



# SLSA Members Area

User Guide v1

01 July 2018



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# Overview

The Members Area is a one stop shop for all the organisation’s member’s online needs and can be accessed by all members who are entered in SLSA’s National Membership Database, Surfguard. **NOTE:** If you are not currently a member of a surf club please go to <https://sls.com.au/join> to apply to join a club. Once your membership has been accepted by the club, you can return to the Members Area and create your account.

## Main Features of the Members Area

- Update Personal Details
- Membership Renewal
- Request a transfer to another organisation
- View membership history
- View membership transactions
- View pending member requests
- View your Awards
- Print a transcript of your Awards
- View your patrol roster and patrol hours
- Make a request for a Swap and accept other member’s requests for a Sub in a patrol
- Download patrol roster in iCal format to a smart device
- Create and manage family groups
- Access eLearning- online learning platform
- Pay membership, course or carnival entry fees etc

# User Accounts

- Details (First Name, Last Name, Birth date, and Gender) are verified against those stored in the SLSA National 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.
- The account holder’s identity is confirmed through SMS or email.
- If a member wants to view their own Awards, patrol hours, arrange patrol substitutes or access courses via eLearning they must create their own Member Area
- 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.

## Creating A User Account

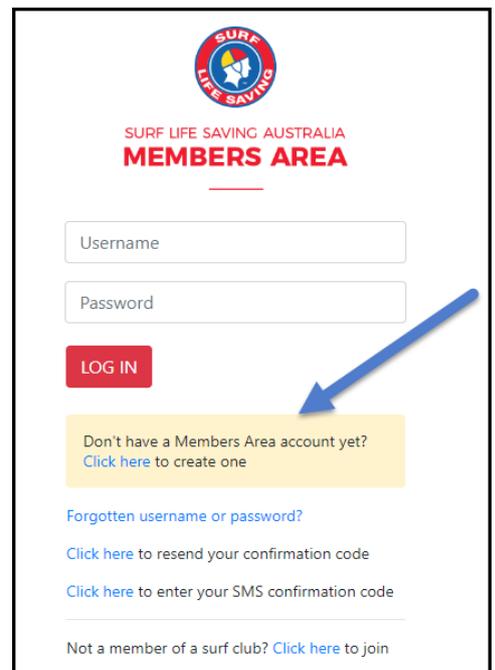
1. Browse to <https://members.sls.com.au>
2. You will see the option to create an Account highlighted in yellow
3. Enter the compulsory details: -

- First Name
- Last Name
- Date of Birth
- Gender
- Select Identity Confirmation Method – email or mobile

**NOTE:** - either email or mobile phone 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 our National Membership database (Surfguard).

- Create Username & Password

**NOTE:** 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 number, one lower case letter and one uppercase letter. 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.

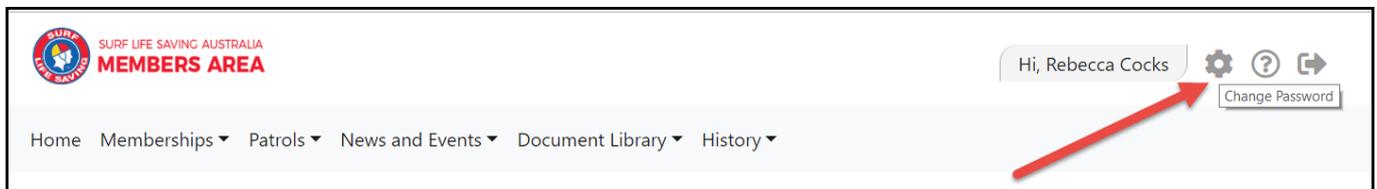
5. If you do not receive an SMS or Email, please click the “Resend Your Confirmation Code” option on the Members Area home page <https://members.sls.com.au>

### Forgotten Username or Password

If you forget either your username or password, click the reminder link on the Home page. Select either Email or SMS to receive your Username & Password and enter your First Name and Date of Birth.

### Changing your Password

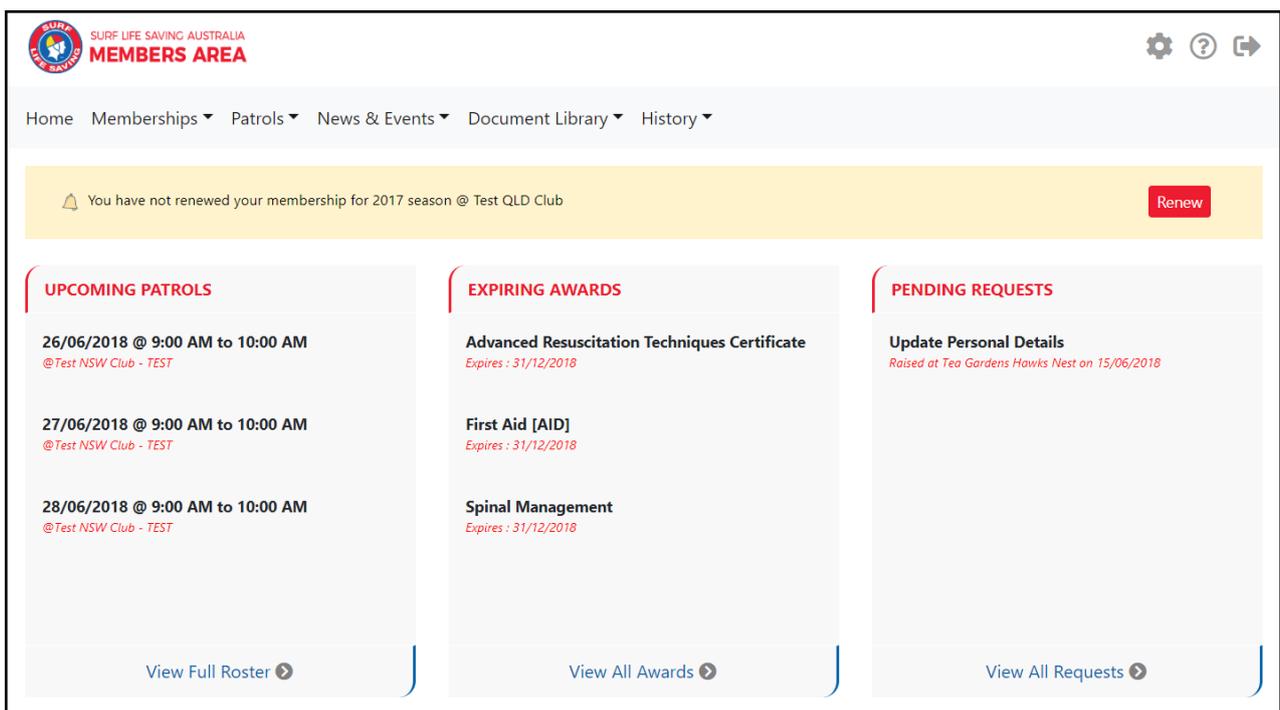
Once you have logged in with your temporary password you can always change your Password by clicking Settings icon at the top right of the screen.



## Home

Highlights key information relating to the member, including

- Membership/s still requiring renewal
- Upcoming patrols
- Expiring Awards
- Pending Requests



# Memberships

The majority of functions in this tab relate specifically to the member. From the drop down they can choose:-

## 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	<a href="#">Sydney Branch</a>
State	<a href="#">Surf Life Saving NSW</a>
Registered Season	2017
Membership Category	Probationary
Competition Rights	Yes
Competition Age Category	Under 21
Child Protection Completed	No
Online Payments	<a href="#">MAKE PAYMENT</a> <a href="#">Direct Deposit Information</a>

[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
7. If you wish to make a fee 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

## Join/Transfer to a New Organisation

To apply to join or transfer to a new organisation click "Join/Transfer to a new organisation" link on the Memberships screen. To join a surf club or to transfer to a different club, choose the first option. You will then be required to choose from the following three transfer options: -

- **Full Transfer (Leave your current club)** - means moving your membership to a different surf club. Once your application is approved, you will no longer be a member of your current club. If you select this option and are presently a member of more than one club, you will be asked to select the club you wish to leave.
- **Competition rights transfer** - Keep your membership at your current club(s) but move your competition rights to a new club. You will then have dual membership.
- **Non-competition rights transfer** – Join another club, while keeping your membership and your competition rights at your current club. You will then have dual membership.

**Note:** This transfer facility merely initiates the transfer process. The transfer itself depends on endorsement from both your current club and the new one, in addition to Branch/ State approval.

## Online Payments

Members can pay for a range of transaction, including; Membership, Gym, Courses & Training Manuals, Merchandise, Lockers and Functions. All SLSA organisations 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 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

## Family

- A Family Group is simply an artificial grouping of people in one club for the purposes of data management where it is assumed the primary member(s) in control of the group have some legal standing to manage the Family Group.
- Family Groups consists of Primary member(s) who can manage the group and standard members who can be managed in the group.
- A Family Group can only exist where there is at least one Primary and one Standard member.
- A Primary member must be over 18 years old.
- Family Groups can only be created by members 18 years and over
- Email notifications will be sent when a person is demoted or removed from a group.
- Clubs must approve all requests initiated from the Family Groups area via Pending Requests in Surfguard
- Club Officers can manage the groups and perform all other family group functions from within Surfguard.
- You can be a member of more than one family group in one club
- Any disputes or issues around the creation, data management or dissolution of a group should be raised with your Club in the first instance.
- All users of the Members Area automatically agree to abide by all SLSA and State / Branch and Club Terms of Use, Privacy and other Policies, Regulations and guidelines.
- The use of family groups in the Member Area is not compulsory.
- Family Group Creation allows for the following tasks to be performed in in the Members Area:
  1. Promote a family group member to primary member to manage the group
  2. Renew the membership all members of the group
  3. Edit personal details for an individual in the group or in bulk
  4. Transfer family group to another organisation

## 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 left-hand 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 you screen and you will now see that your family group has been created.

## 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 renewal 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.

## Add Another Existing Member to a Family Group

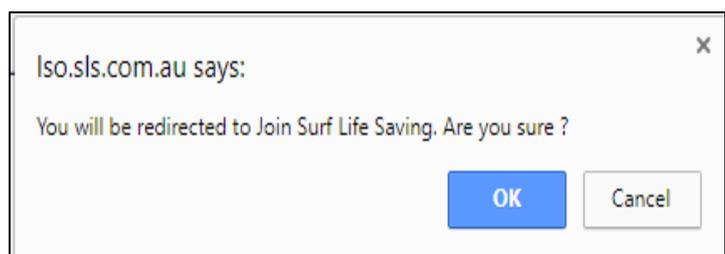
1. Under Actions, click 'View'
2. Click **Add New Member**
3. Repeat steps 2 -5 in Creating A Family Group details listed above

## Add Another Existing Member to a Family Group as a Primary Contact

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

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

1. Under Actions, click 'Edit/View'
2. Click **Join New Person & Add**
3. A pop up message will display advising that the system will now redirect you to the SLSA new members system 'Join'. 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.

## Join/Transfer a Family Group to a new Organisation

1. Under Actions, click 'Edit/View'
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. To finalise the process, tick the declaration boxes at the bottom of the screen and click the 'submit' button.

## Dissolve a Family Group

1. Under Actions, click 'Edit/View'
2. Click **Dissolve Family Group**

The system will send a request to your club and will display in the Family Group as 'Pending Request-Dissolve Family Group' **Note:** The group will not be dissolved until endorsed by your club.

3. Once approved the Primary member of the dissolved group will receive an email advising of the action taken.

## Courses

To access the suite of SLSA's online Courses: -

1. Click Courses
2. Check your selected State is correct
3. Click 'Login to eLearning'
4. You will be redirected through to the eLearning

**NOTE:** You need to be an active member in the SLSA National Membership database (Surfguard) for the previous, current or next season to have access to the eLearning.

## Awards

Members can view all their SLSA awards. If a member is not proficient in an award it will be flagged in red with the award expiry date. This page can be filtered by all the primary headings or a member can use the search function to find a specific Award. A member can also print a full transcript of their awards.

Award Name	Award Type	Award Number	Award Date	Proficiency Date	Expiry Date	Originating Organisation
5 Year National Patrol Service Award	Service	NS10173294	25/05/2016	---	---	Clovelly
Administer oxygen in an emergency situation (PUAEME003C)	AQTF Unit of Competency	NS7216472	03/11/2010	---	---	Clovelly
Advanced Resuscitation Techniques Certificate	SLSA Education	NS7216473	03/11/2010	12/11/2017	31/12/2018	Clovelly
Apply (Senior) First Aid	SLSA Education	NS7106345	15/06/2013	15/06/2013	15/06/2016	Surf Life Saving NSW Academy

## Update Personal Details

At any time members can submit a request to update their personal details. eg. Email, mobile or address details change. The request will generate a pending request for their club to approve in Surfguard.

If the member submitting the details is a primary contact of a family group they will be prompted to update the details for other family members. The primary contact will be asked what data to update with other family members and will be required to tick the boxes for the data they want to have updated in their family group members profiles.

**Share data with Family Groups**

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**Family Group Name:** Cocks Family

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**Family Group Organisation:** Clovelly SLSC

First Name	Last Name	DOB	Membership Status	Membership Category	Season	Update Address Fields?	Update Phone?	Update Email?	Update Emergency Details with your profile values?
Patrick	Cocks	12/08/1999	Active	Active (15-18 yrs)	2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Damien	Cocks	18/02/1961	Active	Active (18yrs and over)	2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Pending Requests

Any request requiring approval by a club officer, such as Membership renewal, update personal details, change membership category, new family group or transfer requests are listed in this section.



**SURF LIFE SAVING AUSTRALIA**  
**MEMBERS AREA**





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Home Memberships ▾ Patrols ▾ News & Events ▾ Document Library ▾ History ▾

## Pending Requests

Below are your current pending requests. When you perform an action such as renewing your membership, updating your personal details, or applying for new membership at a surf club, your request is sent to the relevant organisation, pending their approval. While these requests are still pending, they will be displayed here. Once processed, you will still be able to view a record of them by visiting [Request History](#).

Club	Type	Created Date	Created By	Comments	Status
Tea Gardens Hawks Nest	Update Personal Details	15/06/2018	Rebecca Cocks	No Comments	<a href="#">Edit request</a>

## Member Store

A range of SLSA merchandise is available for all registered members to purchase in the members store.

Access to the full SLSA Shop for Club/Branch/State officers/administrators can only be accessed if the officer/administrator has been assigned SLSA Online Member Store/Shop Administrator access via the Officer Positions in Surfguard.

**Setup Officer @ Clovelly**

**Allocate Officer**

Officer Position Name: Assistant Director of Education

Officer: \* -- Please Select --

From Date: \* 03/09/2017

To Date: \* 31/12/2018

Administrative Functions

- Approve Members Area News content
- Approve Members Area Library content
- SLSA Online Member Store/Shop Administrator

Update Reset Cancel

## Patrols

Active patrol members can use the Patrol tab to; view patrol hours accumulated, check their patrol roster and request or accept patrol swaps for a patrol at their club.

### Patrol Roster

The Patrol Roster sub-tab enables members to:-

- View their patrol roster by date, organisation, patrol team or patrols where a member has confirmed a swap.
- View their patrol dates on a personalised calendar
- Create a request for a "Swap" to do a patrol you are unable to do.
- Details of upcoming and/ or past patrol roster for the selected season

**My Patrol Roster**

Display Options

Patrol Season: 2018/2019

Group By:  Date  Organisation  Patrol Team

Display only patrol where I'm substituting for someone else

Update

Below are details of your upcoming and/or past patrol roster for the selected season.

Date/Organisation	Time	Team/Position		
Sat 06/10/2018 Clovelly	09:00 - 13:00 4 hours	Team 13 Bronze Member	Rostered	I need a substitute
Sun 04/11/2018 Clovelly	09:00 - 13:00 4 hours	Team 13 Bronze Member	Rostered	I need a substitute

## Patrol Hours

The Patrol Hours sub-tab enables members to: -

- Access full details on all patrol hours entered in Surfguard
- Find out exactly how many patrol hours they have completed for specific dates eg Competition year.

Date	Time	Hours	Patrol Info
Mon 01/01/2018	09:00 - 13:30	4.5	Rostered (Team 9)
Sun 07/01/2018	08:30 - 13:30	5	Rostered (Team 13)
Sat 27/01/2018	13:30 - 18:00	4.5	Rostered (Team 13)
Sat 03/02/2018	13:30 - 18:00	4.5	Voluntary (Team 4)
Sun 18/02/2018	08:30 - 13:30	5	Rostered (Team 13)

**Total: 23.5 patrol hour(s)**  
5 records displayed.

## Patrol Swaps

Patrol swaps enables members to indicate when they will be unable to attend a patrol and can invite other club members to swap for them. Club members can also accept to swap for another member who is unable to patrol. The Patrol swap performs the following: -

1. Displays an invite to eligible members in the club that a member needs a swap.
2. Enables a member to view swap requests they are eligible to perform based on the Awards they hold.
3. Enables members to confirm they can do a swap for another member.
4. Sends a notification email when a swap has been accepted

## Getting Started

To use the Patrol Swap function members need to: -

1. Have a Members Area account – to create an account go to <https://members.sls.com.au>
2. Be in a Patrol Team and meet the Award requirements of the position they hold in the Patrol team.
3. Be rostered for Patrols for a date/s in the future
4. Meet any other club By-Laws relating to patrol swaps.

## How to Request a Swap in a Patrol Roster

If a member is rostered for a patrol in the future and they need to get a swap they will see the following screenshot. They would need to click “I need a substitute”. A pop up will appear “Do you want to request a substitution for this patrol?” Click “OK”.

## My Patrol Roster

### Display Options

Patrol Season:

2018/2019 ▾

Group By:

Date  Organisation  Patrol Team

Display only patrol where I'm substituting for someone else

Update

## CLOVELLY

Patrol Team: Team 13

Position: Bronze Member

Sat 06/10/2018	09:00 - 13:00 (4 hrs)	Rostered	I need a substitute
Sun 04/11/2018	09:00 - 13:00 (4 hrs)	Rostered	I need a substitute

The screen will now update and display as "Requesting Substitute".

## CLOVELLY

Patrol Team: Team 13

Position: Bronze Member

Sat 06/10/2018	09:00 - 13:00 (4 hrs)	Requesting Substitute	
Sun 04/11/2018	09:00 - 13:00 (4 hrs)	Rostered	I need a substitute

## How to View the Status of a Swap Request or Cancel the Request

At any time a member can check the status of requested swap by clicking "Substitutions" from the drop down. The screenshot below shows:-

1. A Patrol that still requires a swap.
2. How to cancel the request for a swap.

### Substitutions

Patrol Season: 2018/2019 ▾

Group By:  Date  Organisation  Patrol Team

Update

Below are details of your upcoming patrols for which you've requested for substitution

Club: Clovelly  
Patrol Team: Team 13  
Position: Bronze Member

Date	Time	Status	Person/sub, Agreed, Contact	Actions
Sat 06/10/2018	09:00 - 13:00 (4 hrs)	Requesting Substitute		Remove

## How members can see who needs a Swap and how to accept the Swap

To view who needs a sub login to the Members Area > Patrols tab > Patrol Swaps. Scroll down until you see the section **“Below are details of patrols that other members have identified as needing a substitute”**. You will then be able to view who requires a swap including the date, time, Member, Team, Position and the option to confirm that you can do the swap. To accept the patrol click **“I can do this”**. A pop up will appear “Do you want to accept the substitution request on this patrol?” Click OK. Once accepted the patrol will no longer display in the section **“details of patrols that other members have identified as needing a substitute”**.

Below are details of all patrols that other members have identified as needing a substitute

**Club:** Test NSW Club - TEST  
**Patrol Team:** IT Dept Best Team

Date	Time	Member	Position	Actions
Sat 30/06/2018	09:00 - 10:00 (1 hrs)	Travis Klerck	Patrol Captain	<a href="#">I can do this</a>

## How a member can see who they accepted a Swap for

In the previous example the member confirmed they could do a patrol in IT Dept Best Team on Saturday, 30 June 2018 0900-1000hrs. The member who accepted to do the swap can view this by clicking the Patrol Roster sub-tab and ticking the box **“Display only patrol where I’m substituting for someone else”** and click Update.

### My Patrol Roster

Display Options

Patrol Season:

Group By:  Date  Organisation  Patrol Team

Display only patrol where I'm substituting for someone else

Below are details of your upcoming and/or past patrol roster for the selected season.

#### TEST NSW CLUB - TEST

**Patrol Team:** IT Dept Best Team  
**Position:** Patrol Captain; IRB Driver

Sat 30/06/2018	09:00 - 10:00 (1 hrs)	Substituting	<a href="#">Undo</a>
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**Season Total: 1 patrol(s).**

## How to Cancel a Swap You Have Accepted

If a Member is no longer able to do the swap they can click the “Undo” option (see screenshot above). A pop up will then display **“Do you want to cancel your substitution on this patrol? You’ll no longer be able to perform this substitution”**. Click OK. The swap patrol will then be removed from your patrol list.

**NOTE:** Clubs manage the timeframes for all swap functions in Surfguard. It is important to check with your club what the timeframes are at the club you patrol at.

The member who requested the swap will be able to view the in their Patrols > Substitutions tab.

**Display One - If person who accepted the Sub and has not clicked the “Undo”**

The name of the person who has accepted the sub, the date & time they accepted it and their mobile number displays.

## Substitutions

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Patrol Season:

Group By:  Date  Organisation  Patrol Team

[Update](#)

Below are details of your upcoming patrols for which you've requested for substitution

**Club:** Test NSW Club  
**Patrol Team:** IT Dept Best Team  
**Position:** Patrol Captain

Date	Time	Status	Person/sub, Agreed, Contact	Actions
Sat 30/06/2018	08:45 - 09:00 (0.25 hrs)	Substituted	<span style="background-color: #ccc; padding: 2px;">[Redacted]</span> 06/28/2018 21:42:36, 04134 <span style="background-color: #ccc; padding: 2px;">[Redacted]</span>	

**Display Two - If person who accepted the Sub has clicked the “Undo”**

The status reverts back to Requesting Substitutaee and indicates the Sub has been cancelled.

## Substitutions

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Patrol Season:

Group By:  Date  Organisation  Patrol Team

[Update](#)

Below are details of your upcoming patrols for which you've requested for substitution

**Club:** Test NSW Club  
**Patrol Team:** IT Dept Best Team  
**Position:** Patrol Captain

Date	Time	Status	Person/sub, Agreed, Contact	Actions
Sat 30/06/2018	08:45 - 09:00 (0.25 hrs)	Requesting Substitute (Sub cancelled)		<a href="#" style="color: blue;">Remove</a>

**Patrol Swaps FAQ's**

**What happens if I get a confirmed swap and then I find out I am free to patrol?**

Contact the member using the contact details provided in the Substitutions tab and ask them to Undo their confirmed sub. Default display is 48 hours.

**NOTE:** Clubs manage the timeframes for all swap functions via Surfguard. It is important to check your club's timeframes

**Is there a blackout period for when you can't “Undo” a swap you have confirmed?**

The default blackout period is 48 hours prior to start of patrol.

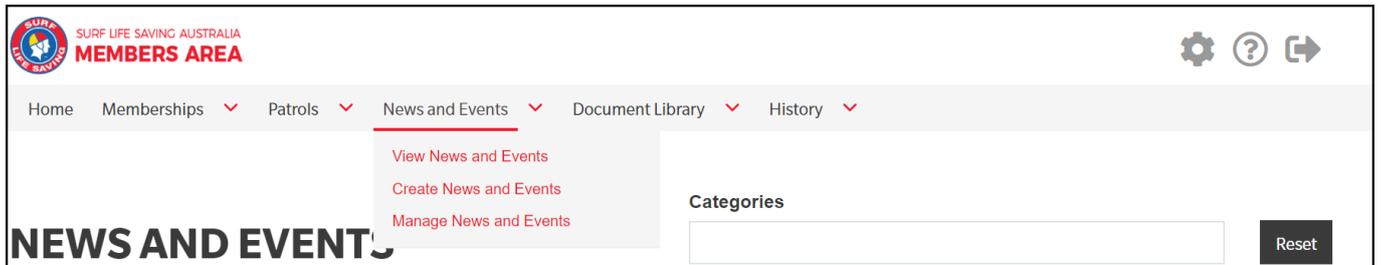
**NOTE:** Clubs manage the timeframes for all swap functions via Surfguard. It is important to check your club's timeframes

# News & Events

## Overview

The News & Events tab has three options from the drop down; View, Create and Manage News & Events. Any member of the organisation can View and Create News and/or events, however, only Club/Branch/State & National officers/administrators who have been assigned 'Approve Members Area News content' in an Officer positions in Surfguard.

Members will be able to view and create News or Event articles at a Club, Branch (if applicable), State and National level. Members how have active memberships in multiple States will be able to create and view all Club, Branch (if applicable) and State articles for each State they hold membership in.



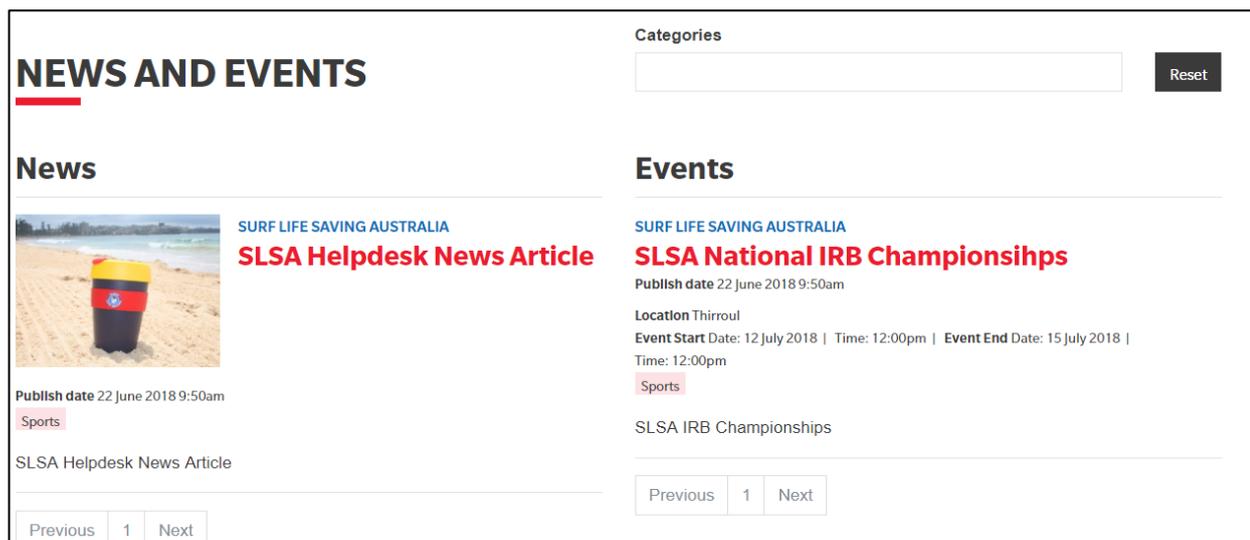
## View News and Events

From the News and Events dropdown select View News & Events.

The default display for all News and Events is:- Organisation – Surf Life Saving Australia and the last uploaded document. Members can filter by the following categories: -

- Sports
- Lifesaving
- Education
- Member Services
- Circulars/Publications
- Governance/Policies
- Administration
- WHS
- Other

News articles are displayed on the left-hand side of the page and Events are displayed on the right-hand side.



## Create News & Events

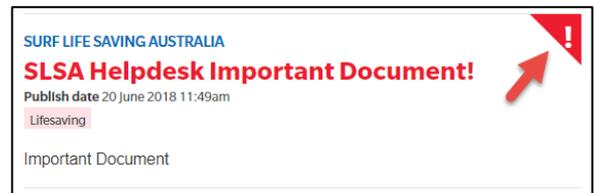
All SLSA members who have a Members Area account can create and submit a News or Event article. Any article submitted by the organisation that the article will be displayed at. Eg if the News item is to be displayed at a Surf Life Saving Australia level it will have to be approved by Surf Life Saving Australia.

### Steps to Create a New or Events Article

1. From the drop-down menu click Create News & Events
2. Create your article by completing the Title, Summary, Description fields.
3. From the Type drop-down select either News or Event.
4. Set the Publish and Expiry dates and times. The default expiry date is set for 3 months from the publish date.

<b>Publish date</b>	<b>Expiry date</b>	<b>Reset dates</b>
20 June 2018 11:00 AM	20 September 2018 11:00 AM	

5. From the Priority drop-down select either Normal or High. High priority articles are marked with an exclamation mark on the top right-hand side of the post and these articles also display higher than an article which is marked as a Normal priority.
6. From the Organisation drop-down select the Organisation the article will display at (subject to approval)



7. Select the Category, multiple categories can be selected by holding CTRL on your keypad and selected each additional category.
8. Feature images can be uploaded. Feature images must be minimum 960 x 540 pixels and have a maximum file size of 20mb
9. Files can be attached to the article if required. A maximum of 3 files allowed.

**Note:** Club members with approval rights for News and Events and/or the Document Library will only have to upload a document once. Previously uploaded files will display when uploading to News, Events & Library. The most recently uploaded file will display at the top. To select a file that has previously been uploaded, find the file and click 'Remove' this will then change the status to 'Select'.

Upload files  Circular xxx...cular 2.docx All files Edit title Delete

Circular xxxx 17-18 National ICT Circular 2 has been uploaded successfully.

File title	Type	Date
Circular 72 17-18 National ICT Circular (pdf) <span style="float: right;">⊗ Remove</span>	application/pdf	19 June 2018
LSO_Family_Group (png) <span style="float: right;">⊗ Remove</span>	image/png	19 June 2018
Circular 72 17-18 National ICT Circular (pdf) <span style="float: right;">⊕ Select</span>	application/pdf	19 June 2018
test for Test (xlsx) <span style="float: right;">⊕ Select</span>	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	19 June

**FILE TITLE**  
Circular 72 17-18 National ICT Circular

**SIZE**  
548.67 kB

**URL**  
Circular 72 17-18 National ICT Circular

**UPLOADED ON**  
19 June 2018 1:43pm

10. Once all fields are completed choose from either: -

- Save as Draft, or
- Save and Submit for Approval

11. If Save as Draft was selected in previous step the member can submit for approval using the Manage News & Events tab.

## Managing News and Events

This section can be used by: -

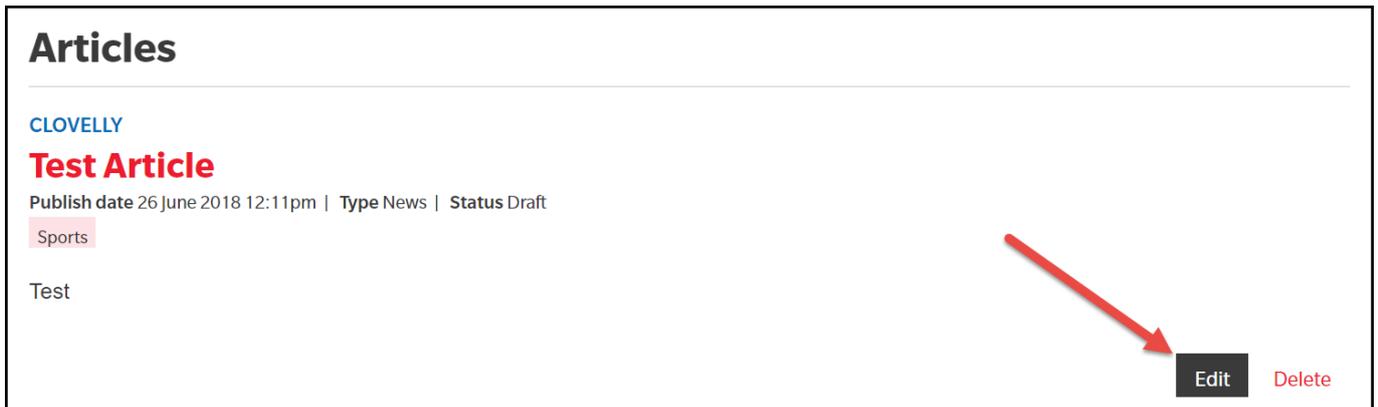
1. Members who have created a News or Event article and saved the article as a Draft and now want to submit it for approval.
2. Club/Branch/State/National Officers/Administrators who are the officer position in SurfGuard as a News and Event content approvers

### Members Viewing & Editing a Draft

1. From the drop-down menu click Manage News and Events
2. Make sure the Status displays Draft



3. Clicking 'Edit' will allow the draft to be amended



4. Amend the Draft as required and either: -

- Save as Draft, or
- Save and Submit for Approval

## Approving, Editing or Rejecting Articles

1. From the drop-down menu click Manage News and Events
2. Filter by Type, Status, Organisation and Categories as required

### MANAGE ARTICLES

[View articles](#) [Create article](#)

Type:  Status:  Organisation:

Categories:

[Reset](#)

3. Locate the article you wish to approve/edit/reject and click the **Red Title** of the article to view the details

## SLSA Helpdesk Important Document!

This is very important regarding changes to the SLSA Members Area

**ATTACHMENTS**

[Circular 72 17-18 National ICT Circular \(pdf\) 548.67 KB](#) [Download](#)

[Back](#)

<b>STATUS</b>	Pending approval
<b>PRIORITY</b>	High
<b>TYPE</b>	News
<b>ORGANISATION</b>	Surf Life Saving Australia
<b>CREATED BY</b>	Joshua Somerfield (5738326 )
<b>DATES</b>	Created at: 20 June 2018, 11:47am Updated at: 26 June 2018, 12:28pm Publish date: 26 June 2018, 12:28pm Expiry date: 26 September 2018, 12:28pm
<b>CATEGORIES</b>	<a href="#">Sports</a> <a href="#">Lifesaving</a> <a href="#">Education</a> <a href="#">Member Services</a> <a href="#">Circulars/Publications</a> <a href="#">Governance/Policies</a> <a href="#">Administration</a> <a href="#">Other</a>

4. Once you have reviewed the article click **Back**
5. Action accordingly using the Edit/Approve/Reject buttons.

**NOTE:** Once approved the article should generally appear instantly, if this is not the case please allow a couple of minutes for the article to upload and display.

# Document Library

## Finding Documents in the Library

1. From the Library drop-down select Document Library
2. Member can find documents in the library filtering by Organisation, Search Sort by and Categories

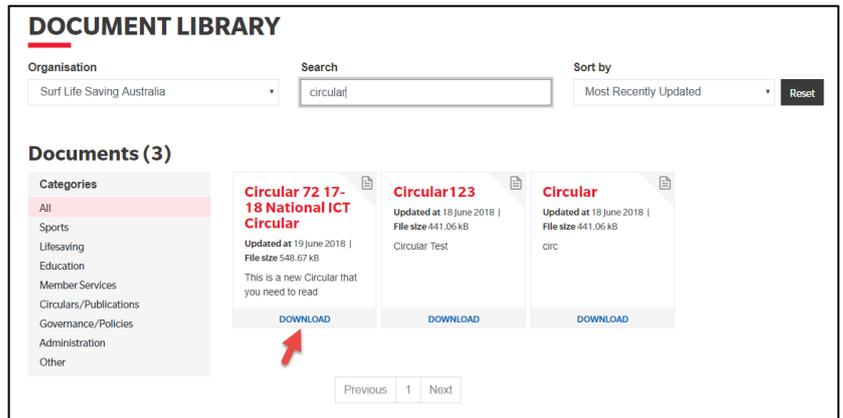
**Organisation:** Every member can see documents for their Club, Branch (if applicable), State and SLSA.

**Search:** The new and improved search function allows for documents to be found easily.

**Sort by:** Documents can be sorted by Most Recently Uploaded or Name A To Z

**Categories:** The default is All, however, members can search for documents by a specific category. There are 8 main categories to filter by; Sports, Lifesaving, Education, Member Services, Circulars/Publications, Governance/Policies, Administration and Other.

3. Once the document is located it can be easily downloaded to your device by clicking the **DOWNLOAD** button.



## Maintaining Documents in the Library

The Document Library operates a little differently to the News & Events area. There is not the ability for members to 'submit' content for approval.

To upload to the Document Library at any level of the organisation you must be in an Officer position in Surfguard for the specific level of the organisation and have been assigned **Approve Members Area content**;

1. From the Library drop-down select Maintain Documents
2. Click the red **Upload file** button
3. Upload the document and complete all other fields; Summary, Organisation and Categories.
4. Click Save
5. The document will now be displayed in the Document Library to the organisation it was uploaded to.



This is how the document will be displayed once uploaded.

A screenshot of the 'Upload document' form. It includes a file upload section with a 'Choose File' button and 'No file chosen' text. Below are input fields for 'Title', 'Summary', 'Organisation' (a dropdown menu), and 'Categories'. At the bottom right, there are 'Save' and 'Cancel' buttons.

ALL fields are compulsory and must be filled in to submit a document.

# History

The History tab enables members to view the following:-

Hi, [User Name] [Settings] [Help] [Logout]

Home Memberships Patrols News and Events Document Library **History**

- Membership
- Transactions
- Requests

## Membership History

Below is a summary of your previous season history in all clubs that you have belonged to.

State	Branch	Organisation	Date Joined	Category	Status	Season	Registration Date	Competitor	Date Updated
Surf Life Saving NSW	Sydney Branch	Clovelly	03/05/2010	Award Member	Active	2017/2018	12/07/2017	Yes	12/06/2018 12:00:58
Surf Life Saving NSW	Test NSW Branch	Test NSW Club	17/06/2013	Active (18yrs and over)	Active	2017/2018	29/11/2017	No	09/06/2018 08:08:59

## Transaction History

Below is a summary of your previous payment transactions that have been processed. When you pay any monies to Surf lifesaving clubs the transaction are displayed here.

Transaction ID	Transaction Date	Receipt No	Transaction Type	Payment Method	Total Amount	Amount Paid	Outstanding	Description
545423	28/06/2018	2205110676	Membership fee	Credit Card	1.00	1.00	0.00	[Redacted], Transaction Number: 2205110676. Payer Name: [Redacted]
542555	14/05/2018		Membership fee	Credit Card	50.00	50.00	0.00	Eskimos Payment - [Redacted], Transaction Number: 2174318813. Payer Name: [Redacted]

## Request History

Below is a summary of your previous requests that have been processed. When you perform an action such as renewing your membership, updating your personal details, or applying for new membership, your request is sent to the relevant organisation, pending their approval. While these requests are still pending, they will appear on the Pending Requests screen. Once processed, you will see them here.

Club	Type	Created Date	Created By	Processed Date	Processed By	Comments	Status
Clovelly	Update Personal Details	29/06/2018	[Redacted]	29/06/2018	Online Renewals	<a href="#">View Comments</a>	Rejected