

## Setting up a Secondary Club Membership Product

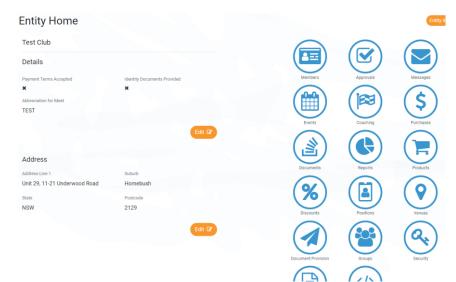
For those members wishing to become a member to your club, whilst already holding another full membership elsewhere, your club must set-up a 'secondary club' membership product. The member will then be able to purchase this membership product in Swim Central.

**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 +

Select Product			
Search			
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Name 🔨	Sale	Active	Home
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Complete the details for your Secondary club Product.

- Product Type: Membership
- Product Name: '<Swimming Club Name> Secondary Club Membership'
- Allow Refunds: 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)

Detail	Summary	
Product Details		
roduct Type *	Product Name *	
Membership	Test Swimming Club- Second Claim Membership	
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Upfront	Not Applicable	•
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1		
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Detail		
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Detail Please Confirm Product Type Membership Config	Product Name Test Swimming Club- Second Claim Membership	
Detail Please Confirm Product Type Membership Config Refunds Allowed	Product Name Test Swimming Club- Second Claim Membership Component Only	
Please Confirm   Product Type   Membership   Config   Refunds Allowed   ✓   Payment   Payment Type	E Summary Product Name Test Swimming Club- Second Claim Membership Component Only ★ Payment Interval Type	
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Detail Please Confirm Product Type Membership Config Refunds Allowed Payment Payment Upfront Payment Interval Count	E Summary Product Name Test Swimming Club- Second Claim Membership Component Only ★ Payment Interval Type	



## 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
- > <u>Hard Start & Expiry Date</u>: The dates between which the product will be available for
- > <u>Cost Price</u>: 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	
Product Name *	Product Short Name
Test Swimming Club- Second Claim Membership	Product Short Name
43 of 100	0 of 10
Config	
Hard Start Date	Hard Expiry Date
dd/mm/yyyy	dd/mm/yyyy
Costing	
Cost Price exGST	Margin on Cost
25	Margin on Cost
Aargin is Percentage	GST Payable
Constraints	
Vinimum Eligible Age	Maximum Eligible Age
Minimum Eligible Age	Maximum Eligible Age



Save 🖺



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

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Product Components			
Search Search		Componer	nt +
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You now need to make the product available for secondary club members to purchase. Click *Availability* 

Test Swimming (	est Swimming Club- Second Claim Me		\$27.92 *	
Availability 💆	Clone 街	Replacement +)	Edit 🕼	

Insert the dates you would like the product to be available for purchase- this may be the dates of the registration season (e.g. 1<sup>st</sup> October- 30<sup>th</sup> 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? <u>Click Here</u> Ensure the member searches for your secondary club product when shopping.
- How to Open your club meet to Secondary club Members? <u>Click Here</u>