



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

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

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Parents/Swimmers: Please follow the screenshots below to RENEW A LINKED FAMILY membership online. These instructions will also demonstrate how you can add a new member to your renewing family online.

Go to Swimming NSW Website www.nswswimming.com.au

Click on the **Member Portal** icon on the right hand side of the homepage.



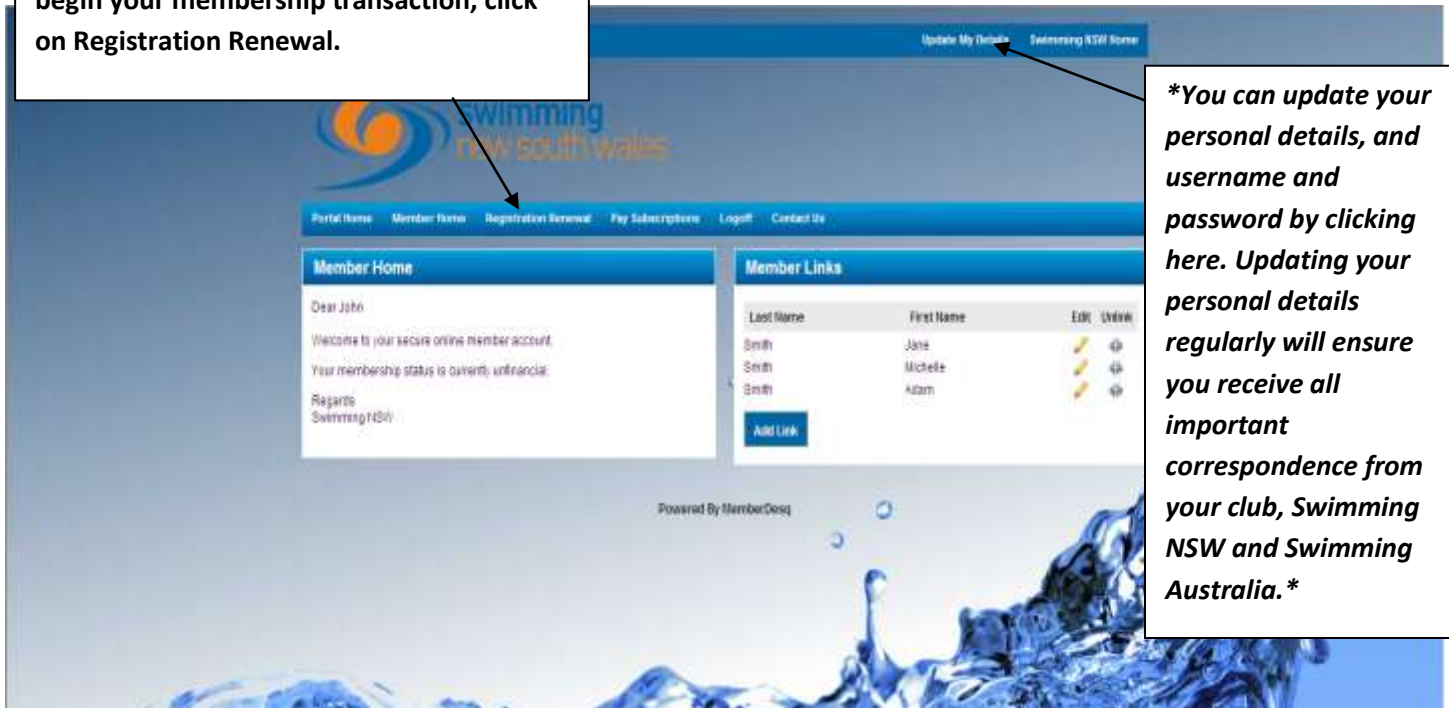
Click on **Login**.



Enter the **username and password** of your family's primary member (given to you by your registrar), and click **Login**.



You are now logged in as your family's primary member. You will see all linked members on the right side of the page. **To begin your membership transaction, click on Registration Renewal.**



You can update your personal details, and username and password by clicking here. Updating your personal details regularly will ensure you receive all important correspondence from your club, Swimming NSW and Swimming Australia.

Scroll down the screen if necessary and find the family membership you wish to select. For example, Family -2 Swimmers, 2 Non-Swimmers. **Click on the radio button to the left of your membership to make your selection.**

The screenshot shows a list of membership options with radio buttons to the left of each entry. The options are:

- Family - 2 Swimmers, 1 Non Swimmer \$102.00
- Family - 3 Swimmers, 1 Non Swimmer \$170.00
- Family - 3 Swimmers, 1 Non Swimmer \$227.00
- Family - 4 Swimmers, 1 Non Swimmer \$270.00
- Family - 2 Non Swimmers \$80.00
- Family - 1 Swimmer, 2 Non Swimmers \$124.00
- Family - 2 Swimmers, 2 Non Swimmers \$167.00
- Family - 3 Swimmers, 2 Non Swimmers \$230.00
- Family - 4 Swimmers, 2 Non Swimmers \$291.00

Each entry includes a definition: "A swimmer is defined as someone who competes at club, area, state or national level. A non-swimmer is defined as someone who does not compete at any of these levels." A blue "Next" button is located at the bottom left of the list.

Click Next.

First, click **Change Details** to confirm and correct John Smith's personal details.

The screenshot shows a "Registration Renewal" form. It includes a "Member 1" section with a "Change Details" button and a "Member 2" section with an "Enter Details" button. There is also a "Select Linked Member" dropdown menu with "Linked Members" selected. The form is set against a blue background with a water splash graphic on the right.

Select **Non-Swimmer**, for example. Click **Next**.

Update My Details Swimming NSW Home

swimming
new south wales

Portal Home Member Home Registration Renewal Pay Subscriptions Logout Create 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 level.

Next

Payment Processing
 Credit Card Statement
 Security

Powered By MemberDesk

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

Swimming NSW Member Declaration

- 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).
- I authorise 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

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

Confirm and/or update all personal details.
All fields marked with an asterisk must be completed.

The screenshot shows a web form titled "Login - Member 1". It is divided into two main sections: "Name" and "Address".

Name Section:

- Title*: A dropdown menu with "Mr" selected.
- First Name*: A text input field containing "John".
- Initial: An empty text input field.
- Last Name*: A text input field containing "Smith".

Address Section:

- Address 1*: A text input field containing "123 Front St".
- Address 2: An empty text input field.
- Suburb*: A text input field containing "Sydney".
- State*: A text input field containing "NSW".
- Postcode*: A text input field containing "2100".
- Country*: A dropdown menu with "Australia" selected.

This section of the form contains membership-related questions and subscription options.

Membership Federation? *

Australian Citizen?: Yes No

Asthmatic?: Yes No

Indigenous Member?: Yes No

Member with a disability?: Yes No

Groups

Learn to Swim:

Send me NSW newsletter "Swimmers":

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

Navigation buttons: < 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 returned to this screen. **Select a linked member of your family from the drop down menu located below Member 2.**

Note: At this point, if you wish to add a brand new member to your linked family, click on "Enter Details". This member will automatically be linked to your family membership.

Registration Renewal

Each member must be completed:

Member 1
Change Details
Member 1: John Smith

Member 2
Enter Details
OK
Select Linked Member: Linked Members
Member 2: John Smith
Michelle Smith
Adam Smith

Member 3
Enter Details

You will automatically be brought to this screen. Select **Non-Swimmer** and click **Next**.

Update My Details Swimming NSW Home

swimming new south wales

Portal Home Member Home Registration Renewal Pay Subscriptions Logout Contact Us

Login - Member 2

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

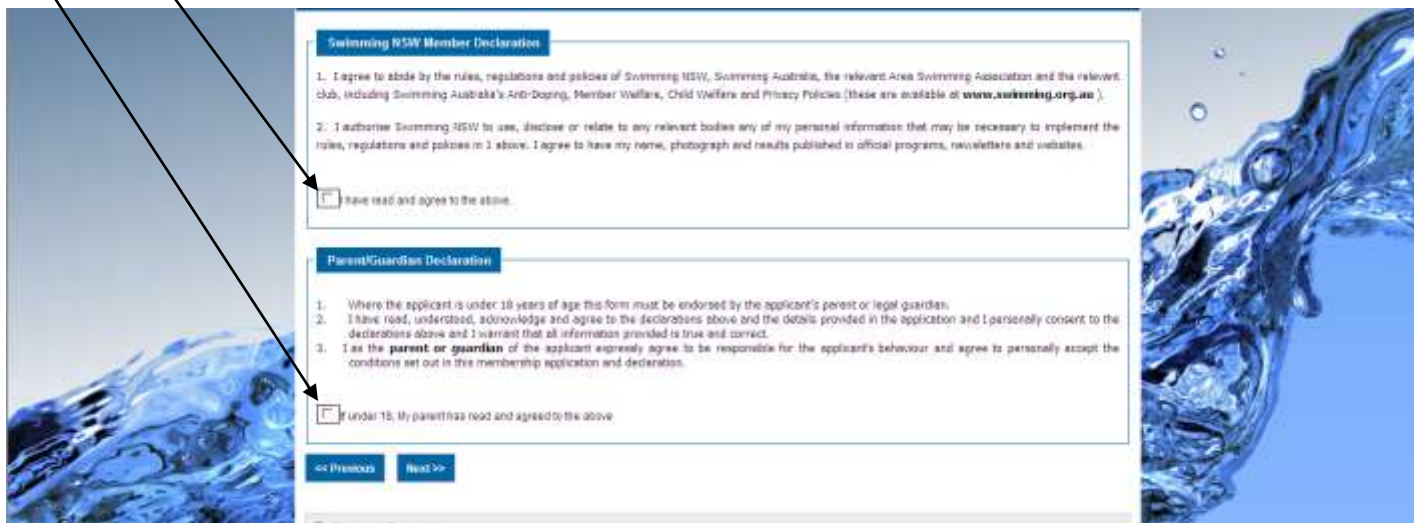
Non-Swimmer
A non-swimmer is defined as someone who does not compete at any of Club, Area, State or National levels.

Next

Payment Processing
 Credit Card Statement
 Security

Powered By MemberDesk

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



The image shows two sections of a web form. The first section is titled "Swimming NSW Member Declaration" and contains two numbered points. Below the text is a checkbox labeled "I have read and agree to the above." The second section is titled "Parent/Guardian Declaration" and contains three numbered points. Below the text is a checkbox labeled "If under 18, my parent has read and agreed to the above." At the bottom of the form are two buttons: "<< Previous" and "Next >>".

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).
2. I authorise 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.

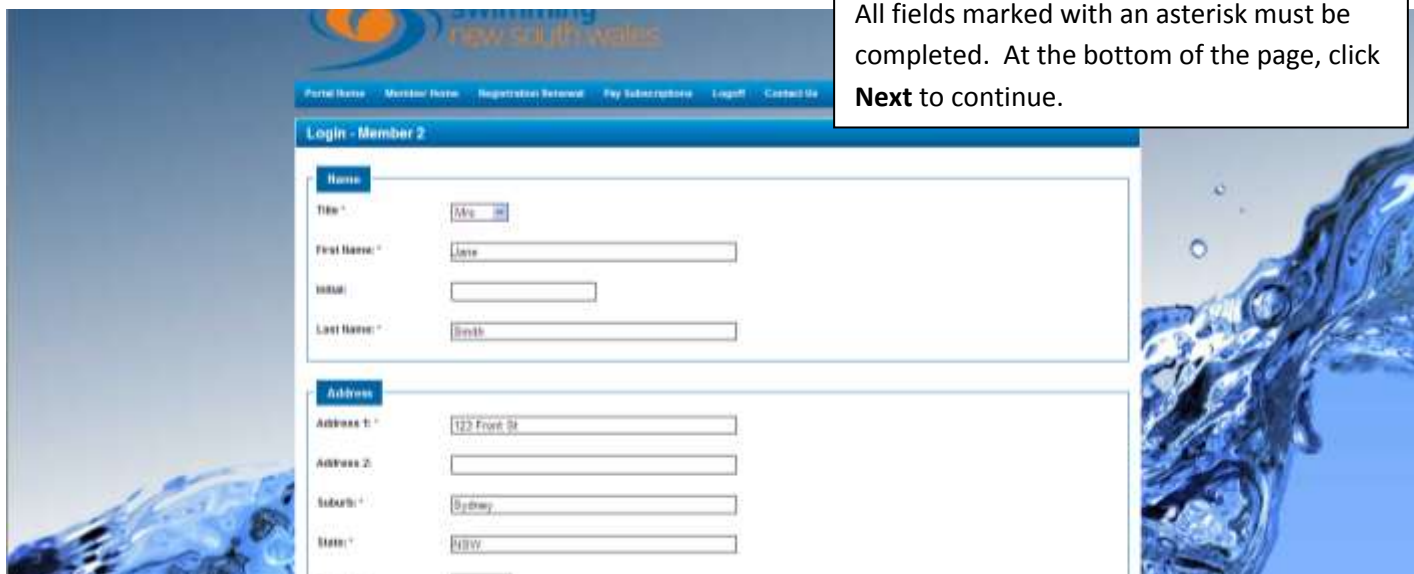
Parent/Guardian Declaration

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.

If under 18, my parent has read and agreed to the above

<< Previous Next >>

Confirm and/or update all personal details. All fields marked with an asterisk must be completed. At the bottom of the page, click **Next** to continue.



The image shows a web form for logging in as a member. The form is titled "Login - Member 2" and is divided into two sections: "Name" and "Address". The "Name" section has fields for Title*, First Name*, Initial, and Last Name*. The "Address" section has fields for Address 1*, Address 2, Suburb*, and State*. The form is set against a background of a blue water splash.

Swimming new south wales

Portal Home Member Home Registration Renewal Pay Subscriptions Logout Contact Us

Login - Member 2

Name

Title* Ms

First Name* Jane

Initial

Last Name* Smith

Address

Address 1* 123 Front St

Address 2

Suburb* Sydney

State* NSW

You will be returned to this screen. **Select a linked member of your family from the drop down menu located below Member 3.**

The screenshot shows a web interface for managing membership details. It features three member profiles: Member 1, Member 2, and Member 3. Each profile has a 'Change Details' button. Member 1 and Member 2 are both named 'Jane Smith'. Member 3 is currently set to 'OR' and has a dropdown menu for 'Select Linked Member' with the following options: 'Linked Members', 'Linked Members', 'Michael Smith', and 'Adam Smith'. A callout box points to the 'Michael Smith' option in the dropdown menu.

Please select **Swimmer** and click **Next**.

The screenshot shows the 'Login - Member 3' screen. At the top, there is a navigation bar with links for 'Home', 'Member Home', 'Registration Renewal', 'Pay Subscriptions', 'Logout', and 'Contact Us'. The main content area has a title 'Login - Member 3' and two radio button options: 'Swimmer' (with a description: 'A Swimmer is defined as someone who competes at club, area, state or national level.') and 'Non-Swimmer' (with a description: 'A non-swimmer is defined as someone who does not compete at any of Club, Area, State or National levels.'). Below these options is a 'Next >' button. At the bottom, there is a list of services: 'Payment Processing', 'Credit Card Statement', and 'Security'. A callout box points to the 'Swimmer' option and the 'Next >' button.

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

Submitting 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).
2. I authorise 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 >

Confirm and/or update all personal details. All fields marked with an asterisk must be completed. At the bottom of the page, click **Next** to continue.

new south wales

Home Member Home Registration Renewal Pay Subscriptions Logout Contact Us

Login - Member 3

Name

Title* Miss

First Name* Michelle

Last Name* Smith

Address

Address 1* 122 Front St

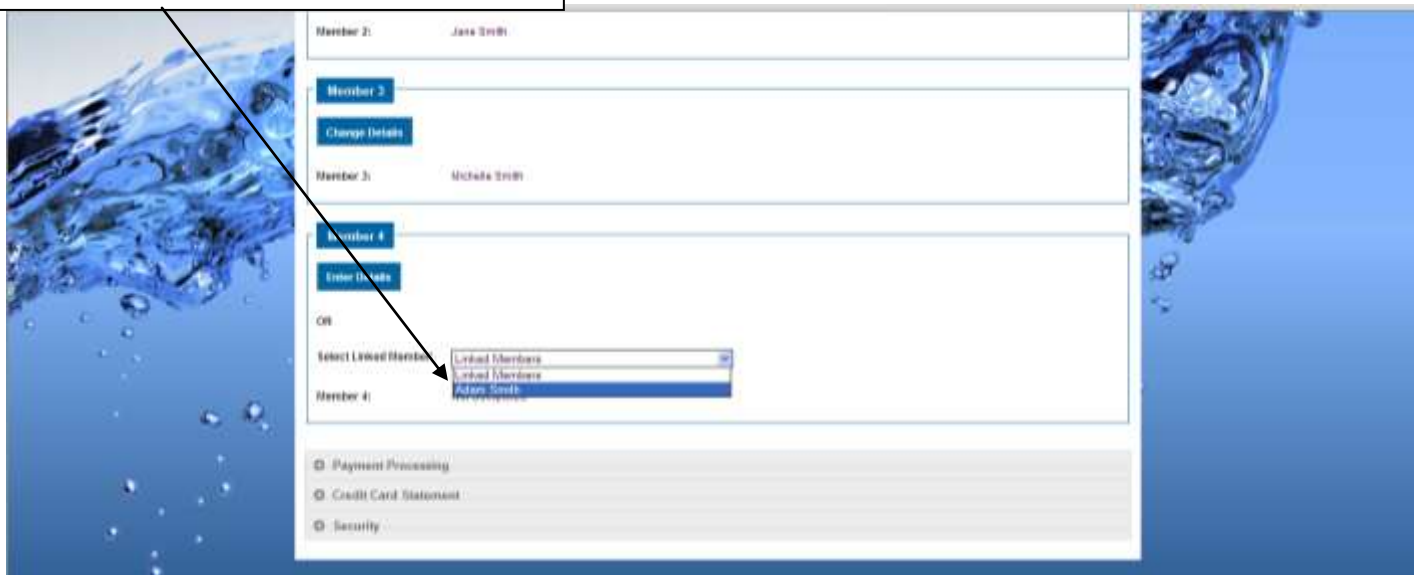
Address 2

Suburb* Sydney

State* NSW

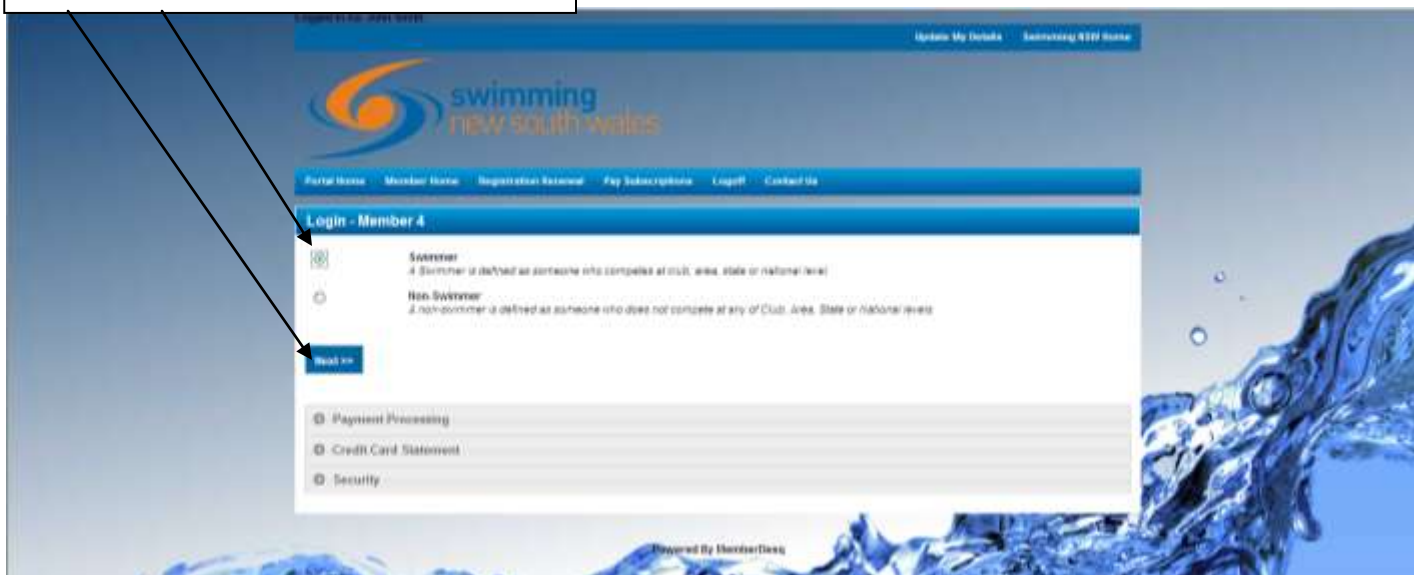
Next

You will be returned to this screen. **Select a linked member of your family from the drop down menu** located below Member 4.



The screenshot shows a web interface for managing members. It features a list of members with details for Member 2 (Jane Smith) and Member 3 (Michelle Smith). Member 4's details are partially visible, including a 'Select Linked Member' dropdown menu. The dropdown menu is open, showing three options: 'Linked Members', 'Linked Members', and 'Adam Smith'. Below the member list, there are links for 'Payment Processing', 'Credit Card Statement', and 'Security'.

Since Adam is a **Swimmer**, select this from the menu below. Click **Next**.



The screenshot shows a login screen for Member 4. The page header includes the 'swimming new south wales' logo and navigation links for 'Portal Home', 'Member Home', 'Registration Renewal', 'Pay Subscriptions', 'Logout', and 'Contact Us'. The main content area is titled 'Login - Member 4' and contains a dropdown menu for selecting a swimmer status. The dropdown menu is open, showing two options: 'Swimmer' (defined as someone who competes at club, area, state or national level) and 'Non-Swimmer' (defined as someone who does not compete at any of Club, Area, State or National level). Below the dropdown menu, there is a 'Next >>' button. At the bottom of the page, there is a link for 'Payment Processing', 'Credit Card Statement', and 'Security'. The footer of the page reads 'Powered By MemberDesk'.

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

Login - Swimmer 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).
2. I authorise 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 →](#)

Confirm and/or update all personal details. All fields marked with an asterisk must be completed. At the bottom of the page, click **Next** to continue.

new south wales

[Parent Home](#) [Member Home](#) [Registration Renewal](#) [Pay Subscriptions](#) [Logout](#) [Contact Us](#)

Login - Member 4

Name

Title *

First Name *

Initial

Last Name *

Address

Address 1 *

Address 2

Suburb *

State *

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

Member 2: Jane Smith
Change Details

Member 3: Michelle Smith
Change Details

Member 4: Adam Smith
Change Details

Next >>

© Payment Processing

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.

Swimming new south wales

Home Member Home Registration Renewal My Subscriptions Logoff Contact Us

Registration Renewal

Credit Card Information

Card Type:

Card Number:

Cardholder's Name:

Expiry Date: /

Card Security Code:

Charge To Card: \$107.00

© Payment Processing
© Credit Card Statement
© Assets

Remember to Logoff
when you have
completed your
membership payment.