



SLSA Online Forms – Temporary Workaround

The Forms section of the Members Area is still getting a makeover and the new look and feel is scheduled for release at the end of August 2018. In the meantime, club officers will need to create an Assessment in Surfguard and complete a paper form for all new Service Awards

Creating an Assessment in Surfguard

1. Go to Education > New Assessment Request
2. **Assessment Type:** Award
3. **Activity Start Date:** leave as default
4. **Proposed Assessment Date:** enter today's date
5. **Award Type** – select **Service** from the dropdown
6. **Award:** select the relevant Award from the dropdown
7. Scroll to the bottom and Search for available Candidate/s and move from Available (LHS) to Selected (RHS)
8. Click **Save**
9. The new Assessment will display on the Assessments screen. Click **Submit** to send it to the next level for approval.

Download and Complete Paper Forms

You will need to download and complete the relevant form and send it to either your Branch or State depending on which State you are in.

[F012 – National Medal](#) (**Note:** only SLSA can create the Surfguard assessment for this Award)

[F015 – National Patrol Service Award](#)

[F042 – SLSA Long Service Award](#)

Need More Information?

For information on SLSA's Reward and Recognition processes please download the SLSA Rewards and Recognition Framework [here](#).

Need Help?

If you have any questions or require any assistance please contact the SLSA IT Helpdesk
Email: ithelp@slsa.asn.au or call 1300 724 006