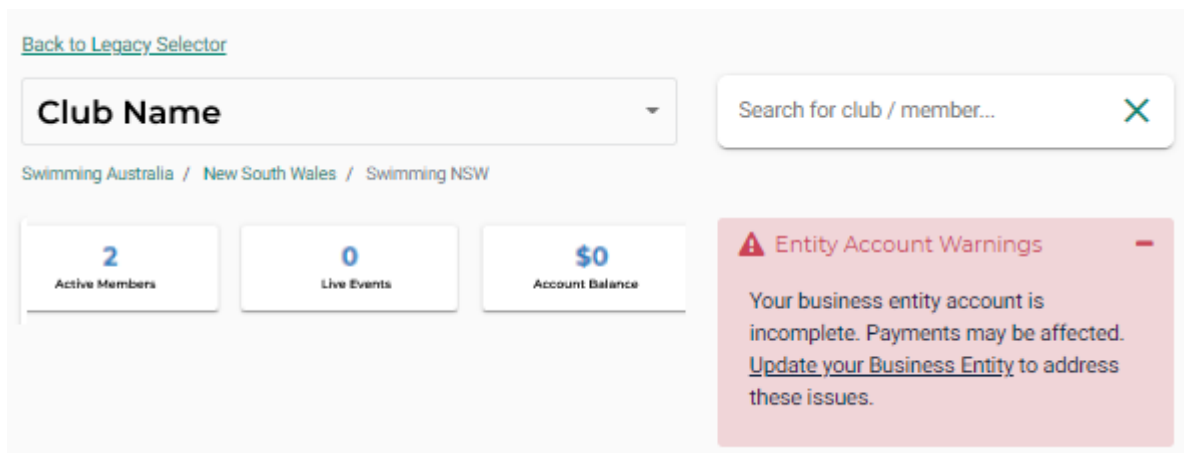


## HOW TO UPDATE BANK ACCOUNT DETAILS?

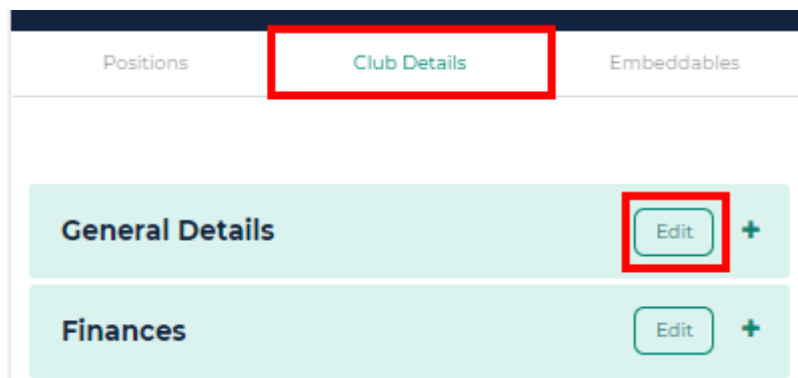
This help guide is for Club Administrators to update Club ABN number and bank account information ONLY. To update all banking details to meet Stripe requirements, please see the help guide for 'How to Edit Club Banking Details for Stripe'.

- 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'.



The screenshot shows the club dashboard interface. At the top left, there is a link "Back to Legacy Selector". Below it is a "Club Name" dropdown menu. To the right is a search bar labeled "Search for club / member...". Below the search bar, there is a breadcrumb trail: "Swimming Australia / New South Wales / Swimming NSW". In the center, there are three summary cards: "2 Active Members", "0 Live Events", and "\$0 Account Balance". On the right side, there is a red warning box titled "Entity Account Warnings" with a minus sign. The warning text reads: "Your business entity account is incomplete. Payments may be affected. [Update your Business Entity](#) to address these issues."

- 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.



The screenshot shows the club dashboard interface. At the top, there are three tabs: "Positions", "Club Details", and "Embeddables". The "Club Details" tab is highlighted with a red box. Below the tabs, there are two sections: "General Details" and "Finances". Each section has an "Edit" button and a plus sign. The "Edit" button for "General Details" is highlighted with a red box.

### 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.



**Business Information**

ABN \*  
14 109 333 628

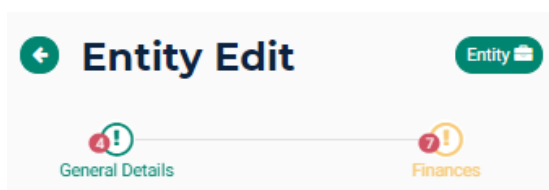
Fetch Registered Name from ABR on Save

ABN can be used to retrieve Registered Entity Name

Registered Name  
Club Name

Name on Govt. Issued Business Registration Certificate

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 [support@swimming.org.au](mailto:support@swimming.org.au) for further assistance.