

HOW TO REGISTER WITH SWIMMING NSW VIA SWIM CENTRAL

All swimmers need to purchase a Swimming NSW Membership.

If you have not registered with Swim Central before, and you are registering for your child who is under 18:

- You will need to first register yourself: Follow the steps under [Section 1. Creating an account in Swim Central](#)
- Then create a family group and add your child/ren: Follow the steps through [Section 2. Creating a family group and registering dependants](#)
- Finally, register with Wagga Wagga Swim Club: Follow the steps under [Section 3. Registering to swim with WWSC in Swim Central](#)

If you and your children have previously registered with Swim Central:

- Proceed directly to [Section 3. Registering with WWSC in Swim Central](#)

1. Creating an account in Swim Central

[Click here for more detailed instructions](#)

1. Go to the Swim Central website: <https://swimcentral.swimming.org.au/>, and at the bottom of the screen select 'Register for an account'
2. Enter your preferred e-mail and personal details, create a password, and select 'Register'
3. A confirmation email will be sent to the registered email address from noreply@swimming.org.au. Access your inbox and click the confirmation link in the email
4. A new window will pop up to show you that your email address has been confirmed. Click 'Return to Login' and the system login screen will appear. Enter your newly registered e-mail and password then select 'Login'
5. You will now be logged in to Swim Central. From your personal dashboard you will see a 'Get Started with Swim Central Checklist'. Item 1 on the checklist (complete profile and add emergency contacts) is mandatory

2. Creating a family group and registering dependants in Swim Central

[Click here for more detailed instructions](#)

1. Login to Swim Central and click on 'Profiles' from the menu
2. Select 'Create Family'
3. Input a name for your family group
4. Add a Parental PIN that will control the authority features within the family group
5. Confirm your eligibility as a guardian
6. Select 'Create'. Your family group is now ready
7. To add a dependant, select the padlock at the top right corner and enter your pin
8. Select 'Profiles' from the menu and you will be taken to the Family screen where you will see your existing family member profile(s)
9. Select '+ Dependant' and a pop-up screen will appear. Fill in all profile information in this pop-up box, toggling through the tabs for 'Personal Details', 'Contact' and 'Address' at the top of the page.
10. Once you have filled in all required fields, select 'Update Details'. A pop-up screen will appear displaying, 'Dependant Created'. You will then be taken back to the Profiles screen
11. To create additional child/dependant profiles, select '+ Dependant' and step through the process as many times as required
12. Note that all new 'swimmer members' MUST upload an identification document (such as a Birth Certificate) at the time you register. [Information on how to upload a document is available here](#). No swimmer can commence training or enter an event unless the document has been uploaded and verified.

3. Registering to swim with WWSC in Swim Central

[Click here for more detailed instructions](#)

1. Login to Swim Central and click on the padlock icon at the top right corner of the page, enter your 'PIN' if required
2. From the menu options select 'Store', then select 'Memberships '
3. Under 'Find a Club' select Wagga Wagga Swimming Club. Then select the member who you are purchasing a membership for
4. There are two membership options for swimmers to choose from:
 - a. Club Only Membership (\$90/yr): Allows the swimmer to ONLY compete at club nights or swim meets hosted by Wagga Swim Club
 - b. Full Swimmer Membership (\$110/yr): Allows the swimmer to compete at Swimming NSW or Swimming Australia meets, as well as club nights and swim meets hosted by Wagga Swim Club
5. Select your chosen membership and click 'Add to cart for [name]' at the bottom of that membership tile
6. Remember that all new 'swimmer members' MUST upload an identification document (such as a Birth Certificate) at the time you register. [Information on how to upload a document is available here](#). The swimmer's membership will be **rejected & refunded** if the identification document is not uploaded within 7 days, and you will need to recommence the purchase process.
7. If you are purchasing memberships for more than one child, return to step 3 and continue to add memberships to your cart by selecting the member, finding the appropriate membership, and adding it to your cart
8. All children aged 16 or under must also have at least one parent/carer registered as a member through Swimming NSW. In addition to the two swimming memberships offered, parents/carers may elect to purchase a Non-Swimmer Membership (\$38/yr). To purchase the adult's membership, return to step 3 and add your chosen adult's membership to your cart
9. Once all memberships have been added to your cart, click on the 'Shopping Trolley' icon located at the top of the page
10. Once the 'Checkout' page opens, you will have the option of adding an Active Kid's voucher for any children's memberships. These can be used with either membership package (Club Only or Full Swimmer). Click on the 'Use voucher' icon, select '2023-24 Swimming NSW Active Kids Voucher' and enter the voucher details in the pop-up box
11. Confirm all details are correct, enter your credit card details and click on "Buy now"