

### **Registration Renewal Processes for 2017/18 Season**

Registration renewal is now open and can be undertaken by going to the SLSA Member Portal (please refer to next page for instructions).

Current memberships will expire on the 30 September 2017. The 2017/18 Membership Fees are provided on the last page.

#### ***General Information for nipper parents***

As nipper age groups fill up quickly and group numbers having to be closely managed due to water safety and other requirements, nipper registrations including renewals **will not be accepted after the 28 October 2017.**

To assist us with our planning for the 17/18 Nipper season we would be grateful if nipper parents could renew memberships as soon as possible. Current members will be given priority for nipper places until registration is opened for new members on the 1 September 2017.

**The club registration day is scheduled for Sunday 10 September 2017 from 10 am to 2 pm.**

The 2017/18 Nipper program will commence on Sunday 29 October 2017. The full nipper calendar will be circulated when finalised.

All Nippers in the Under 8 to Under 14 Age Groups will be required to undertake a swim proficiency. These will take place at *State Swim in Secret Harbour 12pm to 1pm, 17 September and 22 October*. Further information regarding this, including the distances required for each age group, can be found on the club website under the 'how to join' tab.

#### ***General Information for all other Members***

To enable the club to commence development of lifesaving rosters, training & education planning, facilitate competition entries and for insurance purposes it is vital your membership is renewed prior to the 30 September 2017. *This season there will be a late fee of \$50 for all registrations received after 28 October 2017 (excluding Social Memberships).*

If you have any questions or require assistance with undertaking your membership renewal please do not hesitate to email or contact the club office.

Kind Regards

**Anita Sharpes**

**Member Service Officer**

members@secretharbourslsc.com

(08) 9524 7092

### How to renew your membership for the 2017/18 season

#### **OPTION 1 (preferred): Online Renewal & Payment via the SLS online Portal**

<https://portal.sls.com.au>

The SLS Portal will provide your personal details, membership category, awards attained, patrol hours, patrol team and allow you to undertake patrol swaps.

We actively encourage members to set up their access to the member portal for renewing, if you haven't already done so.

If you have **used** the portal before – login

If you have forgotten your username and/or password, please **do not** create a new account, but follow the links to receive your log-in details.

If you have **not used** the SLSA Portal before, go to the home page and follow the instructions to create an account. When requested please choose State - Surf Life Saving (WA) and Club/Organisation – Secret Harbour and enter your personal details. Once submitted, you will receive a confirmation email or SMS. Follow the instructions to activate your account and continue with your registration.

**Once you have logged in or activated your account click on the 'Lifesaving Online' tab at the top. Individual renewals please follow instructions at point 1 below. All family renewals please follow instructions overleaf at Point 2.**

#### **1. INDIVIDUAL REGISTRATIONS/RENEWALS**

Once you have activated your account or logged in, click the renew button which can be found on the right hand side of the screen at the end of the blue heading.

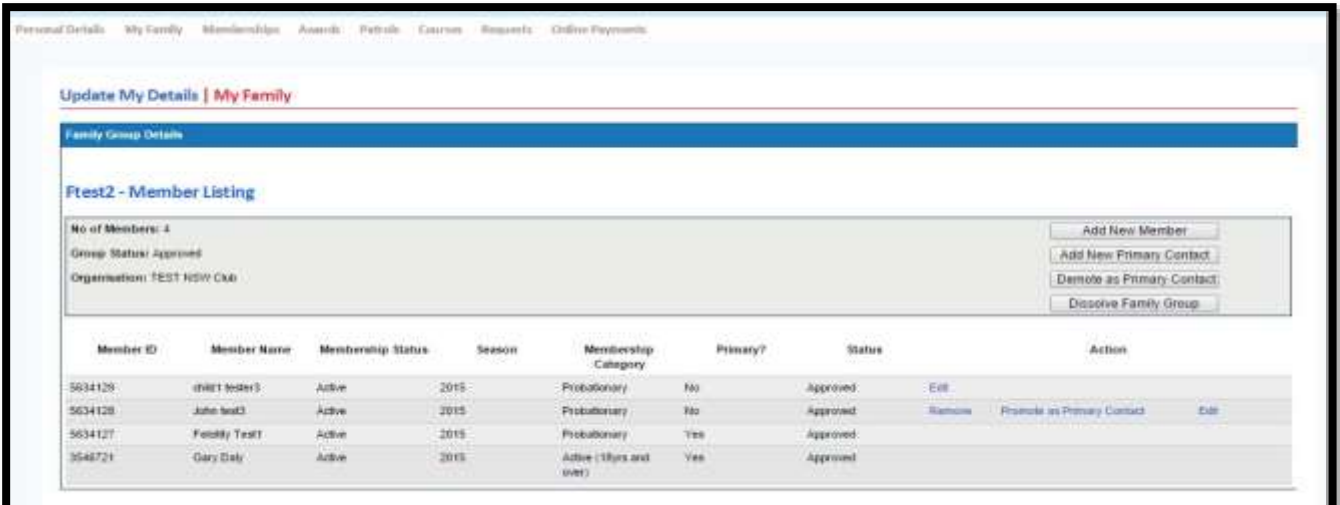
- Please check your details carefully and make any changes.
- Select the correct membership category (Parent and Social Members select General).
- Ensure your email address is correct.
- **Read and tick the declaration agreement boxes at the bottom of the page.**

After ticking the declaration box you will be directed to the payment gateway.

## 2. FAMILY REGISTRATIONS

You can now renew, pay and manage all family members by creating a family group. Only the Primary Member of the family group needs to have a member portal account. You can create a Family Group by clicking Lifesaving Online > My Family

### 1. Click Create Family Group



Personal Details | My Family | Memberships | Awards | Patrols | Courses | Requests | Online Payments

**Update My Details | My Family**

**Family Group Details**

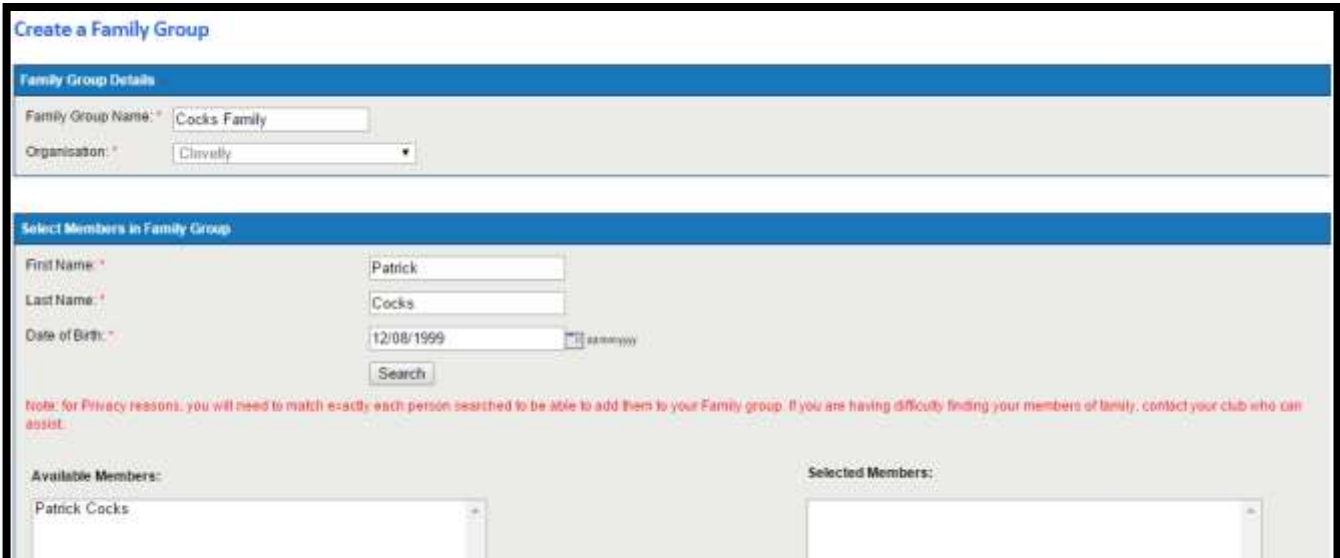
**Ftest2 - Member Listing**

No of Members: 4  
Group Status: Approved  
Organisation: TEST NSW Club

Buttons: Add New Member, Add New Primary Contact, Demote as Primary Contact, Disperse Family Group

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
5634126	Steve Nedel3	Active	2015	Probationary	No	Approved	Edit
5634126	John Ned3	Active	2015	Probationary	No	Approved	Remove Promote as Primary Contact Edit
5634127	Freddy Test1	Active	2015	Probationary	Yes	Approved	
3546721	Gary Daly	Active	2015	Active (18yrs and over)	Yes	Approved	

### 2. The "Create a Family Group" screen will display



**Create a Family Group**

**Family Group Details**

Family Group Name:   
 Organisation:

**Select Members in Family Group**

First Name:   
 Last Name:   
 Date of Birth:  mm/dd/yyyy

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 members of family, contact your club who can assist.

Available Members:   
 Selected Members:

Complete all compulsory Fields including the Family Group Name and the Names of each member you want to add to the family group.

**NOTE:** You need to match **exactly** the details of your family members. If the member's details have been entered correctly they will 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.

3. Move the member from the Available Members 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.

4. Once submitted successfully the following will display

**Success**

The Family Group creation request has been successfully submitted for approval.

5. Your club will need to approve the Family group. You will not be able to manage the group until the club has done the approval, however you **CAN perform the RENEW MEMBERSHIP and MAKE PAYMENT**

To renew all or some of your family members select the **Renew Memberships**. The screen below will display.

Family Group Details							<a href="#">Create Family Group</a>
Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action		
test4	4	TEST NSW Club	Gary Daly, Rebecca Cocks	Approved	<a href="#">View</a>	<a href="#">Renew Memberships</a>	<a href="#">Make Payment</a>
Cocks Family	3	Clovelly SLSC	Damien Cocks, Rebecca Cocks	Approved	<a href="#">View</a>	<a href="#">Renew Memberships</a>	<a href="#">Make Payment</a>

The Primary member will be able to select the members they want to renew for the upcoming season. Once members are selected for renewal click **Submit**

**Family Group Membership Renewal**

Family Group Name: Cocks Family  
 Family Group Organisation: Clovelly SLSC  
 Season: 2015/2016 ▼

**Family Group Details**

	Member ID	First Name	Last Name	DOB	Membership Status	Membership Category	Season
<input type="checkbox"/>	4564123	Damian	Cocks	1961-02-18	Active	Active (18yrs and over)	2014
<input type="checkbox"/>	4235719	Patrick	Cocks	1969-08-12	Active	Active (15-18 yrs)	2014
<input type="checkbox"/>	4625252	Rebecca	Cocks	1965-10-05	Active	Active (18yrs and over)	2014

Once submitted you will be given the option to **Pay Online**

**Success**

Membership renewal for Cocks Family group request has been successfully raised for  
**Click here is you wish to pay online.** This link will take you to a payment website operated by a third party on behalf of SLSA.  
 To view your pending requests [click here](#)

**NOTE: you can pay for the whole family in one payment. The payment will be recorded against the primary member who was logged in on the portal. A copy of your payment receipt is automatically forwarded to the club, at which time the office will approve your registration renewal request. Your online membership renewal request will remain unapproved until payment is made.**

***OPTION 2 - Renew at the Club Office***

Print off and complete the membership application form from the club website:

<http://secretharbourslsc.com/how-to-join>

Return form with payment to the club office, which is open on Monday-Thursday 10.00am - 2.00pm.

**Summary of Secret Harbour SLSC Member Fees and Charges - 2017/18 Season**

Membership Category		Amount
<b>General Parent (nipper parent)</b>	Nipper Parent	\$140.00
<b>General Parent (2nd nipper parent)</b>	2nd Nipper Parent	\$100.00
<b>Junior member (nipper aged 5 - 13)</b>	Child 1	\$70.00
	Child 2	\$60.00
	Child 3 & subsequent children (each)	\$50.00
<b>General Membership</b>	For members who have previously been nipper parents and now do not have nippers or undertake patrols	\$140.00
<b>Cadets</b>	13 - 18 years of age including students in full time study	\$120.00
<b>Award members</b>	member may hold a SRC, SFA or other award & undertake patrols	\$150.00
<b>Active Member 18 +</b>	Patrolling members	\$150.00
<b>Active Patrolling Member Discounts</b> Members are only eligible for 1 x discount per active member Patrolling members must have completed the 24 rostered patrol hours for 16/17 season (this will not include water safety hours) Eligible patrolling members will receive a gym membership to Fine Tune Fitness	General Patrolling discount	-\$40.00
	IRB Driver Discount	-\$50.00
	Patrol Captain Discount	-\$50.00
<b>Long Service</b>		\$120.00
<b>Social Membership</b>	Nomination Fee - For members not previously a member of the club. The fee will be placed on the nominees member card for club purchases	\$50.00
	Annual Membership Fee	\$100.00
	Membership Fee - Seniors 60+	\$50.00
<b>Membership Registration Late Charge</b>	This fee will be charged for all registrations after the 28 October 2017 (excluding social memberships)	\$50.00

*Please use the following link for the complete fee schedule with all explanatory information*

<http://secretharbourslsc.com/how-to-join>