

Online Membership System (OMS)

Annual Renewals

Summary Guide

OMS Renewals Guide

Welcome:

The Annual Renewal period runs between 1st January and 28th February. This guide has been created to help guide you through this process.

OMS will close mid-December and any outstanding batches will need to be submitted to Swim England, to allow the Membership Team to prepare for the Annual Renewal period. Any batches that haven't been submitted will be done so by the Membership Team on the clubs behalf.

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Accessing Annual Renewal Batch:

OMS Renewal batches will be available to all clubs to start their Annual Renewal from 1st January each year. The Renewals batch can be found in the 'Batch Management' tab. However, it can also be completed through the 'Membership' tab as well.

Working Through The Renewals Batch:

You will be able to work through the Renewals batch in two main ways. Either through the 'Batch Management' or 'Membership' tab.

Batch Management: here you can work through all of the members in your membership list and either select 'Renew' or 'Lapse'. Any member over the age of 14 will need to also be marked as Workforce or not:

BATCH DETAILS Page 2 of 6

Renewals Batch: TESQ00126 Fees: £1,478.00 (pre-submission)

Membership number: [Enter membership number...] Forename: [Enter forename...] Surname: [Enter surname...] Category: [Please select...] Action: [Please select...] > SEARCH

Results per Page: 10

Name	No.	Category	D.O.B.	Fees payable	Action	Renew	Lapse	Workforce	Remove	Amend
Email Email	1630202	Club Compete	18/01/2006	£39.00		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Email2 Email	1630213	Club Compete	19/01/1988	£39.00		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Membership: here you can also complete the Annual Renewal batch by selecting either 'Renew' or 'Lapse' on each member and by selecting 'Add To Batch'. The 'Add To Batch' function will allow you to bulk add members to the renewals batch:

CLUB MEMBERSHIP Page 2 of 2

Legend:
✓ = Fees payable to this club
✓ = Member subject to unsubmitted batch
✓ = Member subject to unconfirmed amendment for another club
✓ = Member subject to verification by the governing body

Choose a filter: [Choose a filter] Enter forename or part to search... Enter surname or part to search... > SEARCH

Results per Page: 50

ADD NEW MEMBER PRINT ADD TO BATCH

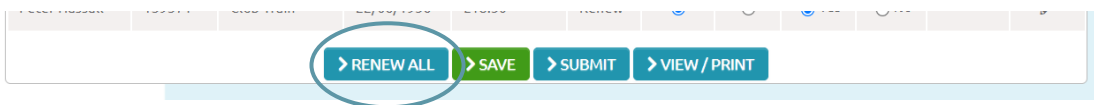
?	First Name	Last Name	No.	Category	D.O.B.	Eligibility Category / Sex	Join Date	Action	Renew	Lapse	Workforce	Detail
✓✓	Test5	Test5	1170632	SE Club Train	07/04/1995	0	18/09/2013		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	>
✓✓	Jack	Testi	946955	SE Club Compete	01/01/2000	0	07/03/2012		<input type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	>

When working through your Renewal batch, **please ensure to click save at the end of each page.** Any unsaved progress will be lost and you will need to redo these pages.

> RENEW ALL > SAVE > SUBMIT > VIEW / PRINT

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Renew All: this option will automatically select all of your members as 'Renew'. This feature is useful if you only have a select few members that you need to lapse. Once you have selected 'Renew All', you can then change the members to 'Lapse'.

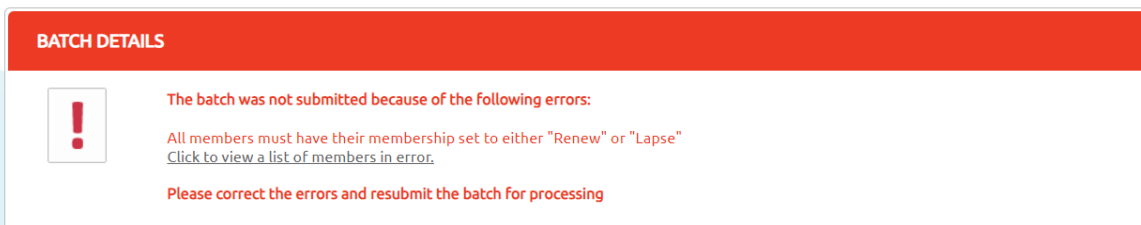


PLEASE NOTE: The Renewals batch does not have to be completed in one go, as long as you press 'Save' after each page, you will be able to return to where you left off.

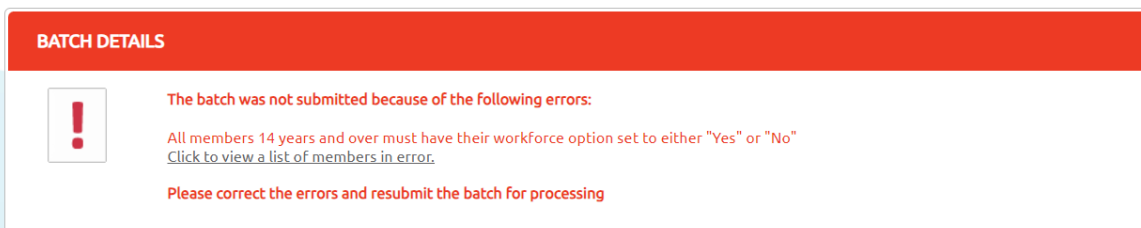
The 'Renew/Lapse' and 'Workforce' options will only be available during the Annual Renewal period. Any amendments to workforce throughout the rest of the membership year will need to be done via the 'Club Admin' tab.

Submitting The Renewals Batch:

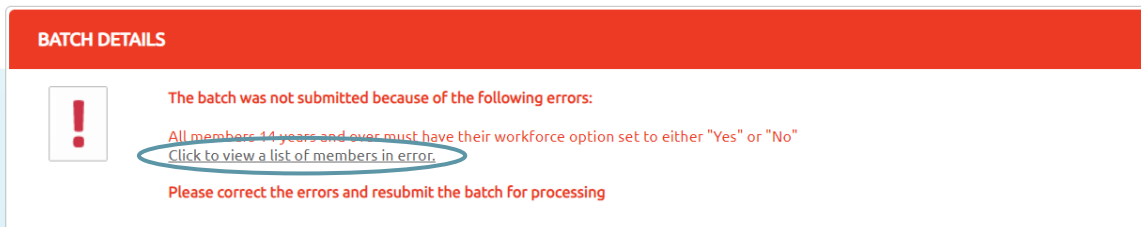
Annual Renewal batches can only be submitted once **all** members have either been marked as Renew or Lapse. If a member hasn't been renewed or lapsed when the club goes to submit, there will be an error message, as seen below:



Similarly, if a member, over the age of 14, hasn't been selected as Workforce, there will also be another error message, as seen below:

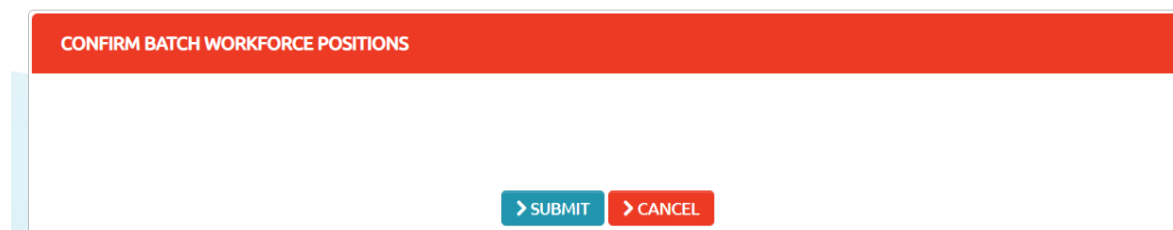


This error message will create a spreadsheet which contains the member(s) that need either Renew/Lapse/Workforce selecting. You can download this by clicking the link:



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Once all members have been either renewed or lapsed, and all members over the age of 14 have been indicated as Workforce or not, you will be then be able to proceed. The next step is to confirm your workforce positions:



Once the workforce positions have been confirmed, you can submit the batch for processing. Once payment has been made (before 28th February), the Swim England Membership Team will then be able to process the batch.

New Members

New members will not be issued with a Swim England Membership number until the batch is submitted and processed. However, these members will be covered by the club's Swim England insurance policy once their details have been saved into the batch.

Upgrading Members

Members that are upgraded prior to submitting your Renewal batch will be saved in the clubs Annual Renewal batch and the category change will not be processed until the batch is submitted.

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Payment:

Payment should be made **no later** than 28th February and the batch **will not** be processed until such payment is received.

Payment can be made by cheque payable to Swim England, or Credit/Debit Card by contacting us on 01509 640727. If the club intends to pay by BACS, Swim England's bank details can be found on the batch submission page on OMS, the club finance page or below:

Bank Name: Lloyds
Sort Code: 30-65-85.
Account Number: 49344968.
Account Name: ASA (Swim England) Limited

This is the only time in the year that payment is based off the **estimate**. Payment needs to be made **before** the batch is processed by the Swim England Membership Team.

Renewals Batch: TESQ00126 Fees: £1,478.00 (pre-submission)

Membership number: [Enter membership number...] Forename: [Enter forename] Surname: [Enter surname...] Category: [Please select...] Action: [Please select...]

Results per Page: 10

Name	No.	Category	D.O.B.	Fees payable	Action	Renew	Lapse	Workforce	Remove	Amend
Email Email	1630202	Club Compete	18/01/2006	£39.00	Renew	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Email2 Email	1630213	Club Compete	19/01/1988	£39.00	Renew	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Failure To Meet The Deadline:

The club will be advised that one or more of the criteria hasn't been met and will be informed of what needs to be done to continue. Clubs who have not submitted their Annual Renewal batch by the 28th February will become temporarily suspended until this information has been correctly completed and received by Swim England.

This means that the club will no longer benefit from the insurance cover and their members will not be eligible to take part in forthcoming competitions and events.

In addition, for any club failing to send in their annual return and appropriate fees payment by 28th February, an additional fee of 10% of the club's previous year's membership fees or £50 (whichever is the greater) will be charged.

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Fast-Track:

If you have new Club Compete members or members that need their membership upgrading prior to you completing your renewals batch (to allow them to enter a competition entry online), we have the option to 'Fast-Track'.

We are aware that clubs may require upgrades and/or new members to be processed prior to them submitting their Renewal batch. This could be to allow the individual to enter a competition or if they are registering on a Technical Officials course for example. We therefore provide clubs with access to an online Fast-Track form so they can request Swim England to process these members prior to submitting their Renewal batch.

The Fast-Track form can be found at <https://forms.swimming.org/fast-track-membership/>. Fast-Track forms will only be accepted if submitted by a registered club officer who has access to OMS. This form must only be used for registering members that require a membership number or upgrading during the Annual Renewal period, no Fast-Tracks will be processed after the 28th February.

On receipt of a completed Fast-Track form the Swim England Membership Team will pull the member out of the club Renewal batch and create a new batch and process this. An email will be received by the club confirming the batch has been processed and payment will be expected within 7 days of the batch being processed.

PLEASE NOTE: Only those members that require a membership number or upgrade due to them wishing to compete in a competition, or register on a Technical Official's course will be eligible to be Fast-Tracked.



Fast Track Membership

Name *

First

Last

Club name

Role at club

Contact email address *

Reason for Fast Track

Name of Competition/Course

Date of Competition/Course

1) Name of Member

First

Last

2) Name of Member

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Second Claim Batches:

During the Renewal period, if a member is lapsed by their current fee paying club, then their membership will switch to the second longest serving club (second claim club). Clubs will be emailed when they become the fee paying club for an individual.

If the second claim club has not yet submitted their renewal batch, then the member will be amended in the batch. However, if both clubs have submitted their renewals batch, then a new batch will be automatically created to charge the club their fees (second claim batch). This batch will be processed by the Swim England Membership Team and payment will be required from the club.

If you need to make any changes to these members, please contact the Membership team by emailing renewals@swimming.org or by calling 01509 640727.