



Surf Life Saving Australia - Circular

Title:	Major Changes to the Members Area
Document ID:	Circular 72 / 2017-2018
Audience:	Club/Branch/State/National Officers & Administrators
From:	National ICT Unit
Date:	01 June 2018
Subject:	Changes to the Members Area
Summary:	A new version of the Members Area will be released 1 st July 2018

Major Changes

- New Look and feel to the Members Area including mobile device optimization
- Complete Review of News, Events, Library and Forms & Workflow
- Clubs/Branches/States to manage admin functions to the Members Area via Surfguard
- From 1st July 2018, members will be required to reset their Members Area password to enhance our security

Key Dates

Date	What Happens	Action by Club, State, Branch or National
From now until Friday, 15 th June 2018	Members and clubs are encouraged to submit new online service award applications via the Members Area.	If you are a Forms Approver you need to login to the Member Area and approve or reject any Forms at your level of the organisation.
Friday, 15 th June 2018	Ability for Members and Clubs to submit NEW Forms in the Members Area is TURNED OFF	If you are a Forms Approver you need to login to the Member Area and approve or reject any Forms at your level of the organisation.
Saturday, 30 th June 2018	New Members Area is launched. https://portal.sls.com.au is redirected Impact – <ul style="list-style-type: none"> • New look and feel to Members Area. • New library • Forms & workflow temporarily unavailable • To enhance our security, members will be required to reset their Members Area password. 	Members Area Forms will no longer be available to approve or reject.
Friday, 31 st August 2018	New Forms released into Members Area. Members and clubs can submit new online service award applications	All organisations will need to update Officer Positions in Surfguard to assign Forms approval function.



The new look and feel with mobile optimisation will enable members to access their details when and where they need to. A simplified dashboard with less tabs and membership renewal reminders will ensure a smoother renewal process.

From the **Memberships** tab members will be able to -

- Renew Membership/s
- Pay for membership, merchandise, carnivals, events etc
- Transfer to another organisation
- View, Renew and Add to family group
- Access eLearning using the Courses option
- View all your Awards and print a transcript
- Update your Personal Details
- View your Pending Requests
- Access the SLSA Member and Club Store



News & Library

The library is now simple, clean & current. It is no longer a repository of historical documents

The screenshot shows the 'MEMBERS AREA' of the Surf Life Saving Australia website. The main heading is 'DOCUMENTS'. Below this, there is a navigation menu with 'Home', 'Memberships', 'News & Events', 'Document Library', 'Patrols', and 'Useful Links'. The 'Document Library' is currently selected. On the left, there is a 'Categories' sidebar with options like 'All', 'Sports', 'Lifesaving', 'Education', 'Member Services', 'Circulars/Publications', 'Governance/Policies', 'Administration', and 'Other'. The main content area displays a list of documents with the following details:

Document Title	Updated at	File size	Description	Action
TEST CIRCULAR	27 April 2018	2.11 kB	Delete after viewing	DOWNLOAD
Special event application form (non members)	11 April 2018	122.38 kB	Application for special event for non members	DOWNLOAD
Special event application form (Member only)	11 April 2018	32.88 kB	Apply to run a special event for SLS members	DOWNLOAD
F075 Payment Gateway Bank Details	11 April 2018	17.28 kB	Form to submit bank details to SLSA IT Department	DOWNLOAD
Form 175 - Rescue of the month	11 April 2018	656.07 kB	application for rescue of the month nominations	DOWNLOAD
F051 Honours Nomination Form	11 April 2018	725.32 kB	Form for application to honour person	DOWNLOAD
F034 Annual Affiliation Form	11 April 2018	203.49 kB	Annual application for affiliation to SLSA	DOWNLOAD
Beachsafe Kingston	11 April 2018	885.81 kB	An image of the beachsafe app for Kingston beach	DOWNLOAD

At the bottom of the document list, there are navigation buttons for 'Previous', '1', and 'Next'.

Uploading News & Library Content

News Items – Members can submit a News item to display at any level of the Organisation. It will need to be approved by an administrator/officer who has been assigned admin function.

Library Content – can only be uploaded by administrators/officers who have been assigned the admin function.

Forms and Workflow – Not in Stage 1 Release – Scheduled Release August 2018

Until the release of the new Forms & Workflow all Service awards will need to be processed by create a new Assessment in Surfguard.

If you are experience any difficulties in processing service awards as a result of the transition, please contact the IT Helpdesk on any of the methods available at <https://help.sls.com.au/#contact> . One of our friendly support staff will be happy to assist you with alternative methods of processing awards previously processed through the forms and workflow function within the Members Area.



Simplified Process for Assigning Administrative Functions

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: To: Format: dd/mm/yyyy

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		<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Setup Officer @ Clovelly

Allocate Officer

Officer Position Name: Administration

Officer: *

From Date: *

To Date: *

Administrative Functions

Approve Members Area News content

Approve Members Area Library content

SLSA Online Member Store/Shop Administrator



What Can Club/Branch/State/National administrators/officers Do Now to Prepare for the Changes?

There are 2 main tasks Club/Branch/State/National administrators/officers will need to do before the 30th June 2018.

1. Start adding and/or updating the Officer Positions in Surfguard

To update officer positions, go to **Organisational Management > Officers > Officers**. This information is used by Branch, State & SLSA to communicate with specific Officers relevant to the position they hold and enable officers to be assigned admin approval functions for News, Library items and shop administrator.

Officer has been re-elected to the same position for another season:

1. Locate the Officer from the View Officers list
2. Click the 'edit' button under *Officer Options*
3. Amend the 'to date' field
4. Assign relevant 'admin' functions
5. Click Update

New Officer has been elected to a position:

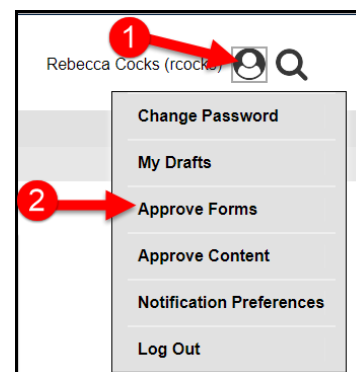
1. Locate the Position Name from the View Officers list
2. Click the 'new' button under *Officer Options*
3. Select the Officer from the drop-down list
4. Select a 'From' and 'To' date
5. Assign relevant 'admin' functions
6. Click Update

Renaming Existing Officer Positions - Synonyms

Organisations can update the name of an officer position to reflect the positions in their constitution/By-Laws by using the Synonym option. To change the name of an existing officer positions in Surfguard go to **Organisational Management > Officers > Officer Position Synonyms**

2. Approve or Reject Forms Currently in the Members Area.

If you are a Forms & Workflow Approver you need to login to the Member Area and approve or reject any Forms at your level of the organisation. All Forms need to be fully processed by 30th June 2018



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

Email: ithelp@slsa.asn.au