

Dear Neons Swimmers and Parents,

As the swimming year comes to a close I am writing to provide you with information and instructions for renewing your registration with Ivanhoe Neons for the 2009 / 2010 swimming year.

There are a number of changes to the fee structure and the way that we will collect fees for the upcoming year. The most obvious and significant change will be that we are going fully on-line for all of our membership records and will be using the 'Clubs On-line' database system that was introduced by Swimming Australia in 2008. This letter includes clear instructions to facilitate you renewing and paying your membership on-line.

The second change has been discussed with you in previous club communications relating to the fee structure. The change is a result of difficulty staying ahead of the costs of running the club. In the past additional swimmers in the family only attracted the registration fee required by Swimming Victoria. From this year, all swimmers will be required to pay a fee that goes to the club as well as to Swimming Victoria. In addition to this, we have found it necessary to introduce a fundraising levy to each family within the club. We have a number of families who contribute tirelessly to the fundraising efforts of the club, but the task of coordinating events and getting the commitment of **all** club members has become too difficult. Therefore, the first swimmer in any family will also have an \$88.00 fundraising levy added to their membership fees. A summary of the fee structure is provided within this document.

The third change relates to the parent membership. Until now we have only registered committee members and officials with Swimming Victoria, and registered all other parents with the club only. From this year we will register one parent per family with Swimming Victoria as a non-swimming member. If you have received an email identifying your user name and password for the Clubs On-line system this means that you have previously been registered with Swimming Victoria. For all other parents you will need to enter the system as a new member.

As this is the first year we have registered parents we need to process all parent and swimmer fees as separate transactions. Next year we will have the capacity to link families within the system and process all memberships in one transaction.

You will have received an email reminding you of your membership username and password to assist you in accessing the system. If you are a current member and have not received this information please contact me by email on [mmnews@iprimus.com.au](mailto:mmnews@iprimus.com.au) and I will look into it further.

The membership renewal period commences **4<sup>th</sup> May 2009** and will close at **5pm 17<sup>th</sup> May 2009**. Failure to renew your membership may result in you being excluded from training.

I hope that the attached instructions (enclosed) provide you with the information that you require to smoothly process your registrations.

Looking forward to seeing you all at the AGM on 9 May.

Michelle Newton  
Club Registrar. Ivanhoe Neons  
1 May 2009

**2009 / 2010 Fee Structure**

<b>Member Category</b>	<b>Fee</b>
First Swimmer HPS/Senior/State <i>This fee includes the \$88.00 fundraising levy</i>	\$288
First Swimmer Junior / Nippers <i>This fee includes the \$88.00 fundraising levy</i>	\$278
Second Swimmer HPS/Senior/State <i>This fee includes a 10% discount on the single swimmer fee</i>	\$180
Second Swimmer Junior / Nippers <i>This fee includes a 10% discount on the single swimmer fee</i>	\$170
Third Swimmer HPS/Senior/State <i>This fee includes a 20% discount on the single swimmer fee</i>	\$160
Third Swimmer Junior / Nippers <i>This fee includes a 20% discount on the single swimmer fee</i>	\$150
Learn to swim <i>Specific membership for non-competitor swimmers who are in their first year with the club</i>	\$145
Parent	\$20
Qualified Official	\$12
Life Member	\$12

## **Instructions for processing membership through Clubs Online**

Log in to Swimming Victoria [www.swimmingvictoria.org.au](http://www.swimmingvictoria.org.au)

Enter the 'Members Portal' on the right side of the screen.

### **1. Renew or join the parent member.**

*At least one parent must be a member for any family where there are swimmers < 18 years of age.*

- If you have not been previously registered you will need to enter the 'New Member' portal.
  - Select 'Ivanhoe Neons Swimming Club' from the drop down menu and click NEXT
  - Select the appropriate membership category 'Parent' and click NEXT
  - Accept the declaration and click NEXT
  - Complete the personal details ensure that you complete all mandatory fields, click NEXT
  - Enter your credit card details and click NEXT
  - Check that your credit card is being charged the correct amount and click SUBMIT PAYMENT

*Please only click SUBMIT PAYMENT once – don't double click or your card may be charged twice*

- Click to print your receipt
  
- If you have previously been registered as a member in 2008 you will have received an email informing you of your username and password.
  - Go to 'Existing Members'
  - Enter your username and password as received in email and login
  - Click 'Registration Renewal'
  - Select the membership type 'Parent' from the menu and click NEXT
  - Check and edit your personal details and click NEXT
  - Accept the declaration and click NEXT
  - Enter your credit card details and click NEXT
  - Check that your credit card is being charged the correct amount and click SUBMIT PAYMENT

*Please only click SUBMIT PAYMENT once – don't double click or your card may be charged twice*

- Click to print your receipt

## 2. Renew the first swimmer in the family

*Where there is more than one swimmer in the family the first swimmer should be the swimmer at the highest level.*

- Go to 'Existing Members'
- Enter your username and password as received in email and login
- Click 'Registration Renewal'
- Select the membership type from the menu and click NEXT  
*Ensure that the 'First Swimmer' category is correct according to squad (either HPS/Senior & State or Junior/Nippers)*
- Check and edit your personal details and click NEXT
- Accept the declaration and click NEXT
- Enter your credit card details and click NEXT
- Check that your credit card is being charged the correct amount and click SUBMIT PAYMENT  
*Please only click SUBMIT PAYMENT once – don't double click or your card may be charged twice*
- Click to print your receipt

## 3. Repeat this process for the second and third swimmers in the family

- Go to 'Existing Members'
- Enter your username and password for the second or third swimmer in the family as received in email and login
- Click 'Registration Renewal'
- Select the membership type from the menu and click NEXT  
*Ensure that the 'Second Swimmer' or 'Third Swimmer' category is correct according to squad (either HPS/Senior & State or Junior/Nippers). There is no fundraising levy attached to these fees and they carry a discount on the single swimmer fee.*
- Check and edit your personal details and click NEXT
- Accept the declaration and click NEXT
- Enter your credit card details and click NEXT
- Check that your credit card is being charged the correct amount and click SUBMIT PAYMENT  
*Please only click SUBMIT PAYMENT once – don't double click or your card may be charged twice*
- Click to print your receipt

Should you have new members to join within the family follow the instructions provided for new parent members, selecting instead the correct swimmer category.

Please feel free to contact me by email on [mmnews@iprimus.com.au](mailto:mmnews@iprimus.com.au) should you have any problems with this process.