



# SLSA Officials Electronic Logbook User Guide

March 2024



# SLSA Officials Electronic Logbook

The purpose of this document is to assist officials to log officiating activities using the new electronic logbook in the Members Area. The electronic logbook has been developed to remove the requirement for a paper logbook and to improve recordkeeping. When Officiating activities have been logged and approved, re-licensing – points will be awarded. These points will accrue electronically.

The electronic logbook provides the same ability to record activities and validates your record of success when accreditation is due at the end of a four year period. The electronic logbook is also evidence of experience and ongoing personal development when you apply for officiating positions.

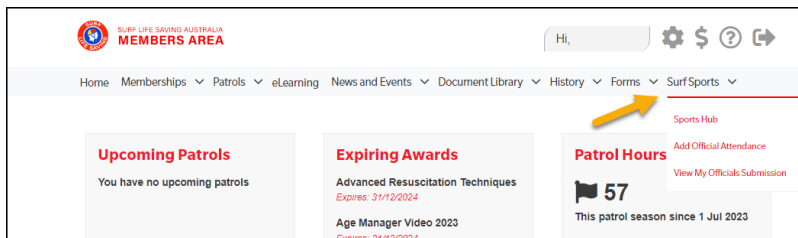


## Access and View

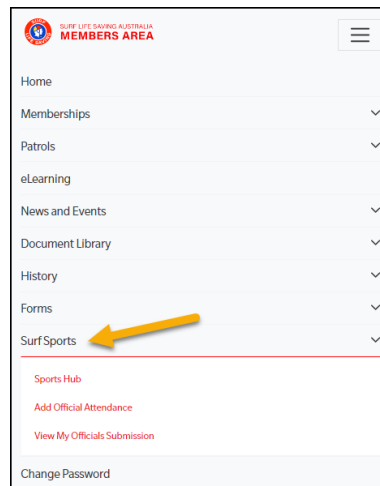
Any accredited SLS Official has access to the Electronic Officials Logbook function in the SLS Members Area.

Officials will see a new 'Surf Sports' menu tab when they sign into their Members Area account, <https://members.sls.com.au> .

### Computer view



### Phone View



## Adding Official Attendance

After you have officiated at a surf sports event, you can log your attendance in the electronic logbook.

- Log into the **SLS Members Area** <https://members.sls.com.au/>
- Click on the **Surf Sports** menu
- Click on **Add Official Attendance**

The screenshot shows a form titled "ADD OFFICIAL ATTENDANCE" with the following fields and callouts:

- 1**: Start Date (calendar icon)
- 2**: End Date (calendar icon)
- 3**: Venue (text input)
- 4**: Event Type (dropdown menu)
- 5**: Primary Role Performed (dropdown menu with a grey box for selection)
- 6**: Secondary Roles Performed (Optional) (dropdown menu with a grey box for selection)

Below the Primary Role Performed field, there is a note: "Other roles may be added by opening the drop-down list, typing it and then selecting it from the list". A similar note is present below the Secondary Roles Performed field. A "Create" button is located at the bottom left of the form.

### 1. Start Date (required)

Choose the starting date for the event from the pop up calendar

### 2. End Date (required)

Choose the ending date for the event from the pop up calendar – this can be the same as the start date for a one day event.

### 3. Venue (required)

Type the venue details for the event into this field – this is a free text field.

### 4. Event Type (required)

Choose the type of event from the drop down menu

### 5. Primary Role (required)

Choose your primary role at the event from the drop down menu. If necessary, you can enter additional roles by typing the role into the field and **selecting the grey box** to add the role (see screenshot).

This close-up shows the "Primary Role Performed" dropdown menu. The menu is open, showing a list of roles. The "Custom Role" option is highlighted in grey, and a mouse cursor is pointing at it. Below the dropdown, there is a note: "Other roles may be added by opening the drop-down list and typing". A "Create" button is visible at the bottom left of the form area.

### 6. Secondary Roles (optional)

If you performed one or more secondary roles at the event that you would also like to record, choose the Secondary Role from the drop down menu if applicable or enter any additional role(s) (see step 5)

When you have added the required information for your attendance, click the **Create** button to save the log for approval.

## Notes :

- Please ensure details of any activity, including officiating, presenting at official's courses, mentoring/assessing and other endorsed activities are recorded.
- To ensure the correct calculation of points, multi-day events must be entered as a single submission with appropriate start and end dates at the completion of the event. Hours cannot be logged in advance.
- Submissions can only be entered for events from 1 January 2024 onwards.

## View My Officials Submission

The following functions can be accessed in View My Officials Submission

- Log into the **SLS Members Area**
- Click on **Surf Sports**
- Click on **View My Officials Submission**

Start Date	End Date	Venue	Event Type	Point Value	Primary Role	Secondary Roles	Status	
13/03/2024	13/03/2024	Queenscliff	State Championships – Lifesaving	10	Chief Judge		Pending	Edit Delete
24/02/2024	24/02/2024	Maroubra SLSC	Branch Championships – Masters	10	Chief Judge		Approved by Tracey Bloxom	Delete

### 1. Date

You can use this field to only show submissions for a particular range of dates.

### 2. Event Types

You can use this field to filter your submissions for one event type e.g. *State Championships – Youth*

### 3. Status

You can use this field to filter submissions to a particular status

**All** – shows all submissions

**Approved** – shows only submissions that have already been approved

**Pending** – shows only submissions that are waiting for approval

### 4. Total Approved Points

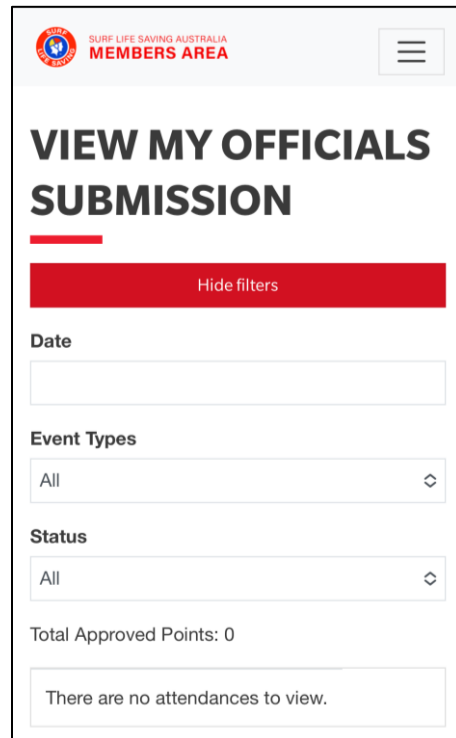
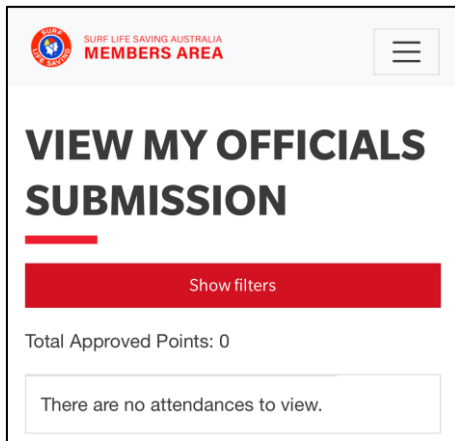
You can see the total points for submissions that have been approved. You can use the **Date** field (1) to only show the points you have accumulated for a range of dates e.g a re-accreditation period.

### 5. Edit / Delete

Submissions that are in the pending state can be edited. Submissions can also be deleted by the member if required.

**Note:** Submissions will remain in the Pending state until they are approved by a Branch or State Officials Administrator.

On portable devices, the filters may not be shown by default. Use the **Show filters** button to access them if needed. The **Hide filters** button can be used when the filters are no longer required.



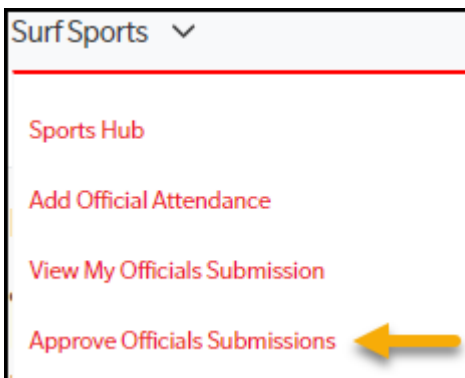
## ADMINISTRATION

### Approve Officials Submissions

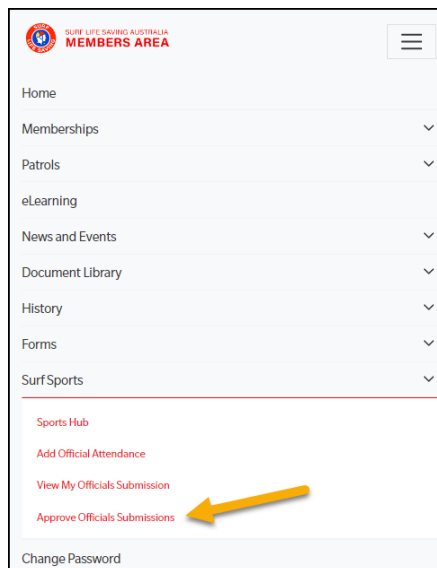
Each State/Territory will have selected key members/staff to approve officials' submissions. The State/Territory should allocate the award 'SLS - Officials Attendance Approver' to their selected members.

Members with approval permissions will see an additional menu item on the Surf Sports tab in the Members Area

#### Computer view



#### Phone view



The following screen is accessed using the **Approve Officials Submissions** menu :

Member	Date	End Date	Venue	Event Type	Point Value	Primary Role	Secondary Roles	Status
[Redacted]	24/03/2024	24/03/2024	Ocean Grove	State Championships – Junior/Youth	10	Marshall/Check Marshall	Marshall/Check Marshall	<input type="checkbox"/>
[Redacted]	24/03/2024	24/03/2024	Terrigal	Officiate at Club or local carnivals.	5	Marshall/Check Marshall		<input type="checkbox"/>
[Redacted]	23/03/2024	23/03/2024	Ocean Grove SLSC	State Championships – Open	10	ARRO		<input type="checkbox"/>
[Redacted]	23/03/2024	23/03/2024	Ocean Grove	State Championships – Open	10	Judge (Finish, course, march past, R&R etc)		<input type="checkbox"/>

**Note :** On portable devices, the filters may not be shown by default. Use the **Show filters** button to access them if needed. The **Hide filters** button can be used when the filters are no longer required. See example screen in the **View My Officials Submission** section.

**1. Name**

This dropdown menu filter allows you to filter submissions by the official’s name. Any part of the Given or Family name can be used.

**2. Date**

This filter allows you to limit submissions to a particular date range.

**3. Event Types**

This dropdown menu filter allows you to limit submissions to one particular Event Type.

**4. State**

This dropdown menu filter allows you to limit submissions to one particular State.

**5. Branch**

The Branch dropdown menu filter allows NSW/QLD to filter submissions by Branch.

**6. Status**

The Status dropdown menu filter allows you to filter submissions to Approved or Pending status only.

**7. Approval**

To approve a submission, click the check box in the last column for that submission. You can mark multiple submissions for approval if required. To approve the submissions you have checked, click the **Approve** button.

**Downloading submissions**

Submissions can be downloaded to a CSV file for record keeping purposes or further analysis in a spreadsheet.

Filters (see above) can be used to manage the submissions to be included with the download.

After setting any required filters, click the **Download** button to export the CSV file.