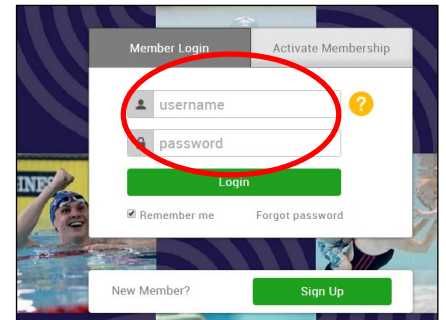
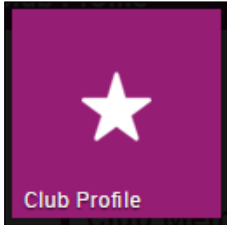


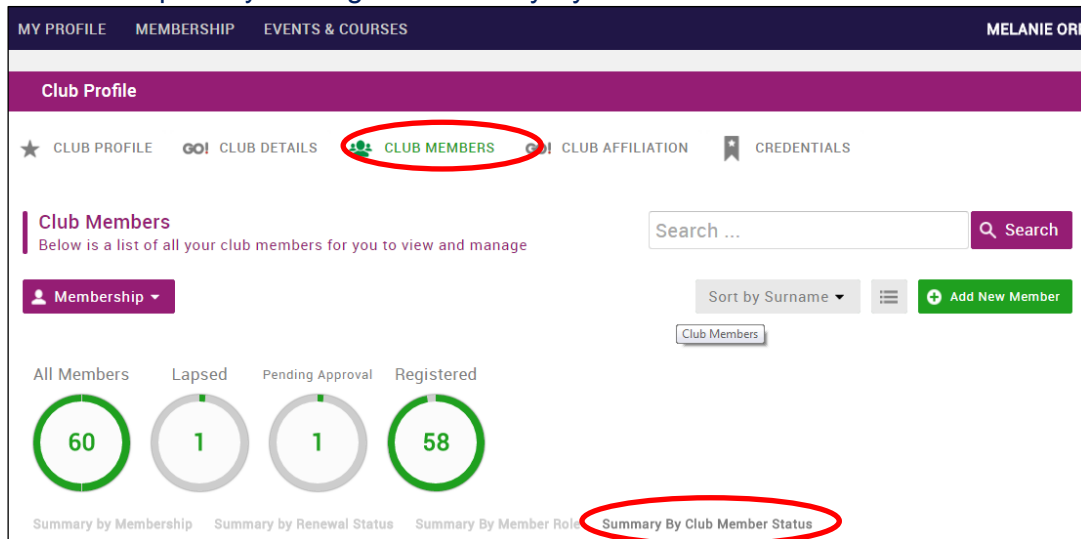
# Swim Schools / National Framework Deliverers

## Accepting a new member into the Swim School / National Framework

- When a new member requests through Azolve to join the Swim School you will receive an email notification
- You need to check that they are indeed a new member to your Swim School/National Framework. To accept them please follow the steps below
- Login to your account
- Click on the Club Profile box

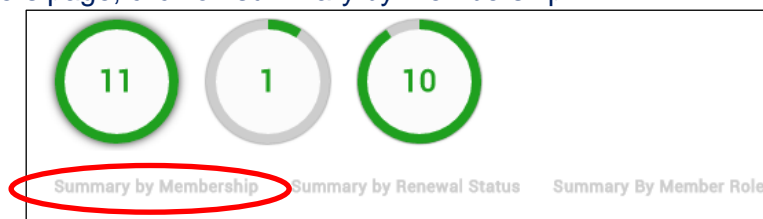


- Click on the 'Club Members' tab
- Sort your membership list by clicking on 'Summary By Club Member Status'

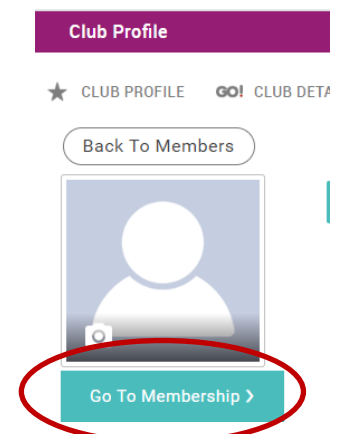


### Adding Membership to a Member

- The member doesn't have membership until you add it to their profile, which in turn creates an invoice. If this is part of your allocation the invoice will show £0.00 to pay
- Within the club members page, click on summary by membership



- This will then display any members without membership
- To add membership to a member double-clicks on their profile
- Select go to membership



- Click on membership

**Membership**  
Next Renewal in 45 day(s)

**1**  
Active

[More Info >>](#)

- Select the grey “add” button

+ Add

- Select the Non-swimmer membership
- Add to the cart and ‘checkout’ to create an invoice.



- Please remember to generate an invoice and pay via BACS if your allocation has been used. Please do not pay via card or direct debit.



#### Benefits

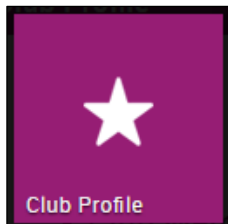
- Non-Swimmer membership is for any member who does not participate in any aquatic discipline as defined by the following classifications:
- Club Volunteer – a member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time...

[Read more](#)

**Non-Swimmer Membership**

## Adding a new member to your Swim School / National Framework

- When a new member joins, please always check if they have ever been a member of Scottish Swimming in the past – if they have then please contact us with their name and their date of birth – if they are already on our system, it is very simple – you just ask for them to be added to your Swim School – and we can do that very quickly – there is no need for you to enter all their details again – because it is all stored on the system. Then you just need to add their membership (see adding membership section)
- When a completely new member joins, there are two options:
  - The recommended method is to ask the member to sign up to azolve themselves. (there is a guide available for you to send to members for this) As part of the process the new member has to select your Swim School, and then you can accept the member
- To add the member yourself Click on the Club Profile box



- Select club members then add new member

Club Profile

★ CLUB PROFILE GO! CLUB DETAILS **CLUB MEMBERS** GO! CLUB AFFILIATION CREDENTIALS

Club Members

Below is a list of all your club members for you to view and manage

Membership ▾

Search ... Search

Sort by Surname ▾

**+ Add New Member**

Recreational Swim School Teacher & Coach

- Enter the member details on the form. Boxes marked with an 'asterisk' are mandatory.
- Please note – the email address that you enter will automatically become the member's user name (at the bottom).
- Once all details are entered, please don't forget to click SAVE!

Basic Details

Review and update your personal detai...

Cancel Save

First Name Last Name

ttest \* test \*

Email Address

test@test \*

Date of Birth Gender:

10/10/1970 \* f \*