Renewing Your Individual Membership

1) The Membership screen will highlight if you need to renew your membership. (this is an individual membership) by display the following '*You have not renewed your membership for 2017 season @ Test Club*'. (see image below)
2) To renewal your membership click on the 'RENEW' button

3) Review your membership profile and make any necessary changes.
4) Tick the 1st and 3rd declaration boxes and
5) Click the 'Submit' button to send your membership renewal form to your club for processing.
6) If you wish to make a fee payment to your club click on the words 'click here if you wish to pay online' and the system will send you to our online payments area.

Renewing Your Family Membership

The 'My Family' menu tab, within the Members Area, allows for 1 person (over the age of 18 years) to create a group of family members for the purpose of bulk membership renewals, Transfers, updating of personal details and payments.

1) Once you have logged into the Members Area, click on the menu tab 'My Family'

2) If you (or your club) have created a family group for you, it will be displayed under the Family Group Name (see image above)

3) If you <u>do not have a family group</u> and you wish to create a family group click on the button 'Create Family Group'.
   - Type in a Family Group name eg: Smith Family
   - Type in the First and Last name & DOB of a family member that you wish to add to your family group.
   - Hit the search button. If the system locates your family member they will be displayed in the 'available members' box. Highlight the name and using the arrow keys click that name over to the 'Selected Members' box.
   - Type in the next family members first and last name and DOB and follow the above process till you have all your family members in the 'selected Members' box.
   - Hit the submit box.
   NOTE: You (the primary member) is automatically placed into the family group so you only need to add your other family members.
   - Refresh you screen by click on the 'My Family' menu tab and you will now see that your family group has been created.

4) To renew your family groups membership, click on the link 'Renew Memberships'
   - Tick the checkbox located next to each family members name (left side of screen)
   - Tick to agree to the SLSA Membership Declaration
   - Hit the 'Submit' Button.

5) If you wish to add another person to your family group, view the members within your family group, or transfer to another club, click on the 'VIEW' action tab and click the appropriate action required.

6) you wish to make a fee payment to your club click on the words 'click here if you wish to pay online' and the system will send you to our online payments area.

Need Help?
If you need assistance please email ithelp@slsa.asn.au or call us at the Helpdesk 1300 724 006.