



My Swim Results

Membership Fees Setup Checklist

Membership is going to be handled through My Swim Results again for the upcoming season. The new Membership season is expected to open in mid to late August (TBC).

Below are some steps that you can go through to check to ensure that the club is ready.

Membership season runs from 1 Oct 2019 through to 30 Sep 2020.

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- Club affiliations have been sorted out prior to the commencement of the membership season. If the club hasn't completed the re-affiliation or system hasn't been updated to indicate that it has been completed – online registrations will not be accepted.
 - Login to <https://www.myswimresults.com.au> with a club registrar login
 - Check the club "Welcome message"
The "[Membership Fees Setup](#)" -> Setup includes a link to be able to view and update the "Welcome message" displayed for membership registrations
 - Check the club "Terms and Conditions"
The "[Membership Fees Setup](#)" -> Setup tab includes a link to be able to view and update the "club terms and conditions" displayed for membership registrations
 - Membership registration links available on club website
There are a number of ways for members to find the renewal link. Why not put your clubs renewal link on your clubs website to make it easier for your members to find the link to register or renew. The "[Membership Fees Setup](#)" -> Setup tab includes links specific to your club.
 - Setup the membership types on offer at the club.
The "[Membership Fees setup](#)" -> Setup tab has a "Reset Defaults" button which will ensure that all the membership types are enabled for the club.
 - Discounts
Most clubs have just had multiple fees for the member to choose from during the registration process.
 - Membership fees
For each Membership type you can setup the website to collect a membership fee for the season.
Copy and paste can be used to bring across the club fees from previous years as a starting point.
[More help on entering membership fees](#)
Note: the start and end dates for membership fees are when that particular fee will be available. Typical start date would be "2 Sep 2019" and a typical end date would be "1 Oct 2020".
If the club plans to offer a discount half way through the season then there might be a fee with an the end date about the 1st of May 2020 and another fee from the 1st of May through to 1 Oct 2020.
 - Club bank account details
If the club hasn't previously submitted bank account details then My Swim Results needs to be notified of the correct bank account in order to send the club membership fees. This can be done by sending a letter (on club letterhead) and signed by treasurer and president showing the bank account details to use.
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