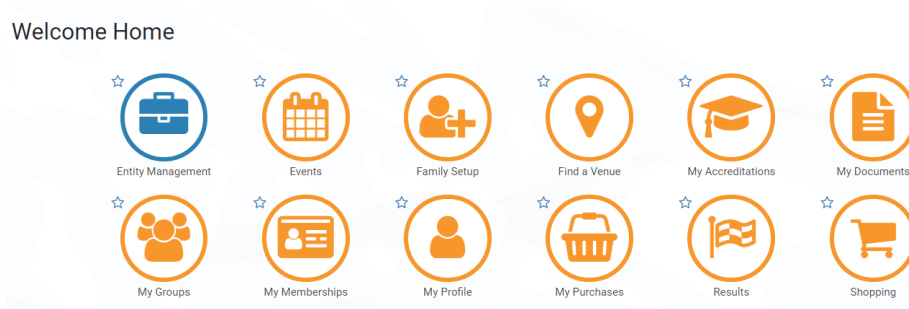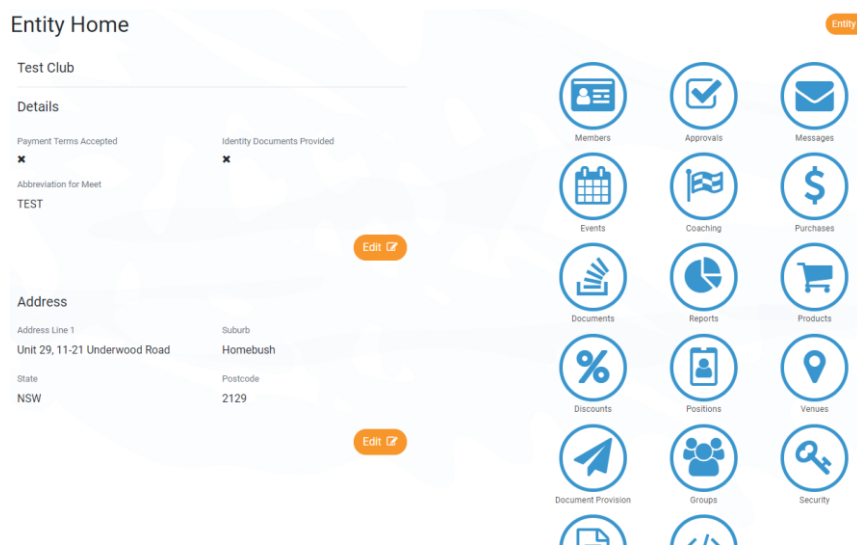# Setting up a Secondary Club Membership Product

For those members wishing to become a member to your club, whilst already holding another full membership elsewhere, your club must set-up a 'secondary club' membership product. The member will then be able to purchase this membership product in Swim Central.

Note: Members wishing to join an entity as a secondary club member, <u>must</u> have a Full Primary membership with another entity.
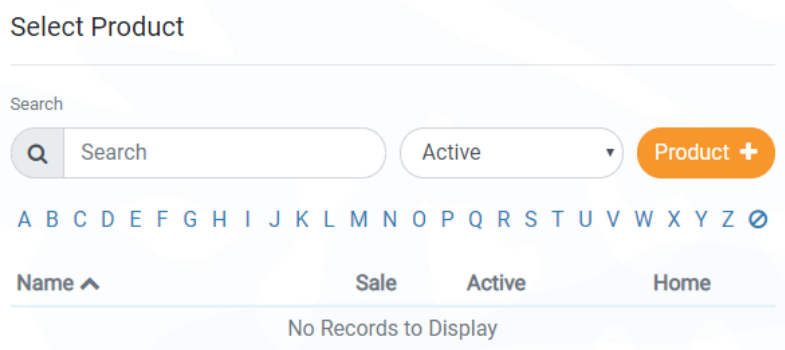
Log-in to Swim Central & and access your entity via the *Entity Management* tile.

Access your *Entity Home* and click on the *Products* tile.

Click *Product +*

Complete the details for your *Secondary club Product.*

- ➢ <u>Product Type:</u> Membership
- ➢ <u>Product Name:</u> '<Swimming Club Name> Secondary Club Membership'
- ➢ <u>Allow Refunds:</u> Tick this if you wish to allow members to initiate a refund request (the refund must be approved by above entities before funds are returned)

Edit your products details

- ➢ Description: Optional to include for new members to see when purchasing the product. E.g. What secondary club member means
- ➢ Product Name: Option to edit product name
- ➢ Product Short Name: Optional
- ➢ Hard Start & Expiry Date: The dates between which the product will be available for
- ➢ Cost Price: Club Component of Product- e.g. 'Test Club' is charging $25
- ➢ Margin on Cost: Leave Blank
- ➢ Margin is Percentage: Leave switched off (grey)
- ➢ GST Payable: If your club is registered for GST- Switch on (blue), if your club is not registered for GST, switch off (grey)
- ➢ Minimum & Maximum Age: If you wish to have age limitations for secondary club members.

Click *Save*

Edit Test Swimming Club- Second Claim Me...

Description

Description

Product Name *

Test Swimming Club- Second Claim Membership

43 of 100

Product Short Name

Product Short Name

0 of 100

Config

Hard Start Date

dd/mm/yyyy

Hard Expiry Date

dd/mm/yyyy

Costing

Cost Price exGST

25

Margin on Cost

Margin on Cost

Margin is Percentage

(toggle off)

GST Payable

(toggle on)

Constraints

Minimum Eligible Age

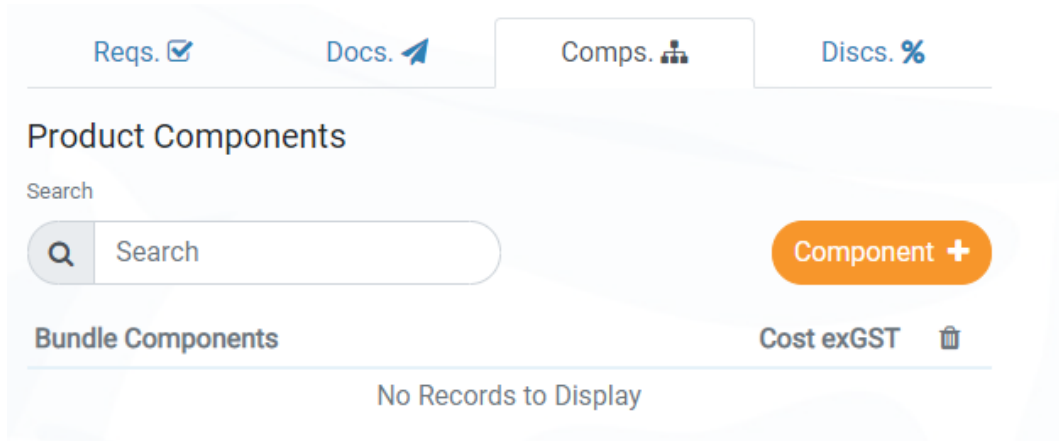Minimum Eligible Age

Maximum Eligible Age

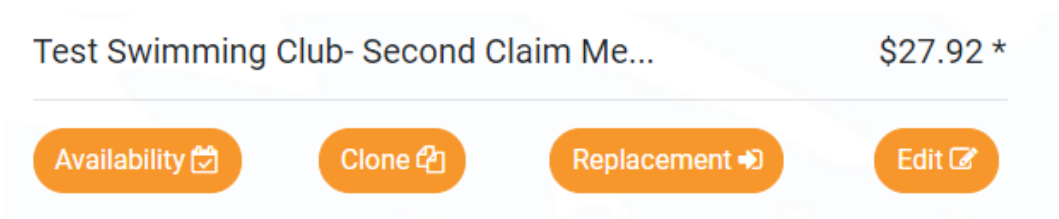Maximum Eligible Age

✖ Cancel

Save 💾

As this is a Club only Component product, additional components <u>do not</u> need to be added.
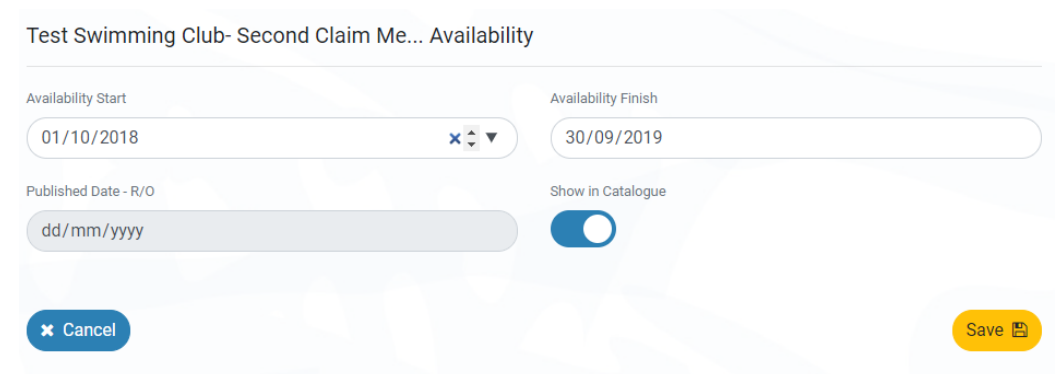

You now need to make the product available for secondary club members to purchase. Click *Availability*

Insert the dates you would like the product to be available for purchase- this may be the dates of the registration season (e.g. 1st October- 30th September).

Switch on (blue) *'Show in Catalogue'* toggle. This will allow members to view it when they access their Shopping section. Click *Save*.

This section can be edited/updated at any time.

Your Secondary club Membership Product is now available for members to join. Once they have purchased this product, they will appear in your membership list.

Please see below other resources relating to secondary club memberships.

- How does a member purchase a secondary club product? **Click Here**
  Ensure the member searches for your secondary club product when shopping.

- How to Open your club meet to Secondary club Members? **Click Here**