e-mail, your name** and **create a password**.

Accept the T&Cs then select **Register**.



A confirmation email will be sent to the registered email address from [noreply@swimming.org.au](mailto:noreply@swimming.org.au). You will need to access your inbox and click the confirmation link in the email before proceeding. **\*\*Please check your spam/junk folders if you do not see an e-mail in your inbox within a few minutes.**

Select **Return to Swim Central** from the e-mail to confirm your e-mail address.

Hi Your Name,

Thanks for signing up to Swim Central!

For security reasons we'd like you to take a moment to confirm your email address.



Return to Swim Central

A new window will pop up to show you that confirmation was a success. Select **Return to Log in**



The system login screen will appear. Enter your newly registered e-mail and password then select **Login**.

If you are the parent/guardian of a family group, please follow the steps [here](#) to create your family group or [here](#) to join an existing family group.

If you will NOT be creating a family group to manage a child's accounts, please click [here](#) to see how to purchase a membership with your club/organisation.

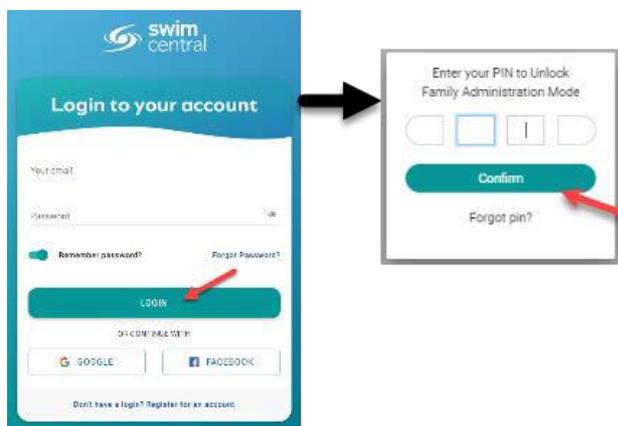
## HOW TO PURCHASE A MEMBERSHIP IN SWIM CENTRAL

Revised 30/06/2020

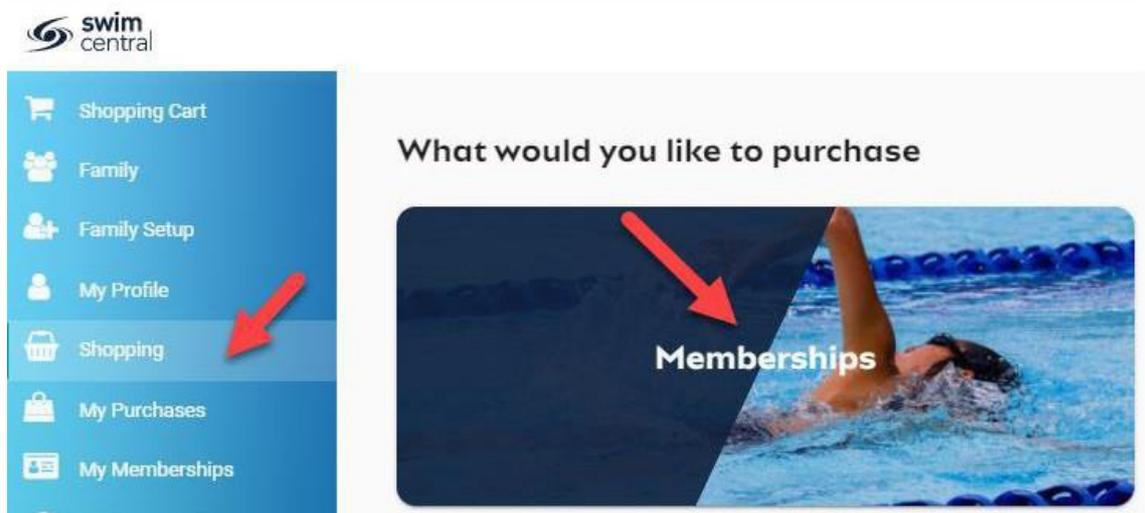
To become a member of a club/organisation, participants will need to purchase a membership product with that club/organisation.

***If you are an individual member not attached to a family group buying a membership for yourself, Login*** to Swim Central, *refresh your browser to get the latest version of Swim Central*, and go directly to **Shopping** from your personal dashboard.

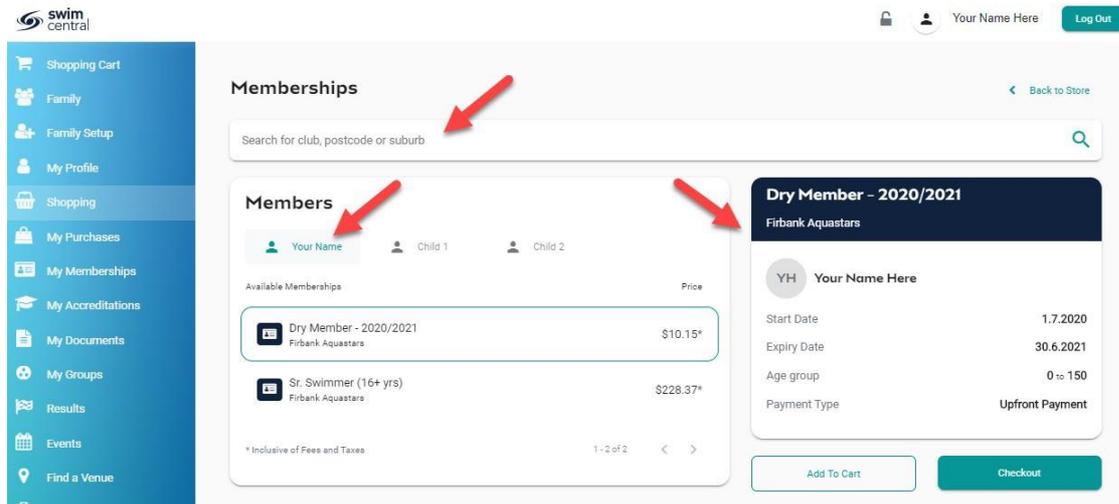
***If you are the Head of a family group buying a membership for yourself and a child/dependant, Login*** to Swim Central, *refresh your browser to get the latest version of Swim Central*, and **Unlock** your family group by family administration PIN.



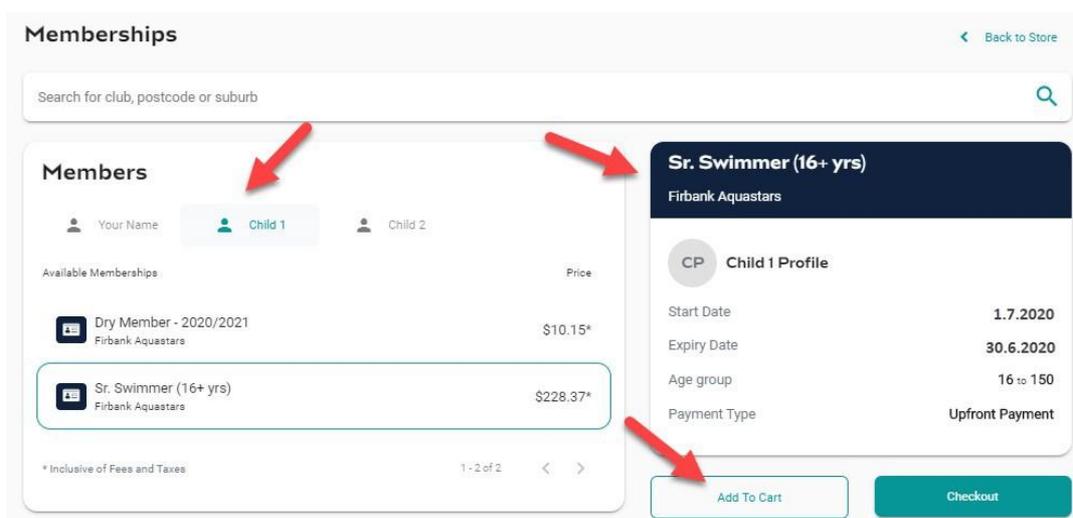
From the menu options on the left-hand navigation panel, select **Shopping**. You will see a new 'What would you like to Purchase?' with different categories. Please select **Memberships**



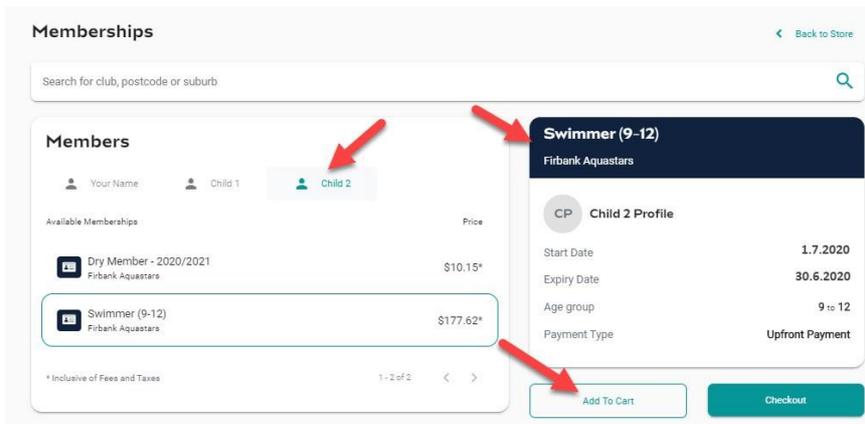
**To start purchase a guardian membership for yourself,** you will see your name at the top. search for the name of the CLUB you would like to purchase memberships with. Select your appropriate membership & click, to view membership details on the right. Once you have the correct membership selected, click **Add to Cart**.



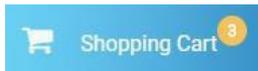
**If you are shopping for children in your family group.** Click on the tab with the child's name you are shopping for. Search for the name of the CLUB you would like to purchase memberships with. Select the appropriate membership & click to view membership details on the right. Once you have the correct membership selected, click **Add to Cart**.



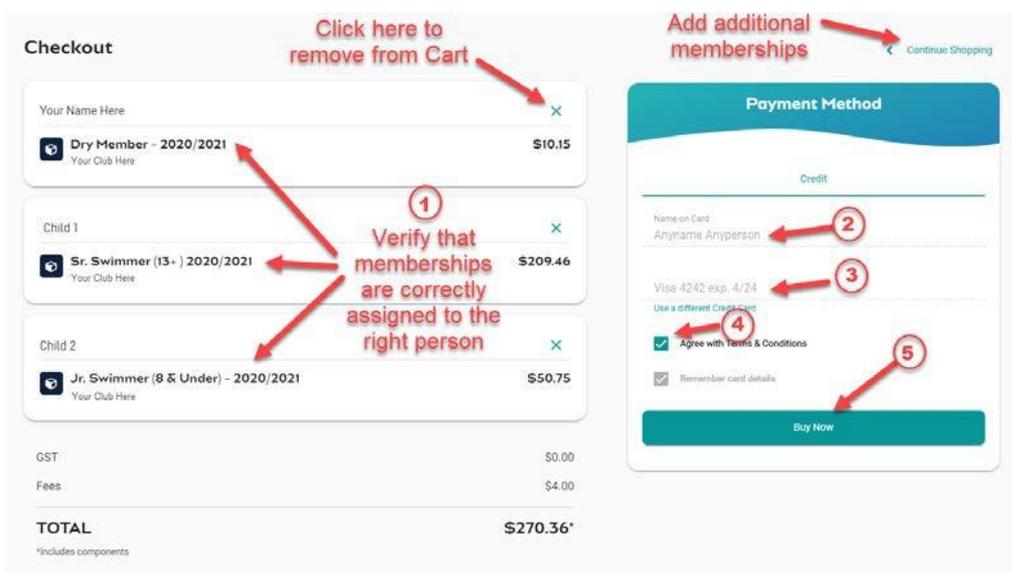
Continue to add memberships to your cart by selecting the member tab and then finding the appropriate membership then adding to cart as required.



Once you have selected memberships for all children (and yourself) verify that the correct number of items is in Shopping Cart at the top left. Select **Checkout**

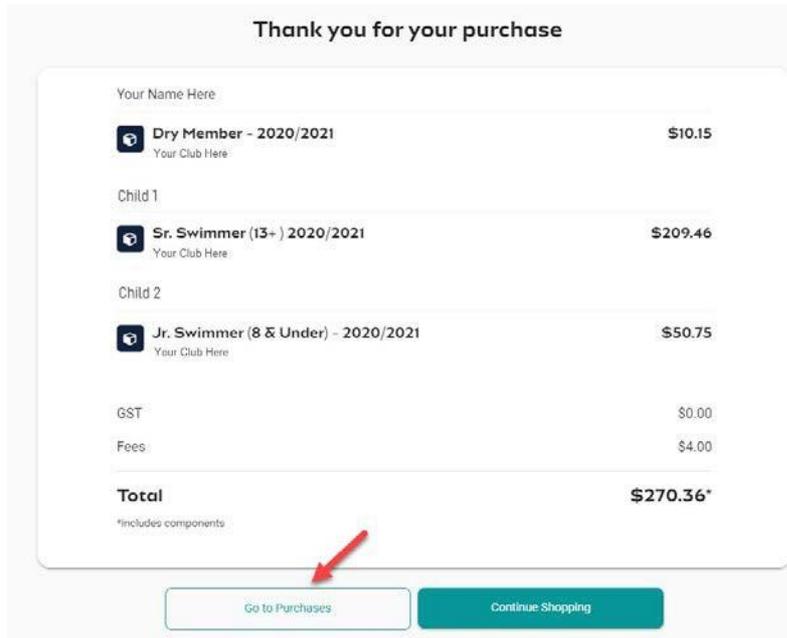


A summary of your cart contents will be displayed. Each membership product will have the membership name, club/organisation, and member name to whom each membership is assigned. Follow steps 1-5 to complete the payment.



1. **Confirm the details of each membership per member name to make sure you have the correct membership for each person,**
2. Enter your payment details – name on card
3. Enter your payment details – card number and expiry date
4. Read and **agree to the T&Cs,**
5. Select **Buy Now** to complete your purchase

Providing your payment is Successful, you will be taken to the below page where you can **Go to Purchases** or Continue Shopping.



***\*If your payment is not successful, you will see a red box at the bottom of the screen notifying you of the action needed to complete a successful transaction.***

***\*\*If your membership requires a document upload, please see [here](#) for clarification on that process.***

Select **Go to Purchases** to view a list of all purchases made in Swim Central with the most recent at the top. You will see this most recent purchase in a 'Completed' state. Select this purchase to view details on the right and have the option to download an invoice for the purchase. ***Please note, an invoice will be e-mailed to you upon purchase completion for your records.***

Finish off by setting your new memberships as your primary membership for competitions by following the steps outlined.