



Membership Renewal Online

Information for 2017/2018 Season

There are two main parts to the renewal process:

- a) Renew membership through Members Portal
- b) Pay Membership Fee

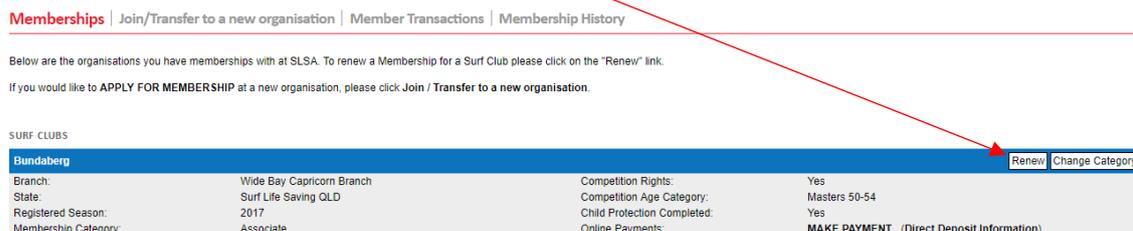
Renewing your Membership through the Members Portal:

Single Membership

1. Login to the SLSA Members Area at <https://portal.sls.com.au>
(Note: if you do not yet have a Member's Portal account, you will need to create one using the link at the bottom of the login screen)
2. If Renewing for one person, click the 'Memberships' link in the top menu.



3. **Renewing for one person:** Click the 'renew' button on the right of the screen.



Surf Club members: Please note that once you request a change to your details or a membership renewal, your request will be sent to the chosen organisation, pending approval. You can not submit a request with another organisation until this pending request is processed.

4. Scroll through and ensure ALL details are current and fill in any blank details.
5. At the bottom of the application form are three acknowledgement boxes. The top and bottom boxes need to be ticked if you are over 18. All three need to be ticked and the parent/guardian acknowledgement needs to be completed for members under the age of 18.
6. Submit the form.
7. Success!

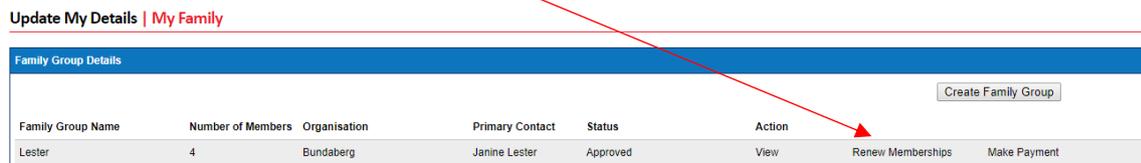
Renewing your Membership through the Members Portal:

Family Membership

1. Login to the SLSA Members Portal at <https://portal.sls.com.au>
(Note: if you do not yet have a Member's Portal account, you will need to create one using the link at the bottom of the login screen)
2. If Renewing for a family group, click the 'My Family' link in the top menu.



3. Click the 'renew memberships' button to the right of the group name.



4. Tick each box to the left of each individual you wish to renew.
5. Read the SLSA Membership Declaration link at the bottom of the list of family members and check the box at the bottom of the group to agree to the declaration.
6. Submit the form by clicking the 'Submit' button.
7. Save your changes on the next screen after double checking all members details are correct and clicking the 'Save' button.
8. Success!

Paying your Membership Fees

1. After renewing your membership or your family's membership, you will see a 'Make a Payment' screen. To make a payment online, follow the 'click here if you wish to pay online' link.
Alternatively, you can access the online payment system by clicking on the 'Online Payments' option on the top menu.

Other ways to pay:

Bank Transfer

Please reference with name and membership fee.

BSB 064403

ACC 10020647

Cash

Facilities available at the club during Sunday Morning Nipper Program and at 'Sign On' days.

2. **Online Payments:** enter payment details and ensure all fields are completed correctly as below.

a. Ensure 'entity to pay' is listed as 'Bundaberg'

b. Select the Transaction Type as 'Membership fee' from the drop-down list

c. Fill out name and payment details. Ensure this includes your full name (or family name/s) and what you are paying for

d. Fill out amount to be paid

Online Payments

Step 1 of 4 - Enter payment details

As some clubs/entities may not participate in the Payment Gateway, you can only pay the entities available in the selection box below. If the name does not appear when you type in your required club/entity, you must contact them for alternative payment options. Please ensure you are paying the club/entity that is charging the fee or has invoiced you. Please do not pay Surf Life Saving Australia unless you have been invoiced by SLISA - membership payments must be paid to the relevant club.



Select the entity to pay:	Bundaberg	Click here to view price list
Transaction Type ^(?)	Complete name / Meaningful payment details ^(?)	Amount GST Inc. (\$dd.cc) ^(?)
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total:		\$ 0.00

Payer's Name:

Your contact details:

Email for Receipt (Optional):

e. Fill out name and contact number. If you wish to have a receipt emailed, fill in this information also



Submit

f. Once all fields have been completed, click 'Submit'

3. Fill out Visa or Mastercard details and click 'Submit'.
4. On the next screen, double check you are happy with your details and the total amount you are paying. Click 'Submit'.
5. Congratulations! An email will be sent to you and the club will be notified of your payment.