

Creating a Family Group

A Family Group groups all your family members' individual memberships together to make editing contact details and renewing easier. A Family Group can be created once you have created your Members Area account and all members of your family are already members or have completed a membership application. It is suggested that both parents create their own Members Area account and both become the Primary Contact for their Family Group. The Primary Contact can see the membership details of everyone in their Family Group and renew memberships and make any changes.

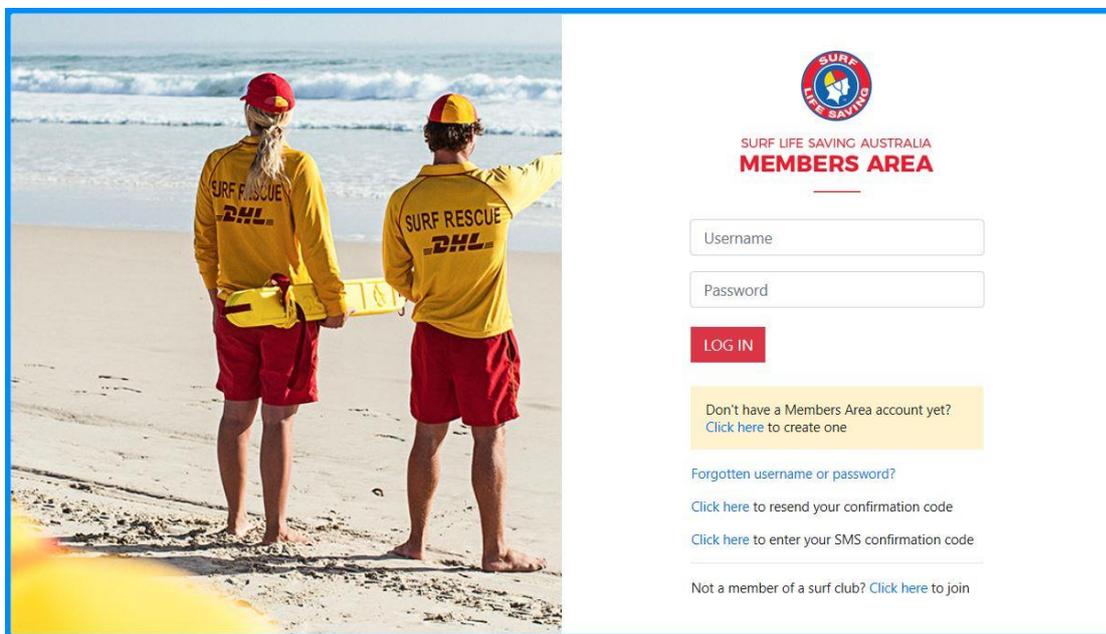
Please note that the account you create is your personal membership account. Once a Family Group member turns 13 they should set up their own Members Area Account so they can see their patrol hours and manage training for requalification of awards eg Surf Rescue Certificate, Bronze Medallion. They can remain listed under the Primary Contact's account as part of the Family Group. This will not affect your Family Group.

1. Go to the Club's website at <https://www.angleseaslsc.org.au/membership> and click on the Members Area link.



CLICK FOR MEMBERS AREA

2. This will take you to the Members Area login page.



If you already have an account you can login.

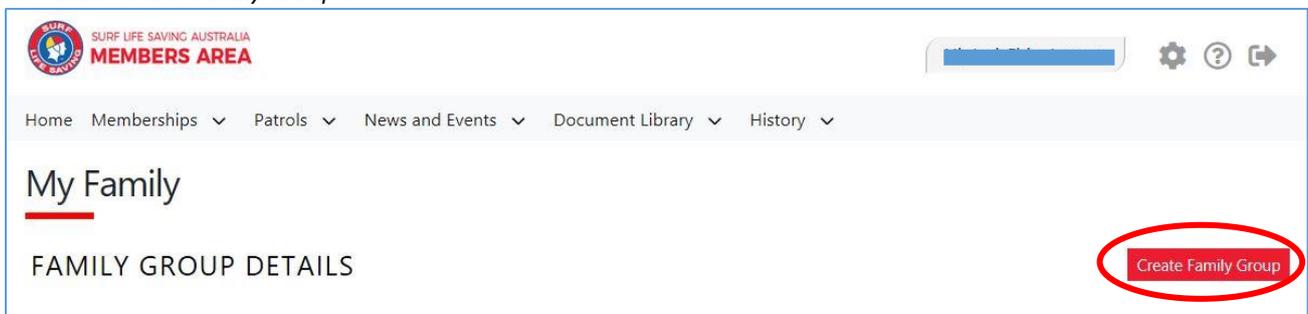
If you do not have an account, create an account. (If you are unsure, contact Jaci at info@angleseaslsc.org.au. Trying to create an account when you already have one will be unsuccessful.

If you have forgotten your password, click the link.

3. Once you have logged in you will see your dashboard. Click **'Memberships'** then **'Family'**.



4. Click **'Create Family Group'**.



5. Enter your Family Group name (your surname and initial – Smith J).
Select your family members, ensuring you match exactly each person as they appear in their membership. If you are having difficulty finding the members of your family, contact Jaci at info@anglesealsc.org.au or 5263 1107 during office hours.
Please note – you will not be able to select someone who is not yet a member.

A screenshot of the Surf Life Saving Australia Members Area 'Create a Family Group' form. The top left features the Surf Life Saving Australia logo and the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA'. Below this is a navigation bar with 'Home', 'Memberships', 'Patrols', 'News and Events', 'Document Library', and 'History'. The main heading is 'Create a Family Group' with a red underline. The form is divided into two sections: 'Family Group Details' and 'Select Members in Family Group'.
In the 'Family Group Details' section, there is a text input field for 'Family Group Name: *' and a dropdown menu for 'Organisation: *' with 'Anglesea' selected.
In the 'Select Members in Family Group' section, there are text input fields for 'First Name: *' and 'Last Name: *', a date input field for 'Date of Birth: *' with a calendar icon and the format 'dd/mm/yyyy', and a checkbox for 'Include Archived Members:'. A red 'Search' button is located at the bottom of the form.

Once your family member has been found they will appear in the **'Available Members'** box. Use the arrow to move them to the **'Selected Members'** box, then **'Submit'**. Continue until you have selected all you family members. You do not select yourself as this is your Members Area Account. You will be the Primary Contact. If you have a new family member who is not a current member of the Club see **'View/Edit Family Group'** below. **Please note:** you will be unable to add new family members to the group until their membership application has been processed by the office.

Your Family Group request will remain Pending until it is processed by the office. You can view the status of your request by clicking **'Memberships' > 'Pending Requests'**. Once processed you can view your Family Group, renew memberships and make your payment.

My Family

FAMILY GROUP DETAILS Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
[Redacted]	3	[Redacted]	[Redacted]	Approved	View Renew Memberships Make Payment

VIEW/EDIT FAMILY GROUP

This is where you can see who is in your Family Group, what season they were last renewed, which membership category they were last renewed in and whether or not they are a Primary Contact.

Here you can:

- Add New Member** – Must already hold a membership with the Club
- Add New Primary Contact** – Add anyone you give permission to edit the Family Group (must be over 18)
- Demote as Primary Contact**
- Dissolve Family Group**
- Join New Person & Add** – Add a new person to your group who is not a Club member
- Join/Transfer to a new club** – There are three types of transfer:

MEMBERS AREA

Home Memberships Patrols eLearning News and Events Document Library History Forms

Member Listing

No of Members: 3
Group Status: Approved
Organisation: [redacted]

- a) Add New Member
- b) Add New Primary Contact
- c) Demote as Primary Contact
- d) Dissolve Family Group
- e) Join New Person & Add
- f) Join/Transfer to new club

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
[redacted]	[redacted]	Archived	2018	Associate	No	Approved	Remove Promote as Primary Contact Edit
[redacted]	[redacted]	Active	2020	Associate	Yes	Approved	
[redacted]	[redacted]	Active	2020	Life Member	Yes	Approved	

a) Add New Member

Select Members in Family Group

First Name: *

Last Name: *

Date of Birth: * dd/mm/yyyy

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. If you are having difficulty finding your members of family, contact your club who can assist.

Available Members:

Selected Members:

Select your family members, ensuring you match exactly each person as they appear in their membership. If you are having difficulty finding your members of family, contact Jaci at info@angleseasisc.org.au or 5263 1107 during office hours.

b) Add New Primary Contact

The Primary Contact of a Family Group can renew and edit membership details for each member of the family and make membership payments.

Select the member you wish to be a Primary Contact as above. If you are promoting an existing Family Group member to Primary Contact, click the '**Promote as Primary Contact**' link under '**Action**' next to the member's name.

The screenshot shows the 'MEMBERS AREA' of the Surf Life Saving Australia website. At the top, there is a navigation menu with links for Home, Memberships, Patrols, News and Events, Document Library, and History. Below the navigation, the page title is 'Member Listing'. On the right side, there are four red buttons: 'Add New Member', 'Add New Primary Contact', 'Demote as Primary Contact', and 'Dissolve Family Group'. On the left side, there is summary information: 'No of Members: 3', 'Group Status: Approved', and 'Organisation: Jan Juc'. The main content is a table with the following columns: Member ID, Member Name, Membership Status, Season, Membership Category, Primary?, Status, and Action. The table contains three rows of data. The first row has Member ID 4147085, an active membership status, and the 'Action' column contains links for 'Remove', 'Promote as Primary Contact', and 'Edit'. The 'Promote as Primary Contact' link is circled in red.

Member ID	Member Name	Membership Status	Season	Membership Category	Primary?	Status	Action
4147085	[Redacted]	Active	2017	Active (18yrs and over)	No	Approved	Remove Promote as Primary Contact Edit
3765916	[Redacted]	Active	2017	Life Member	Yes	Approved	
3765989	[Redacted]	Active	2017	Active (18yrs and over)	Yes	Approved	

c) Demote as Primary Contact

Click on the '**Demote as Primary Contact**' button. This will remove you as a Primary Contact for your Family Group.

d) Dissolve Family Group

If you no longer want to keep your family's memberships together as a group, click '**Dissolve Family Group**'. Once the Family Group has been dissolved each family member must renew/edit their membership details themselves.

Please Note: If you do not renew for the current season your membership will be archived prior to 30th April. This will automatically dissolve your Family Group, which will mean you will need to create a new Family Group the next time you choose to renew your memberships. You do not have to re-apply for membership as your memberships are only archived.

e) Join New Person & Add

If you need to add a child who has never been a member, click on this link and you will be directed to the membership application page.

f) Join/Transfer to a New Club – There are three types of transfer:

Full Transfer – you will no longer be a member of Anglesea SLSC

Competition Rights Transfer – you will still be a member of Anglesea SLSC, however you will not be able to compete for Anglesea SLSC.

Non-Competition Rights Transfer – you will still be a member of Anglesea SLSC and also a member of another Club. You can belong to as many Clubs as you like, but you will need to pay membership fees to each Club.