



Surf Life Saving Australia - Circular

Title:	New Membership Categories Added to Surfguard, Other Service hours log, new version of SLSA Operations App, Members Area – Restricted Resources and other reminders.
Document ID:	Circular 23 / 2018-2019
Audience:	SLSA Members and Club/Branch/State/National Officers & Administrators
From:	National ICT Unit
Date:	12 September 2018
Summary:	Details of new fields in Surfguard, (Membership Categories & Other Service Hours), SLSA Operations App, Restricted Resource in the Members Area Library.

What's New

New Membership Categories in Surfguard – Scheduled for release week of 17th September

There will be 5 new Membership Categories and the fifteen (15) existing membership categories will now become Sub-Membership Category. This ensures that clubs can report on their existing membership categories whilst they become familiar with the new Primary categories.

Organisation Membership Details

Organisation: Clovelly ▼

Membership Category: Junior ▼
 Junior
 Active
 Community
 Associate
 Honorary/Service
 Lifeguard

Sub-Membership Category: ▼

Date Joined: * (dd/mm/yyyy)

Membership Status:

Registered for Season:

Register for Season: Previous Current Next

Organisation Membership Details

Organisation: Clovelly ▼

Membership Category: Active ▼

Sub-Membership Category: Active (15-18 yrs) ▼
 Active (15-18 yrs)
 Active (18yrs and over)

Date Joined: * (dd/mm/yyyy)

Membership Status: Award Member Reserve Active

A	B	C	D	E	F	G
Organisation	Member ID	Last Name	First Name	Membership Category	Sub-Membership Category	Status
Clovelly	4564123	Cocks	Damien	Active	Active (18yrs and over)	Active
Clovelly	3531133	Cocks	Molly	Active	Active (18yrs and over)	Active
Clovelly	4235719	Cocks	Patrick	Active	Active (15-18 yrs)	Active
Clovelly	4625252	Cocks	Rebecca	Active	Active (18yrs and over)	Active



Policy 5.04 Competition Eligibility – Other Service Hours - Scheduled for release week of 17th September

Surfguard will be updated to log Other Service Hours, similar to the recording of patrol hours. Other Types of Service Hours that can be logged will be managed by State Centres and hours will be entered by clubs.

State Centre can setup Other Service Patrol Positions in Surfguard by going to Patrols > Setup Patrol Positions > Setup Patrol Positions.

Patrol Positions @ Surf Life Saving SA

Position Type: All

Position	Position Type	Display Order	Actions
Coaching	Other Service	1	Details Edit Delete
Patrol Captain	Lifesaving	1	Details Edit Award Criteria Delete
TAF	Other Service	1	Details Edit Delete

Club will be able to enter the hours into Surfguard by going to Patrol > Other Service Logs > Add Other Service Log

Other Service Log @ [Club Name]

Other Service Log Details:

Patrol Name: Other Service

Date: * 05/02/2018 dd/mm/yyyy

Retrieve Available Members:

Include Non-Financial Members:

Available Members

- Zahra
- ben

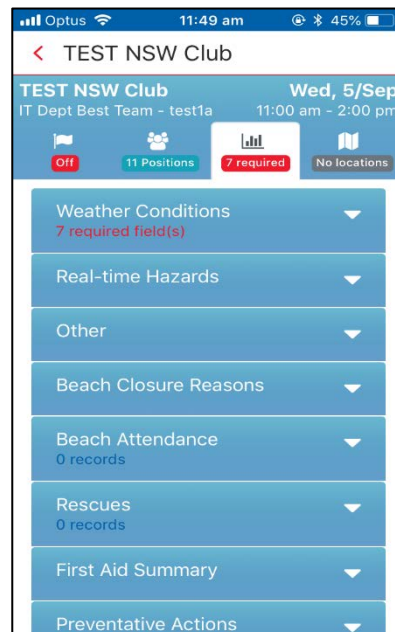
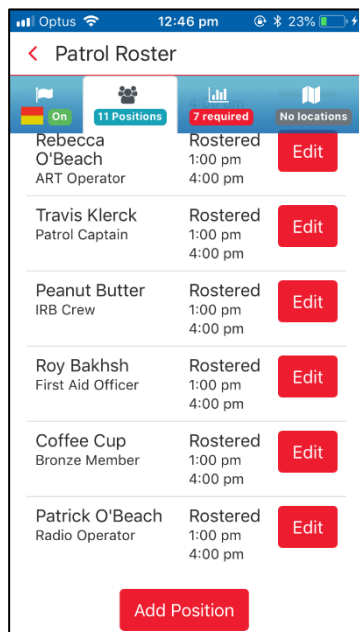
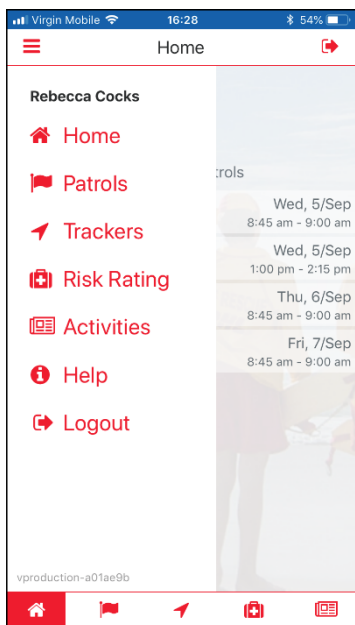
No.	Position	Remove Member	Add Member	Member	Start Time	Finish Time	Total Time
1	Coaching	<	Mbr >	Zahra	17 00	18 30	01:30
2	TAF	<	Mbr >	ben	18 00	21 00	03:00
3		<	Mbr >		00 00	00 00	00:00

For further information regarding this latest enhancement please contact your State Centre.

Patrol Operations App

A new version of the Patrol Operations app has been released to the App & Google Play Stores. New features of the latest release include: -

- Dashboard, Patrol Roster, Patrol Management, Tracker, Activities tabs
- Homepage displays your location & weather details and upcoming patrols
- Tracker - used by Support Operations to track the location of services. Can also be used by Clubs and Lifeguards
- Patrols - Ability at sign-on to mark the patrol location (beach tent & flags), upload photo of beach to display on Beachsafe mark the location of stingers, shark and rescues and receive Sign Off Reminder notification.
- All patrol statistics and Members patrol hours will be updated in Surfguard immediately upon 'Sign off'
- Activities – allows users view status and activity patrols and support operations.



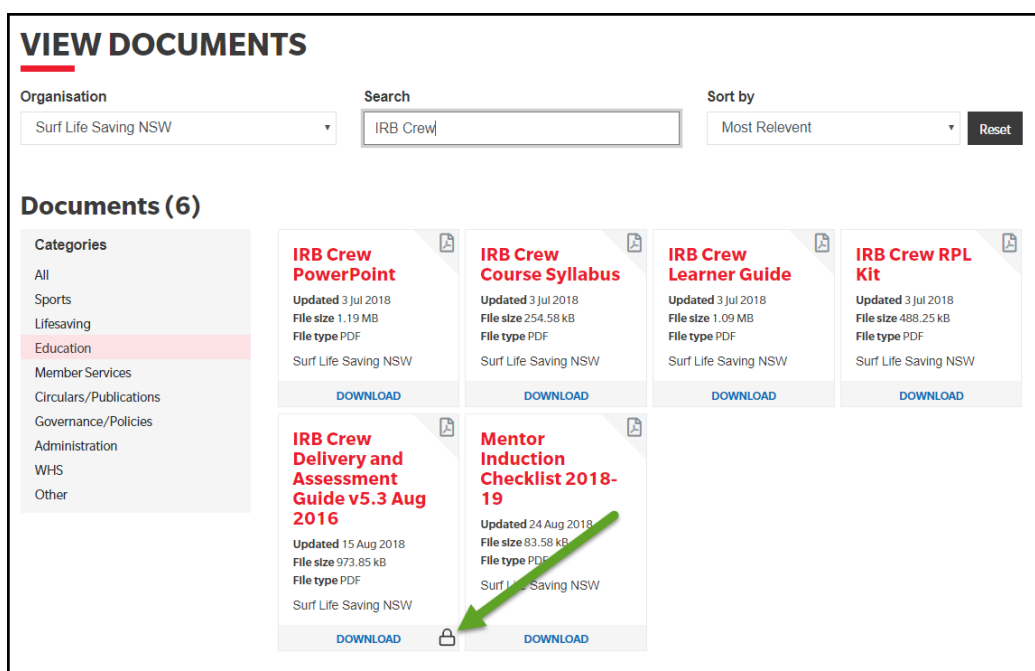
To download the SLSA Operations App User Guide [Click Here](#)

To view a short video on how to use the App [Click Here](#)

Members Area

Restricted Resources in the Document Library

All restricted resources in the library can now be accessed by all members who hold a proficient Trainer, Assessor or Facilitator Award. Probationary trainers or Branch/State administrator who requires access to the restricted resources will have to be allocated the Probationary Trainer award in Surfguard. Restricted resources are indicated by a padlock.





Friendly Reminders

Forms and Workflow –Scheduled Release October 2018

Until the release of the new Forms all forms previously processed via the Members Area will need to be created and processed by Assessments in Surfguard. Further information including specific Awards Forms can be found at [Here](#)

Simplified Process for Assigning Administrative Functions to Members Area

Club/Branch/State/National administrators/officers will now be able to assign the following admin functions via the Officer Positions in Surfguard: -

- Approve Members Area News Content
- Approved Member Area Library Content
- SLSA Online Member Store/Shop Administrator

View Officers @ Clovelly

Held Position From: 01/07/2017 To: 30/06/2018 GO Format: dd/mm/yyyy

New Officer Position Setup Officer Position Synonyms

Position Name	Requirement Level	Officer	From	To	Officer Position Options	Officer Options
Administration	National, State, Branch, Club	Cocks, Rebecca	20/07/2014	16/07/2017		New Edit Delete

Setup Officer @ Clovelly

Allocate Officer

Officer Position Name: Administration

Officer: * -- Please Select --

From Date: * 01/07/2018

To Date: * 30/06/2019

Administrative Functions

Approve Members Area News content

Approve Members Area Library content

SLSA Online Member Store/Shop Administrator

Update Reset Cancel

Need More Information?

If you have any questions or require any assistance regarding this circular, please contact the SLSA IT Helpdesk Telephone: 1300 724 006 or log a ticket at <https://support.sls.com.au>