

# 2020/2021 Affiliation Checklist

#### Step 1 – Online Affiliation Form

Each club and region needs a representative to complete the online affiliation form to update all details with Swimming Queensland – <u>access the form here.</u>

## Step 2 – Update Basic Details in Swim Central

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Logo No logo uploaded O Details O Address O Account	Versites Description Descript	Agrovals Casaking Casaking Reports	Karages Karages Partnars Portnars Portets

Each club and region needs to ensure that basic details and your Stripe Account details are up to date in Swim Central. This is done from Entity Home via the edit buttons (for more help click here) and includes:

- Website
- Contact name, email and phone
- ABN\*

- Addresses
- Bank Account Details\*
- Stripe Account Contact Information\*

Please note, items marked with \* are critical for ensuring payments can be made to your Club.

### Step 3 – Update Committee Positions in Swim Central

Search for a Position		Club Registrar Partic	Club Registrar Participants						
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Name 🔨	Туре —	Home	Name 🔨	Email	Active	PIN		â	ľ
Club Administrator	Administrator		Active position holders show with a green tick, inactive show with a red cross. Select the pencil		•	•		â	B
Club Contact	Contact					-	_	_	
Club President	President	۵			۲	۲	8	â	ľ
Club Race Secretary	Race Secretary	۵			0	۲	-	a	ß
Club Registrar	Registrar				0	0		A	R

Each club and region needs to ensure they update their committee via Positions to ensure current committee members are listed, active and have an entity PIN and all old committee members are listed as inactive (with a red cross). For help click here. Pins don't need to be changed for outgoing members.

### Step 4 – Pay your Affiliation Invoice

Each club and region has been emailed an affiliation invoice; this invoice can be paid via direct deposit (using invoice number as reference) or Cheque. Email <u>finance.qld@swimming.org.au</u> with any questions.

#### You can also find other help files on our website here.







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Page 1 of 1