

IT SYSTEMS TRAINING



ATTENTION: Club Officers/Paid Club Admin Staff/Surfguard Users
SUMMARY: SLSA IT Systems Training
DATE OF TRAINING: Saturday 22nd August 2015
TIME OF TRAINING: 9:00 am – 3:00 pm
VENUE: Surf Life Saving Sydney Branch Office

Session Times & Agenda

9.00 am – 10.00 am

Topic – Members Portal – Club Officer Administration Functionality

Overview of the Portal, Users, Portal Content and Approval process, Forms and Workflow

(Session will be of benefit to Club Officers/Paid Office staff that are responsible for the posting of club news and documents online, the processing of SLSA online Service awards and those that assist members creating their online login accounts)

10:00 am – 11:00 am

Topic – Managing Members (join/rejoining)

New Join/rejoin links, Members Portal (with Lifesaving Online – online renewals), Payment Gateway, Surfguard – Members pending member requests, Family Groups demo

(Session will be beneficial to all Officers and/or Paid staff that manage member registrations and the subsequent data entry of this information into surfguard.)

11:00 am – 12:15 am

Topic – Managing Members, Officers & Organisations within Surfguard

Member Details, Transfers, Organisational Details, Mailing Groups, Maintenance, Messaging, Reports – Member, Organisational Management and Transfer reports

(Session designed for Club Officers and/or paid staff that are responsible for the management of memberships, member details, Committees/Officers & communications)

12.15 – 1:00 pm

Lunch Break

1.00 pm – 1.45 pm

Topic – Managing Assessments in Surfguard

New assessments, managing assessments, assessment processing/paperwork, Assessment and Award Reporting

(Session designed for Club Officers and/or paid staff that are responsible for the data entry of Assessments into Surfguard)

1:45 pm – 2:30 pm

Topic – Managing Patrols in Surfguard

Patrol Teams, Patrol Logs, Patrol Stats, Past patrol hours, Patrol Reports, Patrol swaps

(Session designed for Club Officers and/or paid staff that are responsible for the Surfguard data entry for all things 'patrols')

2:30 pm – 3:00 pm

Topic – Other SLSA Applications & Systems

Online Store, SLSA Website, SLSA Risk Apps and Carnival Management

Attendees are welcome to attend for the entire day or to attend specific sessions relevant to club role