

## **HOW TO PURCHASE AFFILIATION PRODUCTS**

Affiliations are set up by national and state (sometimes area/region) entities to link relationships in a hierarchy. This help guide is for stepping area/region/club organisations through purchasing affiliation products that have been set up by their overarching organisations.

Log in and access your entity home page. If your club does not have an affiliation or if your affiliation is expired, you will notice a cream-coloured Entity Account Warning box. This shows any outstanding items for your club's Swim Central account and will include a notice about affiliation being outstanding.

<b>)</b> [	Entity Home	
	Your Swim Club	
	Entity Account Warnings     AFFILIATION is outstanding	

## From your entity home page, select Affiliations

Swim central						Your Name Here	Log Out
F 😑 Your Swim	Club						
i (	Entity Home					Entity Selector Q	
4	Your Swim Club						
<b>⊕</b>	Logo						
A2	Dark Background	Light Background	<u> </u>	Members	Approvals	Messages	
<b>8</b>	CLUB	T S CLUB	Ш			<b>(</b> \$ <b>)</b>	
				Events	Coaching	Purchases	
<b>69</b>  ≈				()		(🖴)	
<b>m</b>	Oetails			Documents	Reports	Products	
<b>9</b>	Website 0 https://yourswimclub.swimming.org	.au/		(%)			
<b>a</b> :	Entity Contact Phone 98765432			Discounts	Positions	Venues	
•	Abbreviation for Meet					a	
0	ABN 0	Registered Name ()		Document Provision	Groups	Security	
	81 987 654 321	Your Swim Club			(I)		
			Edit 🕼	Legal Terms	Embeddables	Library	
	Address						
	Account			Entity Trolley	Entity Purchases	Affiliations	
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Sentity Affi	liations	Entity
Your Swim Clu	o Affiliations	Entity Affiliations
		The current affiliation your entity holds can be viewed here.
<b>Q</b> Search	Status Current/Upcoming	If your parent entity has affiliations available, your bundle products will not be available for participants to purchase until you affiliate. To view your parent entity's affiliations, click on the Affiliate button.
ABCDEFGH	I J K L M N O P Q R S T U V W X Y Z 🥝	To create your own affiliation product for your descendants to the purchase go to the Entity Products page
Name 🔨	AUD incGST	parenaec, go to the Entity i roducto page.
	No Records to Display	

The list that is populated contains affiliation products that have been created for purchase by your overarching organisation. Select the affiliation from the list – for most clubs, it will be the only item listed. \**Please note that if you are a club, your area/region affiliation will be listed on the left-hand side, selecting this option will be inclusive of the state fee which is shown in a breakdown on the right-hand side*. \*\*<u>Clubs can only add affiliations where overarching organisations have already created affiliation products. If you do not see affiliation products for your club listed, contact your local state administrator.</u>

	New Affiliation Product	\$222.29 AUD incGST
2 Search	Description <b>0</b> Product description as set up by the overarc	hing entity (State/Area)
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 Ø	Vendor	
Name 🔨 AUD incGST	Your State/Area	
State/Area Annual Affiliation	Config	
0222223 ■ ∰ 29-04-2020 - 30-04-2021	Start Date Ex 29-04-2020 30	piry Date I-04-2021
	Included Components	
	State/Area Annual Affiliation	\$222.29 incGST
	Tour State Alea	
Costs included in Area	Swimming Australia Annual Affiliation 20/21	\$0.00 incGST
Costs included in Area Affiliation Bundle	Swimming Australia Annual Affiliation 20/21 Swimming Australia Swim Central Affiliation Global Administration	\$0.00 incGST \$0.00 incGST







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Select A	dd to Trolley	
	You meet the requirements for this affiliation.	
	Add to Trolley 'P	Go to Trolley 🍞

A small pop-up message will appear at the bottom of your screen, advising that the product has been added to your trolley.



Because you are currently using the system as an entity, you will not see an item appear in your trolley at the top. To complete purchase of your affiliation product select **Go to Trolley** 

You meet the requirements for this	affiliation.
Add to Trolley 🏋	Go to Trolley 🐂

This confirmation screen shows you the breakdown of the affiliation fee (which includes the higher entities affiliation fee).

\*If your area/region fee is listed as \$0, your area is taking payments outside of Swim Central for your area affiliation.

Confirm your purchase and see the component breakdown of the affiliation by clicking on the down arrow to the left of the the affiliation name.







Entity Trolley	/				
Co	onfirm Your Trolley Contents				
	Product Name	exGST	GST	Qty	incGST
& ^	State/Area Annual Affiliation Tour State Area Vour Name Here	\$0.00	\$0.00	<b>Q</b> 1 <b>4</b>	\$0.00
	State/Area Annual Affiliation Your state Area	\$0.00	\$0.00	1	\$0.00
	Swimming Australia Annual Affiliation 20/21 Swimming Australia	\$0.00	\$0.00	1	\$0.00
	Swim Central Affiliation Global Administration	\$0.00	\$0.00	1	\$0.00
		Grand Total		1	\$0.00
		GST Component			\$0.00
		Transaction Fee*			\$3.28
	* fees and surcharges included in total amount shown		l agree with	Ts & Cs	Checkout 肓

Verify that the details and quantity are correct. When you are ready to complete your purchase, tick box to **Agree with T&Cs** and then select **Checkout.** 

At this point your affiliation purchase is complete. If you go back into *Affiliations* from *Entity Home* you will see the bundled components of your purchased affiliation listed with a green tick mark  $\checkmark$  .



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To view and/or print an invoice, go back to *Entity Home* and select **Entity Purchases**.



Select the purchase on the left and you will see the details of the affiliation product you just purchased on the right. Select Invoice to download a copy of this purchase invoice from Swim Central for your club records.

Transactions			Invoice 🖪
Q Search			
Product Name	exGST	Qty	incGST
State/Area Annual Affiliation Tour State Area Your Name	\$202.08 \$202.08	1	\$222.29 & \$222.29 ¥
	Grand Total	1	\$222.29
	GST Component		\$20.21
	Transaction Fee*		\$2.99





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