

HOW TO REGISTER & PURCHASE MEMBERSHIP IN SWIM CENTRAL

To join Swim Central as a brand-new member, please follow the below steps to register and login.

***Please note, if you are registering an account for your child who is under 18, you must first register yourself and then create a family group, whereby you will then be able to add your child into your family group. More details below.

Please go to Swim Central located at: https://swimcentral.swimming.org.au/

Look to the bottom of the sign in window and click on **Register for an account** enter your e-mail, your name and create a password. Accept the T&Cs then select **Register**.

Swim central	
Login to your account	Swim central
	Sign Up for an account
Your email	
	Your email
Password	First name Last name
Remember password? Forgot Password?	A THE VERTICE
	Create Password @
LOGIN	Tam over the age of 18, and accept the Terms &
OR CONTINUE WITH	
G GOOGLE	REGISTER
	OR CONTINUE WITH
Don't have a login? Register for an account	G GOOGLE
	Already have a Swim Central account? Log In

A confirmation email will be sent to the registered email address from

noreply@swimming.org.au. You will need to access your inbox and click the confirmation link in the email before proceeding. ****Please check your spam/junk folders if you do not** see an e-mail in your inbox within a few minutes.

Select Return to Swim Central from the e-mail to confirm your e-mail address.

Hi Your Name,
Thanks for signing up to Swim Central!
For security reasons we'd like you to take a moment to confirm your email address.
Return to Swim Central



A new window will pop up to show you that confirmation was a success. Select **Return to** Log in



The system login screen will appear. Enter your newly registered e-mail and password then select Login.

If you are the parent/guardian of a family group, please follow the steps **here** to create your family group or **here** to join an existing family group.

If you will NOT be creating a family group to manage a child's accounts, please click<u>here</u> to see how to purchase a membership with your club/organisation.



HOW TO PURCHASE A MEMBERSHIP IN SWIM CENTRAL Revised 30/06/2020

To become a member of a club/organisation, participants will need to purchase a membership product with that club/organisation.

If you are an individual member not attached to a family group buying a membership for yourself, Login to Swim Central, refresh your browser to get the latest version of Swim Central, and go directly to Shopping from your personal dashboard.

If you are the Head of a family group buying a membership for yourself and a

child/dependant, Login to Swim Central, *refresh your browser to get the latest version of Swim Central,* and Unlock your family group by family administration PIN.

Swim central	
Login to your account	Enter your PIN to Unlock Family Administration Mode
Yourandi Natawati	Confirm Forgot pin?
Remember generated? Forget Pacouste!	
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Don't have a login? Register for an account	

From the menu options on the left-hand navigation panel, select **Shopping**. You will see a new 'What would you like to Purchase?' with different categories. Please select **Memberships**





To start purchase a guardian membership for yourself, you will see your name at the top. search for the name of the CLUB you would like to purchase memberships with. Select your appropriate membership & click, to view membership details on the right. Once you have the correct membership selected, click Add to Cart.

S swim central			€ ≛ ¥₀	ur Name Here Log O
😁 Family	Memberships			< Back to Store
🛃 Family Setup	Search for club, postcode or suburb			Q
🐣 My Profile				
Shopping	Members		Dry Member - 2020/2021	
My Purchases	Your Name Child 1 Child 1	-	Firbank Aquastars	
My Memberships	Available Memberships	Price	YH Your Name Here	
My Accreditations			Start Date	1 7 2020
My Documents	Dry Member - 2020/2021 Firbank Aquastara	\$10.15*	Expiry Date	30.6.2021
My Groups	Sr. Swimmer (16+ yrs)	4000 075	Age group	0 to 150
Results	Firbank Aquastara	\$228.37*	Payment Type	Upfront Payment
Events	* Inclusive of Fees and Taxes	1-2 of 2 < >		
Find a Venue			Add To Cart	Checkout

If you are shopping for children in your family group.

Click on the tab with the child's name you are shopping for.

Search for the name of the CLUB you would like to purchase memberships with. Select the appropriate membership & click to view membership details on the right. Once you have the correct membership selected, click Add to Cart.

1emberships			< Back to Store
Search for club, postcode or suburb			٩
Members	~	Sr. Swimmer (16+ yrs) Firbank Aquastars	
Your Name Child 1 Child 2	Price	CP Child 1 Profile	
Dry Member - 2020/2021 Firbank Aquastars	\$10.15*	Start Date Expiry Date	1.7.2020 30.6.2020
Sr. Swimmer (16+ yrs) Firbank Aquastara	\$228.37*	Age group Payment Type	16 to 150 Upfront Payment
* Inclusive of Fees and Taxes 1 - 2 of 2	< >	Add To Cart	Checkout



Continue to add memberships to your cart by selecting the member tab and then finding the appropriate membership then adding to cart as required.

Search for club, postcode or suburb			0
Members		Swimmer (9–12) Firbank Aquastars	
Your Name Child 1 Child 2	Price	CP Child 2 Profile	
Dry Member - 2020/2021 Firbank Aquestare	\$10.15*	Start Date Expiry Date	1.7.2020 30.6.2020
Swimmer (9-12) Firbank Aquastars	\$177.62*	Age group Payment Type	9 to 12 Upfront Payment

Once you have selected memberships for all children (and yourself) verify that the correct number of items is in Shopping Cart at the top left. Select **Checkout**



A summary of your cart contents will be displayed. Each membership product will have the membership name, club/organisation, and member name to whom each membership is assigned. Follow steps 1-5 to complete the payment.

Checkout	Click here to remove from Cart	Add additional memberships
Your Name Here	×	Payment Method
Ory Member - 2020/2021 Your Club Here	\$10.15	Contif
Child 1 Sr. Swimmer (13+) 2020/2021 Your Club Here	Verify that × memberships \$209.46 are correctly	Name on Card Anymame Anyperson
Child 2	assigned to the right person ×	Agree with Terms & Conditions
Jr. Swimmer (8 & Under) - 2020/202 Your Club Here	\$50.75	Remember card details
GST	\$0.00	Buy Now
Fees	\$4.00	
TOTAL	\$270.36'	
focludes components		

- 1. Confirm the details of each membership per member name to make sure you have the correct membership for each person,
- 2. Enter your payment details name on card
- 3. Enter your payment details card number and expiry date
- 4. Read and agree to the T&Cs,
- 5. Select **Buy Now** to complete your purchase



Providing your payment is Successful, you will be taken to the below page where you can *Go to Purchases* or Continue Shopping.

Your Name Here	
Ory Member - 2020/2021 Your Club Here	\$10.1
Child 1	
Sr. Swimmer (13+) 2020/2021 Your Club Here	\$209.4
Child 2	
Jr. Swimmer (8 & Under) - 2020/2021 Your Club Here	\$50.7
GST	\$0.0
Fees	\$4.0
Total	\$270.36
*includes components	

*If your payment is not successful, you will see a red box at the bottom of the screen notifying you of the action needed to complete a successful transaction.

**If your membership requires a document upload, please see <u>here</u> for clarification on that process.

Select **Go to Purchases** to view a list of all purchases made in Swim Central with the most recent at the top. You will see this most recent purchase in a '*Completed*' state. Select this purchase to view details on the right and have the option to download an invoice for the purchase. *Please note, an invoice will be e-mailed to you upon purchase completion for your records.*

Finish off by setting your new memberships as your primary membership for competitions by following the steps outlined.