

# Byron Bay Surf Life Saving Club

## How to create a family group and renew and pay membership fees for all members (please note: these instructions are for RENEWING members only)



You will need to complete the following 4 steps:

1. LOG IN TO YOUR MEMBER'S AREA ACCOUNT (CREATE A MEMBER'S AREA ACCOUNT IF YOU DO NOT HAVE ONE)
2. CREATE YOUR FAMILY GROUP (If you do not already have one)
3. RENEW MEMBERSHIP FOR EACH FAMILY MEMBER
4. PAY MEMBERSHIP FEES FOR ALL FAMILY MEMBERS

Nippers require a parent to be linked with them as an ASSOCIATE MEMBER. This is included in the Nipper (Child's) membership fee (no extra cost). Please ensure that a parent has joined the surfclub in order for both the child and the parent to be linked in the one family group.

### 1. LOG IN TO YOUR ACCOUNT /CREATE A MEMBER'S AREA ACCOUNT

Go to <https://members.sls.com.au/SLSA Online/modules/login/index.php>

A screenshot of the Surf Life Saving Australia Members Area login page. At the top is the Surf Life Saving Australia logo, which is a circular emblem with a lighthouse and a surfboard. Below the logo is the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA'. There are two input fields for 'Username' and 'Password'. Below these is a red 'LOG IN' button. Underneath the button is a yellow box with the text 'Don't have a Members Area account yet? Click here to create one'. Below that are three blue links: 'Forgotten username or password?', 'Click here to resend your confirmation code', and 'Click here to enter your SMS confirmation code'. At the bottom is a link: 'Not a member of a surf club? Click here to join'.

If you already have an account, log in.

If you don't have a Members Area account, follow the link on the screen to create one.

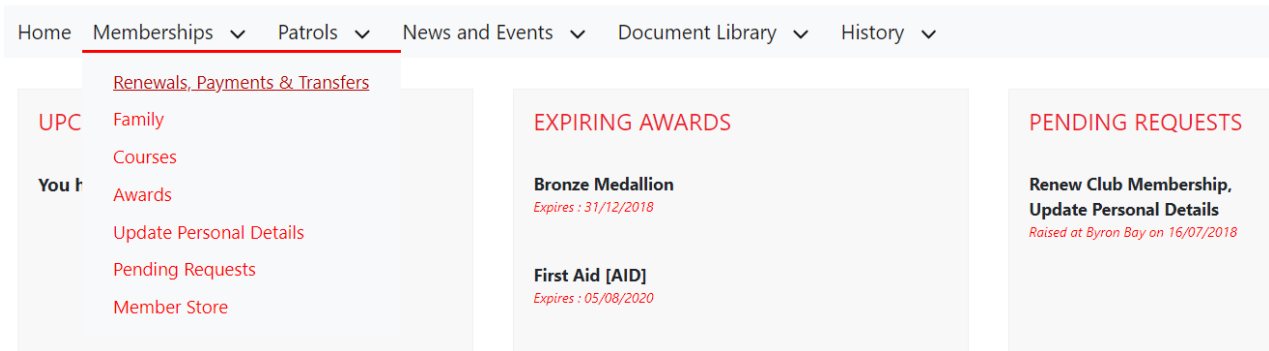
To Create an Account, the system will try to match the details you provide with those stored for you in the database. If these are different, you will not be able to create an account.

Any problems, email [registrar.nippers@byronbaysurfclub.org](mailto:registrar.nippers@byronbaysurfclub.org) with your full name and date of birth.

Once you have an account, log in to the Members Area.

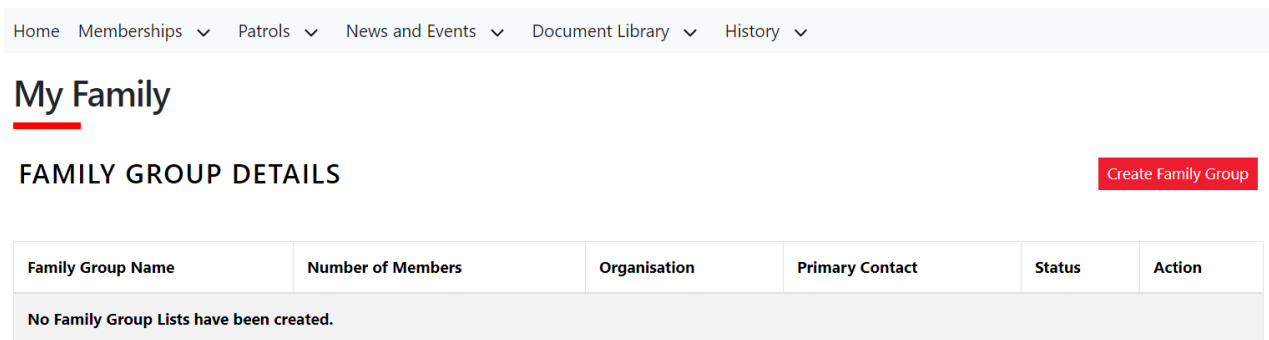
## 2. CREATE YOUR FAMILY GROUP (If you do not already have one)

Click on the Memberships tab and then Family



The screenshot shows a navigation bar with the following items: Home, Memberships (selected), Patrols, News and Events, Document Library, and History. Below the navigation bar, there is a dropdown menu for Memberships with the following options: Renewals, Payments & Transfers, UPC, Family, Courses, Awards, Update Personal Details, Pending Requests, and Member Store. To the right of the dropdown menu, there are three panels: EXPIRING AWARDS (Bronze Medallion, Expires: 31/12/2018; First Aid [AID], Expires: 05/08/2020) and PENDING REQUESTS (Renew Club Membership, Update Personal Details, Raised at Byron Bay on 16/07/2018).

**NEXT SCREEN:** click on Create Family Group



The screenshot shows the 'My Family' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a heading 'My Family' and a sub-heading 'FAMILY GROUP DETAILS'. A red button labeled 'Create Family Group' is visible in the top right corner. Below the sub-heading, there is a table with the following columns: Family Group Name, Number of Members, Organisation, Primary Contact, Status, and Action. The table is currently empty, and a message below it states: 'No Family Group Lists have been created.'

**NEXT SCREEN:**

Enter Family group name. (Suggest you use your Surname as your family group name)  
Enter First Name, Last Name and Date of Birth for the first family member and click on Search.  
The name of your first family member will appear in the Available Members section.

Continue entering details and searching until all family members are shown in the Available Members section. You do not need to search for yourself as you will automatically be a member of the group.

**Note:**  
For Privacy reasons, you will need to match exactly each person searched to be able to add them to your Family group. If you are having difficulty finding your members of family, contact your club who can assist.

Available Members:

0 members available.

>

<

Selected Members:

0 members selected.

Submit Cancel

Click on each available family members' name in the Available Members section and then click on the right arrow > to move each one across to the Selected Members section

When all family members are in the Selected Members section click on SUBMIT

**NEXT SCREEN:**

Confirms family group has been created.

## Success

The Family Group creation request has been successfully submitted for approval.

### 3. RENEW MEMBERSHIP FOR EACH FAMILY MEMBER

Click on the Membership tab and then Family

## My Family

### FAMILY GROUP DETAILS

Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
mckain	2	Byron Bay	Vicki McKAIN	Pending for Approval	<a href="#">View</a> <a href="#">Renew Memberships</a> <a href="#">Make Payment</a>

Click on Renew Memberships

The next screen will show all your family members.

You must TICK the box at the far left for EACH family member not just yourself.

TICK the box for SLSA Membership Declaration.

Click on Submit

I and all members of Family Group selected agree to SLSA Membership Declaration. To view Declaration [Click here](#)

Submit

Cancel

## PAY MEMBERSHIP FEES FOR ALL FAMILY MEMBERS

Click on the Membership tab and then Family

Click on Make Payment. You will be taken to the payment screen which also shows the fees for each membership type.

Note that Early Bird registration fees expire at Midnight on the dates shown.

For each Nipper member, create a separate transaction. Each Nipper member requires a parent Associate member to be paired with them (at no extra cost). As the Nipper membership fee includes one Nipper and one parent, please use the same transaction BUT INCLUDE THE NAMES OF BOTH THE CHILD AND THE PARENT in the Payment details.

Enter your family name (Surname and First Name) in the Payment Details and the corresponding membership fees in the Amount section. Click "Add another transaction" and enter the required information for the next Nipper member (child – with the linked parent Associate member). Repeat for all family members. The Total \$ will show the sum of all fees to be paid.

### Transaction 1

\* Transaction Type

Membership fee ▼

\* Payment Details

Complete Name/Meaningful Payment details

\* Amount

GST Inc. (\$dd.cc)



[Add another Transaction](#)

Total

\$0.00 AUD

Click on NEXT

**NEXT SCREEN**, enter credit card details.

**NEXT SCREEN**, confirm payment.

**NEXT SCREEN**, you can print a payment receipt if you choose. You will also receive an email confirmation with the receipt.

**The club will process your family members' renewal applications only after you have completed BOTH the membership renewal process for EACH family member AND paid the membership fees.**