

# GUIDE TO SIGNING UP FOR 2019/20

The following shows the steps involved in apply for or renewing an Anglesea SLSC membership. Along with this information, you can also refer to our Step by Step Guides (with screen shots) on how to sign up if you are an individual or family and how to create a Family Group using the online portal. If you experience any difficulties or have questions please contact us at [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au) or phone 5263 1107.

## Step 1 – Obtain your Working With Children Check (WWCC)

ALL members aged 18 years and older MUST hold a WWCC before membership can be accepted.

Many people may already hold a WWCC with other organisations. If this is the case for you, you must update your WWCC by adding Anglesea SLSC and Life Saving Victoria to your list of organisations.

If you do not hold a WWCC you must apply for one. Please read [WWCC Information](#) on how to apply for/renew/update and report your WWCC to us.

**To apply for a new WWCC:** Visit the Department of Justice’s website at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). Please list Anglesea SLSC and Life Saving Victoria as your registered organisations. Please note an application can take several weeks. For any issues registering please contact the Department of Justice Customer Support Line on 1300 652 879.

**To update an existing WWCC:** If you already hold a WWCC you will need to update it to add Anglesea SLSC and Life Saving Victoria to your list of organisations. This can be done via [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) or contact the support line on 1300 652 879. Once this is done, please send us a copy of your ‘MyCheck’ page from the WWCC website that shows your name, WWCC number, list of organisations and expiry date. You can email this to us at [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au), mail to PO Box 87, Anglesea VIC 3230 or drop off into the Club Office at 100 Great Ocean Road Anglesea.

**Memberships cannot be processed without a WWCC.** As these can sometimes take some time, we urge you not to leave it until you are ready to register for the Nipper Program to organise your WWCC.

## Step 2 – Apply for Initial Club Membership or Renew Existing Club Membership

Membership applications and renewals are completed online via the Surf Life Saving Australia Members Portal.

We also offer a Membership Renewal Service for existing members only where we will take care of the administration work for you. For an additional processing fee of \$15 for individuals (or \$30 for a Family Payment) you simply provide your name, address and email address as they appear in your membership and the names of each person you are renewing. It is important this information is accurate so the office staff can link your memberships to the SLSA Member Portal. To find out more please go to <https://www.angleseaslsc.org.au/signingup>.

Alternatively, if you would like to fill out a hard copy application form please contact the Club Office.

### FOR NEW MEMBERS:

#### New Membership Application:

1. Visit <https://sls.com.au/join/> and submit a Membership Application online. If you have been a member of any Life Saving Club in Australia you will need to organise a transfer from your previous Club. If you are unsure about the process please email us or phone 5263 1107.
2. Pay your membership fee before you submit your application. See the Fee Schedule on our website for correct fees. Memberships cannot be processed without payment.
3. After your membership application has been approved by the Club (you will receive a Membership Confirmation once ALL membership requirements have been met), you will need to create a Member Portal account at <https://portal.sls.com.au>.

## New Membership Application for Families:

1. Follow steps 1-3 above. Please note that you must complete a separate Membership Application for EACH person.
2. Once your memberships have been approved you will be able to create a Family Group by following the instructions on our '[How to Create a Family Group](#)' information sheet. This groups all your family's individual memberships together to make renewing next year or amending each family member's details easier. One or both parents can be the Primary Contact of the group, which allows that person to renew or make changes to membership details for each family member.  
Parents are categorised as Associate members or Active Senior members if they are Bronze proficient and intend to patrol.

### Tips/Info

- Each new applicant (including ALL participating family members) must complete a Membership Application as it contains your membership and liability declarations. Nipper parents must also join and are required to obtain a WWCC.
- Each member must hold their own individual membership, ie a parent is an 'Associate' or 'Active Senior' member and Nippers are 'Junior Activities' members. A Family Group is only formed for ease of renewing all members of a family in one step – it is not a membership category.
- Please note that any family member who holds awards and patrols or does water safety should create their own Member Portal account. This will allow them to view their own awards and patrol/water safety hours. This will not affect the Family Group.
- If you do not renew next season, your memberships will be archived at the end of the financial year. This will dissolve the Family Group. If this happens and you renew your membership in later years, you will need to create your Family Group again.

## FOR RETURNING MEMBERS:

### Individual Membership Renewal:

1. If you don't already have one, create a Member Portal account (<https://portal.sls.com.au>) prior to starting the renewal process. If you are unsure, please contact us.
2. Once logged into your Member Portal account go to '**Memberships**' > '**Renewals, Payments & Transfers**'. Click the **Renew** button associated with Anglesea. (If you are a member at multiple clubs you can renew your membership with any club by clicking the Renew button associated with that club).
3. Your Membership Renewal page will come up. Make sure the season is for the current season and check that all your details are still correct. Tick the declaration at the bottom of the page and **Submit**.
4. You will be directed to the to the **Online Payment** page to complete your payment.

### Tips/Info

- EACH member (including Life members and Honorary Members) must submit a Membership Renewal as it contains your membership and liability declarations.
- Please check that your contact details are all correct and amend if necessary.

### Family Membership Renewal:

1. If you don't already have one, create a Member Portal account (<https://portal.sls.com.au>) prior to starting the renewal process. If you are unsure, please contact us.
2. Once logged in your Member Portal account go to '**Memberships**' > '**Family**'. This will bring up your Family Group. Click on '**Renew Memberships**' under 'Action'. Each member of your family will be listed. Tick the box next to all family members who are renewing for this season. Tick the declaration and '**Submit**'.
3. You will be directed to the to the **Online Payment** page to complete your payment. Please make sure you list your family members in the payment description.

### Tips/Info

- EACH participating member of a family (including Life Members) must submit a Membership Renewal as it contains each person's membership details and liability declarations.
- Parents of Nippers must also renew. Parents are required to hold a WWCC.

- If you have not yet created a Family Group, follow the instructions on [‘How to Create a Family Group’](#). This groups all your family’s individual memberships together to make it easier to renew or amend each member’s details. One or both parents can be the Primary Contact, which allows that person to renew or make changes to membership details for each family member. Parents are categorised as Associate members or Active Senior members if they are Bronze proficient and intend to patrol.
- If you have not created a Family Group, you will need to renew EACH member of your family individually, which will mean accessing each members Member Portal account.
- To add a child who is new to the Club go **‘Memberships’ > ‘Family’** then click **‘View/Edit’** under **‘Action’**. This will bring up the members of your Family Group. On the right hand side of the page **‘Join New Person & Add’** is at the bottom of the list which will re-direct you to the Membership Application page. Once the application has been accepted your new child will be added to your Family Group.

### Want to Sign Up For Nippers?

There is a separate online registration process for the Nipper Summer Program once your family’s membership applications or renewals have been processed. Registration for the Nipper Summer Program is via <https://www.anglesealsc.org.au/nippers> from **1st October to 1st December**. You will be required to upload your **Membership Confirmation Form** (emailed to you from the Club Office) and each child’s [Preliminary Skills Evaluation Form](#) ([Starfish Medical Form](#) for Starfish Nippers), which is available to download from our website.

### Transferring From Another Club? Follow the Steps Below:

1. Ensure you have created a Member Portal account (<https://portal.sls.com.au>) prior to starting the transfer process.
2. EACH person wishing to transfer must submit a Membership Transfer as it contains your membership and liability declarations.
3. Once logged into your Member Portal account go to **‘Memberships’ > ‘Renewals, Payments & Transfers’**. Click on **‘Join/Transfer to a new organisation’** link.
4. After you submit your transfer request you will be directed to Online Payments. Contact your existing club if you are having any trouble submitting the request.

## Step 3 – Pay Your Membership Fee

Please follow the link in your Members Portal to the **Online Payment** page at the time of your application/renewal. If you submit your application/renewal without payment we cannot complete the membership process and your membership request will remain pending. You will need to contact the Club Office to arrange to get access to your membership in order to make the payment.

You can also make other payments via your Member Portal, eg competition fees. Using this method means you have a history of all your transactions in your Members Portal.

***If you didn’t follow the Online Payment link at the end of your Membership Renewal/Application step you will need to contact the Club Office. Once they have released your membership request from pending then:***

### Renewing Members

1. login to your Members Portal account
2. click on **‘Memberships’ > ‘Renewals, Payments & Transfers’**
3. click on **‘Make Payment’**. This will take you to the **Online Payment** page where you will see a Price List. Be sure to enter Anglesea in the Club/Organisation field.
  - Select the Transaction Type from the dropdown menu
  - Enter a meaningful description in Payment Details (this should include the names of everyone covered by your fee payment).
  - Enter the amount.

If you have more than one transaction (ie a Family Payment and another payment for an Active Senior) you can add another transaction.

Eg. Family Payment Joe Bloggs, Jane Bloggs, Jenny Bloggs - \$240  
Active Senior Jeremy Bloggs - \$125

## New Members

1. Create a Members Portal account ensuring you enter your details as they appear in your membership application
2. Once you are logged in follow steps 2 & 3 above.

If you have chosen to receive a pre-printed membership form, you must return the form signed and with any alterations and make your payment via cheque, credit card or direct deposit and there will be an extra fee.

## Tips/Info

- Please make sure you are paying the correct amount for your membership category. The Club's price list can be found on the payment page in your members Portal.  
Please note: Family and Family + is a discounted payment option covering memberships belonging to a Family Group, not a membership category.
- When making payments to the Club you **MUST** give a detailed description of your payment which includes what and whom the payment is for. This is especially important if surnames differ from that of the payer. Failing to give a comprehensive description will delay membership processing if we have to contact you for information.  
Sometimes the fields in the payment section can be pre-populated. If this information is incorrect or needs to be added to, simply highlight the pre-populated information and type the correct description.

## Step 4 – Receive Your Membership Confirmation Form

This will be emailed to you once we have processed your membership/s. Your membership Confirmation will be required for registering for the Nipper/Starfish Program; Development/Training Courses; proof of financial membership for Requalification and to register for Patrols.

## Step 5 – Enjoy All The Benefits of Being and Anglesea SLSC Member!

Your membership is active once all the steps have been completed (WWCC, membership application/renewal including ticking the declaration; payment) are received and processed by the Club Office. Your Membership Card will be mailed to you (or you can arrange to collect from the Club Office). As a Member you will have use of clubhouse facilities, access Club resources/equipment, receive member discounts at award winning Captain Moonlite and various other discounts (see '**Member Benefits/Discounts**' on our website <https://www.angleseaslsc.org.au/membership>).