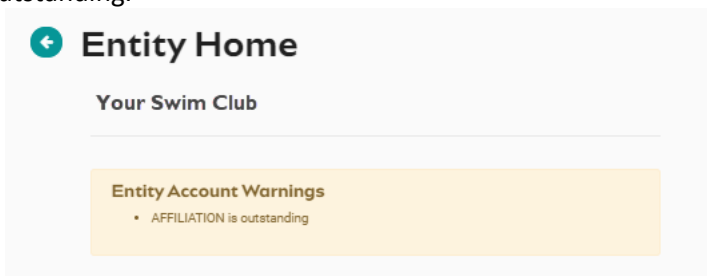


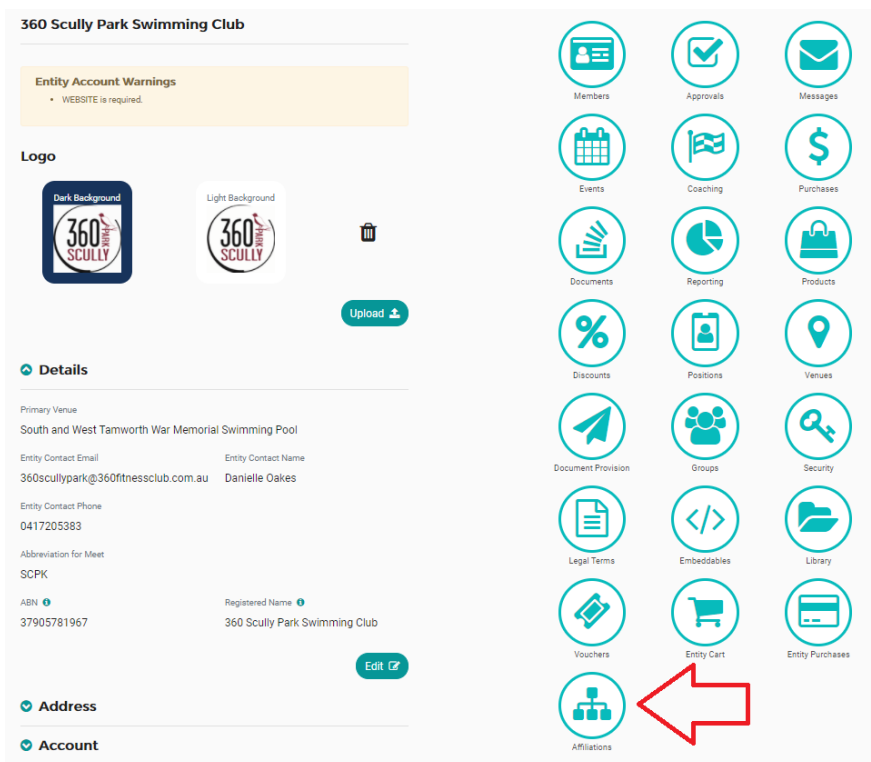
HOW TO PURCHASE AFFILIATION PRODUCTS

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.

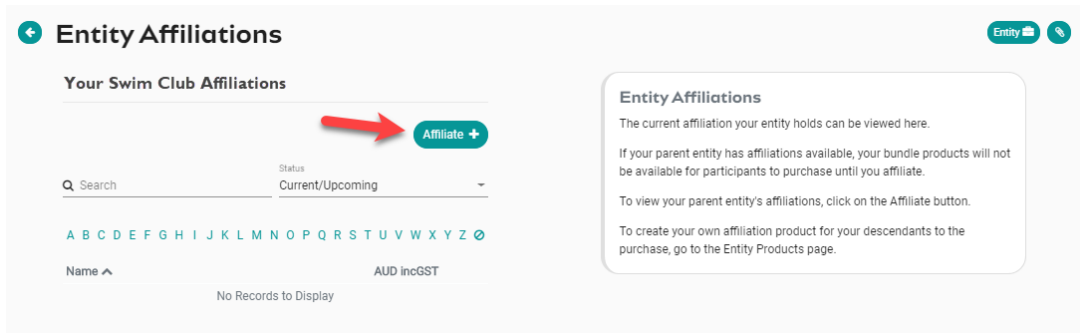
Log in and access your entity home page. If your club does not have an affiliation or if your affiliation is expired, you will notice a cream-coloured Entity Account Warning box. This shows any outstanding items for your club's Swim Central account and will include a notice about affiliation being outstanding.



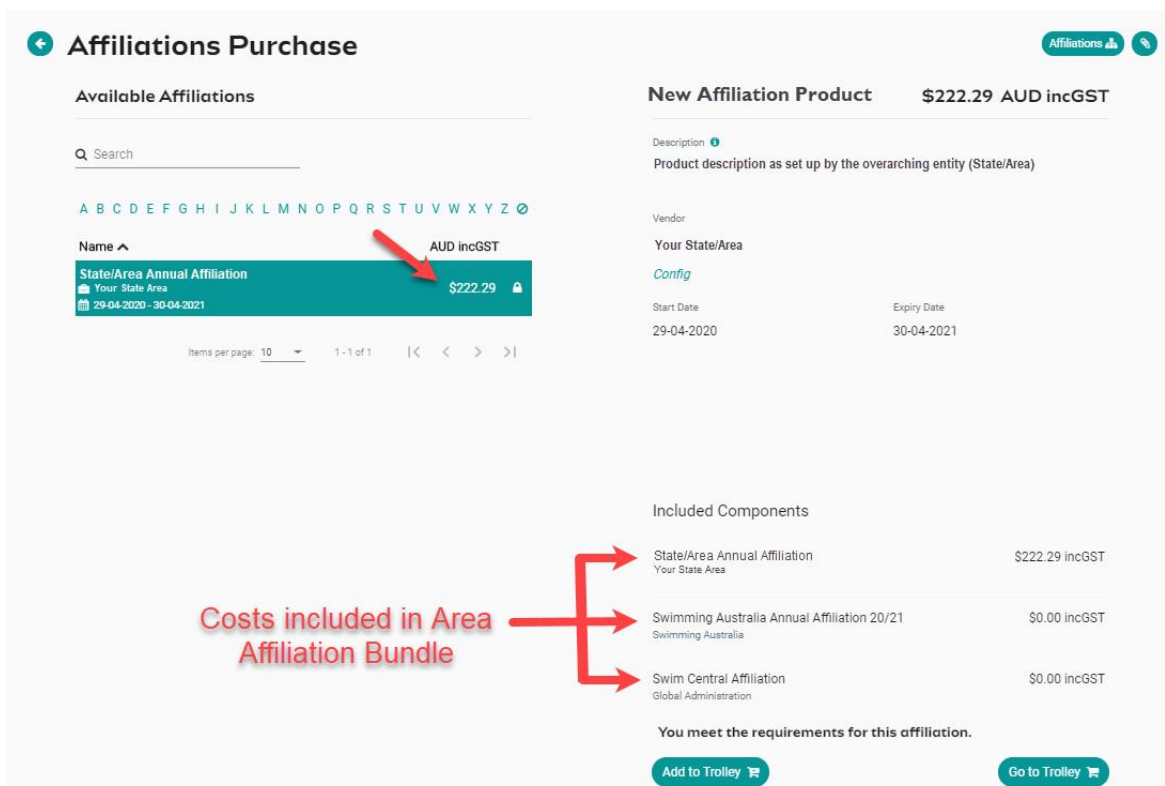
From your entity home page, select **Affiliations**



Select **Affiliate +**

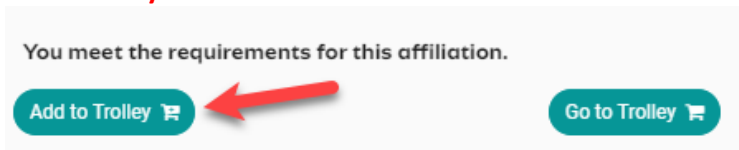


The list that is populated contains affiliation products that have been created for purchase by your ancestor organisation (i.e. your region). Select the affiliation from the list – for most clubs, it will be the only item listed. ****Please note that if you are a club, your area/region affiliation will 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. **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 us at admin@nsw.swimming.org.au.***

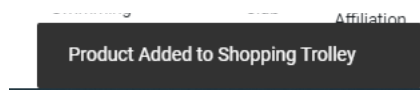


Costs included in Area Affiliation Bundle

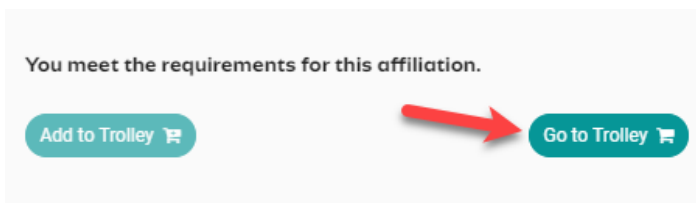
Select **Add to Trolley**



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



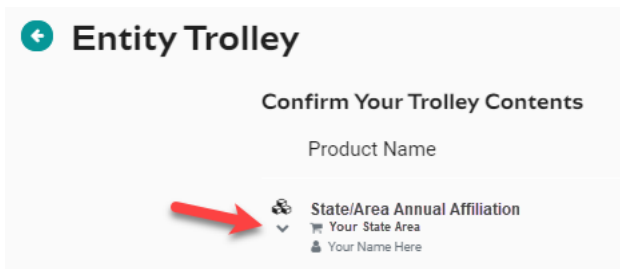
Because you are currently using the system as an entity, you will not see an item appear in your trolley at the top. To complete purchase of your affiliation product select **Go to Trolley**



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

Confirm Your Trolley Contents

Product Name	exGST	GST	Qty	incGST
 State/Area Annual Affiliation Your State Area Your Name Here	\$0.00	\$0.00	1	\$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

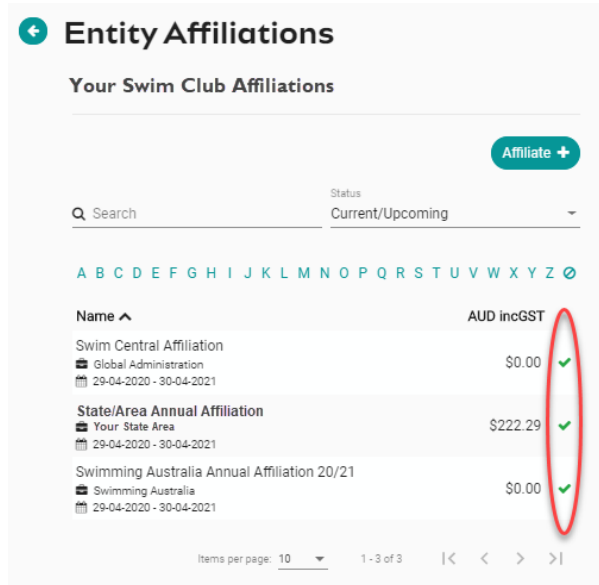
* fees and surcharges included in total amount shown

I agree with Ts & Cs

Checkout

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 ✓.



Entity Affiliations

Your Swim Club Affiliations

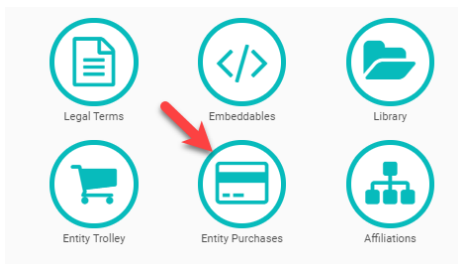
Search: _____ Status: Current/Upcoming

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

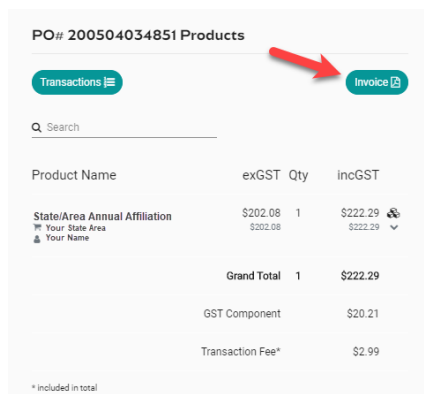
Name ^	AUD incGST	
Swim Central Affiliation Global Administration 29-04-2020 - 30-04-2021	\$0.00	✓
State/Area Annual Affiliation Your State Area 29-04-2020 - 30-04-2021	\$222.29	✓
Swimming Australia Annual Affiliation 20/21 Swimming Australia 29-04-2020 - 30-04-2021	\$0.00	✓

Items per page: 10 | 1 - 3 of 3 | < > >> <<

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.



PO# 200504034851 Products

Transactions | Invoice

Search: _____

Product Name	exGST	Qty	incGST
State/Area Annual Affiliation Your 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

* Included in total