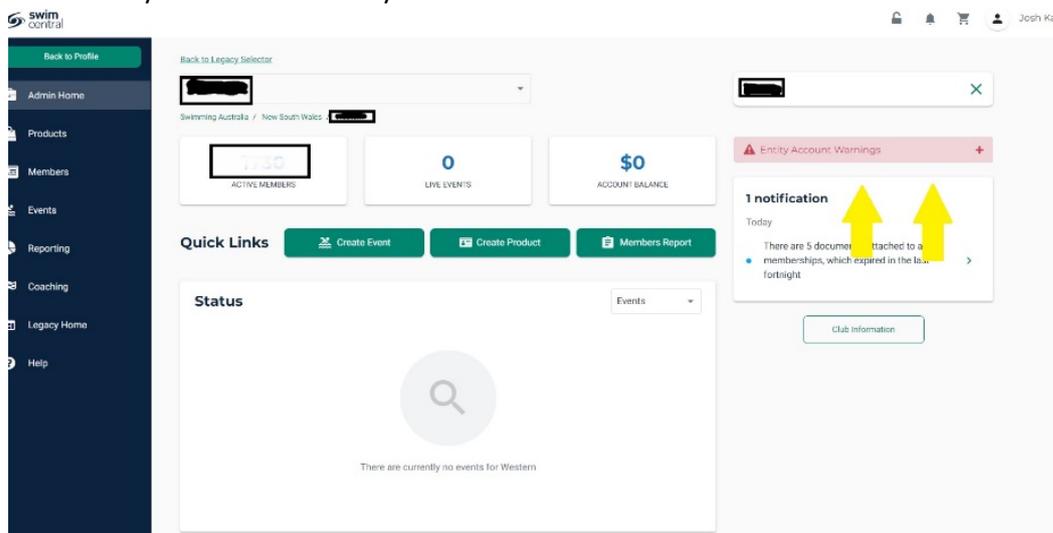


Swimming NSW 2021-2022 Registration Checklist

Part 1: Before you create your products

- ✓ Check the [Club Directory contact list](#) (and Area directory) page to ensure your club contact email is up to date for the SNSW registration season (so that prospective members can contact you if they're looking at the SNSW website).
Contact admin@nsw.swimming.org.au if this requires updating.
- ✓ Check that your own club website (if applicable) is up to date with information for prospective members. See [here](#) for support from website host Interact Sport, and contact olivia.kapocius@nsw.swimming.org.au if you need to regain access to your club website back end.
- ✓ Check that your club is currently affiliated



If not, make payment via [these steps](#) and then inform SNSW [here](#) so we can ensure you are linked to the Active Kids Voucher program and can also access your Certificate of Currency if required.

Please move onto the next page

Part 2: Creating your products

- Watch the [SNSW registration season webinar videos](#) to catch up on how to create a product as well as answer any questions members might have for club committees in terms of purchasing a membership
- Create your membership products. [Click Here](#) for the specific help guides
 - Keep in mind that clubs will need to create a brand-new product, NOT a replacement product this season, as SNSW are offering new membership categories which will not correlate with last year's products, making *replacement* difficult.
- In 21/22 we're encouraging clubs to create separate categories for their *Dry Memberships*, i.e. Coach, Technical Official, Parent, Committee Member. This is handy for reporting purposes, and this would also allow clubs to charge different club component amounts for each sub-category, should you wish to.
- Link all of your newly-created *Swimmer* products to your Active Kids Voucher Program setup. Without this important step, members will not be able to use their voucher to purchase their Swimming membership. [Click Here](#) to find out how to do so.