



## Surf Life Saving Sydney Inc.

Established October 1907

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**ISSUE DATE: 25<sup>th</sup> July 2017**

**CIRCULAR NO: 07/17-18**

**TO: Clubs, Presidents, Secretaries**

**FROM: Keith Grima OAM, Director of Administration**

**CC: SLSS BOM, LSEC, SSC, JDC, MSC**

**SUBJECT: SLSA IT Systems Training 2017 – Registration to Attend & Training Agenda**

As circulated to Clubs previously, SLSA IT Systems Training has been organised for Sydney Branch Clubs to be held **Thursday 17<sup>th</sup> August 2017** facilitated by SLSA IT personnel. The training will be offered over one evening this year topics as per attached Training Agenda.

**This training will be conducted at the Branch Office located at 16 Murra Murra Place, Little Bay 6pm – 9pm**

Expressions of interest are now called from Clubs for Office Bearers who would like to attend. For this training to proceed we will require a minimum of 6 - 8 attendees.

**Course Agenda of training being offered is attached for you which will assist Clubs with selection of attendees.**

**Clubs are requested to register their attendees via Branch Website Forms where an 'online' form has been created.**

Link to online registration is <http://surflifesavingsydney.com.au/admin/online-form/slsa-it-systems-training-2017-eoi-to-attend/>

**Registrations close COB Thursday 10<sup>th</sup> August 2017**

Branch office will send confirmed list of attendees to Clubs after the closing date.

*Casual comfortable dress for classroom activities is recommended. Tea/Coffee/Sandwiches will be provided by the Branch Office. Participants are not required to bring along lap top computers or similar devices.*

**Keith Grima OAM  
DIRECTOR OF ADMINISTRATION**

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Affiliated Clubs

Garie Era Burning Palms  
Wanda Elouera North Cronulla Cronulla  
North Bondi Bondi Tamarama Bronte



# SLSA IT SYSTEMS TRAINING



**DATE OF TRAINING:** 17<sup>th</sup> August 2017

**TIME OF TRAINING:** 6.00 pm - 9.00 pm

**TRAINING VENUE:** Sydney Branch Office

**TRAINER:** Rebecca Cocks

## Training Agenda

Topic	Description
<b>Introduction</b>	Welcome, Introduction and Overview of Training
<b>Managing Our Members</b>	New Members Joining
	Members Area
	Online Payments
	Processing Membership Applications
<b>Surfguard</b>	Members
	Transfers
	Assessments
	Organisational Management
	Patrols
	Communication
	Reports
<b>Other SLSA Applications</b> (Time Permitting)	Water Safety App Event Risk App Patrol Ops App Carnival Manager Beachsafe

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