

# New Member Join Process – Swimming NSW Website

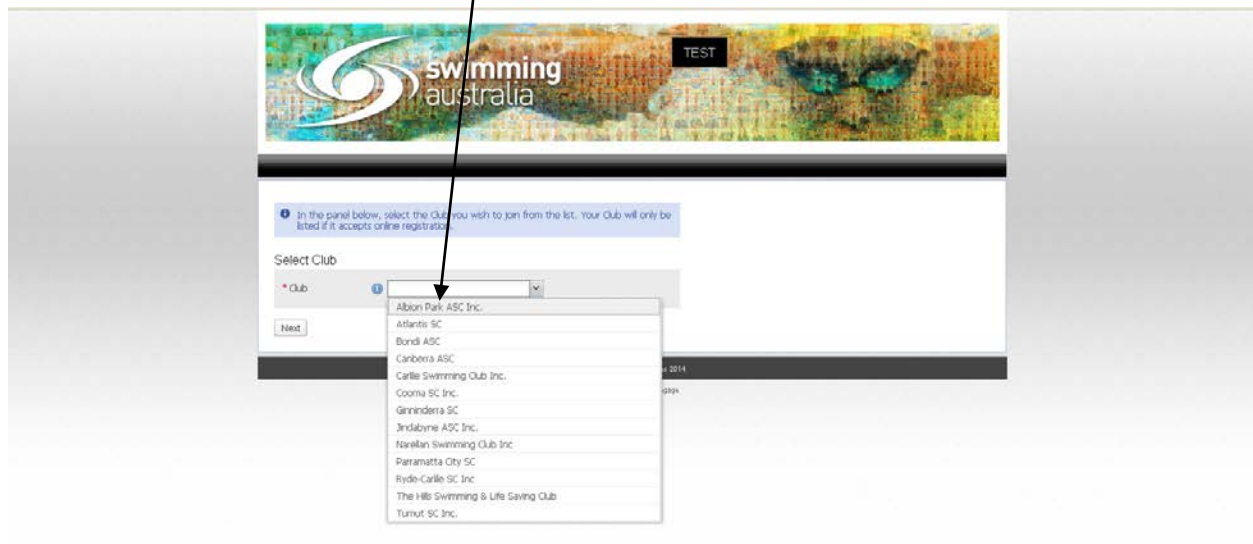
Go to the Swimming NSW website ([nsw.swimming.org.au](http://nsw.swimming.org.au)) and click on the Join Now button to begin the registration process.



The Join Now button can also be found mid-way down the Swimming NSW home page.



Select your club from the drop down menu and click Next. Note: your club will only appear in the listing if it is set to accept online registrations.



Agree to the membership terms and conditions by ticking the box. Click Next.

Albion Park ASC Inc. (Club)

I agree to Albion Park's Terms and Conditions.

New South Wales & ACT (State)

I agree to abide by the rules, regulations and policies of Swimming NSW, Swimming Australia, the relevant Area Swimming Association and the relevant club, including Swimming Australia's Anti-Doping, Member Welfare, Child Welfare and Privacy Policies (these are available at [www.swimming.org.au](http://www.swimming.org.au)).

I authorise Swimming NSW to use, disclose or relate to any relevant bodies any of my personal information that may be necessary to implement the rules, regulations and policies in 1 above. I agree to have my name, photograph and results published in official programs, newsletters and websites.

Where the applicant is under 16 years of age this form must be endorsed by the applicant's parent or legal guardian.

I have read, understood, acknowledge and agree to the declarations above and the details provided in the application and I personally consent to the declarations above and I warrant that all information provided is true and correct.

I as the parent or guardian of the applicant expressly agree to be responsible for the applicant's behaviour and agree to personally accept the conditions set out in this membership application and declaration.

Link to terms: [Swimming Terms and Conditions](#)

\*  I agree to the terms of membership

Pick the membership type you wish to register as (e.g. Swimmer) and click Next.

swimming australia

TEST

Membership Type

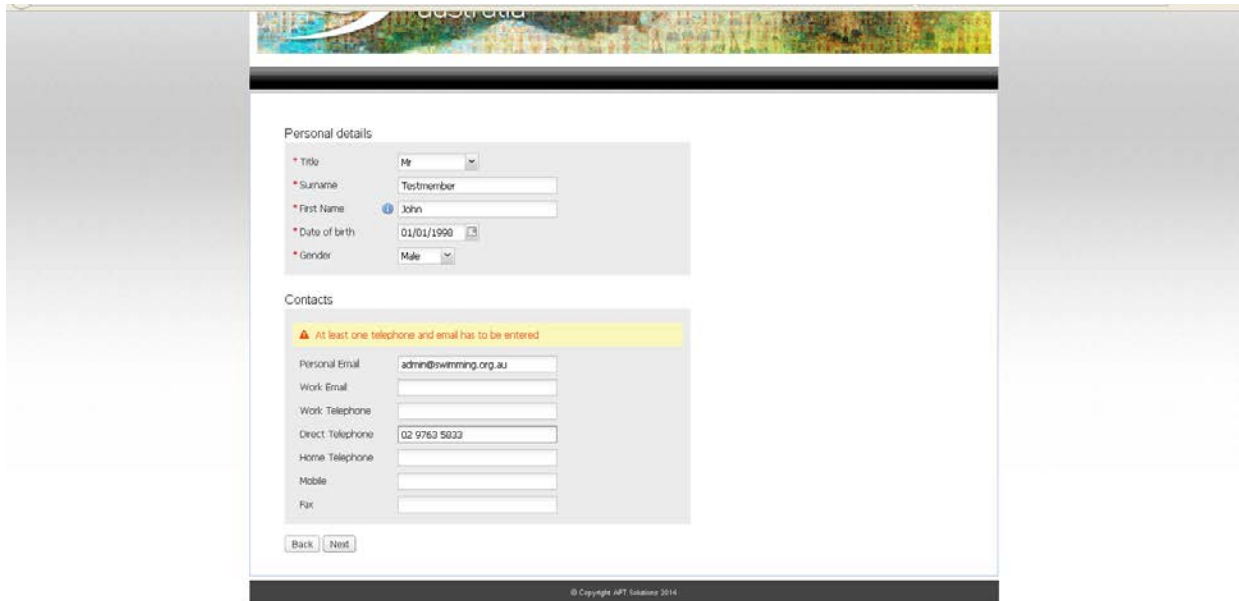
\* Type

Non-Swimmer

Swimmer

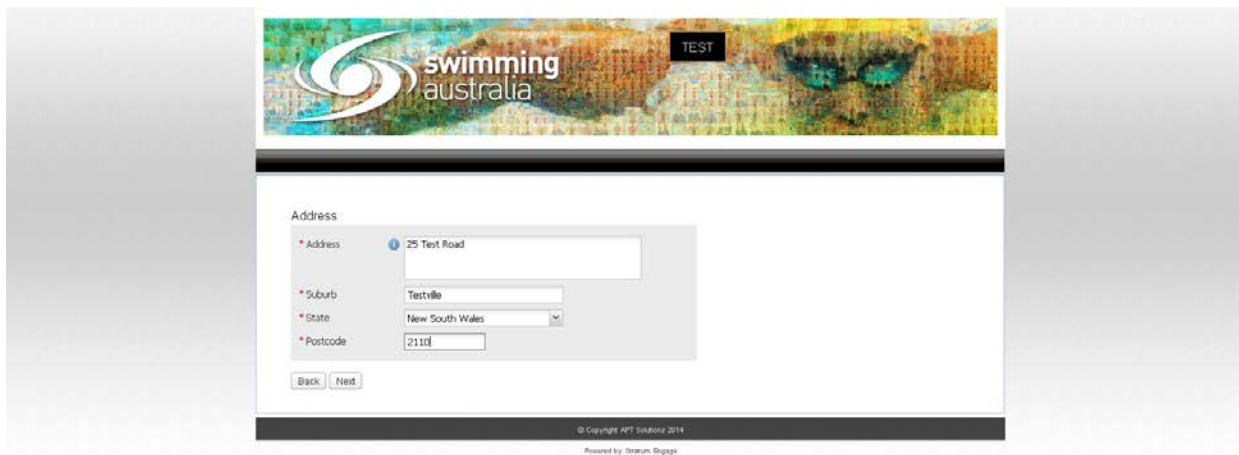
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Enter your personal and contact details and click Next (note: at least one telephone number and one email address has to be entered).




The screenshot shows a web form for entering personal and contact details. The form is divided into two sections: 'Personal details' and 'Contacts'. The 'Personal details' section includes fields for Title (Mr), Surname (Testnumber), First Name (John), Date of birth (01/01/1990), and Gender (Male). The 'Contacts' section includes a warning message: 'At least one telephone and email has to be entered'. Below this, there are input fields for Personal Email (admin@swimming.org.au), Work Email, Work Telephone, Direct Telephone (02 9763 5933), Home Telephone, Mobile, and Fax. At the bottom of the form are 'Back' and 'Next' buttons. The footer of the page reads '© Copyright APT Solutions 2014'.

Enter your address information and click Next.



The screenshot shows a web form for entering address information. The form is titled 'Address' and includes fields for Address (25 Test Road), Suburb (Testville), State (New South Wales), and Postcode (2110). At the bottom of the form are 'Back' and 'Next' buttons. The header of the page features the 'swimming australia' logo and a 'TEST' button. The footer of the page reads '© Copyright APT Solutions 2014' and 'Powered by Stratum Engage'.

Enter National Fields (if applicable) and click Next to continue.



swimming australia TEST

**National Fields**

Alternate Email Address

Alternate Address


Medical Conditions/Allergies/ Vaccs

Classification

Coach's Name

Other Swimming Federation

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**National Fields**

Australian Citizen

Arthmatic

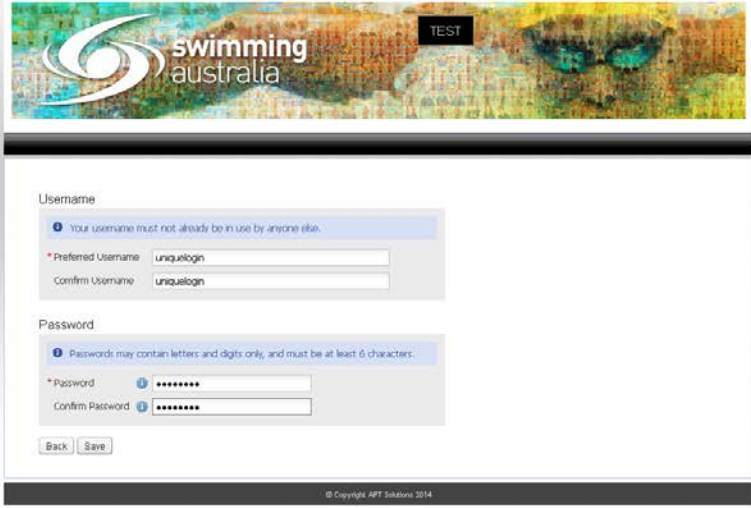
Indigenous Member

Member With Disability

Attended GO Swim Day

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Enter a preferred username and password and click Save.

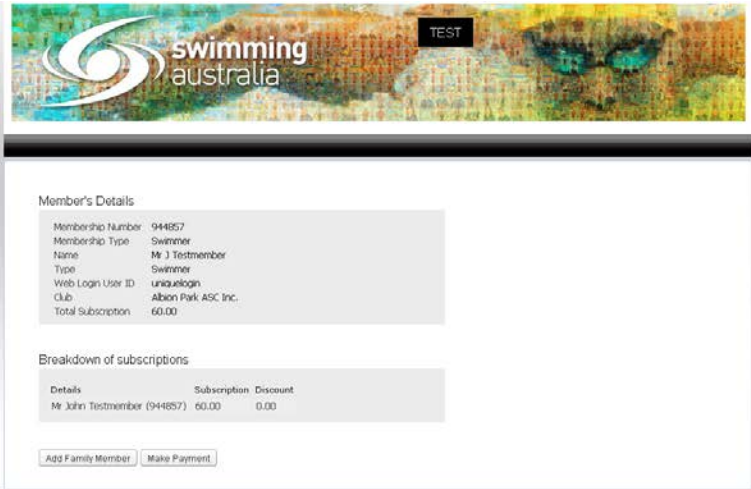


The screenshot shows the registration page for Swimming Australia. At the top, there is a banner with the logo and a 'TEST' button. Below the banner, the form is divided into two sections: 'Username' and 'Password'. The 'Username' section has a note: 'Your username must not already be in use by anyone else.' It contains two input fields: 'Preferred Username' and 'Confirm Username', both with the value 'uniquelogin'. The 'Password' section has a note: 'Passwords may contain letters and digits only, and must be at least 6 characters.' It contains two input fields: 'Password' and 'Confirm Password', both with masked characters. At the bottom of the form are 'Back' and 'Save' buttons. A footer contains the text: '© Copyright APT Software 2014' and 'Powered by Stratum Group'.

This screen will appear to confirm your membership information.

If you are a **single member**, click **Make Payment** to complete payment by credit or debit-credit card. This will complete your registration process and submit your membership to your club for approval (i.e. you're done!).

If you have **more new members to register** and you'd like to pay for all members in one transaction, click on **Add Family Member**.



The screenshot shows the membership confirmation page for Swimming Australia. At the top, there is a banner with the logo and a 'TEST' button. Below the banner, the page is divided into two sections: 'Member's Details' and 'Breakdown of subscriptions'. The 'Member's Details' section contains a table with the following information:

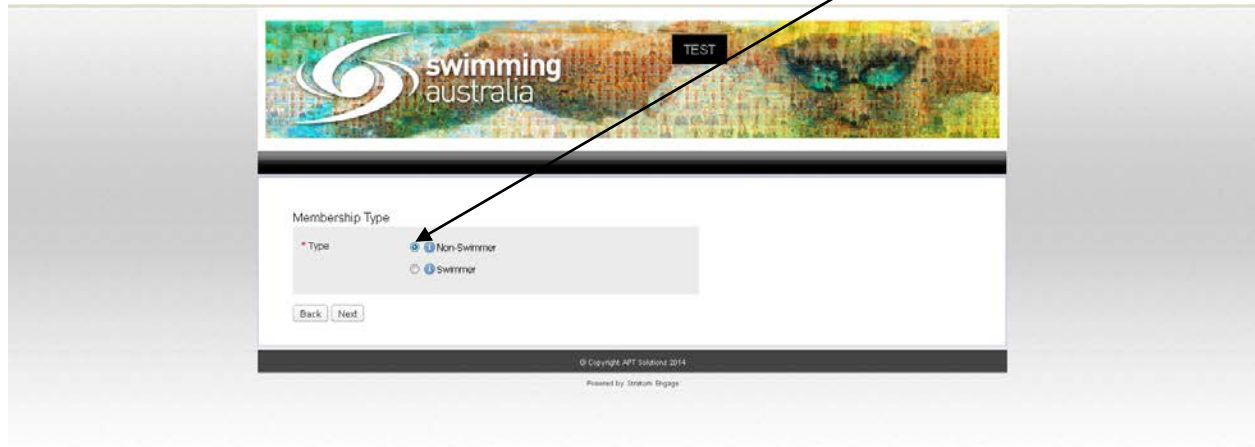
|                    |                      |
|--------------------|----------------------|
| Membership Number  | 944857               |
| Membership Type    | Swimmer              |
| Name               | Mr J Testmember      |
| Type               | Swimmer              |
| Web Login User ID  | uniquelogin          |
| Club               | Albion Park ASC Inc. |
| Total Subscription | 60.00                |

The 'Breakdown of subscriptions' section contains a table with the following information:

| Details                     | Subscription | Discount |
|-----------------------------|--------------|----------|
| Mr John Testmember (944857) | 60.00        | 0.00     |

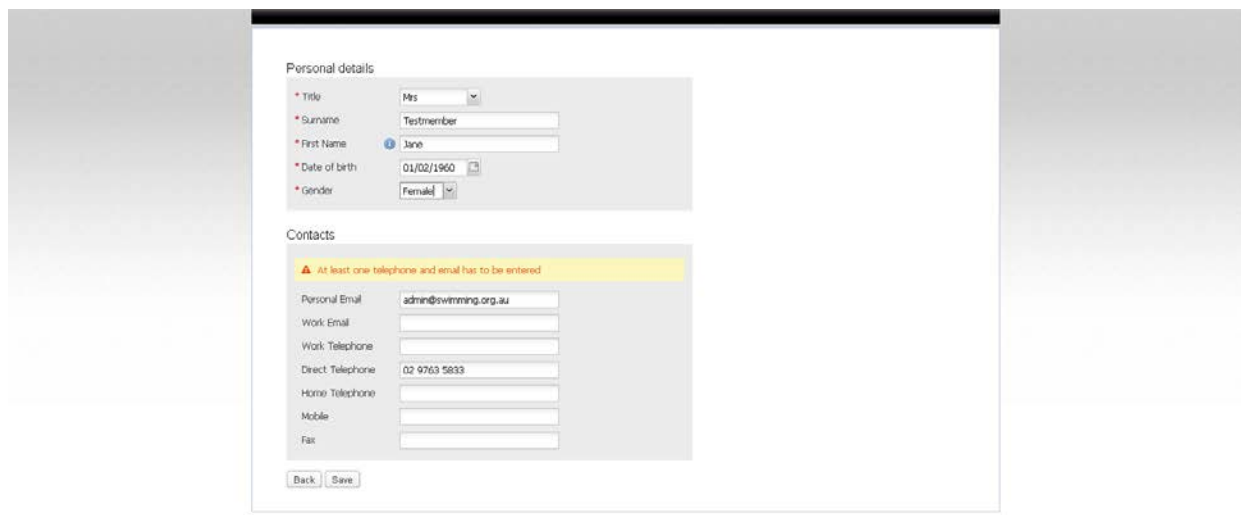
At the bottom of the page are 'Add Family Member' and 'Make Payment' buttons.

After clicking Add Family Member to add more new members to your family, you will be presented with this screen. Select the new family member's membership type (e.g. Non Swimmer) and click Next.



The screenshot shows the Swimming Australia website header with the logo and a 'TEST' button. Below the header is a 'Membership Type' section with a 'Type' label. There are two radio button options: 'Non Swimmer' (which is selected) and 'Swimmer'. At the bottom of the form are 'Back' and 'Next' buttons. A black arrow points from the 'Next' button in the previous screen to the 'Non Swimmer' radio button.

Enter the new member's personal details. The contact information will be held from the first member's registration, but can be amended if needed. Click Save.



The screenshot shows the 'Personal details' and 'Contacts' sections of the form. The 'Personal details' section includes fields for Title (Mrs), Surname (Testmember), First Name (Jane), Date of birth (01/02/1960), and Gender (Female). The 'Contacts' section has a warning message: 'At least one telephone and email has to be entered'. It includes fields for Personal Email (admin@swimming.org.au), Work Email, Work Telephone, Direct Telephone (02 9763 5633), Home Telephone, Mobile, and Fax. 'Back' and 'Save' buttons are at the bottom.

You will receive this confirmation screen. Click Return.



The screenshot shows the Swimming Australia website header with the logo and a 'TEST' button. Below the header is a green confirmation message: 'The Family Member has been added'. A 'Return' button is located below the message. The footer contains the copyright notice: '© Copyright APT Solutions 2014'.

You will be returned to a confirmation screen that will display the details of your family members and their membership fee breakdown.

If you wish to add another family member, click Add Family Member and repeat the above process.

If you have finished adding family members, click Make Payment.

The screenshot shows a web interface with a header image of a beach. Below the header, there are two main sections: 'Member's Details' and 'Breakdown of subscriptions'. At the bottom of these sections are two buttons: 'Add Family Member' and 'Make Payment'.

**Member's Details**

|                    |                      |
|--------------------|----------------------|
| Membership Number  | 944857               |
| Membership Type    | Swimmer              |
| Name               | Mr J Testmember      |
| Type               | Swimmer              |
| Web Login User ID  | uniquelogin          |
| Club               | Albion Park ASC Inc. |
| Total Subscription | \$1.50               |

**Breakdown of subscriptions**

| Details                      | Subscription | Discount |
|------------------------------|--------------|----------|
| Mrs Jane Testmember (944856) | 21.50        | 0.00     |
| Mr John Testmember (944857)  | 60.00        | 0.00     |

Enter your credit or debit-credit card details, ensuring the card name and address sections match those on your card statement. Click Next to make payment.

The screenshot shows a payment form titled 'Card details'. At the top, there is a blue information box with a warning icon and text: 'Please enter your credit or debit card details to complete the payment. The name and address given must match those on the card statement.' Below this, a yellow warning box states 'Subscription amount due: \$1.50'. The form contains several input fields for card information and address, each with a red asterisk indicating it is required. At the bottom, there are 'Cancel' and 'Next' buttons.

**Card details**

**Subscription amount due: \$1.50**

\* Card name

\* Card number

\* Card type

Issue

Valid from

\* Expiry date

\* Security code

\* Address

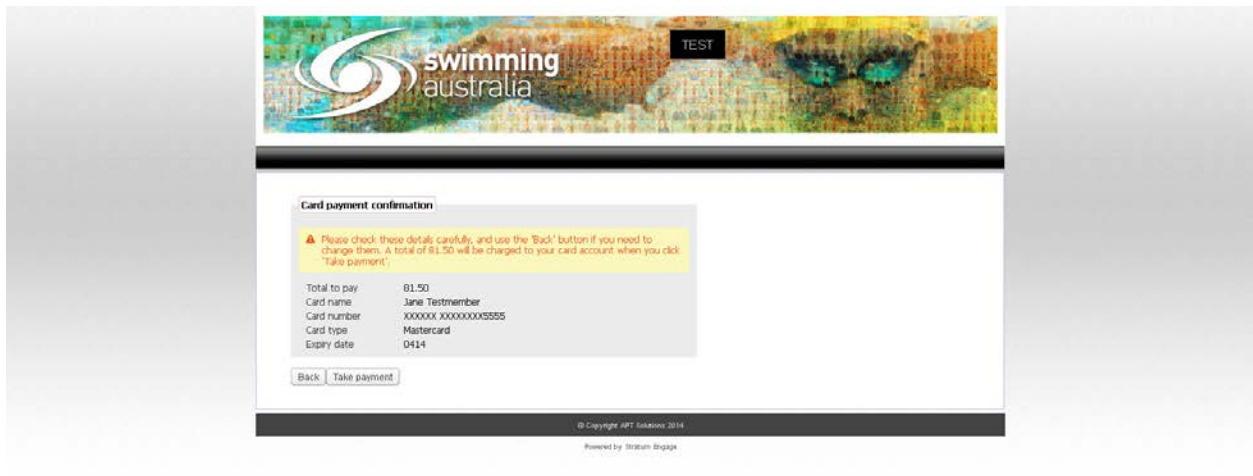
\* Suburb

\* State

\* Postcode



Click Take Payment to pay.



You will be presented with a confirmation screen when your payment has been received.

Please print this screen for your records.