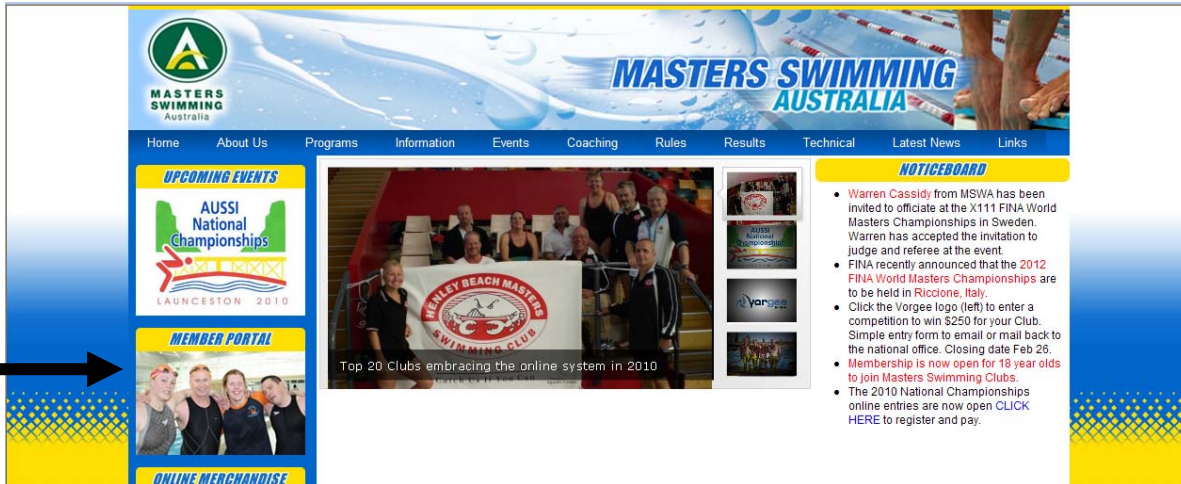
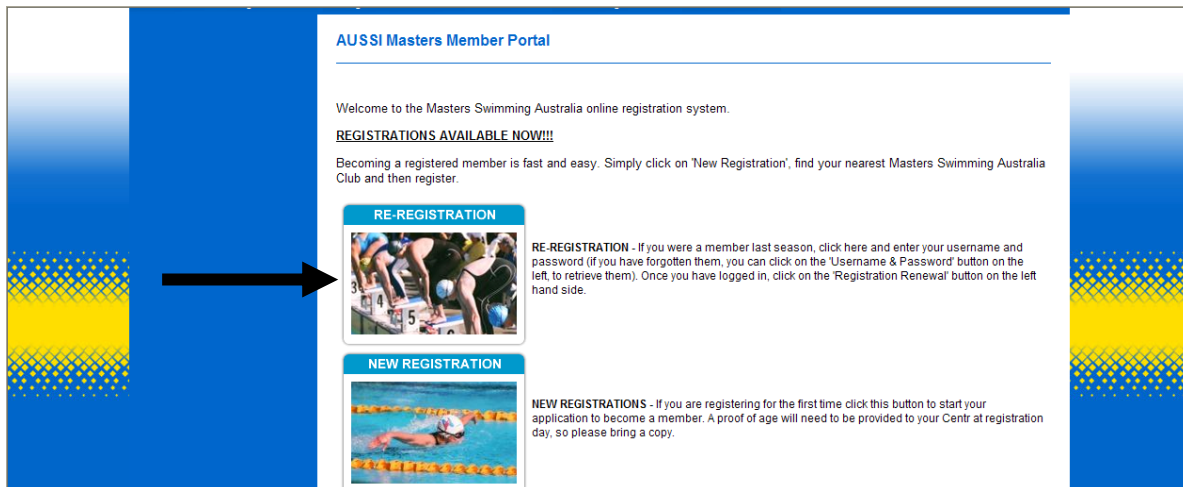


## STEP BY STEP GUIDE FOR MEMBERS TO PAY THEIR MEMBERSHIP ONLINE

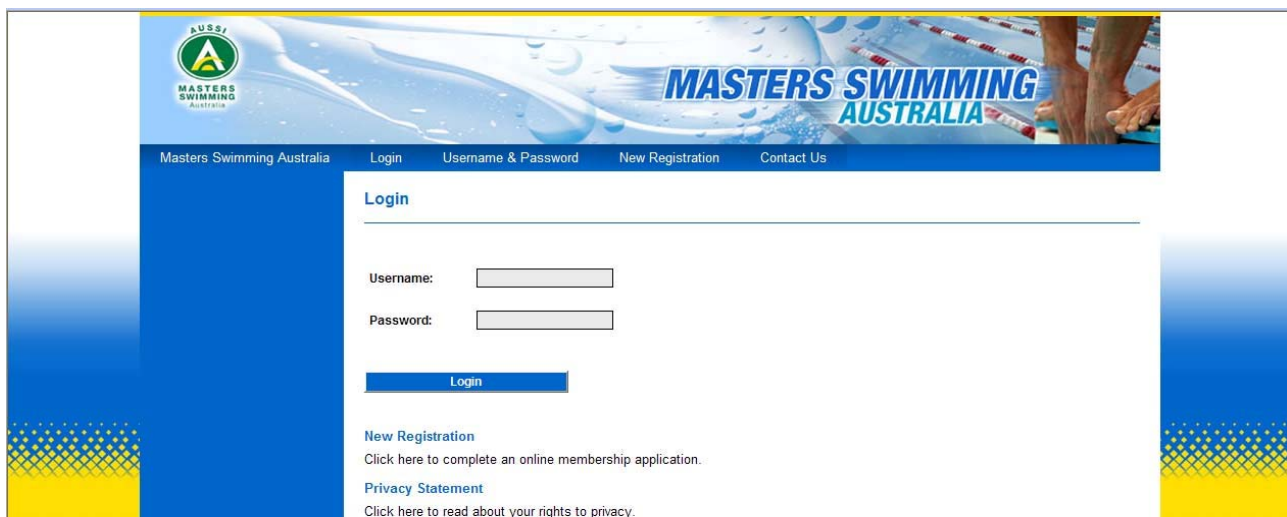
1. Go to the Masters Swimming Australia website at <http://www.mastersswimming.org.au> and click on the square titled MEMBER PORTAL with the picture of swimmers arm in arm.



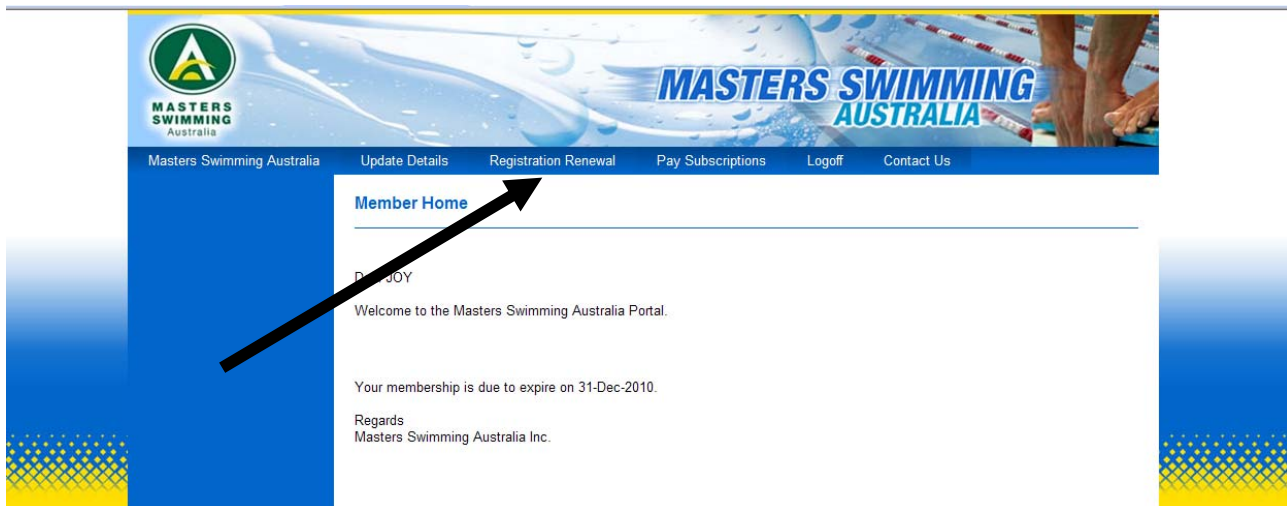
2. This will take you through to the members portal. You now need to choose re-registration



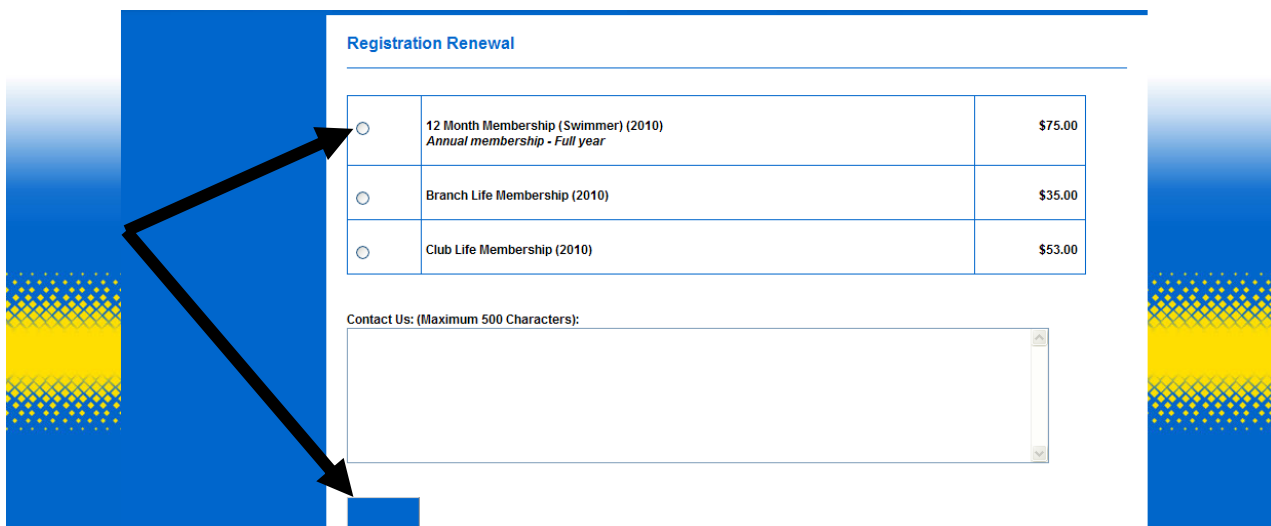
3. If you have clicked on the re-registration button you will now have to put in your username and password. If you need to obtain your Username and Password details read the note at the end of this document.



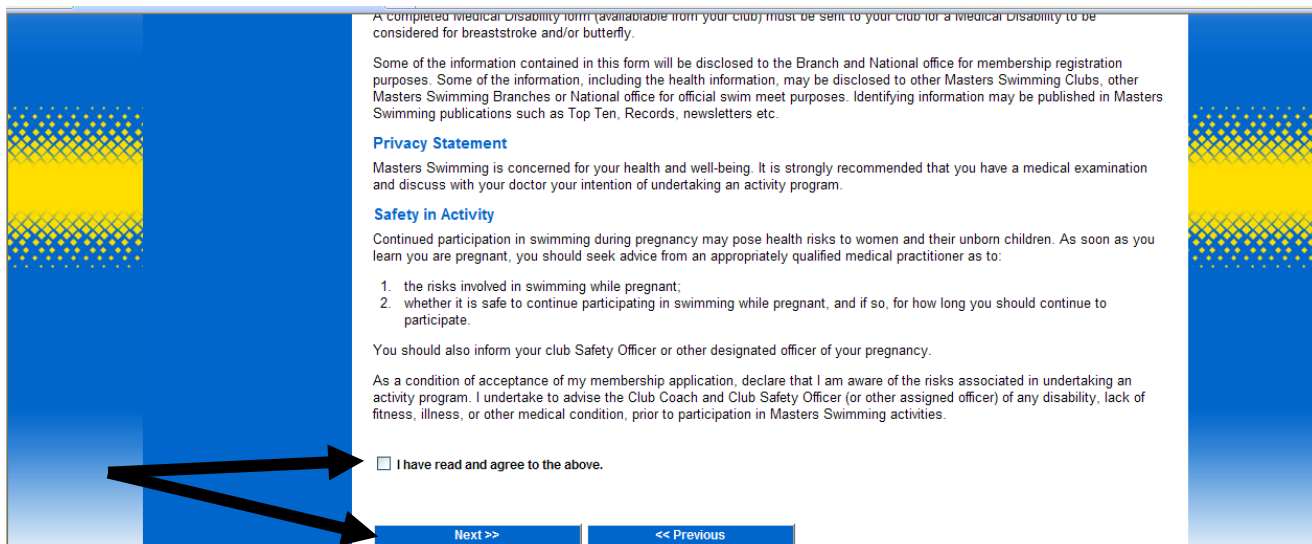
4. Once you have entered your username and password you need to click on the heading Registration Renewal



5. You then choose the subscription that you are paying for. Hover your mouse over the blue box to show the word NEXT and click on it.



6. Read the Masters Swimming declaration regarding medical disability forms, privacy statement and Safety in Activity. You will be expected to check the box that you have read and agree with this information. After checking the box click NEXT.



7. Check that your personal information is correct. Once you have checked your information click NEXT.

**New Registration**

[Login](#)

Title:

First Name:

Initial:

Last Name:

Address:

Suburb:

State:

Postcode:

Country:

At Least One Telephone Contact Number Must Be Entered

	Area Code:	Number:
Business:	<input type="text"/>	<input type="text"/>
Direct:	<input type="text"/>	<input type="text"/>
Private:	<input type="text"/>	<input type="text"/>

8. With the 2011 ruling that online payments are the only form of payment accepted from the 1<sup>st</sup> September 2011. By clicking on the pay online option, you can pay with a credit or debit card.

**Registration Renewal**

[Submit Application & Pay Online](#) [<< Previous](#)

[Payment Processing](#)

[Credit Card Statement](#)

[Security](#)

9. After you have chosen to pay online you need to input your credit/debit card information, it shows clearly how much will be charged to your credit/debit card. Click on NEXT. Your credit card will be charged at this time.

**New Registration**

**Credit Card Information**

Credit Card Type:

Card Number (Do Not Enter Spaces Between Numbers):

Cardholder's Name:

Expiry Date:

Total To Be Charged To Card: \$66.00

[Next >>](#) [<< Previous](#)

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2008-10-07

10. You will now receive a receipt for your payment that can be used as proof of membership. You need to contact your club and inform them that you have paid online, they will go on to the system and make you active. All swimmers to be considered a registered member need to be both FINANCIAL and ACTIVE.

\* [Forgotten, or don't know, your Username or Password?](#)

- 1) Click on "Username & Password" (Sited either in the top right-hand corner or left hand column of the page)
- 2) Enter your email address in the required box and your logon & password will be emailed to you