

A dynamic photograph of triathletes splashing in water, captured in a high-contrast, low-key style. The athletes are silhouetted against a bright, sunlit background, creating a dramatic effect. Water droplets are frozen in mid-air, surrounding the athletes. The scene is energetic and captures the intensity of a triathlon swim session.

TRIATHLON AUSTRALIA

*GoMembership
Club Setup Checklist*



GoMembership Club Setup Checklist

TOPIC - PAYMENT (STEP 1)

WHERE? Stripe.com.au / PAYMENT SETUP SECTION IN GoM

- ✓ We have set up our Stripe account
- ✓ We have linked our Stripe account to our GoMembership account

TOPIC – UPDATING CLUB DETAILS (STEP 2)

WHERE? CLUB PROFILES SECTION IN GoM

- ✓ We have updated our primary Club address
- ✓ We have updated our primary Club email
- ✓ We have updated our primary Club contact number
- ✓ We have updated our Club website URL
- ✓ We have updated our Club's geolocation
- ✓ We have uploaded our Club logo

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TOPIC – UPDATE INVOICE INFO (STEP 3)

WHERE? CLUB+ SETTINGS IN GoM

If your Club Profile doesn't possess your registered club information, then you will have to "ENABLE" the alternative invoice settings to make changes

- ✓ We have enabled the alternative invoice settings
- ✓ We have updated our Club name on the invoice template if required
- ✓ We have updated our Club ABN on the invoice template if required
- ✓ We have updated our Club address on the invoice template if required
- ✓ We have updated our Club contact name on the invoice template if required
- ✓ We have updated our Club contact number on the invoice template if required
- ✓ We have updated our Club contact email on the invoice template if required
- ✓ We have updated our Club invoice message on the invoice template
- ✓ We have updated our Club invoice banner colour on the invoice template

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TOPIC – QUESTIONS FOR MEMBERS UPON SIGN UP (STEP 4)

WHERE? FIELD MANAGEMENT IN GoM

- ✓ We have created the form name
- ✓ We have selected the form icon
- ✓ We have created the required questions
- ✓ We have confirmed which questions are mandatory requirements
- ✓ We have confirmed the answer type required

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TOPIC - AUTOMATIC EMAIL TEMPLATES (STEP 5)

WHERE? EMAIL MANAGEMENT > EMAIL TEMPLATE IN GoM

- ✓ We have confirmed the organisation name
- ✓ We have confirmed the organisation email
- ✓ We have confirmed the club URL
- ✓ We have updated the email header logo
- ✓ We have confirmed the URL link for the header logo
- ✓ We have updated the email title colours
- ✓ We have the updated footer signature
- ✓ We have updated the footer colours
- ✓ We have updated the footer social links
- ✓ We have updated other footer URL links and text

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The below instructions are to ensure that your Club's GoM profile is set up and functioning correctly.

TOPIC – WHAT NOT TO CHANGE REGARDING MEMBERSHIPS

- ✓ **The Triathlon Australia benefits associated with a package. They must remain and in the same order in which you find them. If you decide to add club benefits, they must be below the Triathlon Australia benefits.**
- ✓ **The package classifications for a membership package without contacting your relevant State contact first**
- ✓ **The age restrictions of any packages without contacting your relevant STTA contact first**
- ✓ **The duration of any packages**
- ✓ **The start date/end date of the membership season**
- ✓ **The early renewal start date**

- ✓ **We strongly encourage that you do not to change name of the membership packages**

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TOPIC – MEMBERSHIPS (STEP 6)

Where? MEMBERSHIP SETUPS IN GoM

THE PROCESS BELOW IS REQUIRED FOR EACH CLUB PACKAGE

- ✓ We have updated the package information section if required
- ✓ We have updated the package image if required
- ✓ We have updated the price of the club portion of the membership package
- ✓ We have updated display price of the membership package (TA price + Club price)
- ✓ We have updated the GST status if required
- ✓ We have updated the club benefits if required
- ✓ We have updated the package restrictions if required (who can purchase the package)
- ✓ We have updated the package discounts if required (who/when?)
- ✓ We have updated the package surcharges if required (who/when?)
- ✓ We have added member questions specific for the package if required
- ✓ We have added additional products to purchase if required
- ✓ We have made sure that we have 'display alternative price' ticked

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TOPIC – CREATING NEW MEMBERSHIPS (STEP 7)

WHERE? MEMBERSHIP SETUP IN GoM

- ✓ We have created the package name
- ✓ We have created the package information section
- ✓ We have chosen the package tile colour
- ✓ We have successfully chosen the correct Triathlon Australia membership classification to link to
- ✓ We have uploaded a package image
- ✓ We have set the package price for the club membership
- ✓ We have successfully updated the display price of the package (Club price + TA price)
- ✓ We have ensured that we have enabled membership package subscriptions (Auto renew function)
- ✓ We have ensured that we have enabled subscriptions as mandatory
- ✓ We have set the correct GST status for the package
- ✓ We successfully copied over the Triathlon Australia benefits of membership for the new package
- ✓ We have set any package purchase restrictions if required
- ✓ We have set any discounts for the package if required
- ✓ We have set any surcharges for the package if required
- ✓ We have added additional membership questions if required
- ✓ We have added any additional products to purchase if required
- ✓ We have made sure that we have 'display alternative price' ticked