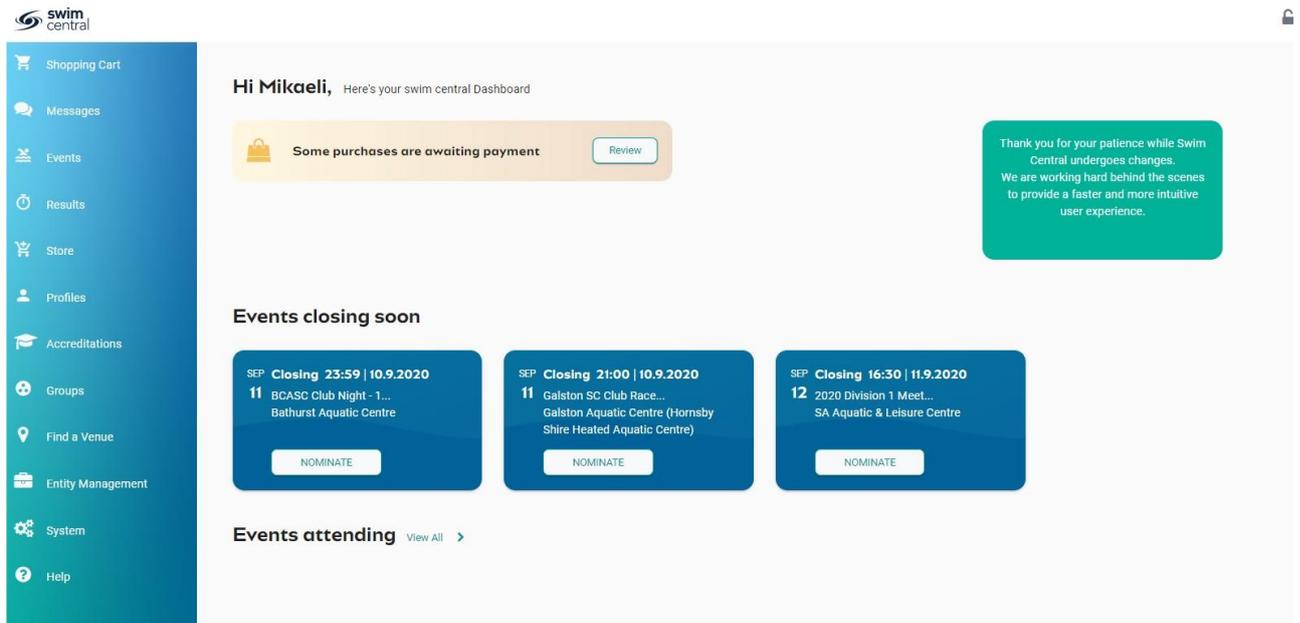


HOW TO PURCHASE A MEMBERSHIP FROM A PURCHASE ORDER

Log into Swim Central as the Family Administrator.

If a Purchase order has been sent to your family by your club, you will notice this cream-coloured message on your personal Dashboard: "Some purchases are awaiting payment"

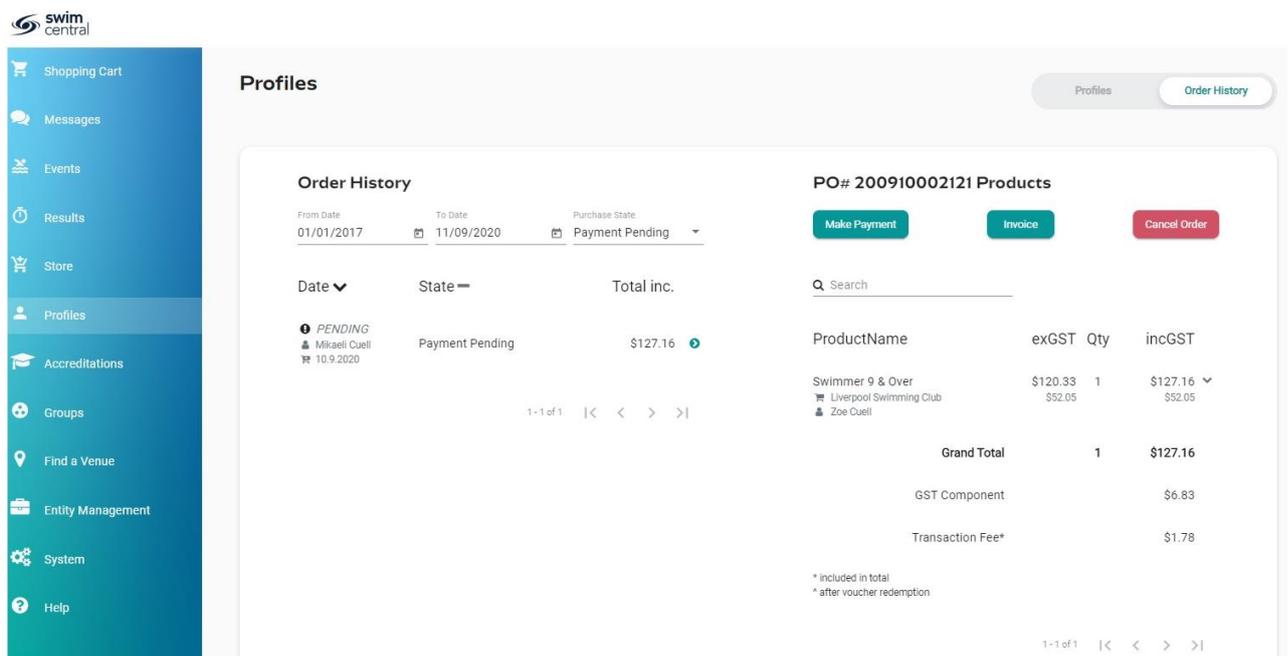


The screenshot shows the Swim Central dashboard for user Mikaeli. A notification banner at the top states "Some purchases are awaiting payment" with a "Review" button. A green message box on the right says "Thank you for your patience while Swim Central undergoes changes. We are working hard behind the scenes to provide a faster and more intuitive user experience." Below this, the "Events closing soon" section lists three events:

- SEP Closing 23:59 | 10.9.2020**
11 BCASC Club Night - 1...
Bathurst Aquatic Centre
[NOMINATE]
- SEP Closing 21:00 | 10.9.2020**
11 Galston SC Club Race...
Galston Aquatic Centre (Hornsby Shire Heated Aquatic Centre)
[NOMINATE]
- SEP Closing 16:30 | 11.9.2020**
12 2020 Division 1 Meet...
SA Aquatic & Leisure Centre
[NOMINATE]

At the bottom, there is a section for "Events attending" with a "View All" link.

Click on the available 'Renew' button, and you will be taken to the following page:



The screenshot shows the "Profiles" page in Swim Central. The "Order History" section displays a pending order for Mikaeli Cuelli on 10.9.2020, with a total amount of \$127.16. The "PO# 200910002121 Products" section shows the following items:

ProductName	exGST	Qty	incGST
Swimmer 9 & Over	\$120.33	1	\$127.16
Liverpool Swimming Club	\$52.05		\$52.05
Zoe Cuelli			
Grand Total		1	\$127.16
GST Component			\$6.83
Transaction Fee*			\$1.78

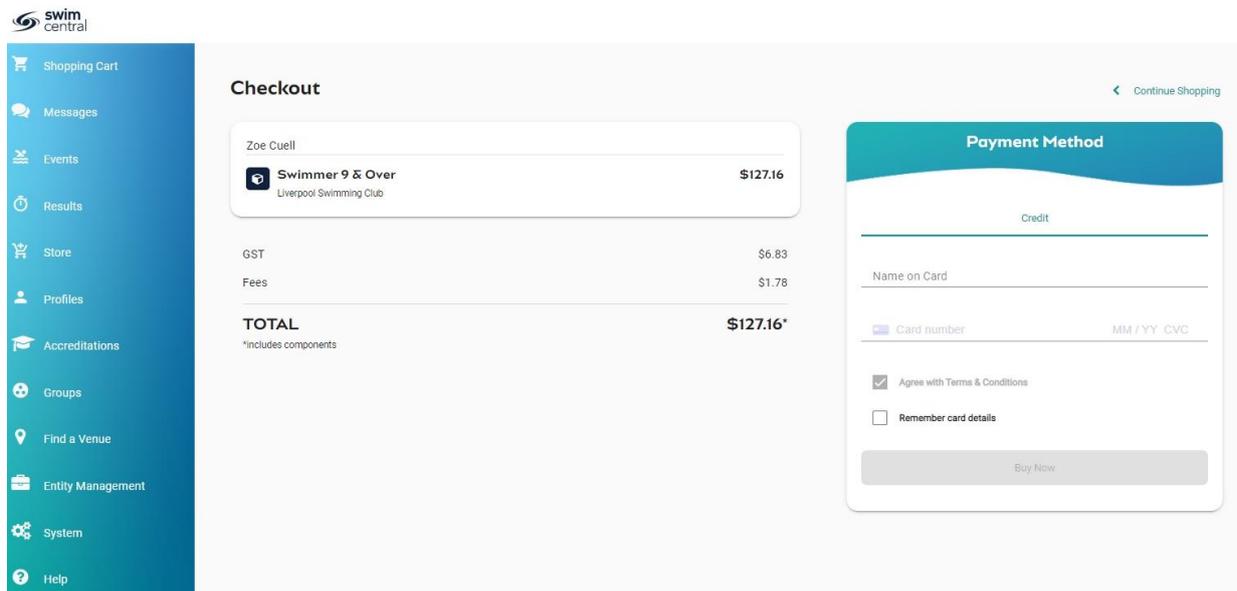
Footnote: * included in total
* after voucher redemption

Ensure:

-
- That the membership assigned by your club is the correct age-related membership (e.g. if your child is 10 years old, that a relevant **9&Over membership** has been assigned to them)
- That the membership assigned by your club is relating to the correct member of your family (e.g. that the Swimmer products have been allocated to the Swimmers, and the Non-Swimmer products have been allocated to the non-swimmers (i.e. Parents, if not swimming)).

If all is correct, please click the teal 'Make Payment' button as shown above.

You will then be taken to the Checkout page, where you follow the prompts to make payment.



The screenshot shows the 'swim central' checkout interface. On the left is a blue navigation sidebar with icons and labels for: Shopping Cart, Messages, Events, Results, Store, Profiles, Accreditations, Groups, Find a Venue, Entity Management, System, and Help. The main content area is titled 'Checkout' and shows a summary for 'Zoe Cuell'. The items list includes 'Swimmer 9 & Over' from 'Liverpool Swimming Club' for \$127.16, 'GST' for \$6.83, and 'Fees' for \$1.78. The 'TOTAL' is \$127.16*, with a note '*includes components'. To the right is a 'Payment Method' section with a teal header and a 'Continue Shopping' link. It shows 'Credit' as the selected method, with input fields for 'Name on Card', 'Card number', and 'MM / YY CVC'. There are checkboxes for 'Agree with Terms & Conditions' (checked) and 'Remember card details' (unchecked). A 'Buy Now' button is at the bottom.

Note: if your club requires a membership document to be uploaded, please seek clarification on the document *type* and *category* from your club, and [click here](#) for more information.

Note: if you have an Active Kids Voucher to use as part of your membership, please see Appendix 1 of [How to Purchase a membership](#).