

# HOW DO I PURCHASE A MEMBERSHIP PRODUCT?

To join a club in Swim Central parents purchase a membership on behalf of family members through Shopping.

# **CLICK HERE TO ACCESS SWIM CENTRAL**

# STEP 1.

Navigate to Swim Central in your device's internet browser and complete the sign in process. Then enter your Family PIN when prompted (4-digit number).

*Please note, if you don't know your password please complete the <u>forgot password process</u> and if you don't know your PIN please select the "Forgot Pin?" link to have it emailed to you.* 

#### STEP 2.

Select "Shopping" from the navigation menu and choose "Memberships". You will then see all members of your family as different tabs under the "Members" heading.

| 👗 My Profile        |  |                         |
|---------------------|--|-------------------------|
| Shopping            | Members  | No Memberships Selected |
| My Purchases        | < 🚊 Example Member 🚊 Example Dependent 1 🚊 Example Dependent 2 > |                         |
| My Memberships      |  |                         |
| P My Accreditations |  | 8=                      |
| My Documents        |  |                         |

Select the first member of your family and:

- o Enter the club name in the search bar at the top of the screen,
- Select the **membership** you wish to purchase this family member, and
- Use the "Add to Cart" button to add this membership to the cart for this family member.

**Repeat** this process for each family member and when all memberships have been added to cart, select the "**Checkout**" button to proceed to payment.

| Shopping Cart           | Manakanakina                             | <b>F</b>                        |                      |                                     |                  |
|-------------------------|--|---------------------------------|----------------------|-------------------------------------|------------------|
| 🚰 Family                | Memberships                              | Ensure correct                  | ciub nas been sele   | ected                               | K Back to Store  |
| 🛃 Family Setup          | Chandler SC Inc                          |                                 |                      |                                     | ×                |
| 🐣 My Profile            |  | Correct family r                | nember selected      |                                     |                  |
| Shopping                | Members                                  | correct running r               |                      | 20/21 Competitive Swimmer           | r 9+ years       |
| My Purchases            | K Example Member                         | La Example Dependent 1          | cample Dependent 2 > | Chandler SC Inc                     |                  |
| 40 My Memberships       | Available Momberships                    |                                 | Price                | ET Example Dependent 1 Test         |                  |
| 🞓 My Accreditations     |  |                                 |                      | Start Date                          | 17 2020          |
| My Documents            | 20/21 Competitive Swi<br>Chandler SC Inc | mmer 9+ years                   | 170.84*              | Expiry Date                         | 30.6.2021        |
| 😣 My Groups             | 20/21 Parent                             |                                 | \$0.00*              | Age group                           | 9 to 150         |
| 🙉 Results               | Chandler SC Inc                          | unitation and a standard of the |                      | Payment Type                        | Upfront Payment  |
| Events                  | * Inclusive of Fees and Taxes            | rship selected                  | 1-2 of 2 < >         | To be selected in swimmers name - a | ged 9+ years and |
| <b>9</b> Find a Venue   |  |                                 |                      | over.                               |                  |
| 💼 Entity Management     | Use the <b>Add To C</b>                  | art button, then re             | epeat for            |                                     |                  |
| Ø <mark>8</mark> System | each family mem                          | ber before using t              | he Checkout          | Add To Cart                         | Checkout         |
| Messages                | hutton                                   |                                 |                      |                                     |                  |
| • Help                  | Suttom                                   |                                 |                      |                                     |                  |

Proudly supported by



W: www.qld.swimming.org.au E: admin.qld@swimming.org.au

Page 1 of 2

soeedo



# STEP 3.

After adding to cart **all memberships** for **all family members** and using the "**Checkout**" button we strongly recommend that details are carefully checked before payment is processed. Including that the **correct membership**, from the **correct club** has been **assigned to the correct family member** and that the **total price** is as expected.

If the memberships are correct enter credit card details, use the check box to agree with the Ts & Cs and use the "Buy Now" button to proceed with payment. A confirmation email will be sent after successful processing.

| amily member name  | × Payment Method                                   | Payment Method |  |
|--------------------|--|----------------|--|
| Membership Product | \$198.92   |                |  |
| nily member name   | × Name on Card<br>Card Holder First Name Last Name |                |  |
| Membership Product | \$26.29  | 12/2           |  |
|                    | \$20.47 Agree with Terms & Conditions              |                |  |
| 's                 | \$3.02 Remember card details                       |                |  |
| TAL                | \$225.21* Buy Now                                  |                |  |

# **PENDING PAYMENTS**

If you don't complete the transaction at this point, the items in your cart may be placed in a "Payment Pending" status. This purchase order may be completed or cancelled from 'My Purchases' within the **parent's dashboard** (not the swimmer's My Purchases).

| • | My Pur                      | chases             |                 |                      |                 | Home #                   |
|---|-----------------------------|--------------------|-----------------|----------------------|-----------------|--------------------------|
|   | Purchases                   |                    |                 | PO# 200819001921 Pro | ducts           |                          |
|   | From Date<br>01/01/2017     | To Date 20/08/2020 | Purchase Status | <b>*</b>             | Make Payment \$ | Invoice 🖻 Cancel Order 🕆 |
|   | Date 🗸                      | State —            | Total incGST    |                      | Q Search        |                          |
|   | <i>PENDING</i><br>19.8.2020 | Payment Pending    | \$170.84        | ø                    | Product Name    | exGST Qty incGST         |
|   |                             |                    |                 |                      |                 |                          |

# Need further help? You can find other help files on our website here.





Proudly supported by







Page 2 of 2