

Scottish Swimming's membership year runs from the 1st April to 31st March. Below are guidelines to renewing your Scottish Swimming Teacher Memberships.

Swim Schools are responsible for renewing their Teacher/Coach Non-Swimming members – very important to note, your staff/members CANNOT renew their memberships themselves as they do not have access to this area.

The motion for a reduced fee for the next membership year was carried forward at Scottish Swimming's EGM on 11th March, the Scottish Swimming membership fee for the 1st April 2021 – 31st March 2022 is: £7.00, although you can opt to pay the full £10.00 fee if you wish.

Cost of Membership – 2021/2022	Members who had membership in 2020/21	New members or lapsed members returning	From 1 st September for ALL members
Date when membership added	Non Swimmer	Non Swimmer	
1 April – 31 August 2021	£7.00*	£10.00	
1 September - 31 December 2021			£10.00
1 January 2022 - 28 February 2022			

* A member can opt to pay the full £10.00 membership fee if they wish.

Please note there is an appendix at the end of this guide to instruct you in producing a Report if you haven't already done so – this should help you get an overview of your staff/members (page 3)

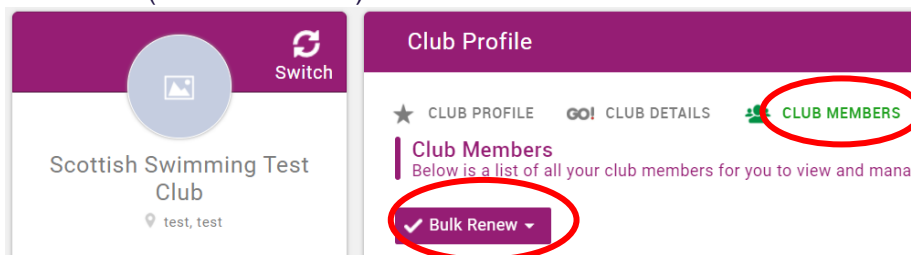
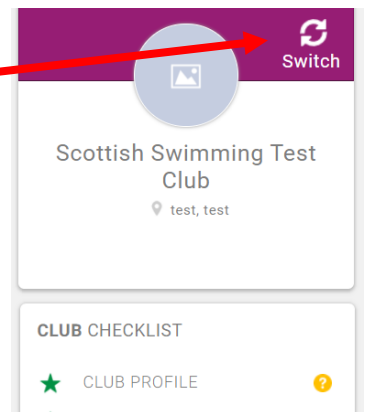
Logging on Azolve

Click on this link to the Online Membership System Azolve:-

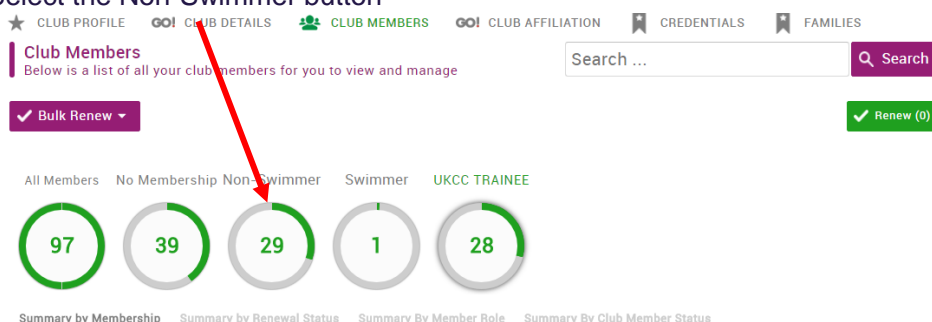
<https://scottishswimming.azolve.com/Account.mvc/Login> (if you need help contact info@scottishswimming.com)

Renewing/Adding Members:-

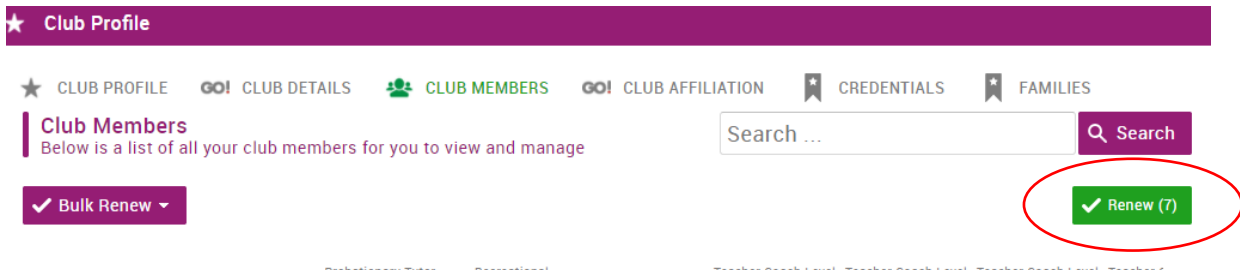
- If you administer more than one account please check you are working on the right one by checking which one is listed here and use the switch button here to change to the correct one
- First you should renew members who are returning from last year, and this can be done through the bulk renew tool. This tool only works for members who were active in the previous year, others need to be added manually, which is covered later
- Proceed to the bulk renew page by selecting Bulk Renew from your club members page by clicking on the arrow next to membership then clicking bulk renew (as circled below)



- You should have already produced a report which provides a list of who you want to renew (if you don't remember how to produce the report, instructions are in the appendix of this guide)
 - You are only going to renew PRIMARY members and only in the Non-Swimmer category
 - Select the Non-Swimmer button



- A list will appear of all your Non-Swimmers
- Only renew primary members and ignore if it says no in 'Primary Club' column
- Work down the list, selecting the tick to select members you wish to renew – it will turn green once you have selected someone
- Any members you do not wish to renew then please don't select, and their tick will remain grey
- Once you have selected everyone you wish to renew return to the top and select "Renew"

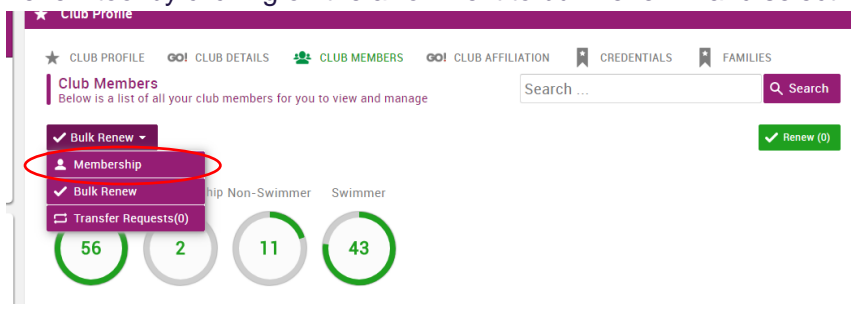


- You can proceed to cart if you have no more members to add and proceed to payment section below. If you have more members to add click save and continue

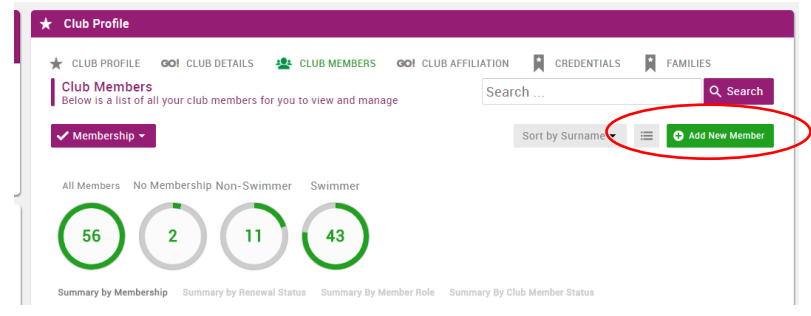
Do you have new members to add?

Please do not add a member if they have been a member of Scottish Swimming before as this will create a duplicate record. If you are unsure, email the member details to info@scottishswimming.com.

- Come out of the bulk renew tool by clicking on the arrow next to bulk renew – and select Membership



- Select add new member and add details as normal

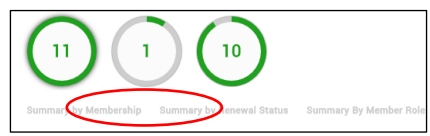


- Select save and continue and add all your new members – once all have been added click save and continue

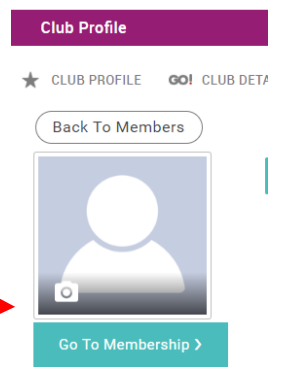
Adding Membership to a Member

The member doesn't have membership until you add it to their profile, which in turn creates an invoice.

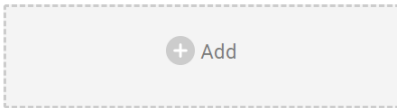
- Within the club members page, click on summary by membership



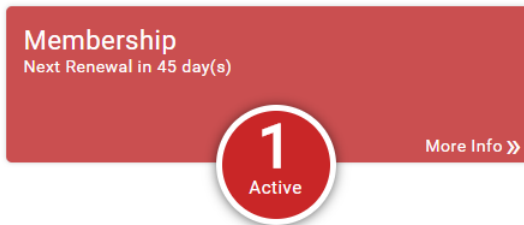
- This will then display any members without membership
- To add membership to a member double-click on their profile
- Select go to membership
- Click on membership



- Select the grey “add” button

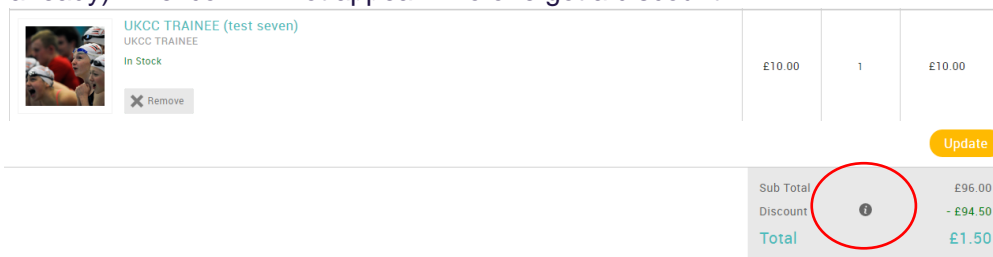


- Select the Non-swimmer membership
- Add to the cart and ‘checkout’ to create an invoice



Payment

- Once you click checkout you will be taken to your cart – **we recommend checking at this stage since you cannot make changes once you proceed to an invoice** - you can delete people from the cart at this stage (click remove then click yellow update button at the bottom)
- Handy tip – if you look at the bottom of your invoice, if you have any discounted membership an “information” icon will appear. If you hover over the icon it will detail why you have got discounts (e.g. it may tell you that someone already has their swimmer membership, or gets a discount because they hold another type of membership already). The icon will not appear if no one got a discount

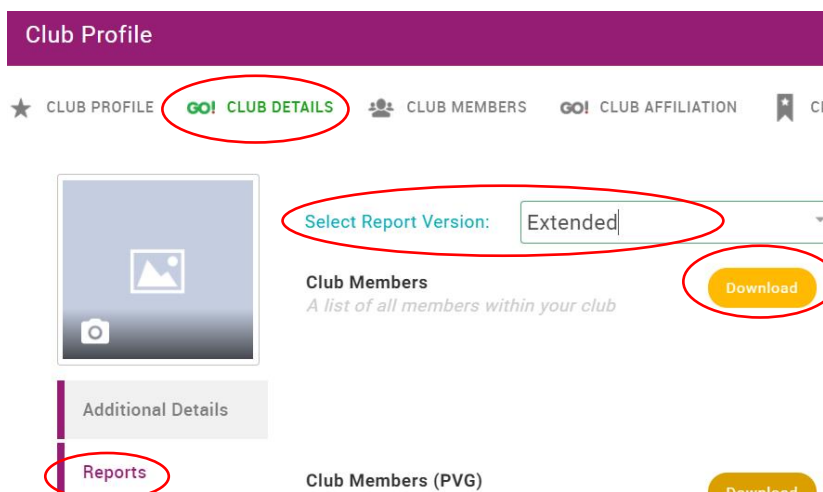


Swim Schools can then generate an invoice and pay by BACS or Card Payment – **PLEASE ensure you quote the invoice number when making a payment (starts with PR)**. Remember to pass the invoice on to your Finance Department, invoices have to be paid within 14 days.

APPENDIX – Running a Report

At any time you can run a report for your Swim School which will detail who is a member of it. This is useful both before and after you carry out your renewals. Any time you update anything on Azolve, you can run a report and it will appear (except if you have memberships in a cart, those won't appear until you have raised an invoice)

- To run a report – click on go club details, then click on Reports
- Then select extended as the report version and click download, your report will appear in the bottom left hand side of your screen.



General help

We are here to help you so if you have any questions, no matter how silly you may think they are, please get in touch:- email info@scottishswimming.com and a member of the Membership Team will be in contact.