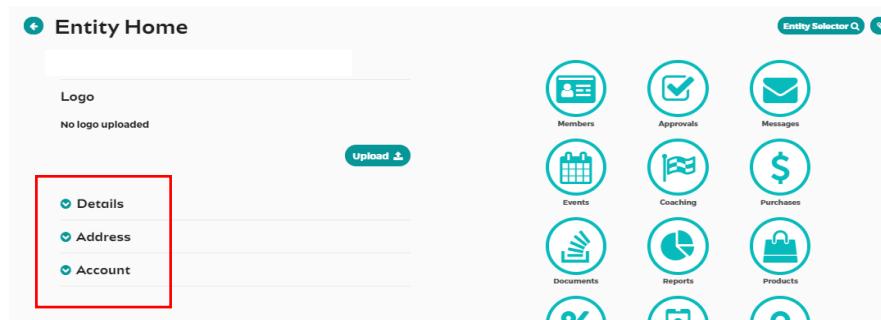


2020/2021 Affiliation Checklist

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 – [access the form here](#).

Step 2 – Update Basic Details in Swim Central

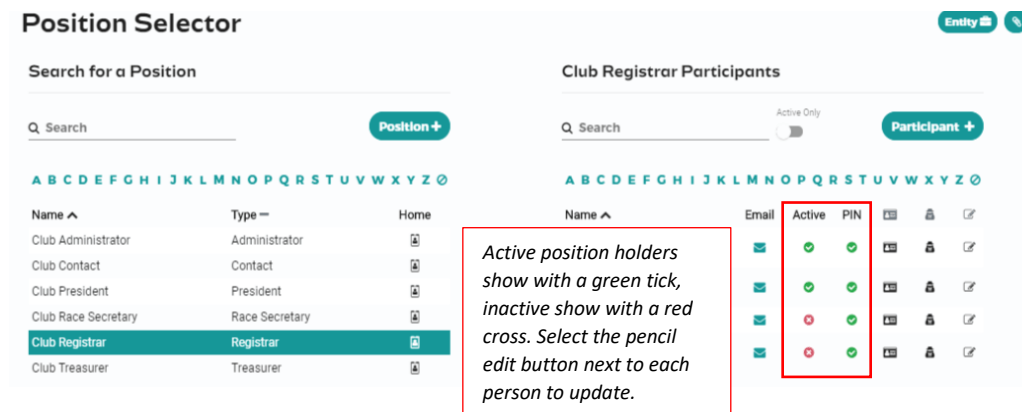


Each club and region needs to ensure that basic details and your Stripe Account details are up to date in Swim Central. This is done from Entity Home via the edit buttons ([for more help click here](#)) and includes:

- 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



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 finance.qld@swimming.org.au with any questions.

[You can also find other help files on our website here.](#)