



POINT LEO SURF LIFE SAVING CLUB INC.

2011/2012 Lifesaving Online Renewal Instructions

Go to the Lifesaving Online website at www.lifesavingonline.com.au

1. Select login and login using the username and password previously created.

If you have forgotten your **username** email admin@pointleoslsc.com.au and it will be emailed back to you as soon as possible. If you have forgotten your **password** follow the links on the login page to have it reissued to your email address. Once you receive your username and password go back to Lifesaving Online and follow these instructions. If you get an error message advising this did not work please email admin@pointleoslsc.com.au for assistance.

Remember: If you are renewing more than one person in your family you will need **to repeat this process for every member of your family** using the individual usernames and passwords previously created. To avoid confusion I recommend you have the same password for each member of the family. **Also keep a record of each username and password as you will need them every year to renew your membership.**

Once you are logged in:

2. Click as per arrow 2 below

Welcome

If you are here to renew your membership at a surf club, please [click here](#)

Thank you for using Lifesaving Online. This website allows you to maintain your personal information that is stored in the SLSA member database, Surfguard. Other features will be added from time to time to allow you to view more of your own information held by your Club or other SLSA organisation.

3. Click on the 'Renew' link to the right of your membership details

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 a new organisation](#).

Club	Branch	State	Registered Season	Membership Category	
Point Leo	Flinders (District)	Life Saving Victoria	2010	Associate	Renew Make Payment

Membership Renewal page will open.

4. Please carefully check that ALL details are correct and up to date, especially email and mobile phone number. Also complete shirt and short size in Other Details section.
5. Edit any information that is not correct by clicking in the relevant drop down list or box and typing in the correct details. Please use correct capitalisation for names and addresses. ie **Kim Williams Country Club Drive Safety Beach**
6. Scroll to the bottom of the page and make sure you check the box directly below item 9 (as per arrow 6 on diagram on page 2)
7. If renewing your child's membership fill in your name (as per arrow 7 on diagram on page 2)
8. Check the box on behalf of the child (as per arrow 8 on diagram on page 2)
9. Check the final box at the bottom of the page (as per arrow 9 on diagram on page 2)



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6 I have read, understood, acknowledge and agree to the above declaration including the warning, exclusion of liability, release & indemnity. I acknowledge that if my application for membership is successful I will be entitled to all benefits, advantages, privileges and services of SLSA membership.

Where the applicant is under 18 years of age this form must also be signed by the applicant's parent or legal guardian.

7 I, am the parent or guardian of the applicant.

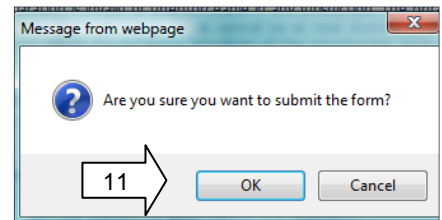
8 I authorise and consent to the applicant undertaking the SLS Activities. In consideration of the applicant's membership being accepted I expressly agree to be responsible for the applicant's behaviour and agree to personally accept in my capacity as a parent or guardian the terms set out in this membership application and declaration including the provision by me of a release and indemnity in the terms set out above. In addition I agree to be bound by and to comply with the SLSA constitution and any regulations and policies made under it.

9 I have read, understand, acknowledge and agree to the declaration and application and conditions of membership. I warrant that all information provided is correct.

10

10. Click on submit

11. Click 'OK', in the message box that pops up. If there are errors or check boxes missed on your renewal appropriate error messages will advise sections to be corrected. Correct/amend the relevant details and resubmit. If you don't resubmit your renewal request will not be forwarded to the club.



12. Once you submit successfully you will receive the following message on your screen. Make sure this "Success" message appears as it is confirmation that your renewal has been received by the club.

Success

Your renewal request has been recorded in the system and is pending approval.

[Click here 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.](#)

If you have additional family members to renew please **log out now** and follow steps 1 – 12 for each additional family member.

Proceed to payment instructions once all renewals are successfully submitted and pay the total of all fees in one transaction.

Payment

Membership renewal is not complete until your payment has been received. Please pay your fees **at the same time** as you request your membership renewal. Your renewal will not be processed until fees are received. If you are unsure of the amount you should pay please email admin@pointleoslsc.com.au BEFORE you make your payment.

Payments can be made by one of the following methods:

1. **Preferred Method - Credit Card using the SLSA Payment Gateway.** Click on the direct link to the gateway on the screen advising your application has been recorded and is pending approval.
 - Follow the instructions on the Payment gateway webpage.
 - Use the drop down box to find the appropriate transaction type - Membership Fees, Carnival Entry Fee, etc.
 - In the section **Complete Name/Meaningful Payment Details** please list the names and payment type for all family members. Use the 2011/2012 Fee Schedule as a guide to the information you should include or click on the View Price List link to view the Point Leo 2011/2012 fees. Please list individual nipper names if paying a Junior Carnival Entry Fee.



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- The Gateway will automatically email you a receipt and advise Point Leo of your payment details. You do not have to send Point Leo a copy of your receipt.
2. **Direct Deposit Bank Transfer** to Point Leo SLSC BSB 633-000 Account Number 132487208.
 - Ensure your name and as much detail as possible is recorded in the details section of the bank transfer.
 - Complete the 2011/2012 Fee Schedule by typing into relevant fields and save the schedule to your computer.
 - Email completed schedule with all other required forms to admin@pointleoslsc.com.au Make sure you type in member names and the date of the bank transfer.
 3. **Post a cheque** payable to “Point Leo SLSC Inc” to 44/113 Country Club Drive Safety Beach 3936. Complete and send the 2011/2012 Fee Schedule with your cheque.

Please make your payment and forward all completed forms the same day as you request your renewal of membership.

You can check the status of your renewal at any time by logging into your Lifesaving Online account. If you no longer see a message that your renewal is pending it means your renewal has been processed without any problems. If the renewal is still pending after 3 days it will be because you haven't completed all of the renewal requirements (ie. Not paid, Parent Assistance Undertaking not provided, WWCC not provided). If at this point you have not already received an email advising the items you need to supply the club you should immediately email admin@pointleoslsc.com.au I will do my best to ensure renewals are processed quickly however this can only happen if you send me all of the required information at the same time as you request your renewal. I would really appreciate it if you could do this as it makes my job much easier.