

This Help Sheet is to assist a club to set-up your membership product(s) for 2023 in Swim Central, Masters Swimming Australia's (MSA) new membership platform.

#### **IMPORTANT INFORMATION:**

NO MEMBERSHIP PRODUCTS ARE to be made available before the 1/11/2022 (1 November 2022)

- This Help Sheet is to assist you with setting up your Clubs **2023 12 Month Swimmer** valid from the <u>1/11/2022 to the 31/12/2023</u>.
- You **CANNOT DELETE** a Published product (you can delete in draft). MSA recommends saving it as a DRAFT so you can review it before you publish it.
- Publishing a product makes it available for purchase in the Store from the Availability date.
   You do not need to manually make it available on the day. Club products can be published but are NOT to be made available until the 1/11/2022.
- If you have published it and find a mistake, you can remove it from the Store by removing the tick next to Show in Catalogue under the Availability tab in Extra Information.
   (See last page of this Help Sheet page 8).
- You can change the dates that this product is available to purchase from the Store after it has been published (you **CANNOT** change the dates it is valid for).
- Club membership products are **NOT** to be created as a Component.

#### TO CREATE A MEMBERSHIP PRODUCT FOR 2023

1. Navigate to Admin Home and click on Products tab from the left hand menu or Create Product from the Quick Links tab.

9	swim central					
	Back to Profile	Back to Legacy Selector				
-	Admin Home	Test Masters Club		•		
<b>^</b>	Products	Masters Swimming A / Masters Swimm	ning T / Test Masters Club			
Æ	Members	12 ACTIVE MEMBERS	LIVE	0 EVENTS	ACCO	\$0 DUNT BALANCE
*	Events					
0	Finance	Quick Links	🛓 Create Event	📧 Create Produc	at 📋	Members Report
2 <sub>111</sub>	Documents	Status				Members -
¢	Reporting	Name/Email		Birth Date I	Purchase Date	
<b>1</b> 88	Coaching					
8	Help					



**2.** The Products tab on the left hand menu takes you to the Products Dashboard below where you click on the Create Product tab and it takes you to the Select Membership page.

6	swim central								\$ Ħ	
	Back to Profile	A Test Masters	Club							
٠	Admin Home									
<b></b>	Products	Produc	ts Dashboa	rd			Create Product Create Affilia	Volume Discounts	Vouchers	-
42	Members	FILTER Search for	a product	0	Status		Туре			
×	Events			-						
0	Finance		Destant a			Drive	Euro.	Products Report		
20	Documents					rine	μνμ			
¢	Reporting					0				
<b>B</b> 8	Coaching					Q				
8	Help					No Depute				
						no nootila				

- 3. From the Quick Links it takes you to the Select Membership page.
- **4.** The type of product you are setting up is a 'Membership' one (NB. 'Other' is to be used for Non-Membership products only).

# What type of product would you like to create?

Membership	<b>Other</b>

 Select the product you wish to link to (2023 – 12 Month Swimmer) to create your Club membership product.

	est mesters club			
Admin Home	Components	Details	Pricing	Summary
Products				
Members	Which mem	bership compone member	ent would you like ship to?	e to link this
Events				
Finance	2023 - 12 Month Swimmer	1-141 Z S		
Documents				
Reporting				
Coaching				

Level 2, 50-56 York Street, South Melbourne, Victoria www.mastersswimming.org.au admin@mastersswimming.org.au



**6.** When you click on the product the details of the product will list on the right-hand side, then select NEXT.

Imin Home     Which membership component would you like to link this membership to?       embers     • 2023 - 12 Month Swimmer       ents     • 1 - 1 dt)       hance     • 1 - 1 dt)       cournents     • 1 - 1 dt)       porting     Membership to valid until 31 December 2022. (this year only) dut the migration to Swim Central.       This membership is valid until 31 December 2023.       Membership is valid until 31 December 2023.       Valid Dates     11.10.2022 - 31.12       Valid Dates     1.11.2022 - 31.12	n Home  wets  Which membership component would you like to link this membership to?  2023-12 Month Swimmer  203-12 Month Swi	Back to Profile	Components	Details	Pricing	Summary
Which membership component would you like to link this membership to?       bers       is       io       intro       intro       intro       intro       intro       intro       intro       intro       intro	with a base     Which membership component would you like to link this membership to?       bers <ul> <li></li></ul>	in Home	0			
membership to?       is     2023 - 12 Month Swimmer       is     2023 - 12 Month Swimmer       ice     This membership is for the MSA Test Branch and is available to all members.       ments     This membership is open from 1 November 2022 (this year only) du the migration to Swim Central.       ming     Membership is valid until 31 December 2023.       Membership Type     Membership Comp       Available Dates     11.10.2022 - 31.1       Valid Dates     1.1.2022 - 31.1	membership to?       s     2023-12 Month Brimmer       1-1x(1 < >)       nents       ting       ning       Membership to 2023.12 Month Brimmer       Second       1-1x(1 < >)         This membership is open from 1 November 2022 (this year only) due to the membership is open from 1 November 2023.         Membership is valid until 31 December 2023.         Membership to 2011         Membership to 2011         Note and the second to a wine Central.         This membership is valid until 31 December 2023.         Membership Type         Membership Type         Membership to 2011         Price of Component:         Solution The second to a second to	ucts	Which mem	bership compon	ent would you like	to link this
Image: Second	s 2023-12 Month Swimmer  Ce  Inents  Ing  Nng  Mng  Label A Component  Ce  Ce  Ce  Ce  Ce  Ce  Ce  Ce  Ce  C	mbers		membe	rship to?	
ance This membership is open from 1 November 2022 (this year only) due the migration to Swim Central. Suments This membership is valid until 31 December 2023. Membership Type Membership - Comp aching Valid Dates 1.11.02.022 - 31.11 Valid Dates 1.11.2022 - 31.11	ce This membership is open from 1 November 2022 (this year only) due to the migration to Swim Central. This membership is valid until 31 December 2023. This membership is valid until 31 December 2023. Membership 1 Type Membership - Competitive Available Dates 11.10.2022 - 31.12.2023 Valid Dates 1.11.2022 - 31.12.2023 Price of Component \$91.67 Inc GST & Free	ents	2023 - 12 Month Swimmer	1-10f1 < >	2023 - 12 Month Swim This membership is for the MSA members.	mer Test Branch and is available to all
soching Saching Valid Dates 1.11.2022-3.1.11	This membership to valid until 31 December 2023.       ting     Membership Type     Membership - Competitive       Available Dates     11.10.2022 - 31.12.2023       Valid Dates     1.11.2022 - 31.12.2023       Price of Component:     \$91.67       Inc OST & Frees     Inc OST & Frees	nance			This membership is open from the migration to Swim Central.	November 2022 (this year only) due to
Membership Type         Membership - Comp           aching         Available Dates         11.10.2022 - 31.11           Valid Dates         1.11.2022 - 31.11         1.11.2022 - 31.11	ting Membership Type Membership - Competitive Available Dates 11.10.2022 - 31.12.2023 Valid Dates 1.11.2022 - 31.12.2023 Valid Dates 1.11.2022 - 31.12.2023 Price of Component \$31.67 bits COST & Free International Price of Component bits COST & Fr	cuments			This membership is valid until 3	1 December 2023.
aching Available Dates 11.10.2022 - 31.1 Valid Dates 1.11.2022 - 31.1	Available Dates         11.10.2022 - 31.12.2023           Valid Dates         1.11.2022 - 31.12.2023           Price of Component         \$91.67           Ice OST& Frees         Ice OST& Frees	porting			Membership Type	Membership - Competitive
Valid Dates 1.11.2022-31.12	Valid Dates 1.11.2022 - 31.12.2023 Price of Component S91.67 Inc OST & Frees	aching			Available Dates	11.10.2022 - 31.12.2023
	Price of Component S91.67 Inc GST & Frees				Valid Dates	1.11.2022 - 31.12.2023
Price of Component Inc GS		lp			Price of Component	\$91.67 Inc GST & Fees
			< Previous			Next

- 7. Now you enter your membership product details: \* red asterisk are compulsory fields
  - \* **PRODUCT NAME:** Please use the following format for product names:
    - Year; Club name; Club code; Term of membership (how long) and membership type (swimmer)
    - Example: 2023 UQ Masters (QUQ) 12 Month Swimmer
  - **PRODUCT SHORT NAME:** This name appears on some reports and can be the same as the Product Name.
  - \* DESCRIPTION: here you can describe what product it is (i.e. you may have more than one membership type youth, early bird) It is recommended you add your Club name in here in <u>the first line</u> (there are 1000 characters to use).
    - **Example:** Noosa Masters (QNA) 12 month swimmer membership for 2023.
  - **PRODUCT REPLACEMENT**: We currently recommended not to use due to the migration on products. Please leave blank.
  - **REQUIREMENTS TO PURCHASE:** Only set if documents are required at purchase: MSA recommends not using this for 2023 memberships.
  - **DOCUMENTS TO ISSUE:** only set if you wish to issue documents on purchase completion, MSA recommends not using this for 2023 memberships.
  - AVAILABLE START AND END DATES: these are the dates you want members to be able to start purchasing this product and when you want to stop them for purchasing the product
    - **Start date** the date that the product will be available for purchase in the Store, enter **1/11/2022** for the Availability Start Date (this can be edited)



- Club products are **NOT to be made available until the 1/11/2022**
- End date the last date you want your product to be available for purchase
- VALID DATES: this is set by the National product and cannot be edited
- MIN ELIGIBLE AND MAX AGE: This is where you can nominate the start age for the product (minimum age is 18 unless the product is for a specific age over 18 – ie 80+)
- COMPONENT ONLY: Clubs DO NOT tick this leave this blank
- HIDE FROM REQUIREMENTS: leave unticked (for meet requirements)
- Once you have reviewed the details, select **NEXT**

Components	Details	Pricing		Summary	
	Enter the me	mbership details			
General Information		Dates			
Product Name * 2023 - 12 Month Swimmer		Available Dates		Valid Dates	
	23 of 100	3		-	
Product Short Name 2023 - 12 Month Swimmer		Availability Start Date	5	Availability End Date	
	23 of 100		<u> </u>		ic.
Description *		Eligible Age Group			
File Edit View Insert Format		Minimum Eligible Age			
S → Paragraph ∨ B I = =		18		Maximum Eligible Age	
Test Masters Club 2023 - 12 month membership This membership is valid to the 31/12/2023	15	Configuration			
P	POWERED BY TINY 🖉	Component Only			
Shown in shopping view	102 of 1000				
What product is this replacing?	÷	Hide From Requirement	Lists		
Are Requirements needed to purchase?					
Documents issued on purchase?					

8. Enter your club's membership price ex GST under the Pricing details. The price will populate in the right-hand list inc GST and fees, and provide a total price. Please note if your Club is registered for GST you will see a blue GST tab under the Pricing.

Set the pricing details for 2023 - 12 Month Sw Pricing Details Pricing breakdown of bundle Com Prose Soft Sites 100 2023 - 12 Month Swimmer	d components
Pricing Details Pricing breakdown of bundle Charl Piete 6.011 Fires 2023 - 12 Month Swimmer 10 0	d components
Cost Price Ex GST & Frees 2023 - 12 Month Swimmer	
wastes switting Austana	\$50.47
2023 - 12 Month Swimmer Upfront Payment Non-Subscription Refunds Allowed Masters Swimming Test Branch	\$41.20
2023 - 12 Month Swimmer  Aembership Discounts Text Masters Club	\$10.30
Create a discount for the membership     Estimated Fees	\$2.97
TOTAL	\$101.97 Inc GST & Fees

C Pro

Save Draft Nev



**9.** You cannot delete a Product. Save it as a Draft to review. You can do this now or go Next to review the product breakdown and you can Save it to Draft then.

Gar	■ A state of the state of t		- S	Pricing	O
	Sum	ma	ry of 2	023 - 12 Month Swi	mmer
Membership Name				Linking with memb	pership component:
2023 - 12 Month Swimmer				2023 - 12 Month S	wimmer
Membership Short Nam	e			Pricing Details	
2023 - 12 Month Swimmer				Upfront Payment	Non-Subscription Refunds Allowed
Membership Descriptio	n month memberships			Subtotal	\$91.67 🗸
This membership is valid to	the 31/12/2023			TOTAL	\$101.97 Inc GST & Fees
Available Dates	1.11.22	to	31.12.23		
Valid Dates	1.11.22	to	31.12.23		
Eligible Age group	18	to			
< Previous					Save Draft Publish to Store

**10.** Once saved, if you want to go back and work on it, go to the Products Dashboard and change the Product status filter to Draft to locate the product

All		
Q Draft	Type All	-
Expired Live Active Not Live	Products Report	
	\$101.97 31.12.2023	
	C Draft Expired Live Active Not Live	All Expired Live Active Not Live \$101.97 31.12.2023



**11.** Before publishing, check the details on the summary page. If you need to amend, click Edit Product to return. Select **Publish** when you're ready to make the product Live in the Store

		Product E
2023 - 12 Month Swimmer		\$101.9 Inc GST & I
	Edit Product Delete	Publish
Product Details	Ev Extra Information	
This product is a DRAFT and can be edited.		
	Test Masters Club 2022 - 12 month memberships	
• Description.	This membership is valid to the 31/12/2023	
Product Type:	Membership - Competitive	
Product Short Name:	2023 - 12 Month Swimmer	
Config		
Comparent Only	Na	
Valid Start Date:	1.11.2022	
Valid Expiry Date:	11:59pm - 31.12.2023	
Refunds Allowed:	Yes	
Hide From Requirement Lists:	No	
Pricing		
My Entitlement EV GST 8. Ease-	\$10.00.4115	
Cost Price Ex GST & Fees:	\$10.00 AUD	
GST Payable:	No	
Daymont		
Payment	Uniform Doursent	
Payment Type: Subscription Duration:	Non-Subscription	
Available for purchase		
Availability Start Date:	1.11.2022	
Availability End Date:	31.12.2023	
• Show in Catalogue:	No	
Constraints		
Minimum Eligible Age:	18	



- 12. To publish the product, you can click the Publish button when viewing it in draft form (this will take you to the Availability tab) or you can click on the Extra information tab and click on Availability. When you tick the checkbox Publish and Finalise and Select Publish under the Availability Tab you will see a pop up telling you the product is about to be made available for purchase and can no longer be edited. If you are not sure, you can cancel and it will stay in draft form. If you are ready, you click Publish.
- 13. When you are ready to Publish double check the date you have made this product Available from this is the date that it will be available to purchase in the store. Your product will be Active Not Live until the availability date 1/11/2022.
   Your Club product is NOT TO BE MADE AVAILABLE BEFORE the 1/11/2022

Availability			
Supply Availability It is not permit Availability Start 1/11/2022 Published Date	Control         This product will be made available for purchase.         Products which include a payment schedule will be locked; preventing further editing.         Cancel       Publish	ility duct or Component will be ling. ve \$0 cost in the store.	
		Publish	

- **14.** To view your product before the 1/11/2022 you need to click on the Product Dashboard and change the Product filter to Active Not Live.
- **15.** An Active Not Live product is not viewable in the Store and cannot be purchased.
- **16.** You may choose to make this product available **AFTER the 1/11/2022 NOT BEFORE** but members will not be able to find this product in the Store until the available date.



- **17.** You cannot delete a product, but you can remove it from the store. This means that you are removing the product from showing in the Store. You do this by removing the tick next to Show in Catalogue under the Availability tab in Extra Information.
- **18.** This now makes the product **Active Not Live** and cannot be purchased.

Availabi	lity				-
	Supp	Schedule Prov ly Availability Start and Finish dates to available for purchase	duct Availability	r Component will be	
	It Availability Start 1/11/2022	is not permitted to show Life Members	hip Products which have \$0 o Availability Finish 31/12/2023	cost in the store.	
	Published Date 8/10/2022		Show in Catalogue	]	
				Save	