How to renew your 2019-20 ASCTA Membership and Insurance
1. Go to Swim Central and select “SIGN IN”

Visit: https://swimcentral.swimming.org.au/
2. Enter your username and password

If you have not set a password or cannot remember your password, please select “Forgot Password”.
If you have further issues, please contact support@swimming.org.au
3. Once logged in, go to “Shopping”

At any time, return to the home screen by clicking this icon

Click on “Shopping”
4. Search for products in Shop

To search, type “general”, “premium” or “insurance” for the list of available products to show

Select the product to view more information
5. Add a product to Trolley from Shop

For membership, ensure your WWCC is uploaded and valid.

If it is showing with an X, click “My Documents” to upload a copy of your WWCC.
5. a) Upload your WWCC
5. b) Upload your WWCC

1. Browse for the file to upload
2. Select “Working with Children Check”
3. Select the WWCC’s State of Issue
4. Enter the Expiry and Number of the WWCC.
5. Click “Upload” and wait for the document to successfully upload. It will show in your library under “Working With Children Check”

Note: the WWCC expiry and reference number is what will show on the digital membership card.
5. c) Return to Shopping after Uploading WWCC

Once uploaded, click "Home"
5. d) Return to Shopping after Uploading WWCC
6. Add a product to Trolley from Shop

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/20 Membership - Premium</td>
<td>$263.81</td>
</tr>
</tbody>
</table>

Your WWCC should now show with a ✓ green tick

"Add to Trolley", then "Go to Trolley" to complete the transaction
7. Review Products

Review the products listed in your trolley.

To add a product, select “Products” to go to the Shop.

To remove a product, select the red circle next to Quantity.

<table>
<thead>
<tr>
<th>#</th>
<th>Product Name</th>
<th>exGST</th>
<th>GST</th>
<th>Quantity</th>
<th>incGST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2019/20 Insurance - Employee &amp; Volunteer (S20m)</td>
<td>$91.44</td>
<td>$9.14</td>
<td>1</td>
<td>$100.59</td>
</tr>
<tr>
<td></td>
<td>Australian Swimming Coaches and Teachers Association</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Example</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2019/20 Membership - Premium</td>
<td>$239.83</td>
<td>$23.90</td>
<td>1</td>
<td>$263.81</td>
</tr>
<tr>
<td></td>
<td>Australian Swimming Coaches and Teachers Association</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test Example</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2019/20 Insurance - Sole Trader (S20m)</td>
<td>$154.87</td>
<td>$15.49</td>
<td>1</td>
<td>$170.36</td>
</tr>
<tr>
<td></td>
<td>Australian Swimming Coaches and Teachers Association</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Test Example</td>
<td></td>
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</tr>
</tbody>
</table>

Terms and Conditions of Purchase

1. Child Welfare Declaration:

ASCTA is a Member Association of Swimming Australia Limited (SAL). Each member of ASCTA also becomes a member of SAL. It is a requirement of SAL’s Safe Sport Framework that members who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years give the following declaration:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.

I agree with Ts & Cs

Checkout
8. Complete the Purchase

Read the Terms and Conditions and acknowledge your agreement by ticking this box

Once ticked, click “Checkout”
9. Complete the Purchase

Complete your payment details

Once completed, click “Purchase”
10. Generate receipt

Once completed, click “Generate Invoice”
11. View receipt and insurance documents

Your receipt will remain in “My Documents” for future reference. Select the “download” icon to save a copy of your receipt.

If you purchase insurance, all of your insurance documents will show in this library as well.
12. View Pending Purchases

Please note that your membership will be pending verification of your WWCC. Once verified, you will be able to view your membership card under “My Memberships”. If there are any issues, ASCTA will be in touch.
13. View your Digital Membership Card

At any time, return to the home screen by clicking this icon

Click “My Memberships”
14. View your Digital Membership Card

Select your Membership

Your digital card will show here when the product is selected.
14. a) If your Membership Card shows with a ?, it means there is a document pending approval. This is in the queue to be verified by an administrator. There is no action required by you.
14. b) If your Membership Card shows with an X, it means there is a document missing or expired. This usually due to a WWCC or an accreditation expiry.
14. c) If your Membership Card shows with an x

Click “My Accreditations”
14. d) If your Membership Card shows with an x

Select the accreditation that requires attention

Upload the required document, filing in any required fields. Once uploaded, it will pend verification. You have no further actions at this point.
Should you have any further Membership queries, please contact Membership:

Email: membership@ascta.com

Phone: (07) 5494 6255 and select the ‘Membership’ option.