

# Membership Renewal for Existing Members

## Important Membership Dates to Note Each Year

- 1 September:** Renewal is open
- 1 October:** Memberships become due
- 30 November:** Registration via Portal required to be completed prior to

## Registration Application

Registration is online only via the Surf Life Saving SA (SLSSA) Grange Members Portal (SurfGuard) with the above dates in mind.

Please note that financial members only are covered by SLSSA Insurance and iCare and are entitled to member benefits.

## Instructions for Registration

1. Open the SLSSA Grange Members Portal: <https://members.sls.com.au>
2. Login if you have already created an account  
OR
3. Create an account to proceed.
  - 3.1. Note:** you **must** use the same details as when you joined SLSSA. If you are having difficulty at this point please contact our appropriate Registrar.
4. Once you have logged in, you will then see the 'Memberships' tab.
5. When you select this tab, you will then see new sub tabs below where you can renew, pay and update your membership details, view your awards, patrol hours and rosters.

**Registrar Contacts can be found at the end of this document.**

**Please remember** that the renewal is a **2 part process**, for your membership to be accepted, you will need to complete both:

Part 1) **Renewing** and (electronically signing) of your details

Part 2) **Payment**

## Renew Membership

Following on from the above process, you will now need to renew your membership, then pay **(these 2 steps are carried out separately)**.

### How to Renew

6. Select the 'Memberships' tab
7. Select the 'Renewals, Payments & Transfers' tab
  - 7.1.** If you are renewing a **single** membership, select the 'Renew' icon.
  - 7.2.** If you are renewing a **family** membership (and have already linked all family members together as a family group), select the 'My Family' tab, then 'Renew Membership' tab. See below for further information on how to set up a family group.

8. It is important that all members check the accuracy of information contained in the Members Portal, specifically your contact information. This SLSSA database (SurfGuard) enables our club to communicate with you on important news such as trainings, programs, events and news. **If your email changes at any time, please update ASAP so you do not miss out on our club information.**
9. Read the Membership Application and Declaration Statement then select the Acknowledgement boxes located at the bottom of the page.
10. Select 'submit'.

## Sport Voucher Discount (Nippers Only)

The Government of SA provides an opportunity for **primary school aged children (up to Year 7)** to receive up to a \$50 discount on sports. From the 1<sup>st</sup> of January 2019, this discount will increase up to \$100. If you have not already utilised this discount on other sports within the same calendar year, please follow the below steps:

- a) Complete the sport voucher registration via <https://airtable.com/shrKwSBOWx9oa90x6>
- b) Deduct the appropriate amount (2018 \$50 or 2019 \$100) within the payment section of our membership registration (SLSA Grange Members Portal)

**Note:-** if you have already used this discount on other sports, our Registrars will advise you of this and the discounted amount will be payable to Grange SLSC.

For more information visit <http://www.sportsvouchers.sa.gov.au/>

## Pay Online

**Please note Nippers:-** at least 1 parent/guardian for each family will be required to volunteer and a roster will be shared.

11. Select the 'Memberships' tab
12. Select 'Renewals Payments & Transfers' tab
13. Select 'Make Payment'.
  - 13.1. **Direct Bank Deposit:** please ensure you place a meaningful description.
  - 13.2. **By Card:** at the **Online Payment** window then:
    - 13.2.1. it will either come up already as Grange being the entity to pay or, if you belong to more than one club, select Grange.
    - 13.2.2. Choose the transaction type you are paying for each person and enter each different payment on a new line e.g. membership fees, security FOB
    - 13.2.3. To confirm the clubs price list, select **Grange Price List** and then enter an amount on each transaction line and select 'Submit'
    - 13.2.4. Enter your payment details (a receipt will be emailed to you and the club verifying the payment).

## Family Group

Family Group is a way to "Group" members who are in one club to allow for bulk management of data. Family group creation allows for the following tasks to be performed within the Members Portal.

**Note:** A family group must have one primary member (they also need to be 18 years or older) and have a minimum of one other member.

### Setting Up a Family Group

The primary member must have a member account already set up to create a family group:

1. Login into the Members Portal: [www.members.sls.com.au](http://www.members.sls.com.au)
2. Select the 'Memberships' tab
3. Select 'Family' tab
4. Select 'Create Family Group'
5. Enter your family group name
6. Add Grange as the organization
7. Enter the members first name, surname and date of birth
8. Select 'Search' and repeat step 7 for each member to be added to family group
9. The box at the bottom left hand side of the screen will now show all of the available members you have entered for your family group. Now click on each member and select the right arrow to move them to the right hand side box.
10. Select 'Submit'

**Note:-** all activities performed in the family group area are sent to our Club as pending requests in SurfGuard. The group required is not confirmed until it is approved by our club Registrar.

### Renewing a Family Group

1. Login into the Members Portal: [www.members.sls.com.au](http://www.members.sls.com.au)
2. Select the 'Memberships' tab
3. Select 'Family' tab
  - 3.1. Select 'View/Edit' tab (if you need to update any member details)
4. Select 'Renew Memberships' tab
5. Select the check box for each renewing member
6. Select 'Declaration'
7. Select 'Submit'
8. Select 'Make a Payment'

### Assistance

If you need any further assistance in the use of the SLSA Members Portal, please contact the SLS IT Help Desk via these methods:

**E:** [ithelp@slsa.asn.au](mailto:ithelp@slsa.asn.au)

**P:** 1300 724 006

### Contact & Queries

If you have any registration enquiries, please contact our Grange Registrars via email:

#### Seniors Registrar

(age 14+)

**M** 0419 443 013

**E** [mail@grangeslsc.asn.au](mailto:mail@grangeslsc.asn.au)

#### Juniors Registrar

(age 13 and under)

**M** 0418 429 780

**E:** [juniorsregistrar@grangeslsc.asn.au](mailto:juniorsregistrar@grangeslsc.asn.au)