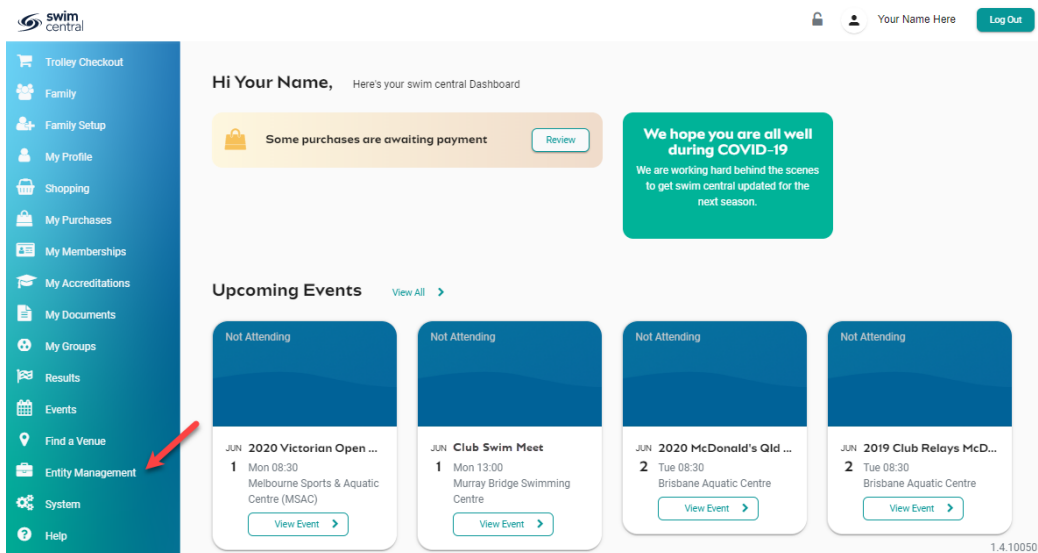


HOW TO SEND A PURCHASE ORDER

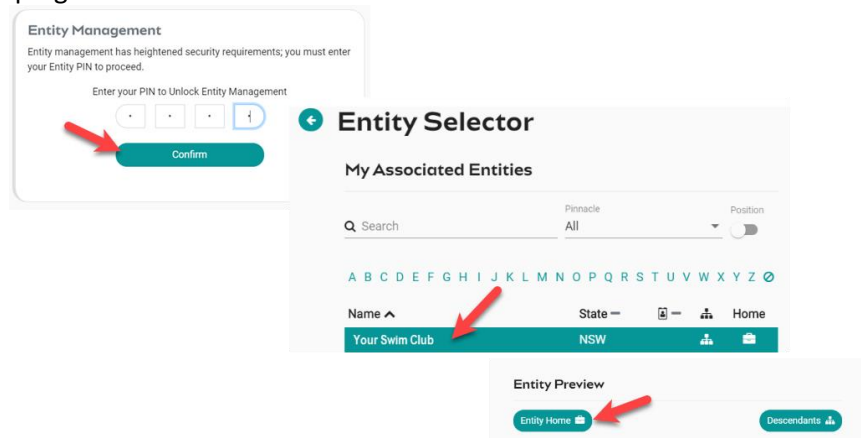
Purchase orders sent out by a Club Administrator to a group or single participant appear in the individual's purchases as a pending transaction. The member can then process that transaction by actioning the pending payment (see **How to Action a Pending Payment** help guide).

This help guide is for **Club Administrators** wanting to create a purchase order to send to a member in Swim Central.

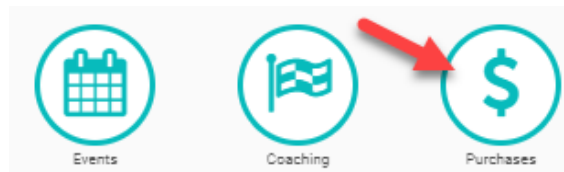
Login to Swim Central and **Unlock** your principal profile (if you are part of a family group). From your dashboard home screen, select **Entity Management**



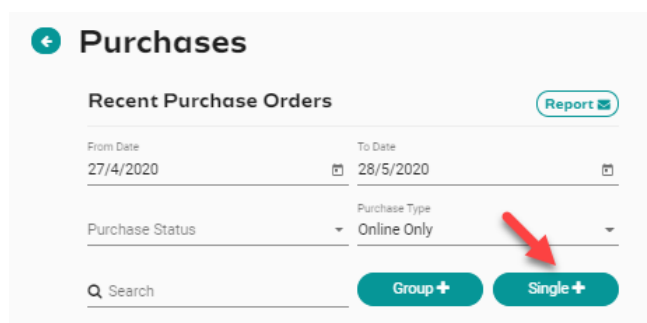
Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.



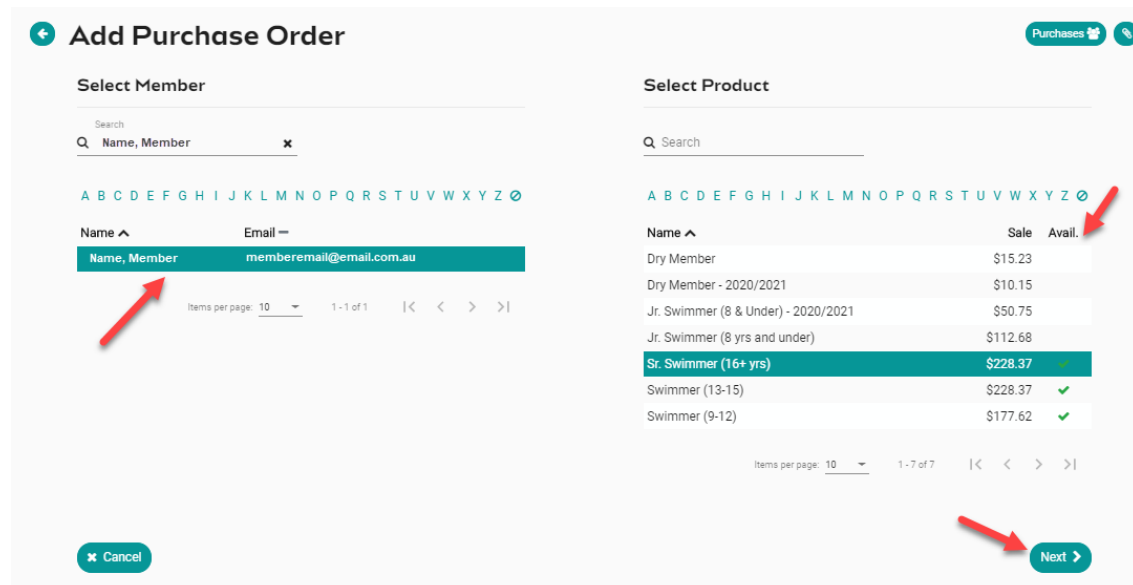
Select the **Purchases** icon to view the recent purchases made by members for Club products (memberships, event entries, etc.).



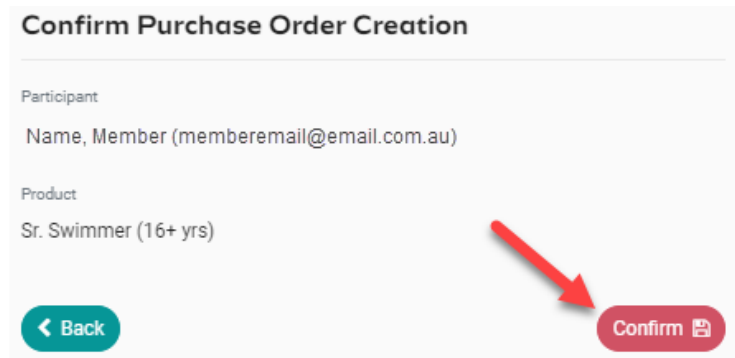
To send a purchase order to a single member, select **Single +**



Select the **Member Name** in the member list you would like to send the purchase order to, then select the available **Product** you would like on the purchase order, select **Next**.

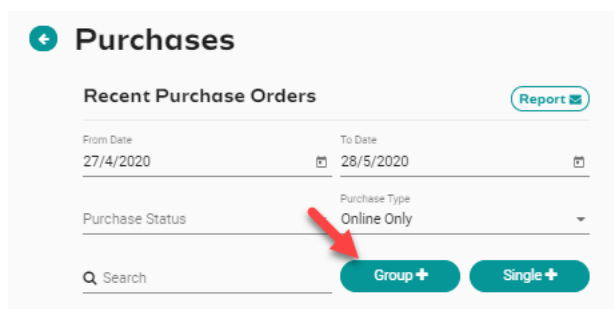


Confirm that the purchase order details are correct. By selecting **Confirm**, the purchase order will be then be sent to the member.



The screenshot shows a form titled "Confirm Purchase Order Creation". It contains the following fields: "Participant" with the value "Name, Member (memberemail@email.com.au)", and "Product" with the value "Sr. Swimmer (16+ yrs)". At the bottom, there are two buttons: a teal "Back" button with a left arrow and a red "Confirm" button with a document icon. A red arrow points to the "Confirm" button.

To send a purchase order to a group, select **Group +**



The screenshot shows the "Purchases" screen. It features a "Recent Purchase Orders" section with a "Report" button. Below this, there are filters for "From Date" (27/4/2020), "To Date" (28/5/2020), "Purchase Status", and "Purchase Type" (Online Only). At the bottom, there is a search bar and two buttons: "Group +" and "Single +". A red arrow points to the "Group +" button.

Select the **Group Name** in the group list that you would like to send the purchase order to, then select the available **Product** you would like on the purchase order, select **Next**.

****Please note:** you must have set up groups prior to attempting to send a purchase order to a group, please see [How to Set Up and Edit A Message Group](#) help guide for instructions on how to create member groups in Swim Central.

Confirm that the purchase order details are correct. By selecting **Confirm**, the purchase order will be then be sent to all members of the group you selected.