



## My Swim Results

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### Setting Up Membership Fees

Club registrars enter their club fees into the system ready for an upcoming season.

By entering the club fees into the My Swim Results system Registrars are enabling this fee to be collected by My Swim Results. Log into My Swim Results using Club Registrar login.

On the “Membership Tab” click on “Membership Fees Setup”.

Search Report Results **Membership**

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Choose the season. A list of the SWA “portions” of the overall fee will be displayed.

Competitive

	Start	End	Club	Description	Amount	New Members	Renewals
	21 Aug 2014	30 Sep 2015	- All	-SWA 2014/2015 Season	\$100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">New</a>	1 Feb 2015	30 Sep 2015	- All	-SWA 2014/2015 Season (half year discount)	\$50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click “New” in the appropriate fee section to ensure correct SWA fee is applied.

Start Date:

End Date:

Description:

Amount:

Fee Applies to:  New Members  
 Renewing Members

Fee Notes:

Absorb Commission

Edit Start Date to reflect the date when this fee will be available for members to select as an option when renewing/joining.

Edit end date if necessary to last date this fee will be available as an option



Enter Description of fee type that member will see when selecting their fees

Start Date:

End Date:

Description:

Amount:

Fee Applies to:  New Members  
 Renewing Members

Fee Notes:

Absorb Commission

Enter only the clubs portion of overall fee. (Note: do not need to enter \$ sign)

Tick the appropriate box if this fee is available to new members only, renewing members only or both

Enter an explanation of fee type to clarify who should select this fee.

Clubs who opt to collect fees online through My Swim Results membership database may chose to absorb the fee commission.

Click Save.

### Competitive

	Start	End	Description	Amount
	1 Sep 2014	1 Feb 2015	SWA 2014/2015 Season	\$100.00
	1 Feb 2015	30 Sep 2015	SWA 2014/2015 Season (half year discount)	\$50.00
	1 Sep 2014	1 Oct 2015	Competitive 1st family member	\$155.00
	1 Sep 2014	1 Oct 2015	Competitive 2nd family member	\$135.00

[New](#)

The new fee table will be displayed.

Fees can be edited by clicking on the pencil.

Fees can be deleted from the table by clicking on the delete icon.

**Note: Fees can only be edited up until the Start Date of the fee, then fee is locked.**

Repeat the steps above until all membership fees are setup for the club.

Ensure there is a membership Type for Parents, Committee members and Coaches in the non-Swimmer Section

### Competitive

	Start	End	Club	Description	Amount	New Members	Renewals
	1 Aug 2014	1 Feb 2015	- All -	SWA 2014/2015 Season	\$100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Sep 2014	1 Oct 2015	- All -	Club 2014/2015 Competitive Membership	\$150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Feb 2015	30 Sep 2015	- All -	SWA 2014/2015 Season (half year discount)	\$50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[New](#)

### Non Swimmer / Parent

	Start	End	Club	Description	Amount	New Members	Renewals
	21 Aug 2014	1 Oct 2015	- All -	2014/2015 Membership	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Sep 2014	1 Oct 2015	- All -	2014/2015 Club Coach Membership	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Sep 2014	1 Oct 2015	- All -	2014/2015 Club Committee Membership	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	1 Sep 2014	1 Oct 2015	- All -	2014/2015 Club Parent Membership	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[New](#)



Next edit Club “Welcome Message” and Club “Terms & Conditions” text.

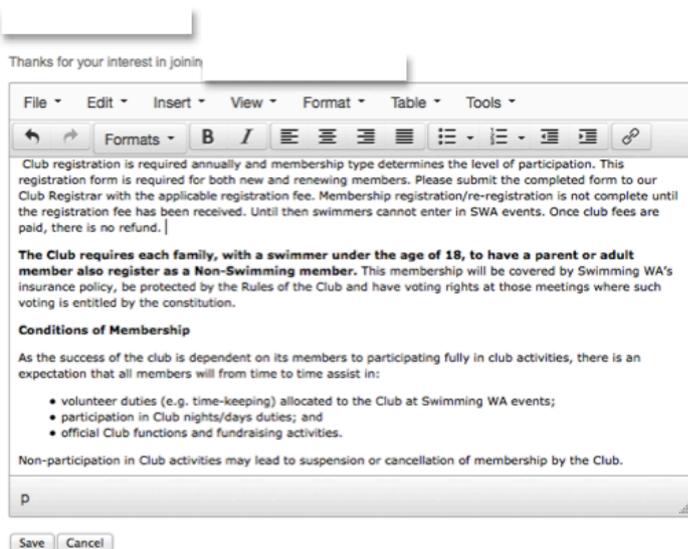
[Edit Welcome Message](#)  
[Edit Terms and Conditions](#)

Welcome Message is the text the member will see when clicking on the hyperlink to renew or join.

Terms & Conditions text is the Club’s additional terms and conditions members renewing or joining to see and acknowledge in addition to the SWA terms and conditions.

Click on Edit Welcome Message by clicking on the hyperlink. The easiest way to edit this message is to create a word document and then cut & paste into the edit box.

### New Edit Club Welcome Message



Finally, the links at the very bottom of this screen can be copied and added to websites and other electronic media such as newsletters.

Links for publishing on websites for:-

- New Members: <http://www.myswimresults.com.au/MembershipNewRegistration.aspx>
- Renewing Members: <http://www.myswimresults.com.au/MembershipRenewRegistration.aspx>

The Club is now ready for membership renewal.

