

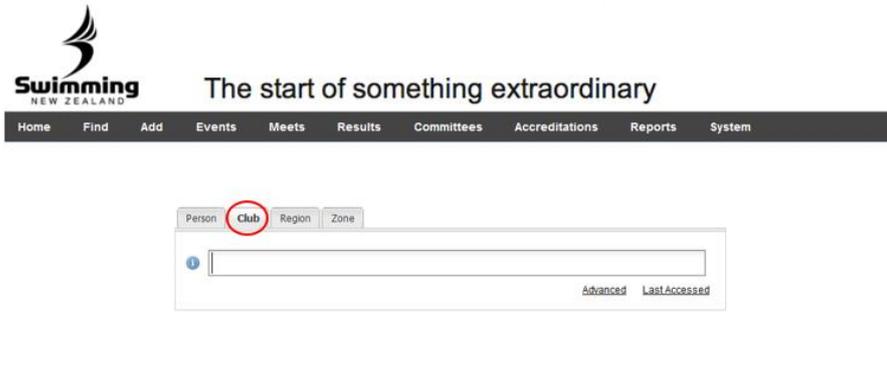
How do I set up my bank details and GST preference?

It is important that clubs enter their club's bank details, in order for all fees from online memberships and event entries to be directly deposited into the club's bank account.

Entering the club details is a two-part process, where one committee member must enter the bank details, and another must verify and accept these details as correct.

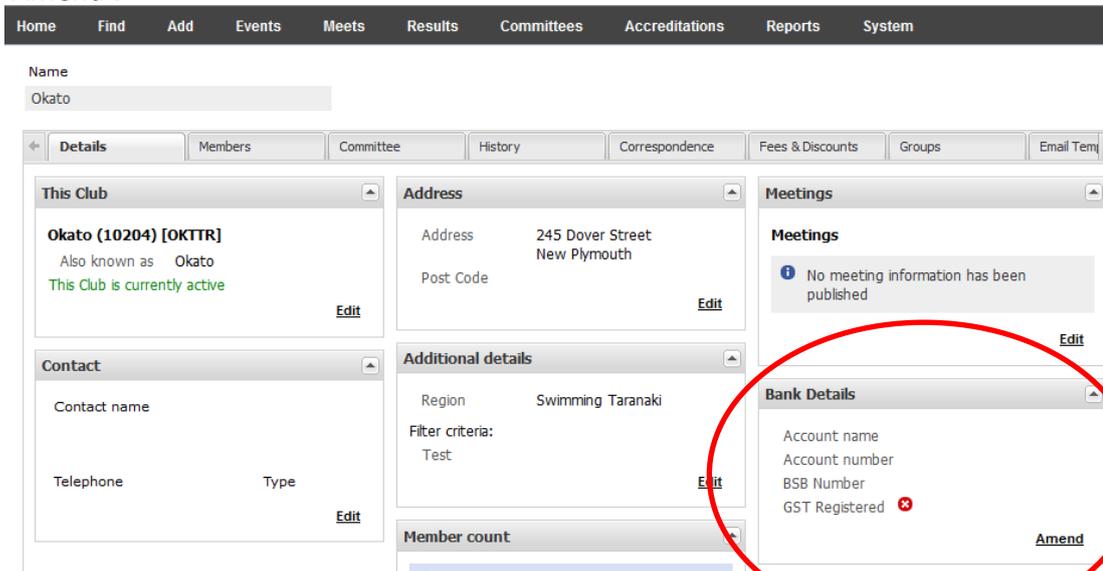
1

Click on the club tab and access your club's profile.



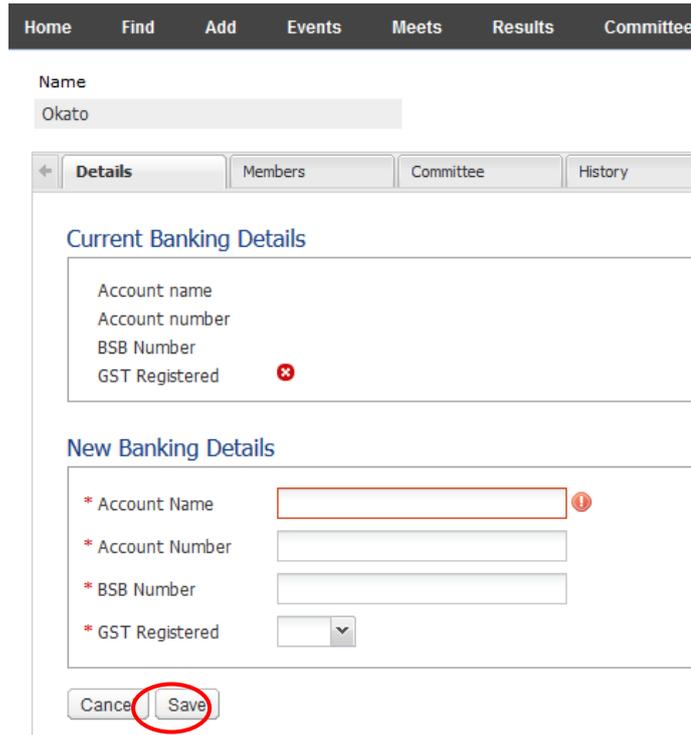
2

On the Details tab you can view the current banking details recorded for your club in the right-hand column. If the Bank Details fields are blank no details have been added. To edit these details, or to set up details for the first time, click 'Amend'.



3

The next screen will allow you to fill out or amend the details as recorded, as well as advising if your club is GST registered.



Home Find Add Events Meets Results Committee

Name
Okato

← Details Members Committee History

Current Banking Details

Account name
Account number
BSB Number
GST Registered ✖

New Banking Details

* Account Name !
* Account Number
* BSB Number
* GST Registered

Cancel Save

Note: BSB Number= Bank (2 digits) then branch (4 digits).

Click 'Save' once completed and the system will take you back to your club's profile page.

4

When modifying the original bank details supplied, a second committee member will be required to verify and approve these bank account details.

To verify the account details, the second committee member must log in with their individual log in details, following the same above steps and select Approve on the Bank Details screen if correct. If these details are incorrect the committee member must click the Reject button and follow the above steps to complete the correct details.

It is important that your club banking details and GST Preference is set up correctly in order for funds from any online transactions are correctly distributed to your club.

This is a two-part process:

1. Club banking details and GST Preference must be set up first.
2. A second committee member must log in (using their individual log in) and verify that the banking details and GST preference are correct.

1

If you are seeing this image, follow these steps to verify and approve the banking details for your club. 

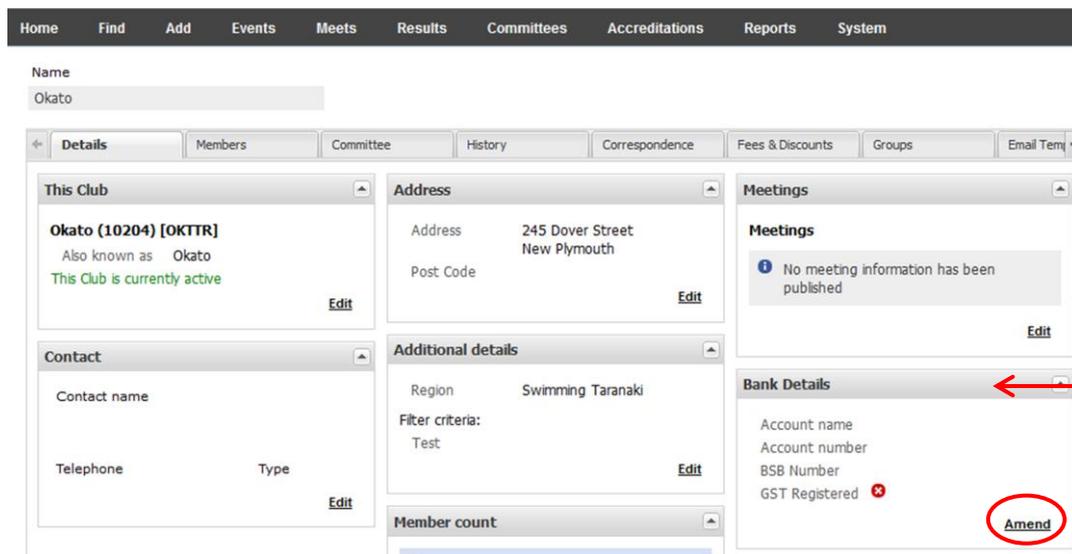
Bank Details

⚠ **Unapproved Bank details**

Account name
Account number
BSB Number
GST Registered

3

Select Amend under the Bank Details section.



The screenshot shows a web application interface for club management. At the top is a navigation menu with items: Home, Find, Add, Events, Meets, Results, Committees, Accreditations, Reports, System. Below the menu is a search bar with 'Okato' entered. A secondary menu includes: Details, Members, Committee, History, Correspondence, Fees & Discounts, Groups, Email Temp. The main content area is divided into several sections: 'This Club' (Okato (10204) [OKTR], Also known as Okato, This Club is currently active, Edit), 'Address' (245 Dover Street, New Plymouth, Edit), 'Meetings' (No meeting information has been published, Edit), 'Contact' (Contact name, Telephone, Type, Edit), 'Additional details' (Region: Swimming Taranaki, Filter criteria: Test, Edit), and 'Member count'. The 'Bank Details' section at the bottom right shows 'Account name', 'Account number', 'BSB Number', and 'GST Registered' with a red 'x' icon. The 'Amend' button in this section is circled in red, with a red arrow pointing to it from the left.

4

Review the bank details and ensure they are correct, then Approve.

GST Registered	
Requested By	[REDACTED]
Requested on	28/11/2013

Cancel Approve Reject

5

Bank Details

Account name	[REDACTED]
Account number	[REDACTED]
BSB Number	[REDACTED]
GST Registered	[REDACTED]

[Amend](#)

Your clubs bank details will now show on the Details

