

# New Members

## Registering for the first time

Go to the webpage <https://join.sls.com.au>

Which service would you like to join?

- Surf Life Saving Club

The club I want to join is

- Narooma SLSC

I want to join

- [an individual] or
- [My family]
  - Give your family group a name

Personal Details

- First Name
- Surname
- Date of Birth
- Gender
  - Add family member and complete details for each additional member
  - Note: all Nipper registrations must be accompanied with an adult registration. At least one adult per family. A family for registration purposes is recognised as sharing the same Medicare card.

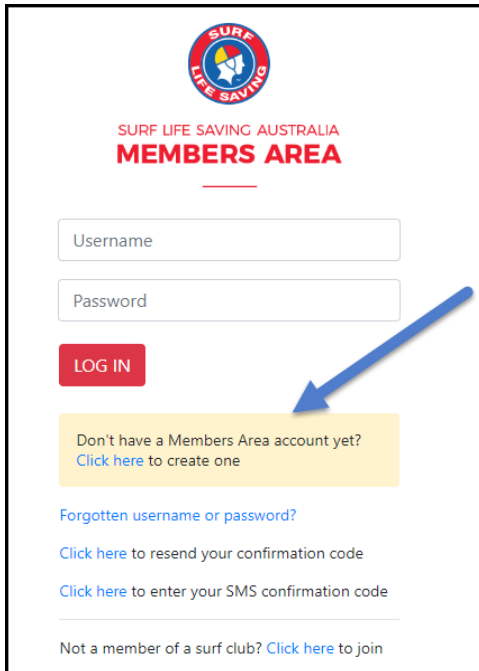
Declaration

- Check the declaration boxes at the end of the application, one of which applies to parents or guardians applying on behalf of someone under 18.
- Once your application is submitted, you will be directed to a confirmation window with your tracking ID. Your application will be submitted to the club for approval and processing.

# Renewing Members

## Creating a Members Area 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, 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 the 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

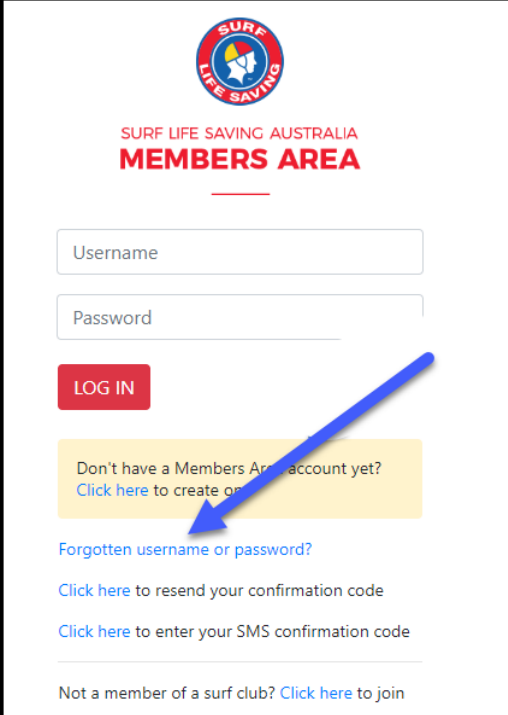
To ensure privacy and security, all accounts must be activated before they can be accessed. You will receive a confirmation code/ link by either email or SMS depending on the choice you made earlier.


- 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>

## Forgotten Username or Password

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



  
SURF LIFE SAVING AUSTRALIA  
**MEMBERS AREA**

Username

Password

**LOG IN**

Don't have a Members Area account yet?  
[Click here to create one](#)

[Forgotten username or password?](#)

[Click here to resend your confirmation code](#)

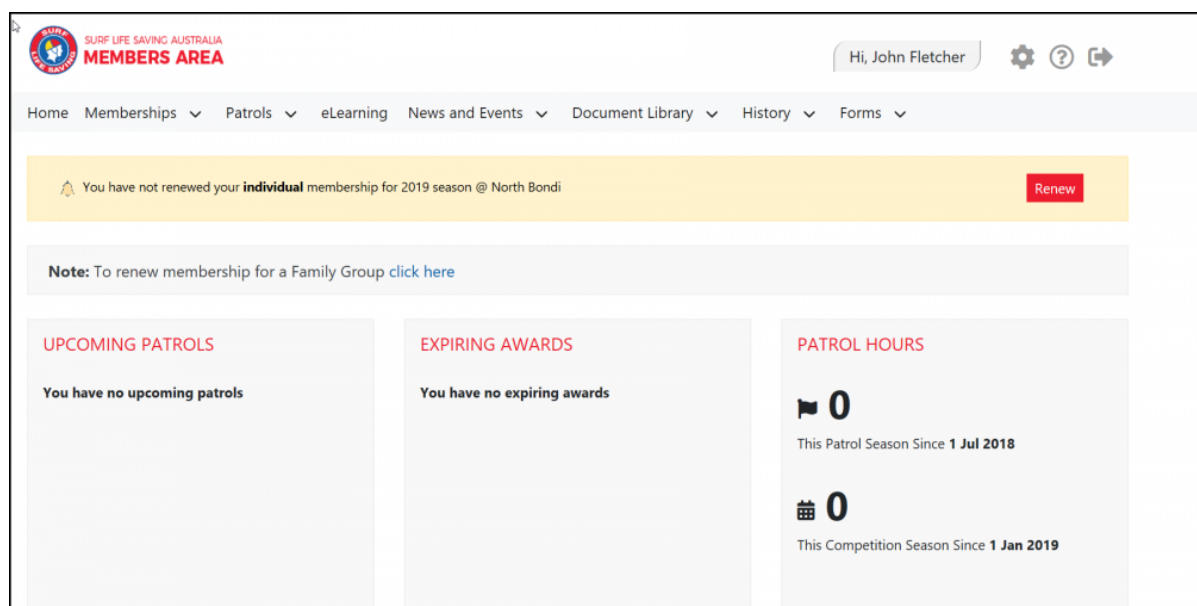
[Click here to enter your SMS confirmation code](#)

Not a member of a surf club? [Click here to join](#)

# Home

Highlights key information relating to the member, including

- Membership/s still requiring renewal
- Link to renew your Family Group
- Upcoming patrols
- Expiring Awards
- Patrol Hours
- Pending Requests



# 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

**SURF LIFE SAVING AUSTRALIA MEMBERS AREA**

Hi, Lola Cox

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

**Renewals, Payments & Transfers**

UPC Family Awards

You I Update Personal Details Pending Requests Member Store

**EXPIRING AWARDS**

**First Aid [AID]**  
Expires : 11/04/2022

**PATROL HOURS**

**0**  
This Patrol Season Since **1 Jul 2018**

**0**  
This Competition Season Since **1 Jan 2019**

## 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>
<a href="#">Renew</a>	<a href="#">Change Category</a>

**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 transactions, including; Membership, Gym, Courses & Training Manuals, Merchandise, Lockers and Functions. Each SLS organisation determines the forms of payment they accept and may include: – Cash, cheque, online payments via the SLSA Payment Gateway, Direct Deposits or EFTPOS facility.

## 2021/22 Membership fees

*Please ensure you pay for the correct membership category*

Patrolling Member - Renewing	\$0.00 - fees waived this season!
Patrolling Member - New	\$60.00
Associate or Social Member	\$60.00
Nipper or Cadet Member	\$60.00
Family of 3 (same Medicare Card)	\$150.00
Active Kids (incl \$40 Uniform Credit)	\$100.00
Additional Family Member	\$30.00
Life Members	\$0.00

**\*\* NSW Active Kids Vouchers accepted \*\***

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

## 2. Renew Family Membership

1. Under Actions, click 'Renew Memberships'

The screenshot shows the 'My Family' section of the Surf Life Saving Australia Members Area. It features a table with the following data:

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
Cox	3	Test NSW Club	Lola Cox	Pending for Approval	<a href="#">View/Edit</a> <a href="#">Renew Memberships</a> <a href="#">Make Payment</a>

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.

### **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.