



How to Renew a Family Group Membership

1. Once you have created your login to the SLS portal, and are logged in, you will be on the home screen (shown below). From here, select **Lifesaving Online** (circled below).

A screenshot of the Surf Life Saving Australia Members Portal. The page has a blue header with the SLSA logo and the text "SURF LIFE SAVING AUSTRALIA MEMBERS PORTAL". Below the header is a navigation menu with items: Home, My Tasks, My Forms, Library, Comms Management, and Lifesaving Online. The "Lifesaving Online" item is circled in red. Below the navigation menu is a secondary menu with items: Home, My Drafts, Search Center, My Details, Change Password, Other SLSA Websites, and Member Store. The main content area is divided into "News" and "Events" sections. The "News" section has filters for Level, State, and Type, and a "Set" button. It contains two news items: "Project Blueprint to Assess Port Stephens" and "Coates Hire Coolangatta Gold- YOUTH CHALLENGE". The "Events" section also has a filter for Level and contains two event items: "Coates Hire Coolangatta Gold" and "Surf Life Saving Sydney North".

2. From Lifesaving Online, you then select **My Family** (see image below).

A screenshot of the Surf Life Saving Australia Members Portal, specifically the "Lifesaving Online" page. The page has a blue header with the SLSA logo and the text "SURF LIFE SAVING AUSTRALIA MEMBERS PORTAL". Below the header is a navigation menu with items: Home, My Tasks, My Forms, Library, Comms Management, and Lifesaving Online. The "Lifesaving Online" item is highlighted. Below the navigation menu is a secondary menu with items: Personal Details, My Family, Memberships, Awards, Patrols, Courses, Requests, and Online Payments. The "My Family" item is circled in red. Below the secondary menu is a "Memberships" section with links: "Memberships", "Join/Transfer to a new organisation", "Member Transactions", and "Membership Hist". Below this section is a paragraph of text: "Below are the organisations you have memberships with at SLSA. To renew a Membership for a Surf Club please click on the link. If you would like to APPLY FOR MEMBERSHIP at a new organisation, please click Join / Transfer to a new organisation." Below the text is a section titled "SURF CLUBS" with a table listing membership details for "Pacific Palms".

SURF CLUBS		
Pacific Palms		
Branch:	Lower North Coast Branch	Competition
State:	Surf Life Saving NSW	Competition
Registered Season:	2015	Child Protect
Membership Category:	Active (18vrs and over)	Online Pavn

3. In the My Family section, you should have a Family group already created for you (like the image below). Select **View** and check that your family members are correct.

The screenshot shows the 'MEMBERS PORTAL' interface. At the top, there is a navigation bar with 'Home', 'My Tasks', 'My Forms', 'Library', 'Comms Management', and 'Lifesaving Online'. Below this is a sub-navigation bar with 'Personal Details', 'My Family', 'Memberships', 'Awards', 'Patrols', 'Courses', 'Requests', and 'Online Payments'. The main content area is titled 'Update My Details | My Family'. Underneath, there is a 'Family Group Details' section with a 'Create Family Group' button. A table lists family groups with columns for 'Family Group Name', 'Number of Members', 'Organisation', 'Primary Contact', 'Status', and 'Action'. The 'View' button for the 'Dransfield' group is circled in red.

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
Dransfield	4	Pacific Palms SLSC	Sal Mullerworth	Approved	View Renew Memberships Make Payment

Updating Personal Details

4. We ask all members to check the details we have recorded for you, as you may have a new home address, phone number, email etc.
If so, at the top of the My Family screen, click **Update My Details** (see below).

The screenshot shows the 'MEMBERS PORTAL' interface. At the top, there is a navigation bar with 'Home', 'My Tasks', 'My Forms', 'Library', 'Comms Management', and 'Lifesaving Online'. Below this is a sub-navigation bar with 'Personal Details', 'My Family', 'Memberships', 'Awards', 'Patrols', 'Courses', 'Requests', and 'Online Payments'. The main content area is titled 'Update My Details | My Family'. The 'Update My Details' link is circled in red. Below this, there is a 'Family Group Details' section with a table listing family groups. The table has columns for 'Family Group Name', 'Number of Members', 'Organisation', 'Primary Contact', and 'Status'. The 'View' button for the 'Dransfield' group is also visible.

Family Group Name	Number of Members	Organisation	Primary Contact	Status
Dransfield	4	Pacific Palms SLSC	Sal Mullerworth	Approved

- Update any details and then scroll down to the bottom of the screen and press **Submit**.
A pop-up will display on the screen (see below). If you want to update other members of your family click **OK**. If you only want to update your details, click **Cancel**.

- If you clicked **OK** to make changes to other members, you will be asked what data to share / copy with your family members (see image).
Tick the boxes for the data you want to have updated in other members profiles and click save.

Share data with Family Groups

Family Group Name: Cocks Family
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"/>

Save Cancel

Renewing Membership

- To renew you and your family members select **Renew Memberships** (see below).

SURF LIFE SAVING AUSTRALIA MEMBERS PORTAL

Home My Tasks My Forms Library Comms Management Lifesaving Online All Sources

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

Update My Details | My Family

Family Group Details Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	View	Renew	Make Payment
Dransfield	4	Pacific Palms SLSC	Sal Mullerworth	Approved	View	Renew Memberships	Make Payment

- The screen below will display. **Tick** the members you want to renew and click **Submit** (this should be everyone in your family group).

NOTE:

- Check boxes will not appear against members who are already registered for the selected season or if they have already applied for the selected registration season.

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"/>	3531133	Molly	Cocks		Active	Active (18yrs and over)	2014
<input type="checkbox"/>	4235719	Patrick	Cocks		Active	Active (15-18 yrs)	2014
<input type="checkbox"/>	4625252	Rebecca	Cocks		Active	Active (18yrs and over)	2014
<input type="checkbox"/>	4564123	Damien	Cocks		Active	Active (18yrs and over)	2014

Making Payment

- Once submitted you will be given the option to **Pay Online** (using a credit card).

NOTE: you can pay for the whole family in one payment. The payment will be recorded against the primary member who was logged in in SurfGuard.

If you wish to pay via cash/cheque, you can do so at one of the Nippers registration days, or please email Sal at registrar@pacificpalmsslsc.org.au to arrange payment.