



Memorandum

| | |
|-----------------|---|
| To: | Club and Branch Presidents, Secretaries, Directors of Lifesaving and Surf Sports, Competition Directors, Club Registrars, Members |
| From: | Jess Mensforth, SLSNSW Senior Competitions Coordinator |
| Date: | 19 October 2021 |
| Pages: | 2 |
| Subject: | SEMS Training Registration |

SLSNSW has a new carnival and entry management system. Whilst many are familiar with Sports Event Management System (SEMS), 2021/22 is the first season SLSNSW has completely migrated onto SEMS after shutting down Carnival Manager in July.

As part of the change management process, it is critical relevant Club and Branch personnel have adequate access to SEMS training and resources. SLSA, in conjunction with SLSNSW are hosting the following training sessions for NSW Club and Branch Administrators. If you could please register your attendance via the following links, SLSNSW will send a zoom link for you to attend virtually.

Session 1: Club Entries

6-6.30pm Wednesday 27 October

Target Audience: Club Registrars

Link: <https://form.jotform.com/212908005303848>

Session 2: How to Create an Event

11am-12pm Thursday 28 October

Target Audience: Branch Admins (Primary), Club Carnival Organisers (Secondary)

Link: <https://form.jotform.com/212907921702857>

Session 3: How to use SEMS for Running a Carnival

2pm-3pm Thursday 28 October

Target Audience: Branch Admins (Primary), Club Carnival Organisers (Secondary)

Link: <https://form.jotform.com/212907892745871>

All these sessions will be recorded so if you cannot make it, the recordings will be placed on our website so you can refer back to them.

In addition, SLSA also has the following resources available:

- [SEMS User Guide](#)
- [SEMS Webinar Recording – Branch/State Admins](#)
- [SEMS Webinar Recording – Club Entry Guide](#)



If you do not currently have access to SEMS, you will need to complete and lodge a [Form49](#) with the SLSA IT Helpdesk via a support ticket – URL: <http://support.sls.com.au>. It is recommended you do this prior to the session.

For more information, please contact Jess Mensforth, SLSNSW Senior Competitions Coordinator at jmensforth@surflifesaving.com.au or 9471 8000.