



**Welcome to the 2011-2012 Membership  
Season**

**SWIMMERS AND PARENTS GUIDE:  
HOW TO COMPLETE MEMBERSHIP  
REGISTRATION ONLINE**

# Contacting Swimming NSW

---

Po Box 571  
Sydney Markets NSW 2129

Telephone (02) 9763 5833  
Facsimile (02) 9763 5699

Website [www.nswswimming.com.au](http://www.nswswimming.com.au)  
Email [admin@nsw.swimming.org.au](mailto:admin@nsw.swimming.org.au)

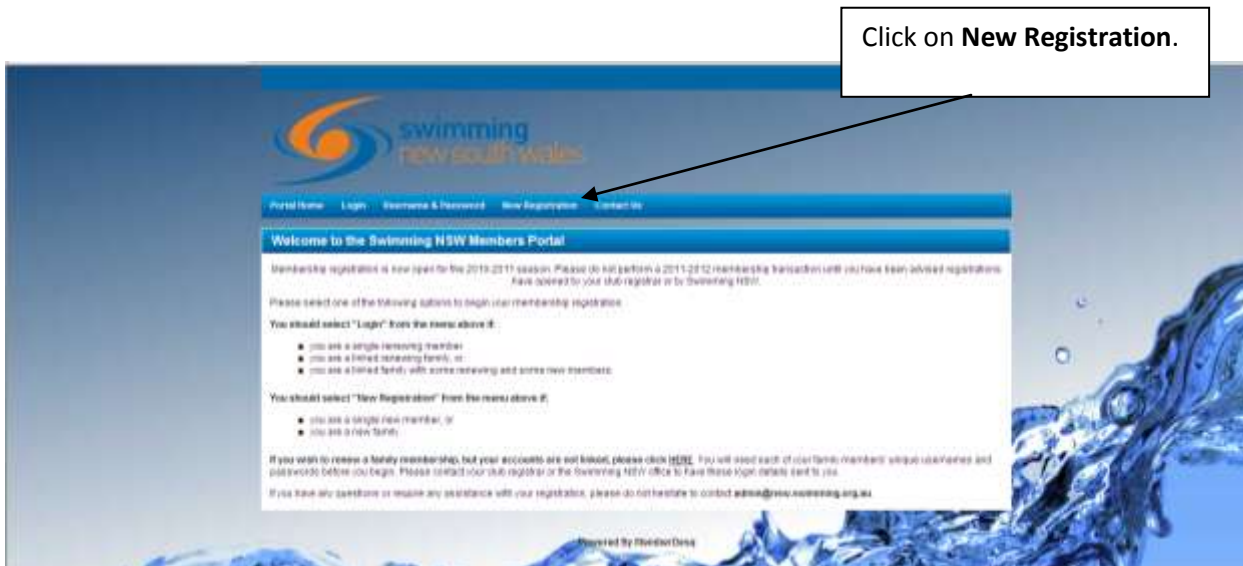
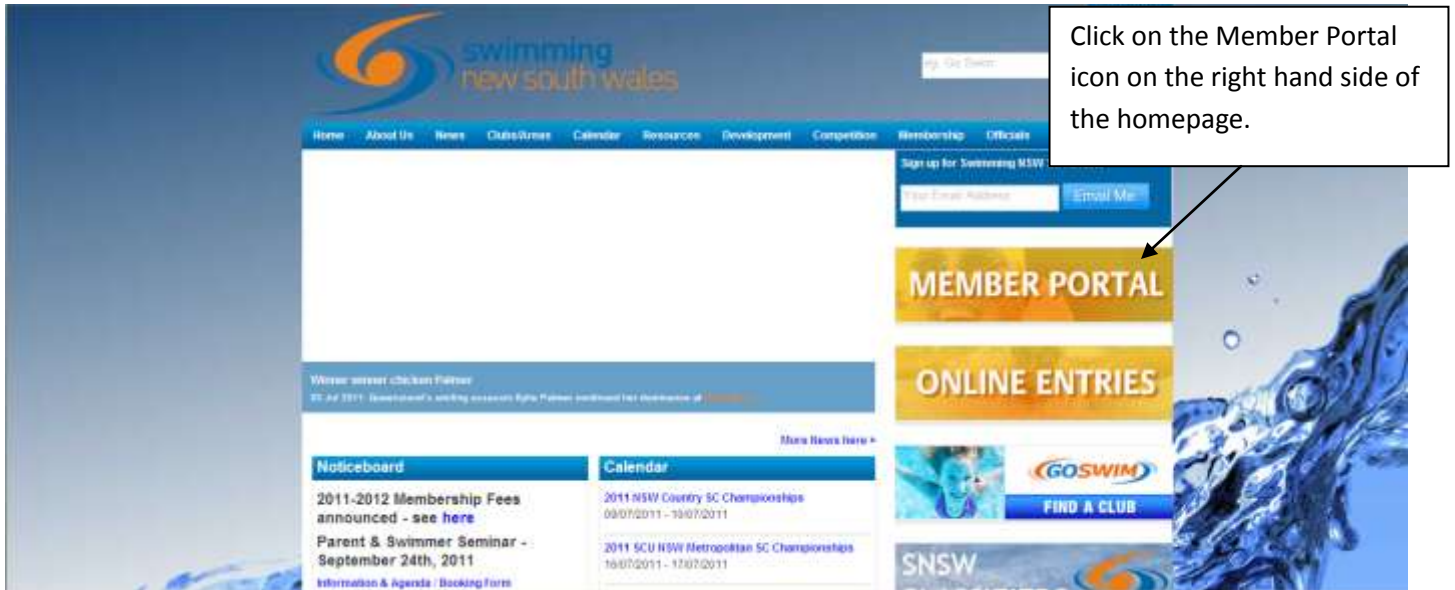
## Swimming NSW Office Staff

---

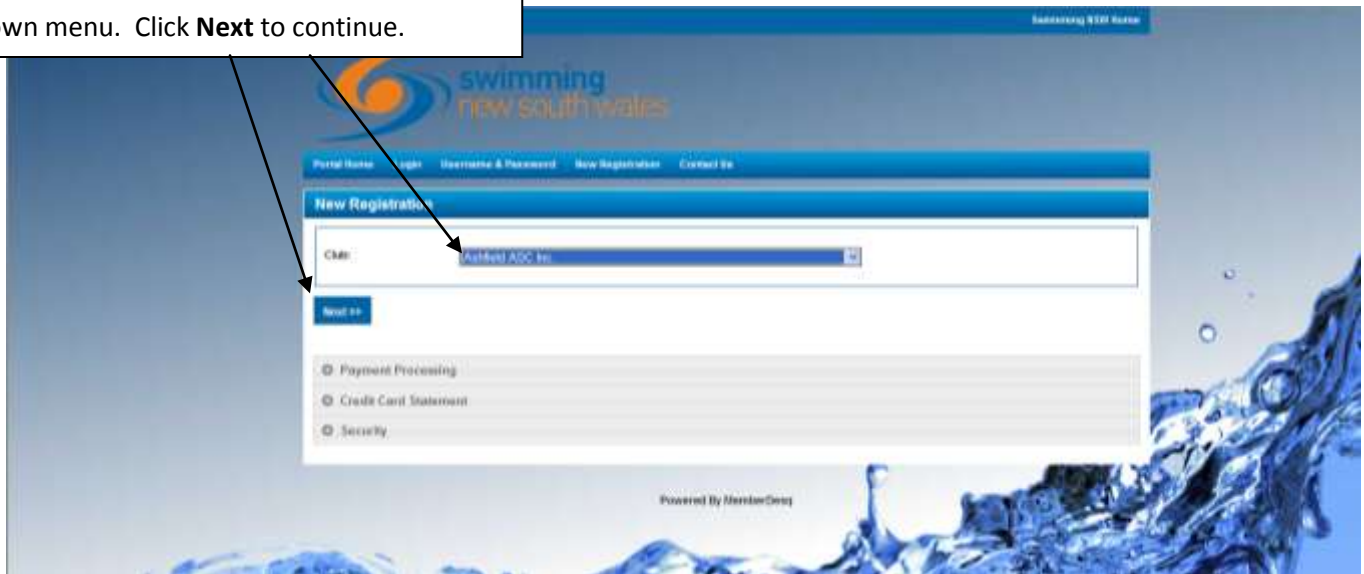
Mark Heathcote	Chief Executive Officer <a href="mailto:mark.heathcote@nsw.swimming.org.au">mark.heathcote@nsw.swimming.org.au</a>
Michelle Boon	Finance Manager <a href="mailto:finance@nsw.swimming.org.au">finance@nsw.swimming.org.au</a>
Michelle Kelly	Membership Administrator <a href="mailto:michelle.kelly@nsw.swimming.org.au">michelle.kelly@nsw.swimming.org.au</a>
Matt Adair	Development & Events Manager <a href="mailto:matt.adair@nsw.swimming.org.au">matt.adair@nsw.swimming.org.au</a>
Cherry Smith	Events Coordinator <a href="mailto:cherry.smith@nsw.swimming.org.au">cherry.smith@nsw.swimming.org.au</a>
Annie Morton	Marketing & Communications Coordinator <a href="mailto:annie.morton@nsw.swimming.org.au">annie.morton@nsw.swimming.org.au</a>
Darren Howard	Development Officer (Metropolitan Area) <a href="mailto:darren.howard@nsw.swimming.org.au">darren.howard@nsw.swimming.org.au</a>
Pam Weste	Development Officer (New England & North West Area, and Western District) <a href="mailto:pam.weste@nsw.swimming.org.au">pam.weste@nsw.swimming.org.au</a>
Pia Farmilo	Development Officer (South Eastern Area) <a href="mailto:pia.farmilo@nsw.swimming.org.au">pia.farmilo@nsw.swimming.org.au</a>
Jarrold Anthony	Development Officer (Coast & Valley Area) <a href="mailto:jarrod.anthony@nsw.swimming.org.au">jarrod.anthony@nsw.swimming.org.au</a>
Rachelle Cox	Development Officer (Southern Inland Area) <a href="mailto:rachelle.cox@nsw.swimming.org.au">rachelle.cox@nsw.swimming.org.au</a>
Narelle Duggan	Development Officer (North Coast Area) <a href="mailto:narelle.duggan@nsw.swimming.org.au">narelle.duggan@nsw.swimming.org.au</a>
Steven Bricknell	Development Officer (Mountains & Plains Area) <a href="mailto:steven.bricknell@nsw.swimming.org.au">steven.bricknell@nsw.swimming.org.au</a>

# Parents/Swimmers: Please follow the screenshots below to complete a NEW FAMILY membership online.

Go to Swimming NSW Website [www.nswswimming.com.au](http://www.nswswimming.com.au)



Select your swimming club from the drop down menu. Click **Next** to continue.



Select your membership type by clicking on the radio button to the left of your membership (for example, Family – 1 Swimmer, 1 Non-Swimmer). Click **Next** to continue.



Select **Enter Details** below Member 1 to begin creating new accounts for your family members.

swimming new south wales

Portal Home Login Username & Password New Registration Contact Us

### New Registration

Each member must be completed.

**Member 1**  
**Enter Details**  
Member 1: Not Completed

**Member 2**  
**Enter Details**  
Member 2: Not Completed

Select the membership type for **Member 1** by clicking on the radio button to the left of the membership (for example, Swimmer). Click **Next** to proceed.

swimming new south wales

Portal Home Login Username & Password New Registration Contact Us

### Login - Member 1

**Swimmer**  
A Swimmer is defined as someone who competes at Club, Area, State or National level.

**Non-Swimmer**  
A Non-Swimmer is defined as someone who does not compete at any of Club, Area, State or National levels.

**<< Previous** **Next >>**

Payment Processing  
 Credit Card Statement  
 Security

Powered By MemberDev

Agree to both declarations regardless of your age. Click **Next** to continue.

**Login - Member 1**

**Swimming NSW Member Declaration**

1. 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)).
2. I authorize 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.

I have read and agree to the above.

**Parent/Guardian Declaration**

1. Where the applicant is under 18 years of age this form must be endorsed by the applicant's parent or legal guardian.
2. 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.
3. 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.

Under 18, my parent has read and agreed to the above

[Previous](#) [Next](#)

© Payment Processing

Complete the online form. All fields marked with an asterisk must be filled in.

**new south wales**

Partial Name Login Username & Password New Registration Contact Us

**Login - Member 1**

**Name**

Title\*

First Name\*

Gender\*

Last Name\*

**Address**

Address 1\*

Address 2\*

Suburb\*

Swimming Federation?

Australian Citizen?  Yes  No

Athlete?  Yes  No

Indigenous Member?  Yes  No

Member with a disability?  Yes  No

**Groups**

Learn to Swim:

Send me NSW newsletter "Streamline":

Send me SAC newsletter:

**Subscriptions**

Mailing List: Do you wish to be on the Swimming NSW mailing list for newsletters and other relevant information?  Yes  No

[Previous](#) [Next >](#)

*Note: At the bottom of the personal details screen you will be asked if you wish to be included on the Swimming NSW Mailing List. You have the right to opt out of this, but this will also mean you opt out of receiving emails from your swimming club.*

Click **Next** to continue.

You will be brought back to this screen. Select **Enter Details** below Member 2 to begin creating an account for the second member of your family.

swales

Portal Home | Login | Username & Password | New Registration | Contact Us

**New Registration**

Each member must be completed.

**Member 1**

[Change Details](#)

Member 1: Michele Kelly

**Member 2**

[Enter Details](#)

Member 2: Not Completed

© Payment Processing

© Credit Card Statement

© Privacy

Select the membership type for Member 2 by clicking on the radio button to the left of the membership (for example, Non-Swimmer). Click **Next** to proceed.

Swimming NSW Home

Home Login My Account & Password New Registration Contact Us

### Login - Member 2

Swimmer  
A Swimmer is defined as someone who competes at club, area, state or national level.

Non-Swimmer  
Non-Swimmer is defined as someone who does not compete at any of Club, Area, State or National level.

[<< Previous](#) [Next >>](#)

[Payment Processing](#)  
[Credit Card Statement](#)  
[Security](#)

Powered By MemberDesk

Agree to both declarations regardless of your age. Click **Next**.

### Login - Member 2

#### Swimming NSW Member Declaration

1. 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)).
2. I authorize 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.

I have read and agree to the above.

#### Parent/Guardian Declaration

1. Where the applicant is under 18 years of age this form must be endorsed by the applicant's parent or legal guardian.
2. 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.
3. 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.

Under 18: My parent has read and agreed to the above.

[<< Previous](#) [Next >>](#)

[Payment Processing](#)

**Complete the online form.** All fields marked with an asterisk must be filled in.

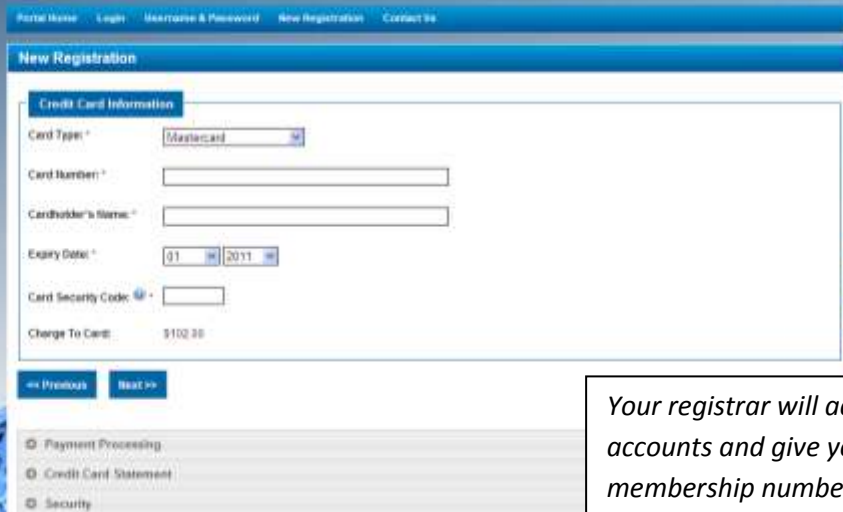
Click **Next** at the bottom of the screen to continue.

The screenshot shows the 'Login - Member 2' page. At the top, there is a navigation bar with links for 'Portal Home', 'Login', 'Username & Password', 'New Registration', and 'Contact Us'. The page title is 'Login - Member 2'. Below the title is a 'Login' button. The form is divided into two sections: 'Name' and 'Address'. The 'Name' section includes fields for 'Title\*' (with a dropdown menu showing 'Mr'), 'First Name\*' (containing 'John'), 'Initial' (empty), and 'Last Name\*' (containing 'Smith'). The 'Address' section includes fields for 'Address 1\*' (containing '29/11 Underwood Road'), 'Address 2' (empty), and 'Suburb\*' (containing 'Hornsby').

You will be returned to this page.  
Click **Next** to continue.

The screenshot shows the 'New Registration' page. At the top, there is a navigation bar with links for 'Portal Home', 'Login', 'Username & Password', 'New Registration', and 'Contact Us'. The page title is 'New Registration'. Below the title are two member registration sections. The first section is for 'Member 1' and shows 'Member 1: Michelle Kelly' with a 'Change Details' button. The second section is for 'Member 2' and shows 'Member 2: John Smith' with a 'Change Details' button. At the bottom of the form is a 'Next >>' button. Below the form, there are three radio button options: 'Payment Processing', 'Credit Card Statement', and 'Security'.

**Enter your credit card details and click Next.** You will then need to **Submit** your payment. Once your payment has been processed, a receipt will be emailed to you directly. A copy of this receipt will be emailed to your club as well.



The screenshot shows a web interface for 'New Registration'. At the top, there is a navigation bar with links: 'Portal Home', 'Login', 'My Profile & Password', 'New Registration', and 'Contact Us'. Below this is a header for 'New Registration'. The main content area is titled 'Credit Card Information' and contains the following fields:

- Card Type: A dropdown menu with 'Mastercard' selected.
- Card Number: A text input field.
- Cardholder's Name: A text input field.
- Expiry Date: Two dropdown menus for month and year, with '01' and '2011' selected.
- Card Security Code: A text input field.
- Charge To Card: A dropdown menu with '\$102 30' selected.

At the bottom of the form, there are two buttons: '<< Previous' and 'Next >>'. Below the form, there is a sidebar with a list of items:

- Payment Processing
- Credit Card Statement
- Security

*Your registrar will activate your new accounts and give you membership cards, membership numbers, usernames and passwords. Please contact this person directly for more information.*