# **Purchasing Swim Wales Club Affiliation**

30 Steps <u>View most recent version</u>

Created by

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## Go to swimwales.justgo.com

#### STEP 2

## **Click on MENU**



## **Click on Club Profiles**



#### STEP 4

# **Click on CLUB AFFILIATION**

	Club Profile		
	CLUB PROFILE CLUB DETAIL	CLUB MEMBERS CLUB AFFILIATION CREDENTIALS FAM	IILIES
JUSTGO Club © 20-21 Market Street, Aberaeron, SA46 OAS		Basic Details Review and update club's basic details	Update Details
CLUB CHECKLIST		🛨 JUSTGO Club (CL030001)	
★ CLUB PROFILE 🥥	0	Club	
CLUB DETAILS	Basic Details	20-21 Market Street	
CLUB AFFILIATION 🥹	Social Media	Aberaeron	
	Attachments	SA46 0AS	
		United Kingdom	
		mark.jones@Swimming.org	
		01666 700 111	
		合	
			Θ

Swim Wales Club Affiliation will show



#### **STEP 6**

Enter a few lines encouraging people to join your club, including your vision and mission

	MY PROFILE	MEMBERSHIP	EVENTS & COURSES	📜 🍈 MARK JONES -
			sessions, training & development and Performance pathway guidance	
			SELECTED 1 Year Membership More info	
			About this membership By becoming an affiliated club; 500,000 strong aquatic commu	you will have an association with the National Governing Body for Aquatics in Wales and become part of nity across Wales.
			Club Additional Info Please complete your club's	rmation : additional information below
			Please write a few lines enco including your vision and mi	ouraging people to join your club, ssion *
			I	<i>a</i> ,
			Contact details for enquiries	*
				0
4				<i>"</i> ,



Select which aquatic sports you offer



#### **STEP 8**

# Enter what age groups can be participants in your club

<ul> <li>Water Polo</li> <li>Other</li> <li>What Age Groups does your club cater for? *</li> <li>8-14 Years</li> <li>Training Details</li> <li>Please upload your Programme Pathway, including your squads and criteria</li> <li>No record found.</li> </ul>	
Drag file(s) here or click to upload	
Please upload your club training times	
Drag file(s) here or click to upload	
Where are your Training Venues? *	



# Upload a document containing your club training times

manning becans	
Please upload your Programme Pathway, including your squads and criteria	
Upload.docx	1
Drag file(s) here or click to upload	
Please upload your club training times	
Drag file(s) here or click to upload	
Where are your Training Venues? *	
	8
	Ţ

## STEP 10

# Enter your club training venues

Please upload	your club training times
	Drag file(s) here or click to upload
Where are your Train JustGo Leisure Cen City Centre GH1 5DF	ing Venues? * tre
Club Constitutio Please upload a cop	<b>n</b> ry of the signed constitution
Add Current (0) Ex	pired (0)



Select 'Add' to upload your signed club constitution

BERSHIP EVENTS & COURSES T MARK JON	S -
Upload.docx	*
Drag file(s) here or click to upload	
Where are your Training Venues? * JustGo Leisure Centre City Centre GH1 5DF	ļ
Club Constitution Please upload a copy of the signed constitution Current (0) Expired (0)	
You have no active.	
Accounts Please upload your accounts information - Collected by Swim Wales used to support clubs in funding and gra Accounts Current (0) Expired (0)	int ar ?

## STEP 12

# Upload your signed club constitution

EMENU MY PROFILE MEMBERSH	P EVENTS & COU	Setup credential	✔ Save
		Club Constitution	
	Club Constit Please upload a	OVERVIEW NOTES	
	Add	Start date	
	Current (1)	01/04/2023	
	Club Constitu	Expiry date	
	Expires: 06 M	889 899	
		Please Upload Evidence	
	o Pending	Upload.docx	Î
	Accounts		
	Add	Drag file(s) here or click to upload	
	Current (1)		
	Accounts		
	Expires: 31 M		
C			



Click on Save

	EVENTS & COU	Setup credential	✓ Save
		Club Constitution	
	Club Constit Please upload a	OVERVIEW NOTES	
	Add	Start date	
	Current (1)	01/04/2023	
	Club Constitu	Expiry date	
	Expires: 06 M	喆	
		Please Upload Evidence	
	Pending 🕺	Upload.docx	み 面
	Accounts	DOC	
	Please upload y	Drag file(s) here or click to upload	
	Add		
	Accounts Accounts		
	Expires: 31 M		
<			

## STEP 14

SATIN WALES

# Click on Add to upload club accounts

EMENU MY PROFILE MEMBERSH	IP EVENTS & COURSES	📜 🔵 MARK JONES -
	Club Constitution Expires: 06 Mar 2023	
	o Pending Approval	
	Accounts Please upload your accounts information Current (0) Expired (0) Vou have no active.	- Collected by Swim Wales used to support clubs in funding and grant a
	Development Plan Please upload a copy of the club Develop Add Current (1) Expired (0)	ment Plan
	Development Plan <b>Expires:</b> 30 Jan 2023	٩

# Select the year which is the club's most recently completed financial accounts

unts	Expiry date
upload y	31/03/2024
ent (0)	Please upload your accounts
have no a	Membership year \star
opmen	2022-2023 \$
load a	Date of the Account Period
)	Opening Balance
	0.00
ment 30 Ja	Closing Balance

## STEP 16

# Enter the Opening Balance

	DFILE MEMBERSHIP	EVENTS & COU	Setup credential	✔ Save
		Club Constitu	Accounts	
		Expires: 06 M	OVERVIEW	
		The second second	Start date	
		• Pending	01/04/2023	
		Accounts Please upload y	Expiry date	
		Add	31/03/2024	
		Current (0)	Please upload your accounts	
		You have no a	Membership year *	
		Developmen	2022-2023 \$	
		Please upload a	Date of the Account Period	
		Current (1)	Opening Balance	
		Development Expires: 30 Ja	Closing Balance	
			0.00	
4			Please upload accounts below	

# Enter the closing balance

	VENTS & COU 🔀 Setup credential	✓ Save
	lub Constitu Accounts xpires: 06 M	
	OVERVIEW	
	Start date	
	counts Expiry date	
F	ase upload ) 31/03/2024	
	Current (0) Please upload your accounts	
	) You have no i Membership year \star	
C.	2022-2023 •	
	Date of the Account Period	
	Current (1) Opening Balance	
	evelopment Closing Balance	
	xpires: 30 Ja 160.05	
	Please upload accounts below	

### STEP 18

# Upload the document in which the club's accounts are included

Date of the Account Period	
Opening Balance	
150.05	
Closing Balance	
160.05	]
Please upload accounts	s below
No record found.	
Drag	file(s) here or click to upload



Click on Save

EMENU MY PROFILE MEMBERSHIP	EVENTS & COU	< Setup credential Save
	Club Constitu	01/04/2023
	Expires: 06 M	Expiry date
		31/03/2024
	nt Pending	Please upload your accounts
l l l l l l l l l l l l l l l l l l l	Accounts	Membership year \star
P	Please upload y	2022-2023
	Add Current (0)	Date of the Account Period
	You have no a	Opening Balance
		150.05
E	Developmen Please upload a	Closing Balance
(	Add	160.05
	Current (1)	Please upload accounts below
	Development Expires: 30 Ja	Upload.docx
		Drag file(s) here or click to unload

## STEP 20

# Click on Add to upload the club's Development Plan and select save

Active
Development Plan
Please upload a copy of the club De
Add
Current (1) Expired (0)
Development Plan
Expires: 30 Jan 2023



If your club has achieved sport standards, select Add

■ MENU MY PROFILE MEMBERSHIP	EVENTS & COURSES	MARK JONES -
		•
	Street for the second	
	Disability	
	Do you offer Para Swimming? *	
	Yes ¢	
	Disability Sport Wales insport Club	
	If your club has achieved an accreditation, please add below	
	Current (0) Expired (0)	
	You have no active.	
	Insurance	
	Does your club have an Employment Reference Number (ERN)? *	
	¢	
		0
	Does your club have a wage roll exceeding £50,000 per annum? *	
4	•	

## STEP 22

# Select the standards you have achieved and upload the certificate

× Select a credential type	
Credential Category	
All	\$
Q Type here to search	
Disability Sport Wales Insport Club (Bronze)	$\bigcirc$
Disability Sport Wales Insport Club (Gold)	٢
Disability Sport Wales Insport Club (Ribbon)	$\bigcirc$
Disability Sport Wales Insport Club (Silver)	Ø





Complete insurance information

■ MENU MY PROFILE MEME	ISHIP EVENTS & COURSES	MARK JONES -
	If your club has achieved an accreditation, please add below	•
	Add	
	Current (1) Expired (0)	
	Bronze Disability Sport Wales Insport Club	
	(Bronze)	
	Expires: 31 Dec 2199	
	Dending Approval	
	Insurance	
	Does your club have an Employment Reference Number (ERN)? *	
	No +	
	Does your club have a wage roll exceeding £50,000 per annum? *	
	÷	
	More Information	
	Learn to Swim Provision	0
	Does your club offer a Learn To Swim provision? \star	
		· ·

## STEP 24

# Complete Learn to Swim Questions

mouranoo
Does your club have an Employment Reference Number (ERN)? * No
Does your club have a wage roll exceeding £50,000 per annum? *
More Information
Learn to Swim Provision
Does your club offer a Learn To Swim provision? *
*NB: Swim Wales Insurance provision, for clubs delivering Learn to Swim programmes, will only cover clubs delivering the Swim Wales LTSW Framework.

# Select Finish



#### **STEP 26**

## Click on Yes, Proceed to Cart





# Click on Pay with Card

t Total	£150.00				
tal (GBP)	£150.00				
Pay via Bank	Pay with Card				

## STEP 28

SATAN MALES NORD CHMMU

# Enter Card Details

	MEMBERSHIP	EVENTS & COURSES	🛞 JustGo.com 🛛 🗡				MARK JONES -		
			Pay with card						
CARLAN S			Mark Jones						
		By becoming an affiliated club you will have an Aquatics in Wales and become part of the 500	mark.jones@swimming.org			£150.00 £	£0.00	£150.00	
	Save for Later Kemove	Card Information							
	ITEMS SAVED FOR LATER (6) If you have discount code, please enter it here.		MM/YY	cvc =					
If y			Name on card *						
			Order S			у			
			Country *	Postcode *				1	
			United Kingdom 🏻 🗢	SA2 8QG				0	
			<ul> <li>Merchant Initiated</li> </ul>	Transaction?					
			Pay	E150.00 🔒					
			_	Request invoice		Pay via Bai	nk Pa	y with Card	
							VISA "	<b> 00 </b>	
JustGo.com	n		Terms & Conditions © Copyright 2002 - 2	Privacy Policy Help About Us 023 JustGo. All Rights Reserved.					

## Click Pay £150.00



#### **STEP 30**

## Payment will show as successful once complete







