



## Elwood Life Saving Club Membership 2015/16 Season

**SLSA have introduced some changes to how you complete your membership applications and renewals for this season. Please note that members are required to create a SLSA Members Portal account, as memberships are now managed via this.**

### **Renewing your membership - individuals**

To renew your membership online this season, you will need to have a SLSA Members Portal account. If you don't already have one, go to <http://portal.sls.com.au> and select the option to create an account. You will receive an email or SMS to confirm your account, please follow the instructions to complete the process.

Once you have logged in click on the "Lifesaving Online" tab and you will see the clubs that you have previously been a member of. Select the renew option for Elwood; you will then have the opportunity to update your contact details and complete your renewal application.

We strongly recommend that anyone who is a patrolling member creates their own Members Portal account, as you can view your patrol roster and awards via the portal.

### **Renewing your membership - families**

SLSA have released a new Family Group option via the Members Portal for this season. This means that one person (over the age of 18) can manage the renewals and memberships for the rest of the family. If you would like to use this function, one of the parents needs to create a SLSA Members Portal account.

Once you have an account, login and go to Lifesaving Online and then go to the "My Family" page. Click on the option to "Create a Family Group". To add people to your Family Group, you will need to search for them, by entering their name and date of birth. These fields must match what we have registered in SurfGuard, if you have difficulty finding your family members using the search function, please contact our Secretary, Rachael Rylance to confirm the details.

Once you have created the Family Group, you can manage their memberships. To renew for this season, from the My Family page you will see the Family Group listed and there will be a link called "Renew Memberships" next to it. Click on this link, then select the members in the family that you wish to renew. Once you have selected the family members, click on the "Submit" button.

### **Working with Children Check**

If you are 18 years or older you must have a current Working with Children Check before we can accept your membership renewal. If you do not have one, you can complete an online form at <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj> and then lodge it at Australia Post outlets. The check is free for volunteers.

The codes you need to enter in the Organisation Details section of the form are 10 and 70. In this section also complete the details of all clubs that you volunteer with including Elwood LSC, PO Box 43, Elwood, VIC 3184 and Life Saving Victoria, PO Box 353, South Melbourne, VIC 3205.

If you already have a Working with Children Check, you just need to add Elwood LSC and Life Saving Victoria to it. This can be done online also at <http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/>

### **Already registered for the SLSA Members Portal?**

If you have previously used the SLSA Members Portal you will have a username and password. Don't worry if you can't remember what these are, you can have them resent by following the prompts

### **How to join as a new member**

If you are registering for the first time, go to <http://sls.com.au/join>, select whether you have been a member of a life saving club previously. Choose the option to join a Surf Life Saving Club and complete the required information.

Click the check boxes for the declarations and then click the "Submit" button. If you are renewing or registering for a child you also need to check the guardian declaration. You will be prompted to go to the Online Payment Gateway to make a credit card payment.

The Club will receive your membership application and once we have accepted it, you will be able to create a SLSA Members Portal account to manage your membership.

### **How much does it cost?**

The membership fees for the 2015/16 season as follows:

Active 18 years and over \$55.00

Active 13 – 18 years old \$50.00

Associate members \$95.00

Family membership \$130.00

### **How do I pay?**

If you have completed your membership application or renewal online, you will be taken to the Online Payment Gateway once you have submitted your renewal, you can also get to this page at <http://pay.slsa.com.au> Type "Elwood" in the "Choose you Club or Service" box and a drop down screen should come up with Elwood highlighted in it. In the "Transaction Type" column, choose "Membership Fee" from the list. (As you can see, it is now possible to make various types of payments via this gateway).

In the Payment Details screen please type the details of the payment e.g. **Family membership – Smith Family** or **Associate membership – John Smith**. Please give as much detail as you can, including your name so we can identify your payment. Complete the amount to be paid in the "Amount" box. Complete the payer, contact details and email address boxes at the bottom of the page and click "Submit". You will then be taken to the next page to enter your credit card details.

If you do not wish to pay by credit card, you can pay by cheque payable to Elwood LSC at PO Box 43, Elwood, VIC 3184.

### **Need a paper form?**

If you would prefer to complete a paper form for your renewal, please email Rachael Rylance at [rachdave@iinet.net.au](mailto:rachdave@iinet.net.au) and we will generate your renewal form and send it to you.

If you are new to the club, the paper form can be printed from our website [here](#).

### **Questions or need help?**

If you have any questions regarding the renewal process please contact Rachael Rylance at [rachdave@iinet.net.au](mailto:rachdave@iinet.net.au) or 0410131558.

If you are having any problems with the system you can contact the helpdesk on 1300 724 006.