TO CREATE A MEMBERSHIP

1) Go to www.normanvilleslsc.org.au
2) Click on "Become a Member" on the home page
3) Select the type of Membership required – click on "Join Now"

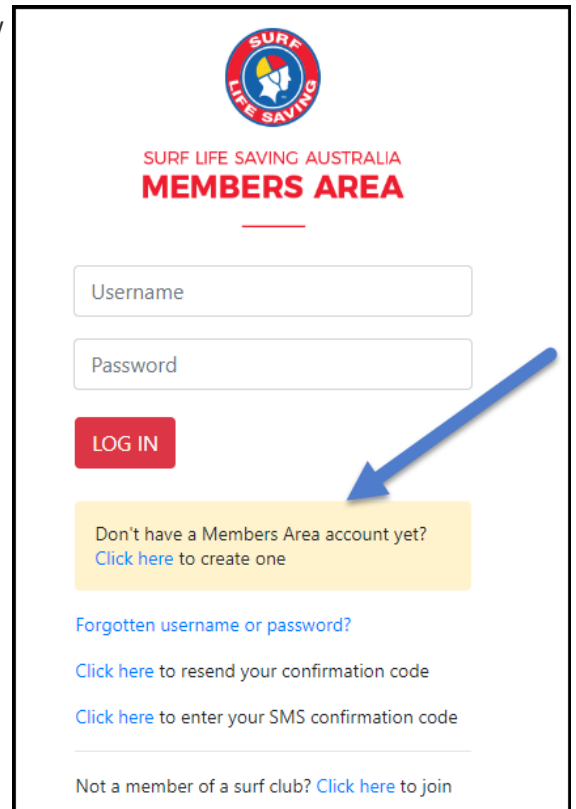   -This will take you to the "SLS Members Area" page https://members.sls.com.au

2. User Accounts

1. Details (First Name, Last Name & Date of Birth) are verified against those stored in the SLSA National Membership database, Surfguard. Enter your details exactly as they are recorded in Surfguard. Do not shorten your first name to Andy if the club has you registered Andrew.
2. The account holders identity is confirmed through SMS or email.
3. If a member wants to view their own Awards, patrol hours, arrange patrol substitutes or access courses via eLearning they must create their own Members Area account.
4. For the purposes of annual Membership Renewals and transferring a Family to another organisation a parent/guardian can create a Members Area account, create a Family Group (even if the family members have their own Members Account) and renew or transfer all members of   the family group with one login.

2.1 – Creating a Members Area Account – Individual

1. Browse to https://members.sls.com.au

2. You will see the option to create an Account highlighted in yellow

3. Enter the compulsory details: -

• First Name

• Last Name

• Date of Birth

• Gender

• Select Identity Confirmation Method, either email or mobile number, to which a unique code/or link will be sent. The email or mobile you use must be the same as the email/mobile in National Membership database (Surfguard).

• Create Username & Password

◦ You should click "Check" to make sure the Username has not already been taken.
◦ Your password cannot contain your first name, surname or username. It must be 6-12 characters in length, and must contain at least one letter and at least one number. It cannot contain any of the following symbols: – ' , + ? # " * \ & $%

4. Activating your Members Area Account

To ensure privacy and security, all accounts must be activated before they can be accessed. You will receive a confirmation code/ link by either email or SMS depending on the choice you made earlier.
• **Email Activation** – you will receive an email with a link to activate your account. To activate either click the link or copy & paste the link into your web browser
• **Mobile Activation** – the next screen displayed will ask you to enter your username and password exactly as you chose it earlier, followed by the confirmation code you receive by SMS.

5. If you do not receive an SMS or Email, please click the "Resend Your Confirmation Code" option on the Members Area home page https://members.sls.com.au

3. Memberships

The Membership tab drop-down includes the following options:-

• Renewals, Payments & Transfers

• Create & Manage Family Groups

• View Award Details

• Update Personal Details

• View Pending Requests

• Access the Member Store

3.1 – Renewals, Payments & Transfers

On this screen a member will be able to view organisations they currently hold membership at, request a transfer to another organisation and make a payment to the selected organisation.

My Memberships

Below are the organisations you have memberships with at SLSA. To renew a Membership for a Surf Club please click on the "Renew" link.

If you would like to **APPLY FOR MEMBERSHIP** at a new organisation, please click **Join / Transfer to a new organisation**.

SURF CLUBS

Cronulla

Branch	Sydney Branch
State	Surf Life Saving NSW
Registered Season	2017
Membership Category	Probationary
Competition Rights	Yes
Competition Age Category	Under 21
Child Protection Completed	No
Online Payments	**MAKE PAYMENT** **Direct Deposit Information**

Renew **Change Category**

Surf Club members: Please note that once you request a change to your details or a membership renewal, your request will be sent to the chosen organisation, pending approval. You can not submit a request with another organisation until this pending request is processed.

Renew Membership

1. Click **Renew**

2. Check the Season field shows the correct renewal season.

3. Review your membership profile and make any necessary changes

4. Tick the appropriate declarations boxes

5. Click Submit

6. If your submission is successful a confirmation screen will display advising the renewal request is pending approval by the club.

7. If you wish to make a payment to your club click the words **'click here if you wish to pay online'** and the system will direct, you to the SLSA Payment Gateway

Online Payments

Members can pay for a range of transaction, including; Membership, Gym, Courses & Training Manuals, Merchandise, Lockers and Functions. Each SLS organisation determine the forms of payment they accept and may include: – Cash, cheque, online payments via the SLSA Payment Gateway, Direct Deposits or EFTPOS facility.

Change Membership Category

If a member believes they are eligible for a change in membership category due to their age or years of patrol service they can submit an online request to Change their membership category. Once the change category is submitted a pending request will be sent to the organisation for approval. The change will not occur until the request has been approved

2.2 – Creating a Members Area Account – Family Groups

From the Memberships tab drop-down select **Family**

1. Creating a Family Group

1. Click **Create Family Group** and type in a Family Group name eg: Smith Family
NOTE: You (the primary member) are automatically placed in the family group so you only need to add your other family members.

2. Type in the First Name, Last Name & DOB of a family member that you wish to add to our Family Group, tick the box Include Archived Members and click Search.

NOTE: For privacy reasons, you will need to match exactly each person searched to be able to add them to your Family group. If you are having difficulty finding your family members, contact your club who can assist.

3. If the system locates your family member they will be displayed in the **Available Members** on the lefthand side. Highlight the name and using the **>** arrow key move them over to the **Selected Members** on the right-hand side. Repeat as necessary for additional family members.

4. Scroll to the bottom of the screen and click Submit.

5. Refresh your screen and you will now see that your family group has been created.

2. Renew Family Membership

1. Under Actions, click 'Renew Memberships'

2. Tick the checkbox located to the Left of each members name
NOTE: Check box will not appear against members who are already registered for the selected season or have already submitted an online renwal form.

3. Tick the box to agree to the SLSA Membership Declaration

4. Click 'Submit'

5. Upon submitting your Family Groups membership renewals the system will give the Primary Family Group user the option to update\share data with the family groups. If you need to update a family group members address, phone, email and/or emergency details click on the corresponding checkbox.

6. Click Yes or No

7. Once submitted you will be given the option to make an Online Payment
NOTE: you can pay for the whole family in one payment. The payment will be recorded against the primary member who was logged into the Members Area.

3.   Add Another Existing Member to a Family Group

1. Under Actions, click **View/Edit**
2. Click **Add New Member**
3. Repeat steps 2 -5 in Creating A Family Group details listed above

4.   Add Another Existing Member to a Family Group as a Primary Contact

1. Under Actions, click **View/Edit**
2. Click **Add New Primary Contact**
3. Repeat steps 2 -5 in Creating A Family Group details listed above

5. Join a Brand-New Member to the Organisation and Add Them to a Family Group

1. Under Actions, click **View/Edit**

2. Click **Join New Person & Add**

3. A pop up message will display advising **You will be directed to Join Surf Life Saving. Are you sure?** Click OK

4. You will then fill in the fields (first name, DOB etc) of the new member of the family that you wish to join up to your club and add to your family group.

5. Complete the pre-filled membership form (if need be), tick the declaration boxes at the bottom of the form and click the 'submit'.

6. A pending request for 'new club membership' and 'join member to a family group' will be sent to the club for approval.

6. Join/Transfer a Family Group to a new Organisation

1. Under Actions, click **View/Edit**

2. Click **Join/Transfer to a New Club**

3. The system will ask you to 'select your situation'. In most cases, you would tick the checkbox 'I want to join a surf club or transfer to a different surf club'.

4. Select the State, Branch and Club/Organisation (from the available drop-down boxes) name of the club that you wish to transfer to.

5. Tick the checkbox for the members of the family that you wish to transfer.

6. Select the type of transfer required, Full Transfer, Competition or Non-Competition transfer

7. To finalise the process, tick the declaration boxes at the bottom of the screen and click the 'submit' button.