

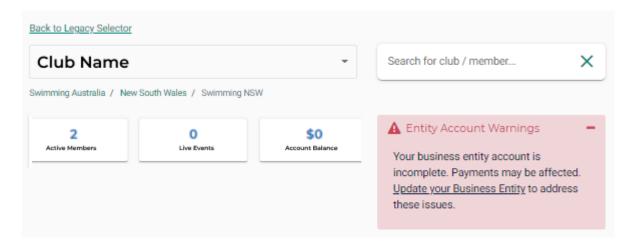
# MASTERS SWIMMING AUSTRALIA Swim Central Help Sheet



## **HOW TO UPDATE BANK ACCOUNT DETAILS?**

This help guide is for Club Administrators to update Club ABN number and bank account information ONLY. To update all banking details to meet Stripe requirements, please see the help guide for 'How to Edit Club Banking Details for Stripe'.

- 1) Login to Swim Central > Select Administration > Enter your Family Pin (if required).
- 2) Should your club be missing information, a notification box will appear on the club dashboard. Please update information where possible by selecting 'Update your Business Entity'.



3) Alternatively, to update the ABN or account information select Club Information on the club dashboard, Select Club Details and Edit for the General Details section.





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## **HOW TO UPDATE BANK ACCOUNT DETAILS?**

- If you know your Club's ABN, enter it accurately into the ABN\* field.
- If you do NOT know your Club's ABN, you can look it up with the ABR using Club name here.

Verification of the ABN occurs when you tick the 'Fetch Registered Name from ABR on Save'.

Please do not enter the Registered Name manually. Stripe will check the Club ABN against the ABR and then automatically populate the registered club name upon Save if the verification is successful.



4) Use the navigation icons to finish updating address details or account details for your club.



\*In the finances screen, please make sure to verify your BSB and Account numbers and check to make sure that the box 'Registered for GST' is correct for your club.

### Select Save

\*\*Upon Save, if your verification is unsuccessful for your ABN, and you continue to see a pop-up error notification at the bottom of the page or if you have recently changed/updated your information with the ABR, please contact <a href="mailto:support@swimming.org.au">support@swimming.org.au</a> for further assistance.