

Membership Rollover Guide

Before Friday 23 June:

- Unfinancial members made financial or lapsed.
- Ensure club or region bank details are loaded in the database and are correct.
- Club Fees for the coming membership year have been loaded into the database.
 - Any Discounts added
- If you have any members changing membership types in the new membership year, you can preset these now.
- Ensure all Club Members have up to date emails loaded against their profile.
- Send password reset emails to any members that need login details setting up.
- When you are comfortable that your clubs fees and member profiles are all set, you can prime your club by clicking on the 'recalculate' button in your fees and discounts tab. This must be done prior to Friday 23 June.

Summer Clubs Renewals

Summer Clubs that are not active on the database at this time of year still need to prime their clubs in the database before 23 of June. Once the summer season is active, fees can be changed and then a recalculate can be completed to renew details for their members.

If this affects your club and you need assistance, please contact SNZ

National Membership Fees

Swimming New Zealand Fees (all fees are GST Inclusive)
Affiliation fees are set annually by the SNZ Board, the fees detailed below will apply for 2023-2024

MEMBERSHIP TYPE	SNZ MEMBERSHIP FEES
	2023 - 2024
COMPETITIVE SWIMMER	\$72.50*
CLUB SWIMMER	\$72.50
COACH	\$72.50**
VOLUNTEER COACH	\$0.00
VOTING TECHNICAL OFFICIAL	\$0.00

*Includes Records & Rewards Levy and NZ Alumni Trust Fee.

**Additional NZSCAT Fee will be applied.

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From July 1st:

- Cub and regional admins access the database and check that all of their fee paying members are now displaying as unfinancial in their members list.
- Cub and regional admins complete manual payments for any members they have already received fees from.
- Administrators click on the "Send Renewal Email" button in their clubs 'Fees and Discounts' tab. All members with an email address and owing membership fees will be sent a renewal email with a link to renew their membership fees.

New Member Join

After July 1st you can now add any new members that will be competing in the new financial year. This can be done one of two ways:

1. Club or regional admin can use the add tab to add the new member and then send a password reset email allowing the new member to set up a username and password so they have access to their MyPage. In the MyPage they can pay their membership Fees or the admin can make the member financial if the fees have already been collected.
2. The new member joining can use the Join Now button that appears on all regional and SNZ's website. This will allow the member to enter themselves and make payment of their membership fees. When the new member is added their profile will sit as pending until it is approved by a club or regional admin.

Manual Payment

If your club has received some payments make sure you do the following before sending the "Send Renewal Email" to other unfinancial members:

1. Go into the member that needs to be made financial profile in the database and complete the manual payment process. (Refer to the how to guide here)

Once you have made all necessary members financial the below process applies:

1. Fortnightly SNZ will create a report of all members that have been made manually financial.
2. SNZ will invoice for the fees due for these manual transactions through the regions.

Credit Card Payment

Once clubs click the "Send Renewal Email" all members with an email address in the database will receive an email with a link to complete their payment. Process is as follows:

1. Existing member receiving email and uses link to pay their due membership fees (SNZ, Region, Club).
2. That member will instantly become a financial member and the money paid moving to a holding bank account
3. Every two weeks money from the holding account will be distributed to SNZ, clubs and regions as a consolidated payment. Within the clubs and regions profile pages (in the database) is a payments tab that will have a breakdown of payments for reconciliation. This can only be seen by users with admin access.
4. The collection fortnight period will run from Monday to Sunday with payments made on the following Tuesday/Wednesday.