

SLSA IT SYSTEMS TRAINING



DATE OF TRAINING: Saturday 17th September 2016
TIME OF TRAINING: 10 am till 3 pm
TRAINING VENUE: **Sydney Branch Office – Little Bay**
TRAINER: Yvette Rutherford (SLSA IT Membership & Support Officer)

Course Agenda – Sydney Branch

Welcome, Introduction and Overview

Members Portal – Club Officer Administration Functionality

Overview of the Portal, 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)

Managing Memberships – Renewing and Join/Rejoin

Lifesaving Online in the Portal , Join/Rejoin, Payment Gateway, Surfguard – Pending Member Requests

(Session will be of benefit to Club Officers/Paid Office staff that are responsible for processing/managing members registrations)

Lunch Break

Managing Members, Organisational Management & Communication

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

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

Assessments in Surfguard

New Assessments, Assessment Eligibility, Assessment and Award Reports

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

Managing Patrols in Surfguard

Patrol Teams, Patrol Logs, Patrol Stats, Patrol Substitutions, Patrol Reports

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