

HOW DO I VIEW INCOMING PAYMENTS TO MY ENTITY?

Stripe is the payment gateway used to distribute funds to each relevant entity based on purchases made. Swimming Australia has set up a Stripe connection for each entity, which is connected to the bank account set for each entity in Swim Central. Relevant entity administrators will have access to their entities' gateway dashboard, which will show details of incoming funds and previous payments made.

[CLICK HERE TO ACCESS SWIM CENTRAL](#)

STEP 1.

Navigate to Swim Central in your device's internet browser and sign in. If you are part of a family group, select yourself from 'My Family' and enter your family administration pin.

STEP 2.

Select the blue 'Entity Management' tile and enter your entity management pin. You will then see a list of all entities you have the capability to manage (i.e. if you are a region administrator you will see a list of all clubs within your region). You have a few different options to find an entity from here, you can:

- View entities you hold a position with by using the 'Pos Hold' toggle;
- Type an entity name in the keyword search bar; or
- Use the letter filtering.

To view a preview of the entity select the name. To manage an entity select the entity home  shortcut or select the 'Entity Home' button from the preview screen; this will then show all the functions you have access to as an entity administrator.

STEP 3.

Navigate to the 'Reports' tile, then select the 'Gateway Dashboard' tile to view incoming funds and previous payments made. Each payout your Club receives has a corresponding report, which you can access as a CSV by clicking the icon to the right of the payout. Column W within this report is the amount paid to your Club.

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