

# How to Renew Coalcliff SLSC Membership

1. If you have a login/account on the SLS Portal then login at this [link](https://portal.sls.com.au/wps/portal/member/). (<https://portal.sls.com.au/wps/portal/member/>).

If an account on the portal has not been created yet, one can be created at the following [link](#).

2. For Families only, go to the "Lifesaving Online" -> "My Family" tab as below to confirm the family is setup. Create a family group if not already setup.

Home My Tasks My Forms Library Comms Management Person Management Lifesaving Online All Sources

Personal Details My Family Memberships Awards Patrols Courses Requests Online Payments

### Update My Details | My Family

Family Group Details

Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
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3. Go to the "Lifesaving Online" -> "Membership" tab and hopefully being an existing member a previous membership type should appear as per the example below. You can then click the renew button.

Home My Tasks My Forms Library Comms Management Person Management Lifesaving Online All Sources

Personal Details My Family Memberships Awards Patrols Courses Requests Online Payments

### Memberships | Join/Transfer to a new organisation | Member Transactions | Membership History

Below are the organisations you have memberships with at SLSA. To renew a Membership for a Surf Club please click on the "Renew" link.

If you would like to APPLY FOR MEMBERSHIP at a new organisation, please click [Join / Transfer to a new organisation](#).

SURF CLUBS

Coalcliff		Renew	Change Category
Branch:	Illawarra Branch	Competition Rights:	Yes
State:	Surf Life Saving NSW	Competition Age Category:	Masters 40-44
Registered Season:	2015	Child Protection Completed:	No
Membership Category:	Active (18yrs and over)	Online Payments:	MAKE PAYMENT

4. Review the form and change details as required and tick the required boxes and then submit.

The screenshot shows the 'Membership Renewal' page. At the top, there is a navigation bar with the following items: Home, My Tasks, My Forms, Library, Comms Management, Person Management, Lifesaving Online (highlighted), and All Sources. Below this is a secondary navigation bar with: Personal Details, My Family, Memberships, Awards, Patrols, Courses, Requests, and Online Payments. The main content area has a red heading 'Membership Renewal' followed by a red horizontal line. Below the heading is the text 'PLEASE NOTE' and a numbered list of instructions:

1. First Name, Last Name, Gender, Date of birth, Email Address 1, Home Address and Postal Address are required fields and must be completed. All other fields are optional, but we would appreciate it if you could take the time to complete them.
2. If your Date of Birth is incorrect, please contact your organisation of membership to have this updated.

5. The following page should appear. Click the text "Click here if you wish to pay online" to make an online payment.

The screenshot shows the 'Success' page. At the top, there is a navigation bar with the following items: Home, My Tasks, My Forms, Library, Comms Management, Person Management, Lifesaving Online (highlighted), and All Sources. Below this is a secondary navigation bar with: Personal Details, My Family, Memberships, Awards, Patrols, Courses, Requests, and Online Payments. The main content area has a red heading 'Success' followed by a red horizontal line. Below the heading is the text 'Your renewal request has been recorded in the system and is pending approval.' Below this is a red heading 'MAKE A PAYMENT' followed by two lines of text:

Click here if you wish to pay online. This link will take you to a payment website operated by a third party on behalf of SLSA.

To view your pending requests click here.

If this does not appear then go to the "Lifesaving Online" -> "Online Payments" tab.

6. The following page should then appear being step 1 of 4 to progress to paying. Complete the form similar to the example below selecting the amount to pay matching the type of membership required versus the pricelist. Note the example below show a family payment.

# Online Payments

## Step 1 of 4 - Enter payment details

As some clubs/entities may not participate in the Payment Gateway, you can only pay the entities available in the selection box below. If the name does not appear when you type in your required club/entity, you must contact them for alternative payment options. Please ensure you are paying the club/entity that is charging the fee or has invoiced you. Please do not pay Surf Life Saving Australia unless you have been invoiced by SLSA - membership payments must be paid to the relevant club.



Select the entity to pay:	Coalcliff SLSC	<a href="#">Click here to view price list</a>
Transaction Type <sup>?</sup>	Complete name / Meaningful payment details <sup>?</sup>	Amount GST Inc. (\$dd.cc) <sup>?</sup>
Membership fee ▼	2015-16 Jackson Family Membership Payment for Jane, John, Jill, Joe and Jerry	\$ 145.00
▼		\$
▼		\$
▼		\$
▼		\$
<b>Total:</b>		\$ 145.00

Select from dropdown box  
"Membership Fee"

Add some text here to note what/who the payment is covering

Type in the amount for  
payment as per the price  
list below

Coalcliff SLSC Price List	
<b>Coalcliff Membership Fees</b>	
Active 18+ Membership	\$45.00
Family	\$145.00
Junior	\$75.00
Associate	\$50.00

7. The Club will then process the membership to become "active" for the required season once payment is received. The membership being active can be confirmed by going to the "Home" -> "My Details" tab and checking whether the "Registered Season" is updated. An example is shown below.

The screenshot shows a web application interface with a navigation menu at the top. The menu includes 'Home', 'My Tasks', 'My Forms', 'Library', 'Comms Management', 'Person Management', and 'Lifesaving Online'. Below this, a secondary menu contains 'Home', 'My Drafts', 'Search Center', 'My Details', 'Change Password', 'Other SLSA Websites', and 'Member Store'. The 'My Details' page is titled 'My Details' in red. It displays several fields: 'SLS Id:', 'Title:', 'First Name:', 'Last Name:', and 'Date of Birth:', each followed by a blue rectangular box. Below these fields, the membership details are listed: 'Member of: Coalcliff', 'Joined Date: 09/09/2012', 'Registration Date: 21/09/2015', 'Expiry Date: 30/06/2016', 'Status: Active', 'Membership Category: Active (18yrs and over)', 'Registered Season: 2015' (underlined in red), and 'Competition Rights: Yes'.