

How to Join a Club as a New Member or Re-join after an Absence

If you are **joining for the first time** or if you or the person you're signing up on behalf of has **not been a member of a club within the last two years**, please complete the following steps to join a life saving club:



Step 2. Select the entity 'Surf Life Saving Club'. For Select State, use the drop down box to select 'Life Saving Victoria'.

ntity Selection	
Select Entity * :	 Surf Life Saving Club.
	Academy for Commerciar Training
Non-SLS affiliated Club. If the the organisation directly. You details below for further info,	organisation you are interested in joining is no flisted erre, then please contact are unable to join using this website. Please in a list of SLS State Centre conta , link to: http://sls.com.au/club_directory
Select State:	Life Saving Victoria
Club/Organisation * :	Test Vic Club
	Please start typing the name of the club
First Name * :	Amelia
Last Name * :	Test
Date of Birth * :	18/03/1994
	Female
Gender * :	

Step 3. Please complete all details that are marked with asterisks (*). Click 'Continue'.

Step 4. A General Details section will appear; Email Address 1, Home Address and Postal Address are required fields and **must be completed**. However, we would appreciate if all fields are completed.



Step 5. Complete the SLSA Membership Application and Declaration. At the bottom of the application, there are three acknowledgement boxes, one of which only applies if you are a parent/guardian applying on behalf of someone under 18. Click 'Submit the Form'.



Step 6. Once your application has been submitted you will see the confirmation window 'Your application for membership has been submitted'. From this screen you are prompted to:

- a) Make a payment
- b) Create a family group by joining an additional family member, or
- c) Join another person up



a) Make a payment

Please check with your club about when they would like you to make a payment. If your club has instructed you to pay the membership fee straight after submitting your application, you can do that now. On the confirmation screen, details will be provided to you on how you can pay. Most clubs will have online payments set up. You can submit multiple payments in the one transaction. If available, select 'Click here if you wish to pay online'.

Step 1. Check that the correct club is listed next to 'Select the entity to pay'. Select the Transaction Type 'Membership fee' from the drop down box.

Step 2. Write the name/s of the people the membership is for in the complete name section.

Step 3. Enter the amount you wish to pay in the amount section. If you are unsure about how much to pay, select the 'Click here to view price list option'.

Step 4. Follow the prompts to provide credit card details and complete payment.

1 1 1	election box below. If the name of or alternative payment options. I rou. Please do not pay Surf Life Sa pe paid to the relevant club.	does not appear w Please ensure you aving Australia unlo	hen you type in your required club/ent are paying the club/entity that is chargi ess you have been invoiced by SLSA - m	ity, you must contact them ng the fee or has invoiced embership payments must		ALTONA LIFE SAVING CLUB
	Select the entity to pay:	Altona	Click here to vi	ew price list		
	Transaction Type ⑦	\frown	Complete name / Meaningful payme	nt details 💿	1	Amount GST Int. (\$dd.cc)
	Membership fee	Amelia Test				50.00
		\sim			\$	
	-				\$	
	•				\$	
	•				\$	
				Total:	\$	50.00
	Payer's Name:		Your contact details:	Email for	r Red	ceipt (Optional):
			VISAT Maxecard Submit			

a) Create a family group by joining an additional family member

Step 1. If you wish to create a family group and sign up other members of your family, select 'Click here if you want to create a family group and join an additional family member'.

Surf Life Saving Club.		
Club/Organisation * :	Test Vic Club	
	Please start typing the name of the club	
Family Group Name * :	Test Family	
First Name * :	Deb	
Last Name * :	Test	
Date of Birth * :		
Gender * :	Female	
Please enter the CAPTCHA Code	c698ca	с698са

Step 2. Enter a Family Group Name and complete the details for the family member you wish to add to the group. Click 'continue'.

Step 3. Complete the General Details and the SLSA Membership Application and Declaration form. Some details will be prefilled.

Step 4. Continue this process until all family members have been added to the group.



b) Join another person up

Step 1. If you wish to join up another person select 'Click here if you want to join another person up'.

Step 2. Fill in the Entity Selection, General Details and SLSA Membership Application and Declaration form.

Further Tips

I have moved away from the membership confirmation window and missed the step to pay for memberships, how do I pay?

Go to **pay.slsa.com.au**, and make payment. As you have gone straight to the payment screen you will have to type the club you wish to pay into 'Select the entity to pay'. It's very important that you add all names that you are paying for in the 'Complete name/Meaningful payment details' section, as this is how the club will track the payment to your membership.

I'm re-joining a club after an absence (more than two years).

If you were previously a member of a club, then it is highly likely that there is a record in the National Membership Database. It is possible that the details in the database have changed. You will be asked some security questions which will identify you correctly.

I can't create a Members Portal account.

Only people who are active members of a club can create a Members Portal account. Once your membership has been accepted by the club, you can create an account. Go to **portal.sls.com.au** to create your account. Please refer to **How to Create a Members Portal account** instructions.

I require further assistance.

If you need further assistance to join a life saving club or encounter any 'error' messages please email <u>ithelp@slsa.asn.au</u> or call the SLSA IT Helpdesk 1300 724 006.

