



# Sandon Point Surf Club Memberships

A “how-to register” guide

## Renew Existing Memberships (including Nippers)

All adult and/or patrolling members will need to have a SLSA member portal account to renew their memberships. If you have been a member before you will need your current email address or mobile phone number that is in SurfGuard as verification. Please contact the [clubregistrar@sandonpointsurfclub.org.au](mailto:clubregistrar@sandonpointsurfclub.org.au) if you need to verify your contact details on file. For Families with nippers, the parent will need to have a SLSA member portal account and can then create a Family Group to add their nippers.

1. Go to the [Surf Lifesaving Members Portal](#)
  - a. If you have not registered for access to the Portal or if you have forgotten your login details, there are links at the bottom of the webpage.
2. Check your details are up to date by selecting **Update Personal Details** from the Memberships menu. Particularly personal information and contact details.
3. Select **Family** from the Memberships menu to set up a Family Group.
4. If you have not already set up a Family Group, click the red button to do so. This will require approval by the Registrar before it can be used.
5. Click the **Renew Memberships link** to renew the family members, including at least one parent/guardian.
6. Click **Make Payment** to pay online for your family membership fees.
7. Payments are made via credit card from within the Surf Lifesaving Members Portal. Pay to “Sandon Point SLSC” and please list the name of each member in the “payment details” box on a separate line.
8. The Registrar will review the renewal and if correct will authorise your membership. Note that this may take over a week during our busy annual registration period.

**Note: If you can not create a login and you have been a member of a Surf Life Saving Club before, do not create a new member.**

## Payment of Fees

All new and existing memberships are to be paid online by credit card. If this option is not available to you or your family please attend on the registration days to pay by cash or cheque.

You are not a member until you have paid fees owing and you have provided all relevant documents. **Nippers require one Parent helper member (Associate) per family before membership is approved.**

Payments will be reconciled with memberships and then approved. You will be notified if your membership is not accepted.



## Time Nippers Registration

1. Go to the [Surf Lifesaving Portal](#)
2. Press NO → JOIN → Surf Life Saving Club, NSW, Sandon Point
3. Fill in the required details for:
  - a. your new nipper(s)
  - b. at least one Parent/guardian
  - c. set up a Family Group(there is a link to do this in the confirmation page after submitting each registration) A Family Groups will require approval by the Registrar before it can be used.
4. Pay your family membership fee online by clicking the “Click here to pay your membership fee(s) online” link after you have registered all new members. Pay to “Sandon Point SLSC” and **please list the name of each member in the “payment details” box on a separate line.**
5. Send an email to the [clubregistrar@sandonpointsurfclub.org.au](mailto:clubregistrar@sandonpointsurfclub.org.au) with attachments
  - a. Scanned copy of an identification document for each Parent/guardian and Nipper that is joining (e.g. passport or driving licence and Birth Certificate for the nipper)
  - b. Scanned copy of completed Member Protection Declaration for each parent/guardian (not for the Nipper)

The Registrar will review the registration details and authorise your membership once all documents and payments have been received. Note that this may take over a week during our busy annual registration period.

### Add New Nipper to an Existing Nipper Family

1. Go to the [Surf Lifesaving Portal](#)
2. Fill in the required details for your new nipper.
3. Follow the instruction above to Renew Nippers Membership.
4. Send an email to the [clubregistrar@sandonpointsurfclub.org.au](mailto:clubregistrar@sandonpointsurfclub.org.au) with an attached scan of an identification document for the new Nipper (e.g. passport or birth certificate).
5. Once approved by the Registrar, add the new Nipper to your Family Group by selecting Family from the Memberships menu then clicking View/Edit and then use the red button to add a new member.
6. Make Payment as above.