



PO Box 537 Tugun Q 4224
P: (07) 5534 2888 F: (07) 5534 4138
E: surfadmin@tugunslsc.com.au
W: tugunslsc.com.au
ABN: 23 531 283 216

19 September 2018

Dear Tugun SLSC Members

A general reminder your membership renewals for the 2018/19 season are now due.

How to Renew your Membership

Option 1: Renew at the Club Office

- I. Complete the membership renewal form available from the office
- II. Return form with payment to the club office.
Membership fees can be paid by cash or credit card (no eftpos facilities available).
Alternatively pay direct to the club bank account as follows:

Bendigo Bank
BSB: 633-000
ACC: 1281 29020
Name: Tugun SLSC Inc. Seniors
Ref; your surname/registration

- III. The club office is currently open Monday – Friday 10.00am – 3.00pm

Option 2: Online Renewal & Payment via the SLSA Member Area (Portal)

Existing Members can now renew online at <https://portal.sls.com.au/>

The SLS Member Area will provide you with access to your personal details, membership category, awards attained, patrol hours, patrol team and allow you to undertake patrol swaps. It is also the pathway to the SLSA E-Learning area.

You can now set up a **family group** and renew all family members in one place.

We actively encourage members to set up their access to the **SLSA Member Area** for renewing, if you haven't already done so.

To make this as easy as possible we have put together some guidelines below on how to do this



Getting a Member Area account is easy, follow the steps below.

Step 1. Go to portal.sls.com.au and click “Create Account” located on the menu tab next to “Login”

Step 2. Enter Details Correctly

You will now have to enter your First and Last Name, Date of Birth and gender.

Note:

A separate account is required for each and every member

Choose a confirmation method - 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).

Step 3. Choose a Username

Enter a username for your account and click the ‘Check Username’ button to ensure that your choice is available. Enter a password. It should be between six and 12 characters long and contain at least one number, one lower case and one upper case letter.

Step 4. Activating Your Account

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 from noreply@portal.sls.com.au either click the link or paste the URL at the bottom of the email into your web browser to activate your account.

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.

If you do not receive an SMS or Email, please click the “Resend Your Confirmation Code” option on the Portal home page portal.sls.com.au



Step 5. Using your Member Area Account to renew your membership

Individual renewals

Logon into your member area account

Under the membership tab click “Renewals, Payments & Transfers”

- Please check your details carefully and make any changes
- Ensure your email address is correct.
- Read and tick the declaration agreement boxes at the bottom of the page.
- After ticking the declaration box you will be given the option to access the link to pay online.
- We strongly recommend you choose this method of payment, to ensure your membership is renewed without delay.

Family Membership Renewals

You can renew, pay and manage all family members by creating a family group within an individual members SLSA Member Area Account (only the Primary Member of the family group needs to have a member area account).

You can renew or set up a family group by clicking under the membership tab ‘Family’ link on the home page.

Click **“Create a family Group”**

The screenshot shows the SLSA Members Area interface. At the top, there is a navigation bar with the SLSA logo and 'MEMBERS AREA' text. A user greeting 'Hi, Anita Sharpes' is visible. Below the navigation bar, there are dropdown menus for 'Home', 'Memberships', 'Patrols', 'News and Events', 'Document Library', and 'History'. The main content area is titled 'My Family' and 'FAMILY GROUP DETAILS'. A red arrow points to a 'Create Family Group' button. Below this, there is a table with the following data:

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
Sharpes	3	Secret Harbour	Anita Sharpes	Approved	View Renew Memberships Make Payment



Complete the Family Group Name, then in turn type the name & date of birth of each member you want to add to the family group. After each one press “search” and they should be listed under “available members”.

NOTE:

You need to match the details of your family members exactly for them to appear in the Available Members list on the left-hand side. If they do not appear but they were a member last season check the First Name, Last Name, & DOB have been entered correctly. If they still do not appear please contact the club

The screenshot shows a web form titled "Family Group Details". It contains several input fields: "Family Group Name:" with the value "Phillips", "Organisation:" with a dropdown menu showing "Tugun", "First Name:" with the value "Sean", "Last Name:" with the value "Phillips", and "Date of Birth:" with the value "04/04/1999". There is also a checkbox for "Include Archived Members:" which is currently unchecked. A red "Search" button is located at the bottom of the form.

The screenshot shows two side-by-side lists of members. The left list is titled "Available Members:" and contains one entry: "Ian Phillips". The right list is titled "Selected Members:" and contains one entry: "Sean Phillips". Between the two lists are two arrow buttons, one pointing right and one pointing left. At the bottom of each list, it says "1 members available." and "1 members selected." respectively. Below the lists are two buttons: "Submit" and "Cancel".

Highlight the member from the ‘Available Members’ then click the arrow to move them across to the Selected Members on the right-hand side.

Repeat this process for each member you want to add to the group.

Once you have added all the members scroll down and click the ‘SUBMIT’ button at the bottom.

You will NOT need to add whoever is creating the family group.



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The club will need to approve the Family group once you have set it up and you will not be able to manage the group until the club have done this, however you CAN RENEW MEMBERSHIPS and MAKE PAYMENT.

You are then ready to renew your Families membership

Go to the Membership Tab and select “Family”

- Select renew memberships and then select the check box for each family member being renewed.
- Remember to check the SLSA declarations box
- Follow the instructions

My Family

FAMILY GROUP DETAILS

[Create Family Group](#)

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
Phillips	3	Tugun	Sharon Phillips	Pending for Approval	View/Edit Renew Memberships Make Payment

Don't forget to then follow the link to the Payment area

Your renewal request and payment will be sent to the club.

If you are over 18 or turning 18 in the next 6 months, you will be required to apply for a Blue Card. Please contact the club office.



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Tugun SLSC Membership fees 2018/19 Season

MEMBERSHIP CATEGORY	FEE
ACTIVE SENIOR	\$ 75.00
ACTIVE RESERVE	\$ 75.00
LONG SERVICE	\$ 75.00
AWARD	\$ 75.00
PROBATIONARY	\$ 75.00
ASSOCIATE	\$110.00
ACTIVE JUNIOR with BM	\$ 75.00
ACTIVE CADET	\$ 75.00
NIPPER MEMBER U8-U14	\$ 75.00
NIPPER MEMBER U7	\$ 60.00
NIPPER FAMILY (U6 – U14 + 2 Adults Associates)	\$300.00

PAYMENT OPTIONS:

1. Cash or Cheque ONLY to the office – NO EFTPOS FACILITIES
2. Direct Bank Transfer
BSB: 633-000
ACC: 1281 29020
Name: Tugun SLSC Inc. Seniors
3. Credit Card – paid online via the SLSA Member's Area Portal

If you have any questions, please do not hesitate to contact me.

Yours Sincerely

Sharon Phillips
Club Administrator