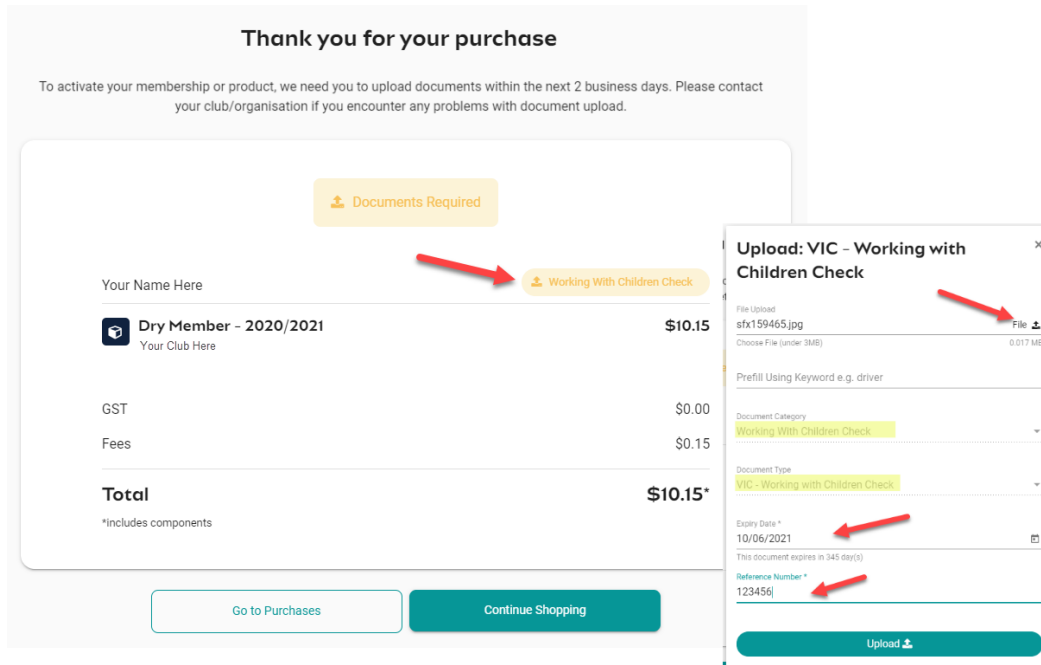


UPLOADING DOCUMENTS FOR MEMBERSHIP REQUIREMENTS

Some memberships require a document upload, if that is a condition of your membership purchase, you will see a notify of this action on your purchase confirmation that looks like this:



The screenshot shows a 'Thank you for your purchase' page. A yellow box labeled 'Documents Required' points to a 'Working With Children Check' requirement next to the member's name. A pop-up window titled 'Upload: VIC - Working with Children Check' is open, showing a file upload interface with a 'File' button, a dropdown for 'Document Category' (set to 'Working With Children Check'), a dropdown for 'Document Type' (set to 'VIC - Working with Children Check'), an 'Expiry Date' field (set to 10/06/2021), and a 'Reference Number' field (set to 123456). Red arrows indicate the flow from the requirement to the pop-up and the specific fields to be filled.

Thank you for your purchase

To activate your membership or product, we need you to upload documents within the next 2 business days. Please contact your club/organisation if you encounter any problems with document upload.

Documents Required

Your Name Here **Working With Children Check**

Dry Member - 2020/2021 Your Club Here	\$10.15
GST	\$0.00
Fees	\$0.15
Total	\$10.15*

*Includes components

[Go to Purchases](#) [Continue Shopping](#)

Upload: VIC - Working with Children Check

File Upload
sfxt159465.jpg [File](#) 0.017 MB

Choose File (under 3MB)

Prefill Using Keyword e.g. driver

Document Category
Working With Children Check

Document Type
VIC - Working with Children Check

Expiry Date *
10/06/2021

This document expires in 345 day(s)

Reference Number *
123456

[Upload](#)

To fully activate the membership, and fully process payment, you will need to upload the required documents **within 2 days of the membership purchase** to give the club registrar time to approve the document as meeting the conditions of the purchase. **IF the document is not uploaded and approved within 7 days, the membership purchase is void and you will be required to step through the purchase and upload process again.**

To upload documents, click on the document requirement next to the member name to be taken to that member's document library. A pop up will then give you an opportunity to upload the file with prefilled document type and document category. Please fill in ALL required information then select Upload. If you have trouble uploading your document, please contact your club administrator.

Once your document is uploaded, you will see the confirmation page refresh to no longer show the yellow document upload option. Select **Go to Purchases** to view a list of all purchases made in Swim Central with the most recent at the top. For memberships requiring a document upload you will see the transaction in a 'Approval Pending' state. Once the registrar has approved your document, the payment will process in full and the membership purchase will switch to a 'Complete' status. We recommend informing your **club** administrator that you have done this.