
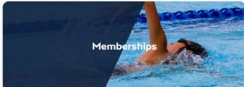


# HOW TO

# PURCHASE ASCTA MEMBERSHIP & INSURANCE FOR 2020/21

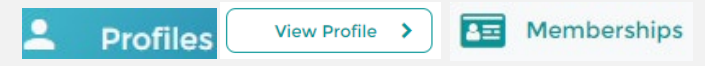
1. Please [click here](#) to open Swim Central and [Login to your account](#) or [Register for an account](#)
2. Click on the  Store icon on the menu bar
3. Select 'Memberships' 
4. Type 'ASCTA' into the search box and select 'Australian Swimming Coaches & Teachers Association (ASCTA)' to view available membership and insurance products

Premium members receive a hard copy membership card  
All other membership levels access a digital card through Swim Central  
[Click here for a comprehensive overview of our membership inclusions](#)

5. Select the level of membership you require (General, Premium, Associate/Plus, Associate International) and click 'Add to Cart'
6. If required, select an optional \$0-Excess insurance policy (Sole Trader or Employee/Volunteer).
7. Click 'Add to Cart' then 'Check Out' to enter payment details and finalise purchase.

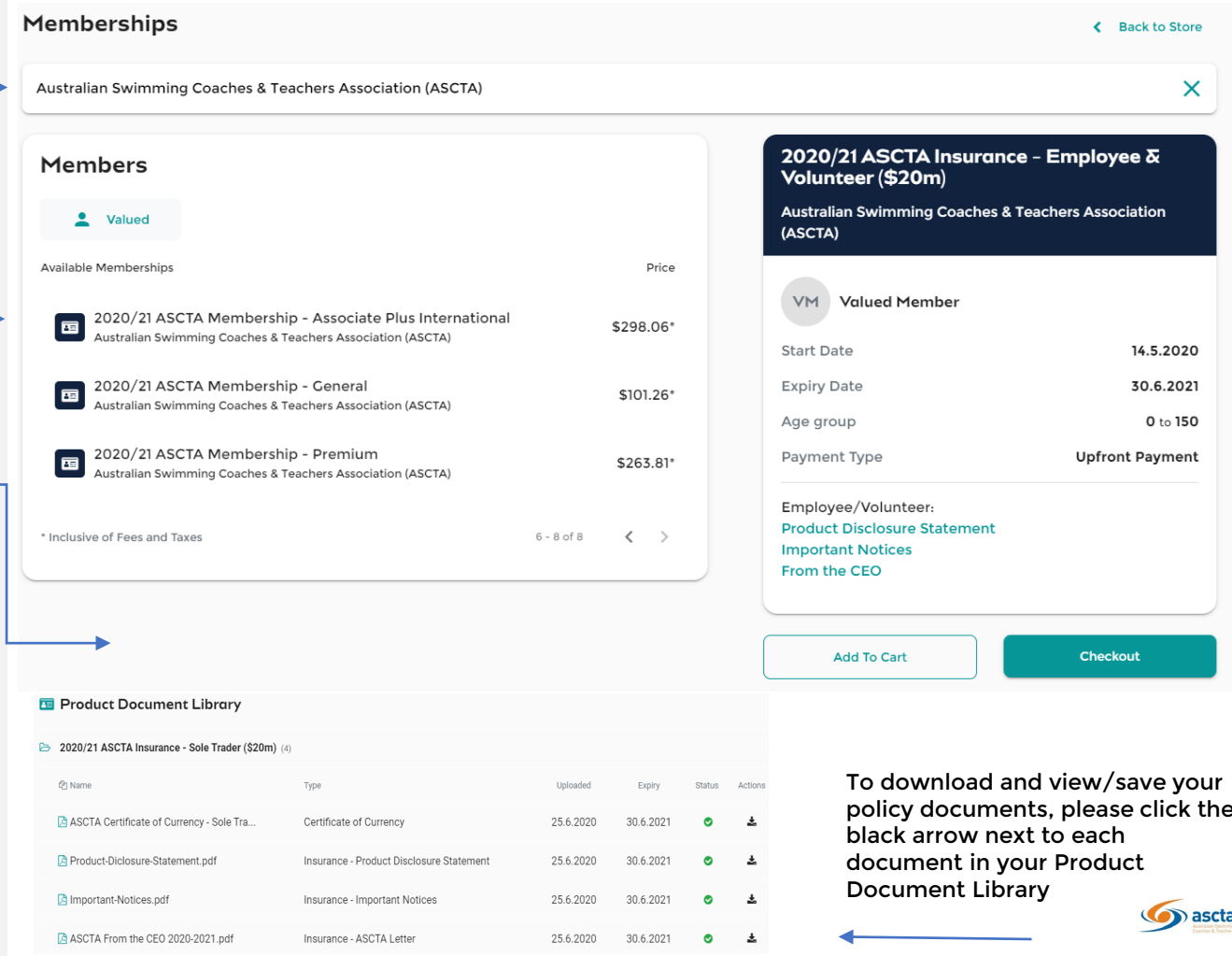
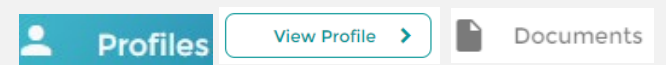
## MEMBERSHIP CARD

A current WWCC is required to validate your membership. Instructions on how to upload your WWCC can be found on Page 2. Once a WWCC is uploaded, your Membership Card can be viewed by clicking the following:



## INSURANCE CERTIFICATE OF CURRENCY, IF PURCHASED

Once your purchase is complete, your Certificate of Currency can be viewed and downloaded from your Product Document Library by clicking the following:






**Memberships** [Back to Store](#)

Australian Swimming Coaches & Teachers Association (ASCTA)

**Members**

Valued

Available Memberships	Price
 2020/21 ASCTA Membership - Associate Plus International Australian Swimming Coaches & Teachers Association (ASCTA)	\$298.06*
 2020/21 ASCTA Membership - General Australian Swimming Coaches & Teachers Association (ASCTA)	\$101.26*
 2020/21 ASCTA Membership - Premium Australian Swimming Coaches & Teachers Association (ASCTA)	\$263.81*

\* Inclusive of Fees and Taxes 6 - 8 of 8

**2020/21 ASCTA Insurance - Employee & Volunteer (\$20m)**  
Australian Swimming Coaches & Teachers Association (ASCTA)

VM Valued Member

Start Date 14.5.2020  
Expiry Date 30.6.2021  
Age group 0 to 150  
Payment Type Upfront Payment

Employee/Volunteer:  
[Product Disclosure Statement](#)  
[Important Notices](#)  
[From the CEO](#)

[Add To Cart](#) [Checkout](#)

**Product Document Library**

2020/21 ASCTA Insurance - Sole Trader (\$20m) (4)

Name	Type	Uploaded	Expiry	Status	Actions
ASCTA Certificate of Currency - Sole Tra...	Certificate of Currency	25.6.2020	30.6.2021	🟢	📄
Product-Diclosure-Statement.pdf	Insurance - Product Disclosure Statement	25.6.2020	30.6.2021	🟢	📄
Important-Notices.pdf	Insurance - Important Notices	25.6.2020	30.6.2021	🟢	📄
ASCTA From the CEO 2020-2021.pdf	Insurance - ASCTA Letter	25.6.2020	30.6.2021	🟢	📄

To download and view/save your policy documents, please click the black arrow next to each document in your Product Document Library







# HOW TO UPLOAD A WORKING WITH CHILDREN CHECK DOCUMENT


1. Please [click here](#) to open Swim Central and **Login to your account**

2. Ensure you have a copy of your WWCC saved on your PC,


3. Click on  **Profiles**   Documents

4. Click on the  button

5. Click  to find/select the file from your PC. 

6. Ignore this Prefill section 

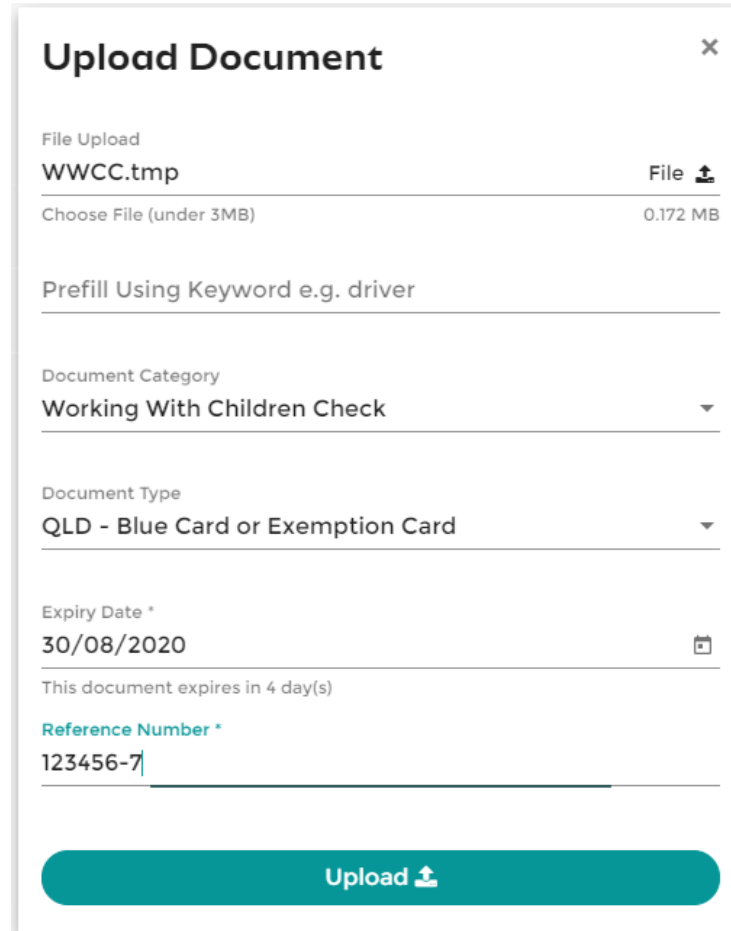
7. Select 'Working with Children Check' from the drop-down menu 

8. Select the type of card/issuing State from the drop-down menu 

9. Enter the WWCC expiry date 

10. Enter the WWCC reference number 

11. Click Upload 



The screenshot shows a 'Upload Document' modal window. It includes a 'File Upload' section with a file named 'WWCC.tmp' (0.172 MB) and a 'Choose File (under 3MB)' option. Below this is a 'Prefill Using Keyword' field with the text 'driver'. The 'Document Category' is set to 'Working With Children Check' and the 'Document Type' is 'QLD - Blue Card or Exemption Card'. The 'Expiry Date' is '30/08/2020' with a calendar icon and a note 'This document expires in 4 day(s)'. The 'Reference Number' is '123456-7'. A large teal 'Upload' button is at the bottom.

An ASCTA Administrator will verify/validate your WWCC document within 48 hours. Once approved, your pending transaction will be processed and your ASCTA Membership will be activated for 2020-21. Your membership card will be viewable under the 'Memberships' section of your Swim Central profile.