



Broome Surf Life Saving Club

RENEWAL – RETURNING NIPPER FAMILY

THESE INSTRUCTIONS APPLY TO EXISTING BSLSC MEMBERS ONLY.

Members of other clubs need to request a transfer. This can be done through your Members Area Portal or contact admin@broomeslsc.org.au.

1) Go to the SLSA Members Area:

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

2) If you remember your log-in details: Enter your Username and Password. **Click Log In.**

SURF LIFE SAVING AUSTRALIA
MEMBERS AREA

Username

Password

LOG IN

Don't have a Members Area account yet?
[Click here](#) to create one

[Forgotten username or password?](#)

CLICK HERE if you never created a Members Area Account

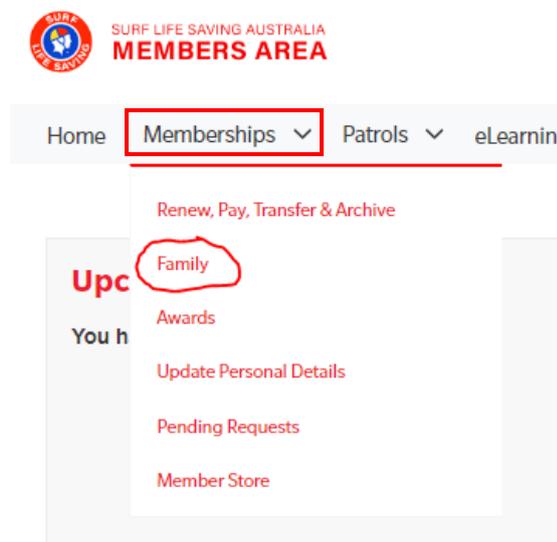
Enter details to create a new account. Note password requirements.

CLICK HERE if you have forgotten your log-in details.

Select Email or SMS to receive the Reset notification. If you don't receive this and think that your contact details have changed, contact admin@broomeslsc.org.au and we can update these.

Note, BSLSC can't reset your password for you. If you still don't receive a notification, please contact SLSA IT Help on 1300 724 006.

3) From the opening screen, click “Memberships” then “Family”



From here you will see your existing Family Group/s. If nothing appears, you can create a new Family Group (refer to “Creating a new Family Group” on **page 11**). You also have the options to View and Edit, Renew Memberships and Make Payments.

4) First, check the details of your Family Group are correct by clicking “View/Edit”

My Family

FAMILY GROUP DETAILS

Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
Smith	2	Broome	John Smith	Approved	View/Edit Renew Memberships Make Payment

You will see each member of your family group and their current membership category:

Smith - Member Listing

No of Members: 2
 Group Status: Approved
 Organisation: Broome

- Add New Member
- Add New Primary Contact
- Dissolve Family Group
- Join New Person & Add
- Join/Transfer to new club

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
6072857	John Smith	Active	2023	General	Yes	Approved	
6072858	Jane Smith	Active	2023	Junior Activity Member (5-13 years)	No	Approved	Edit

5) If all members of your Family Group who are re-enrolling are listed:

Go back to the previous screen and **click "Renew Memberships"**.

If you need to add additional members, refer to "Adding a new member to your Family Group" on **page 6**.

My Family

FAMILY GROUP DETAILS

Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
Smith	2	Broome	John Smith	Approved	View/Edit Renew Memberships Make Payment

In the next screen, ensure you select the current season and select each member to be renewed. **Click Submit**

Smith - Membership Renewal

Family Group Organisation: Broome

Season:

	Member ID	First Name	Last Name	DOB	Membership Status	Membership Category	Season
<input checked="" type="checkbox"/>	6072857	John	Smith	08/01/1986	Active	General	2023
<input checked="" type="checkbox"/>	6072858	Jane	Smith	02/11/2015	Active	Junior Activity Member (5-13 years)	2023

Submit

Cancel

Select the correct membership categories for each member. If your total fees will exceed \$300 you may choose the Family Concession rate. **Click Next.**

RENEW

Please select your desired Renewal Fee(s) from the options available below:

John Smith

Jane Smith

Next

Remember:

- At least one parent / guardian must sign up as a General Member
- The price for the first child is \$80 (\$60 per child thereafter)

6) Add On fees

Not currently enabled for Broome SLSC. [Click Next](#)

RENEW

Addon Fees

John Smith

No addon fee options are available for this member.

Jane Smith

No addon fee options are available for this member.

Previous

Next

7) Summary

Check all enrolment details in your Summary. Complete the declaration sign-off. [Click Next.](#)

RENEW

Summary

You are renewing

Broome SLSC (WA)

Member/s to renew

John Smith

Jane Smith

Order Summary

Please find below a summary of your order.

John Smith

General - General renewal

For Nipper parent / guardian

\$50.00

Jane Smith

Junior Activity Member (5-13 years) - Nipper - First Child renewal

At least one parent / guardian must sign up as a General member and accompany children to all Nippers activities

\$80.00

Total

\$130.00

SLSA Membership application and declaration

I have read, understood, acknowledge and agree to the declaration including the warning, exclusion of liability, release and indemnity. I acknowledge that if my application for membership is successful I will be entitled to all benefits, advantages, privileges and services of SLSA membership.

I, am the parent or guardian of the applicant.

I authorise and consent to the applicant undertaking the SLS Activities. In consideration of the applicant's membership being accepted I expressly agree to be responsible for the applicant's behaviour and agree to personally accept in my capacity as a parent or guardian the terms set out in this membership application and declaration including the provision by me of a release and indemnity in the terms set out above. In addition I agree to be bound by and to comply with the SLSA constitution and any regulations and policies made under it.

I have read, understand, acknowledge and agree to the declaration and application and conditions of membership. I warrant that all information provided is correct.

Previous

Next

9) Payment. **Click Pay Now**

You have almost completed your new membership application to Broome SLSC

Your order number is #88333

The application needs to be approved before you become a member and you must fulfill all of the Terms and Conditions of the membership process required by SLSA and the Club.

Step 1: DONE ✓ - Your online application has now been submitted

Step 2: Payment by credit card is now required to complete your application.

PAY NOW

You will be taken to the Payment Summary.

Check total amount. Enter mobile number in "Contact Details" and email address if you wish to receive a receipt. **Click Next**

Transaction 1

* Transaction Type

* Payment Details Complete Name/Meaningful Payment details

* Amount GST Inc. (\$dd.cc)



[Add another Transaction](#)

Total \$130.00 AUD

Payer's Details

* Payer's Name

* Contact Details Phone Number or Address

Receipt Email Address

NEXT

Enter credit card details. **Click Next**

Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Amount \$130.00 AUD

* Cardholder Name

* Credit Card Number  

* Expiry Date (mm/yy) /

* Card Verification Number (CVN) [What is the CVN?](#)

BACK

NEXT

Your enrolment request is now complete

- BSLSC admin will review your request, and contact you if there are any issues
- Your payment receipt will be emailed (if you entered your email address above)

ADDING A NEW MEMBER TO YOUR FAMILY GROUP

EXISTING MEMBERS:

a) If an existing BSLSC member is not appearing in your Family Group, **click “Add New Member”**.

Smith - Member Listing

No of Members: 2
Group Status: Approved
Organisation: Broome

[Add New Member](#)
[Add New Primary Contact](#)
[Dissolve Family Group](#)
[Join New Person & Add](#)
[Join/Transfer to new club](#)

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
6072857	John Smith	Active	2023	General	Yes	Approved	
6072858	Jane Smith	Active	2023	Junior Activity Member (5-13 years)	No	Approved	Edit

b) Enter the members' details exactly. **Click Search.**

Select Members in Family Group

First Name: *

Last Name: *

Date of Birth: * dd/mr

Include Archived Members:

Note: for Privacy reasons, you will need to match exactly each person searched to be able to add them to your Family group.

c) Select the member. Click on the > button to shift the member into the “Selected Members” box. **Click Submit.**

Available Members:

Julie Smith

1 members available.

Selected Members:

Julie Smith

1 members selected.

d) The new member has now been added to your Family Group. Return to **Step 5** above to complete your membership renewal.

Note status will be "pending" until approved by BSLSC Admin (admin@broomeslsc.org.au)

Smith - Member Listing

No of Members: 3
Group Status: Approved
Organisation: Broome

Add New Member

Add New Primary Contact

Dissolve Family Group

Join New Person & Add

Join/Transfer to new club

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
6072014	Julie Smith	Active	2023	Community Member	No	Pending for Approval	
6072857	John Smith	Active	2023	General	Yes	Approved	
6072858	Jane Smith	Active	2023	Junior Activity Member (5-13 years)	No	Approved	Remove Promote as Primary Contact Edit

NEW ENROLMENTS

a) If you want to enrol a member of your family for the first time as a new BSLSC member, click **"Join New Person & Add"**.

Smith - Member Listing

No of Members: 2
Group Status: Approved
Organisation: Broome

Add New Member

Add New Primary Contact

Dissolve Family Group

Join New Person & Add

Join/Transfer to new club

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
6072857	John Smith	Active	2023	General	Yes	Approved	
6072858	Jane Smith	Active	2023	Junior Activity Member (5-13 years)	No	Approved	Edit

b) Enter the new member's details. If there is more than one person to be added, click "Add family member" and a new line will appear. **Click Next.**

JOIN

Personal details Enter names exactly as they appear on identity documents

Family

First Name	Surname	Date Of Birth	Gender	The Emergency Contact Above is
<input type="text" value="Josh"/>	<input type="text" value="Smith"/>	<input type="text" value="01/02/2019"/>	<input type="text" value="Male"/>	My <input type="text" value="Father"/>

Add family member

Next

c) Check all contact details including the address. The system will automatically apply the Primary Contact's email and phone number (i.e. the parent), which can be overridden. **Click Next.**

JOIN

Member/s to Join

Josh Smith

Contact details

Email Address

john.smith@gmail.com

Use contact email as guardian contact email

Mobile

0499123456

Use contact mobile as emergency contact mobile

Use contact mobile as guardian contact mobile

Address

Can't find it? Enter it manually

Unit / Level number (Leave blank if none)

Emergency contact

First Name

John

Surname

Smith

Emergency Contact Mobile

Same as contact mobile

Parent/Guardian contact

Parent/Guardian will be copied in on all Email/SMS Communication sent to any members <18yrs of age

First Name

John

Surname

Smith

Guardian Contact Email

Same as contact email

Guardian Contact Mobile

Same as contact mobile

Previous

Next

d) Select the appropriate membership category from the list (note the different price categories for the first and subsequent Nipper enrolments). **Click Next.**

JOIN

Please select your desired Joining Fee(s) from the options available below:

Josh Smith

Select price

- \$60.00 - Junior Activity Member (5-13 years) - New Nipper - Additional Child
- \$80.00 - Junior Activity Member (5-13 years) - New Nipper - First Child
- \$50.00 - General - New General
- \$50.00 - Community Member - New Community / Social

Next

e) Add On fees - Not currently enabled for Broome SLSC. **Click Next**

JOIN

Addon Fees

Josh Smith

No addon fee options are available for this member.

Previous

Next

f) Check all enrolment details in your Summary. Complete the declaration sign-off. **Click Next.**

JOIN

Summary

You are joining

Broome SLSC (WA)

Member/s to Join

Josh Smith 01/02/2019 Male

Order Summary

Please find below a summary of your order.

Josh Smith

Junior Activity Member (5-13 years) - New Nipper - Additional Child \$60.00

Total

\$60.00

SLSA Membership application and declaration

I have read, understood, acknowledge and agree to the declaration including the warning, exclusion of liability, release and indemnity. I acknowledge that if my application for membership is successful I will be entitled to all benefits, advantages, privileges and services of SLSA membership.

I, am the parent or guardian of the applicant.

I authorise and consent to the applicant undertaking the SLS Activities. In consideration of the applicant's membership being accepted I expressly agree to be responsible for the applicant's behaviour and agree to personally accept in my capacity as a parent or guardian the terms set out in this membership application and declaration including the provision by me of a release and indemnity in the terms set out above. In addition I agree to be bound by and to comply with the SLSA constitution and any regulations and policies made under it.

I have read, understand, acknowledge and agree to the declaration and application and conditions of membership. I warrant that all information provided is correct.

Previous

Next

g) You will be taken to the Payment screen. It is easiest to pay for the new member now, then complete the enrolment for the rest of your Family Group afterwards. **Click Pay Now.**

You have almost completed your new membership application to Broome SLSC

Your order number is #88333

The application needs to be approved before you become a member and you must fulfill all of the Terms and Conditions of the membership process required by SLSA and the Club.

Step 1: DONE ✓ - Your online application has now been submitted

Step 2: Payment by credit card is now required to complete your application.

PAY NOW

h) You will be taken to the Payment Summary. Check total amount. Enter Payer's Name, mobile number and email address if you wish to receive a receipt. **Click Next.**

Transaction 1

* **Transaction Type**

* **Payment Details** Complete Name/Meaningful Payment details

* **Amount** GST Inc. (\$dd.cc)



[Add another Transaction](#)

Total \$60.00 AUD

Payer's Details

* **Payer's Name**

* **Contact Details** Phone Number or Address

Receipt Email Address

NEXT

Enter credit card details. **Click Next**

Payment Details

Enter your payment details below. Fields marked with an asterisk (*) are mandatory.

Amount \$60.00 AUD

* **Cardholder Name**

* **Credit Card Number**  

* **Expiry Date (mm/yy)** /

* **Card Verification Number (CVN)** [What is the CVN?](#)

BACK

NEXT

i) The new member has now been added to your Family Group and enrolled for the current season. Return to **Step 5** above to complete the membership renewal for the rest of your Family Group.

Smith - Member Listing

No of Members: 4
Group Status: Approved
Organisation: Broome

Add New Member

Add New Primary Contact

Dissolve Family Group

Join New Person & Add

Join/Transfer to new club

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
6128345	Josh Smith	Active	2023	Probationary	No	Membership approval pending at club	Edit
6072014	Julie Smith	Active	2023	Community Member	No	Approved	Remove Promote as Primary Contact Edit
6072857	John Smith	Active	2023	General	Yes	Approved	
6072858	Jane Smith	Active	2023	Junior Activity Member (5-13 years)	No	Approved	Edit

CREATING A NEW FAMILY GROUP

a) If no Family Group appears, click **Create Family Group**.

My Family

FAMILY GROUP DETAILS

Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
No Family Group Lists have been created.					

b) Enter a Family Group Name (typically your surname) and ensure the Organisation is set to "Broome". Enter exact details of the other members to be added to the Group. **Click Search**.

Note that you (the person logged in) are automatically included in the Family Group. You only need to add additional members.

Create a Family Group

Family Group Details

Family Group Name: *

Smith

Organisation: *

Broome

Select Members in Family Group

First Name: *

Julie

Last Name: *

Smith

Date of Birth: *

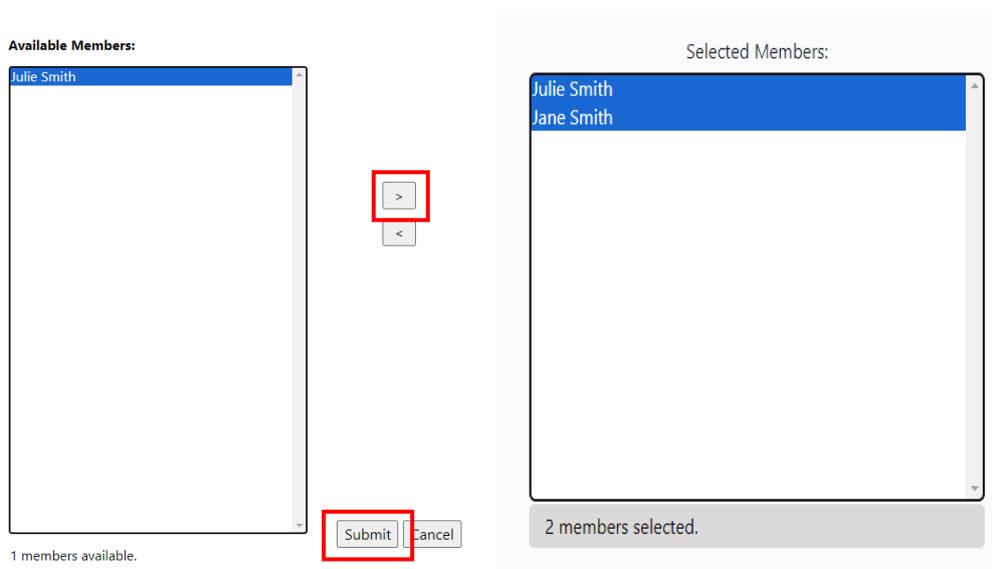
08/12/1985

Include Archived Members:

dd/mm/yyyy

Search

c) Select the member. Click on the > button to shift the member into the “Selected Members” box. Repeat this step for all members to be added. **Click Submit.**



d) Your Family Group has now been created. Return to **Step 5** above to complete your membership renewal.

Smith - Member Listing

Add New Member
Add New Primary Contact
Dissolve Family Group
Join New Person & Add

No of Members: 3
Group Status: Pending for Approval
Organisation: Broome

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
6072858	Jane Smith	Active	2023	Junior Activity Member (5-13 years)	No	Pending for Approval	
6072014	Julie Smith	Active	2023	Community Member	No	Pending for Approval	
6072857	John Smith	Active	2023	General	Yes	Pending for Approval	

Note status will be “pending” until approved by BSLSC Admin (admin@broomeslsc.org.au)