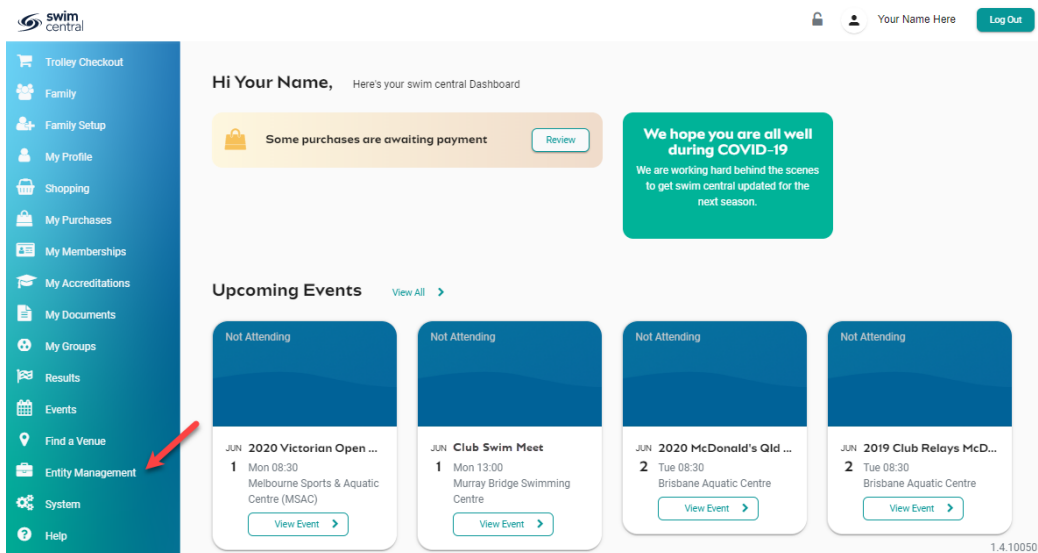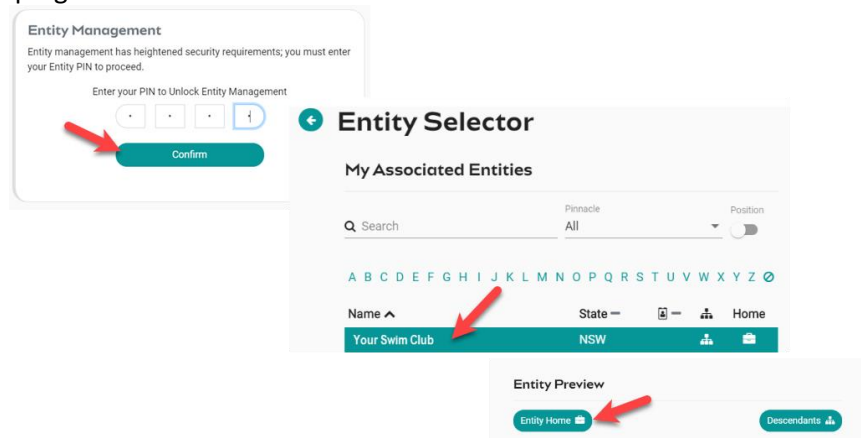# HOW TO SEND A PURCHASE ORDER

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).

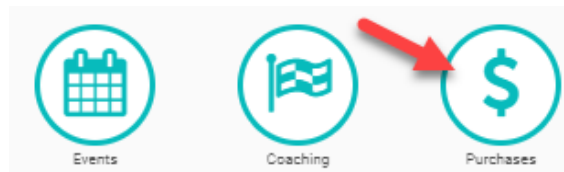This help guide is for **Club Administrators** wanting to create a purchase order to send to a member in Swim Central.

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**
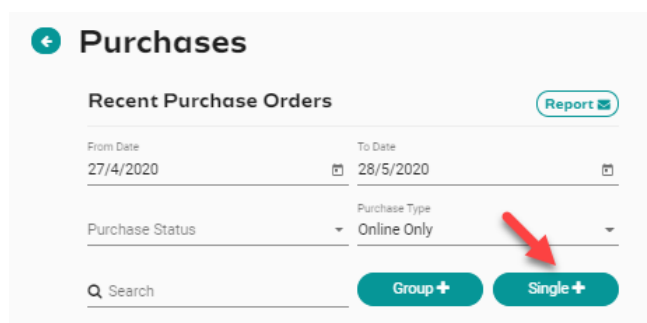

Enter your entity PIN and select **Confirm**, highlight/select your Club, and then select **Entity Home** from near the top right-hand side of the screen.
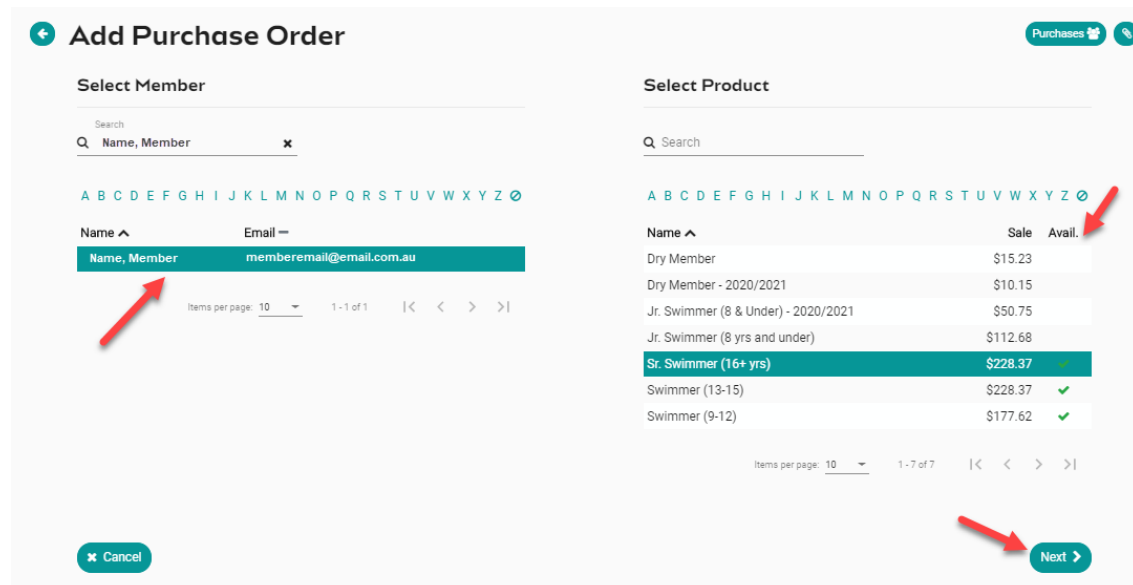
Select the **Purchases** icon to view the recent purchases made by members for Club products (memberships, event entries, etc.).
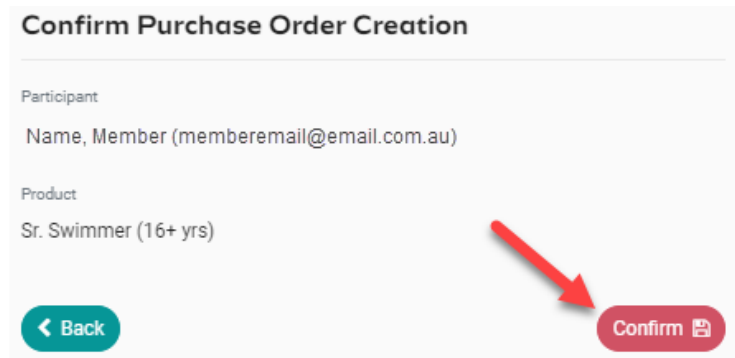

To send a purchase order to a single member, select **Single +**

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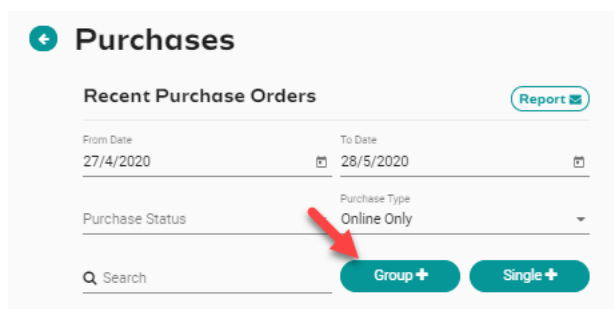
Confirm that the purchase order details are correct. By selecting **Confirm**, the purchase order will be then be sent to the member.

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

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.