

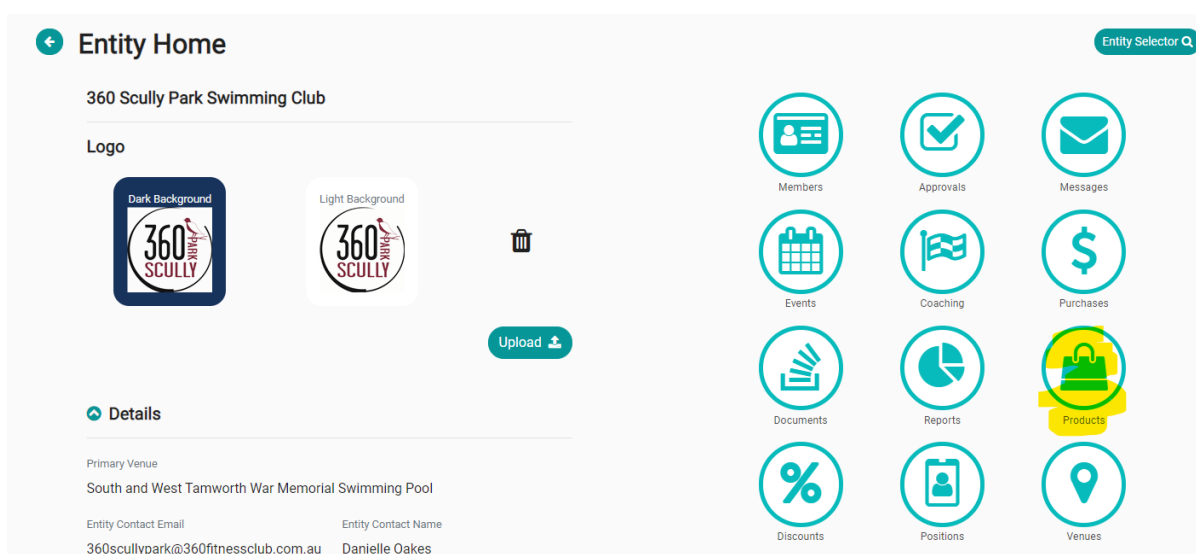
## Setting up a Secondary Club Membership Product

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.

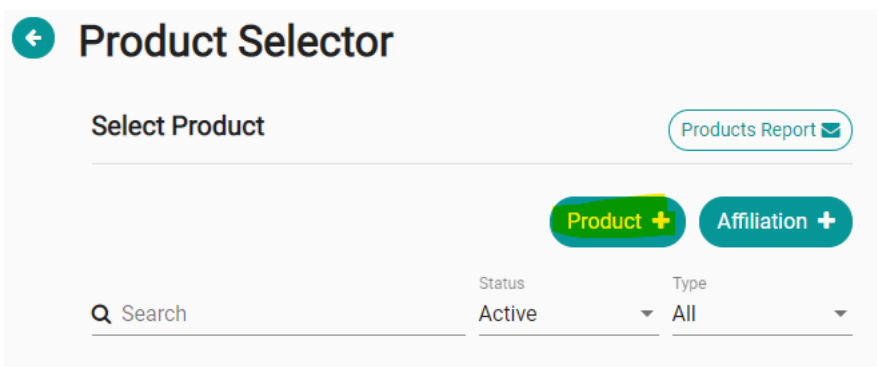
**Note:** Members wishing to join an entity as a secondary club member, must have a Full Primary membership with another entity.

Log-in to Swim Central & and access your entity via the *Entity Management* tab.

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



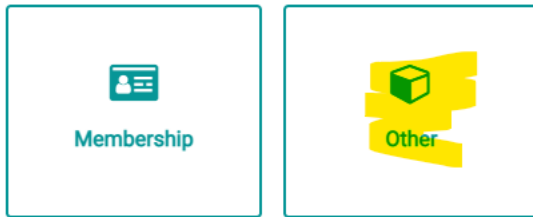
Click *Product +*



Complete the details for your *Secondary club Product*.

- Product Type: Other

## What type of product would you like to create?



- Product Type: Membership
- Product Name: '<Swimming Club Name> Secondary Club Membership'
- Config: Component Only toggled ON and Hide from Requirement Lists OFF

### ← Add Product

[Detail](#) [Summary](#)

#### Product Details

Product Type \*  
Membership

Product Name \*  
Test 2nd Membership

19 of 100

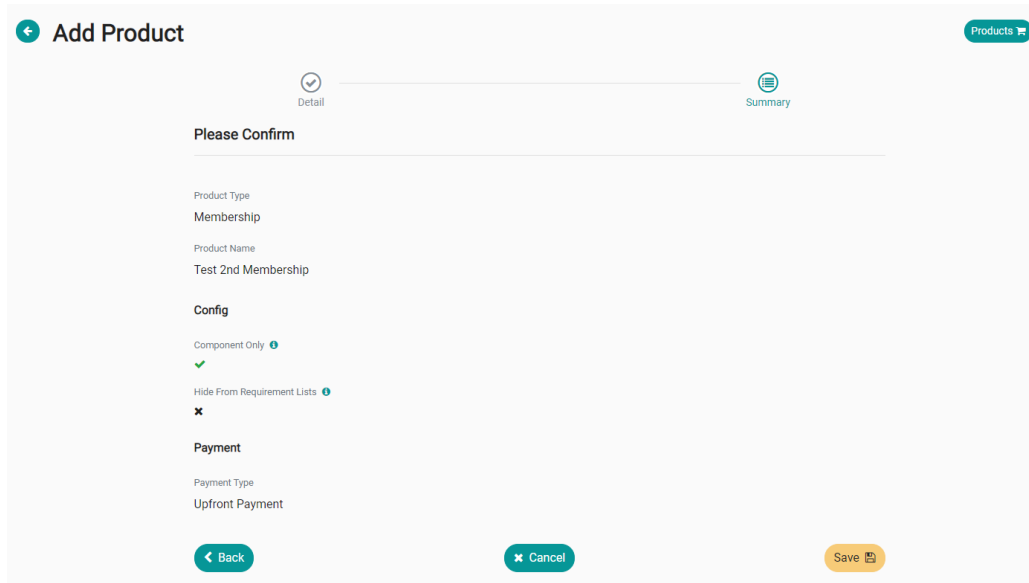
#### Config

Component Only

Hide From Requirement Lists

#### Payment

Payment Type \*  
Upfront Payment



**Add Product**

Detail Summary

**Please Confirm**

Product Type  
Membership

Product Name  
Test 2nd Membership

**Config**

Component Only

Hide From Requirement Lists

**Payment**

Payment Type  
Upfront Payment

Back Cancel Save

## 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
- **Refunds allowed:** Optional to turn off or on
- **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*

**Product Edit** Product Home

### Edit Test 2nd Membership

Description

File Edit View Insert Format

← → Paragraph **B** *I* [List Icons] [Link Icon]

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Shown in shopping view POWERED BY TINY 0 of 1000

Product Name \*  
Test 2nd Membership 19 of 100

Product Short Name 0 of 100

#### Config

Hard Start Date Hard Expiry Date Hard Expiry Time 12:00 am

Refunds Allowed

Hide From Requirement Lists

#### Costing

Cost Price exGST 0 Margin on Cost

Margin is Percentage  GST Payable

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

Reqs  Docs  **Comps**  Discs

### Product Components

Search Component +

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

**Product Home**

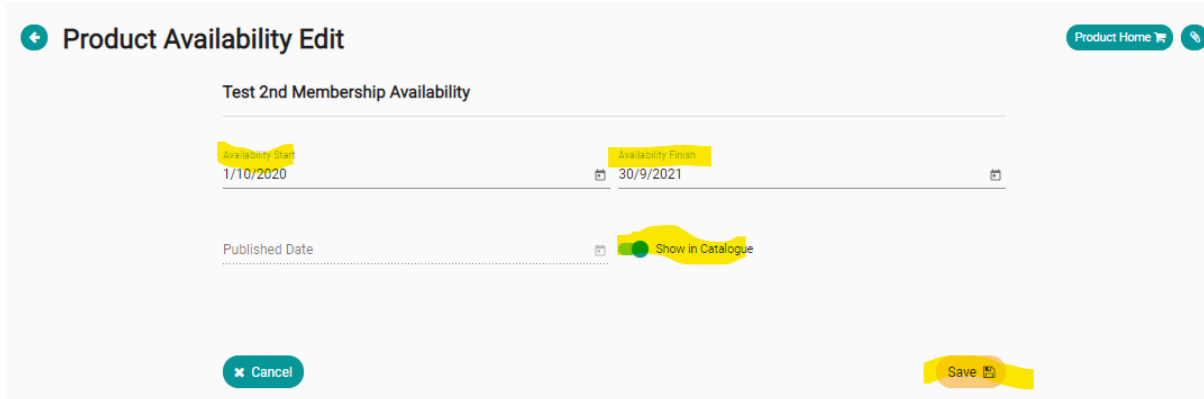
Test 2nd Membership \$0.00

Availability Clone 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.



The screenshot shows a web interface titled "Product Availability Edit" for "Test 2nd Membership Availability". It features a "Product Home" button in the top right. The main content area includes two date pickers: "Availability Start" set to "1/10/2020" and "Availability Finish" set to "30/9/2021". Below these is a "Published Date" field and a "Show in Catalogue" toggle switch, which is currently turned on. At the bottom, there are "Cancel" and "Save" buttons.

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](#)