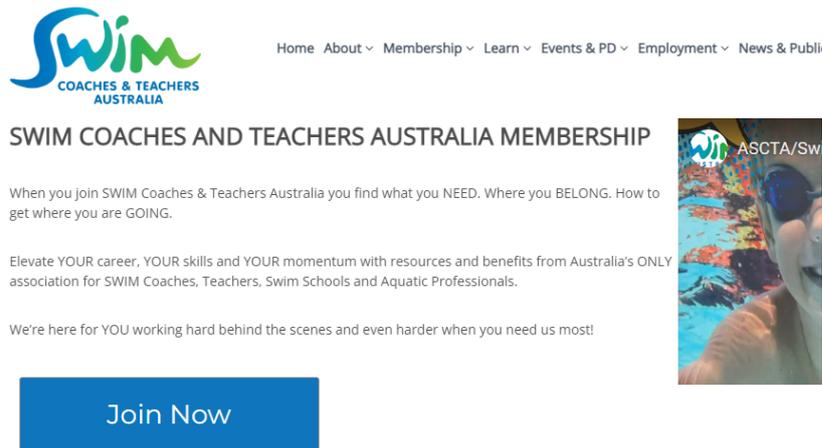




How to renew your membership

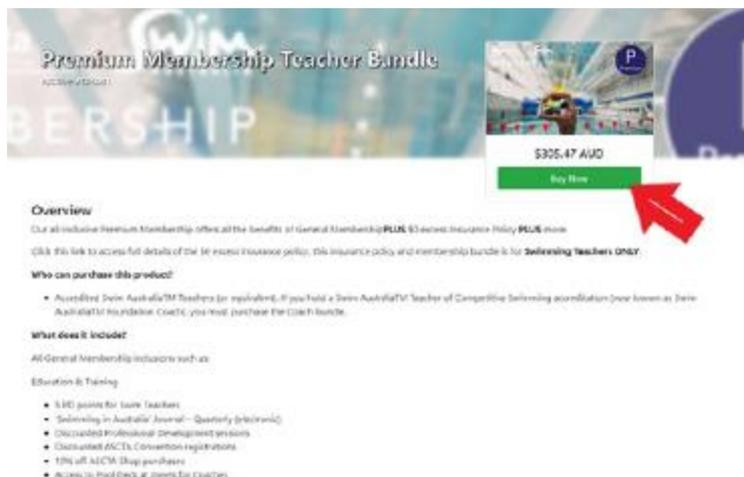
1. Go to our Membership webpage here <https://scta.org.au/membership>



2. Decide what Membership Type you'd like to purchase by visiting our benefits comparison chart here <https://scta.org.au/membership/membership-benefits/>
3. Decide if you also want to purchase our Teacher/Coach insurance. These can be purchased with membership as a bundle. SWIM Teacher Insurance is \$40 and SWIM Coaches Insurance is \$80 (due to the higher risk involved).
4. Scroll down the page to 'Membership Types', select the product you would like to purchase, and click on the blue Buy button of your choice.

MEMBERSHIP TYPES		
Premium \$264.77 Top level membership for Australian Swim Coaches, Teachers and Aquatic professionals.	General \$101.80 Entry level membership for Australian Swim Coaches, Teachers and Aquatic professionals	Associate \$101.80 For International or non-accredited members
Buy Premium Membership	Buy General Membership	Buy Associate Membership
Buy Membership + Coach Insurance	Buy Membership + Coach Insurance	
Buy Membership + Teacher Insurance	Buy Membership + Teacher Insurance	

5. A new window will open detailing your selected product, click on the BUY NOW green button.



6. Your payment gateway will then open. Please complete all the fields and ensure you have access to the email address you supply at this purchase point, because you will then receive an important message to this email address after you complete your payment transaction.

Before accepting the terms and conditions and privacy policy, click on the blue highlighted links to read these documents. Once you are happy, click on the accept button and then the green BUY NOW button. Once your transaction is approved you will receive an email.

A screenshot of a payment gateway form. The form contains several input fields: 'First name', 'Last name', 'Email', 'Confirm Email', 'Country' (a dropdown menu), 'Phone', and 'Credit or debit card' (with sub-fields for 'Card number' and 'MM / YY CVC'). At the bottom of the form, there is a blue link that says 'Accept terms and conditions and privacy policy' and a green 'Buy Now' button. Two red arrows point to the blue link and the 'Buy Now' button.

7. You will now receive an email with a link to access your Dita profile, see an example below. If you do not receive this email in your Inbox, please check your Junk Mail.

Welcome back to Australian Swimming Coaches & Teachers Association!

Your recent purchase can be accessed using the details below.

Sign in to your account:
<https://ascta.ditaplayer.com.au>

Username:
Your username will appear here

Need Help!
If you require help on our courses, please contact us at support@ascta.com

If you require any technical support, please contact dita Solutions at support@ditasolutions.com

You can change your password at anytime by selecting the "Change Password" option by clicking on your name at the top right of the screen.

If you forget your password please select the "I forgot my Password" Link on the logon page to reset your password.

Please add support@ditasolutions.com to your email safe list so you always receive emails in the future.

Thank you,
Australian Swimming Coaches & Teachers Association

8. Once you have gained access to DITA, the SCTA Membership Application Form will appear on your To-Do List. Click on the OPEN folder icon under the ACTIONS column for this form.

The screenshot shows a user interface with a navigation bar at the top containing buttons for 'To Do List', 'Completed', and 'Done'. Below this is a search bar and a table of tasks. The table has columns for Type, Title, Status, Due Date, Course, Mandatory, and Actions. Two tasks are listed: 'Student Enrolment' and 'AICTA Membership Application'. The 'AICTA Membership Application' row has a red arrow pointing to the 'OPEN' folder icon in the 'Actions' column.

Type	Title	Status	Due Date	Course	Mandatory	Actions
Icon	Student Enrolment	Not Started	14 Feb 2021	Pool Report	Icon	Open
Icon	AICTA Membership Application	In Progress	19 Feb 2021		Icon	Open

9. Complete all sections of the form except the section entitled "Administrator Approval". The 'Your reference' field is not mandatory, only to be used if you would like to utilise your own reference to identify the form.

ASCTA Membership Application
ASCTA-MA-0001

Document No.
12

Your Reference:
[Empty field]

Personal Details * REQUIRED FIELD

* First Name:
[Empty field]
This field is required

* Last Name:
[Empty field]
This field is required

* Date of Birth:
Select a Date [Calendar icon]

* Gender:
 Male
 Female
 Other

10. If you have purchased the Membership with Insurance Bundle, the Policy Wording and Important Notices can be accessed on the form. Your Certificate of Currency will be emailed directly to you from the Insurance Company. Once you have read and are happy with the Terms and Conditions, please click on the YES box.

INSURANCE

With your SCTA Membership Bundle you receive insurance cover from Sportscover Australia Pty Ltd

Click the link to read and download the [IMPORTANT NOTICES](#) from Sportscover Australia Pty Ltd

Click the link to read and download the Combined Liability [POLICY WORDING](#) from Sportscover Australia Pty Ltd

DECLARATIONS

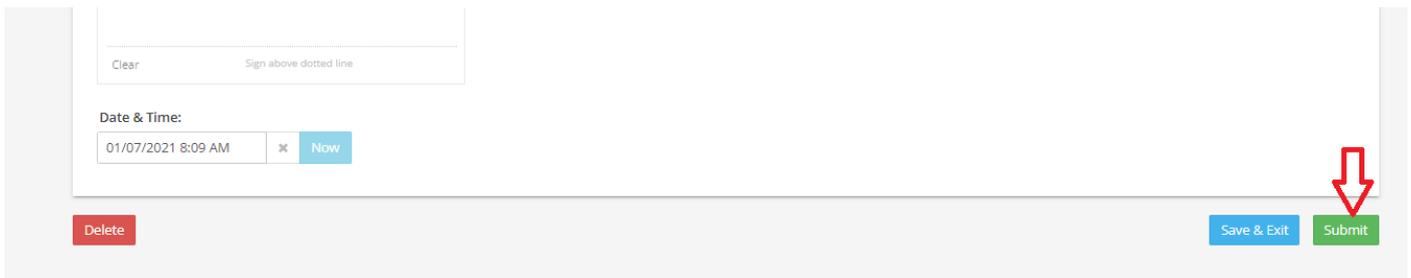
SCTA Membership [Terms & Conditions](#)

I agree with these Terms & Conditions

Yes

Press **Submit** at the bottom of the page.
This application will be verified by the SCTA Administration Team.

11. Once everything has been completed and uploaded scroll to the bottom of the window and click on the green SUBMIT button. The process has now been completed, thank you for renewing your membership.



The screenshot shows a web form interface. At the top, there is a text input field with a 'Clear' button on the left and the text 'Sign above dotted line' on the right. Below this is a 'Date & Time:' section containing a date and time picker showing '01/07/2021 8:09 AM' and a 'Now' button. At the bottom of the form, there are three buttons: a red 'Delete' button on the left, a blue 'Save & Exit' button in the middle, and a green 'Submit' button on the right. A red arrow points to the 'Submit' button.