



# Surf Life Saving Australia - Circular

<b>Title:</b>	Update on SLSA IT Systems – including new releases and future enhancements
<b>Document ID:</b>	Circular 60/19-20
<b>Audience:</b>	SLSA Members and Club/Branch/Sate/National Officers & Administrators
<b>From:</b>	National ICT Unit
<b>Date:</b>	03 March 2020
<b>Summary:</b>	Details of Updates in Surfguard, Operations App, Members Area

Surfguard - <https://www.surfguard.slsa.asn.au>

## Surfguard User Accounts – Update Password Every 60 days & Two Factor Authentication – Scheduled for release March/April 2020

Additional security is being added to Surfguard User accounts to ensure that SLSA meets current security standards.

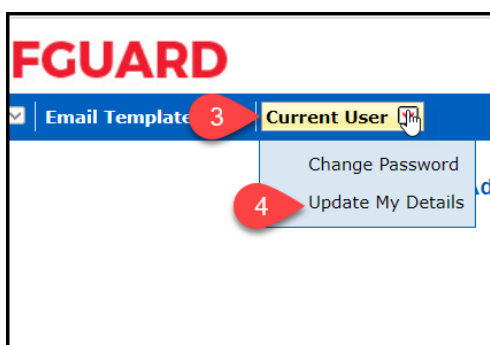
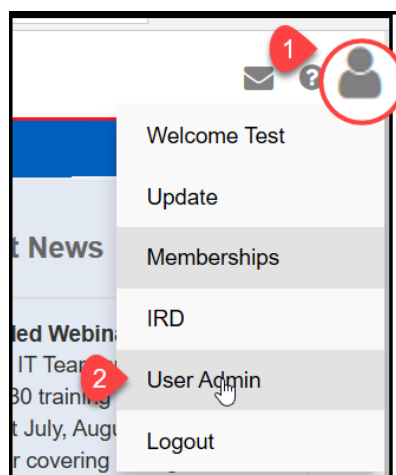
The new release will include: -

1. Surfguard Users having to update their password every 60 days
2. When logging in to new devices a 2-factor authentication will be required.

### How to Prepare for the Changes

All Surfguard Users need to ensure their Surfguard User account details are up to date. Once you have logged in to Surfguard, follow these steps.

1. At top right of screen click the **Person icon**
2. Select **User Admin**
3. Click the drop-down for **Current User**
4. Select **Update My Details**
5. Ensure the following highlighted fields (Mobile Phone & Email) are updated.
6. Click Update



A screenshot of the Surfguard user profile form. The 'Mobile Phone' and 'Email' fields are highlighted in yellow. A red circle with the number '5' highlights the 'Email' field.

User Name:	rcocks
First Name: *	Rexxcca
Surname: *	Coxxs
Main Organisation: *	Surf Life Saving Australia
Position:	National IT, Membership and Business
Phone Number: *	029215x97 (include area code)
Mobile Phone:	0413xxxx035
Email: *	rcocxs@xxx.asn.au
Force Password Change:	[ ]
Registered for Newsletter:	<input checked="" type="checkbox"/>
Status:	Active
User Account Start Date:	
User Account End Date:	
Send Email:	<input type="checkbox"/>
Email Template:	Updated Account



## Marking a Member in Surfguard for Patrol Hour Exemption

As per Competition Eligibility Policy 5.04 – 2.a.ii & iii

*“Perform the required amount of Patrol Hours as set and/or Perform other recognised activity as set by their Club. Those Members who are recognised for other service to the Club are to be recorded within the Club Management Committee Minutes and recorded on Surfguard”*

**How to record in Surfguard:** Find the member in Surfguard > click Edit > under Membership Details you will see Patrol Hour Exemption. The default is No Exemption. From the drop down you can mark the member as either Minimum Patrol Hours or No Patrol Hours.

Waratah Beach Membership Details

Membership Category: Active

Sub-Membership Category: Active (15-18 yrs)

Suggested Sub-Membership Categories: [expand](#)

Date Joined: \* 01/12/2019 (dd/mm/yyyy)

Membership Status: Active

Registered for Season: 2019 - 2020 (current season)

Register for Season: Previous Current Next

Competitive rights:  Yes  No

Patrol Hour Exemption: No Exemption

Locker No:

Club Keys:

Guardian Information

Guardian First Name: Yasmin

Guardian Last Name: Bak

Declaration Information

## Logging “Other Service Hours” in Surfguard

**Step 1.** State Centre can setup in Surfguard Other Service position types for Service Hours. Contact your State Centre if no Other Service position types currently display.

SURFGUARD

Surf Life Saving SA

Summary Members Education Organisational Management Patrols Messages Maintenance Reports

Patrol Positions @ Surf Life Saving SA

Position Type: All

NOTE: Patrol Positions with Position Type 'Other Service' have no Award Criteria.

Position	Position Type	Display Order	Actions
Patrol Captain	Lifesaving	1	Details Edit Award Criteria Delete
Sport Official	Other Service	1	Details Edit Delete
Vice Captain	Lifesaving	2	Details Edit Award Criteria Delete
IRB Driver	Lifesaving	3	Details Edit Award Criteria Delete
IRB Crew	Lifesaving	4	Details Edit Award Criteria Delete
ARTC Operator	Lifesaving	5	Details Edit Award Criteria Delete

**Step 2.** Add Member and Hours to the Other Service Log

Once the positions are setup by each state, “Other Service Hours” can then be entered at a Club level only. To do this select Patrols > Other Service Log > Add Other Service Log



**Other Service Log Details:**

Patrol Name: Other Service

Date: \* 31/01/2020

**Retrieve Available Members:**

Include Non-Financial Members:

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**Available Members**

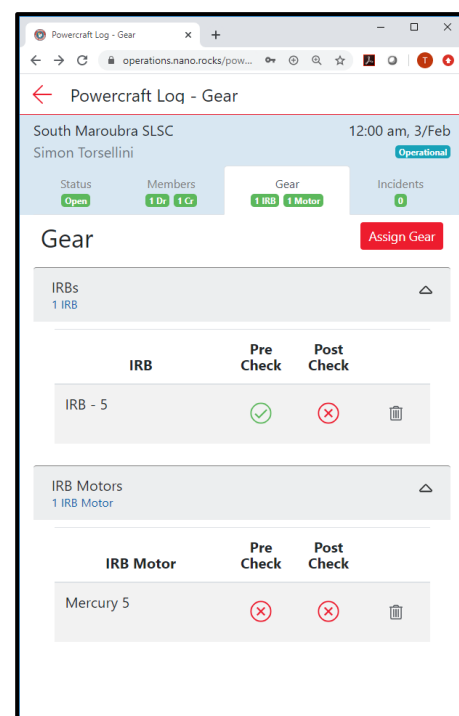
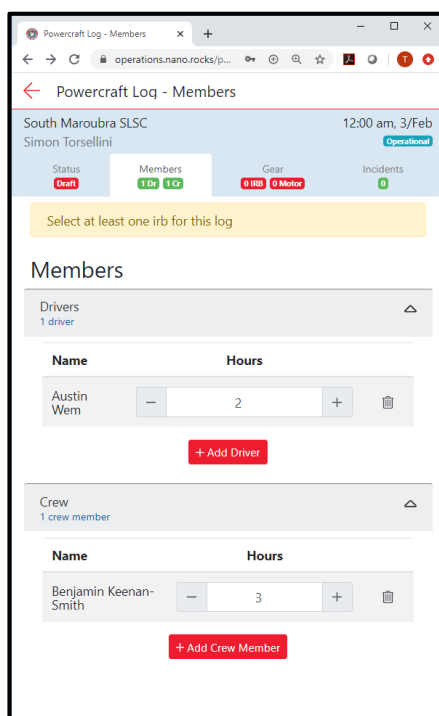
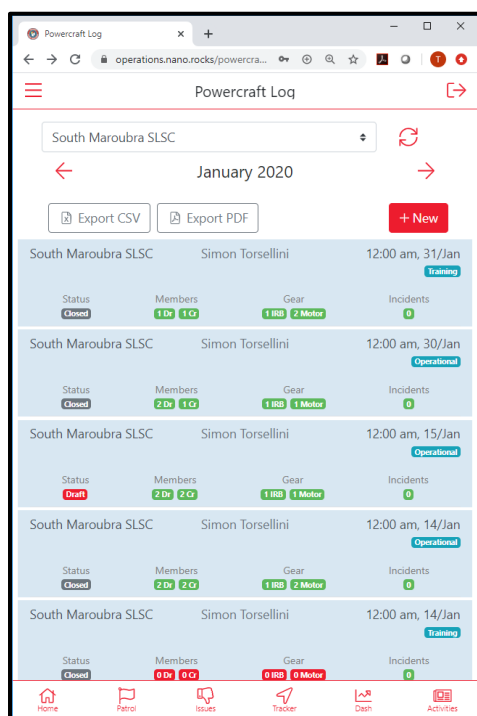
- Accounte, Test
- Accounts, Test
- Ahsan, Kazi
- allens, stevie
- Anderson, Michael
- Andrews, r
- Bakhsh, Roy

No.	Position	Remove Member	Add Member	Member	Start Time	Finish Time	Total Time
1	Official	<	Mbr >	Bunny, Bugs	10:00	16:00	06:00
2	BBQ	<	Mbr >	Butter, Peanut	09:00	17:00	08:00
3		<	Mbr >		00:00	00:00	00:00
4		<	Mbr >		00:00	00:00	00:00

## Operations App

**Released February 2020**

**Powercraft Logs:** Powercraft Logs can now be filled out within the operations app using the 'Powercraft' option in the main menu (top left icon). Members who hold the correct award can be added and IRB motors/IRB's from the Gear and Equipment section of Surfguard can be added. Use the Export options to see your logged hours



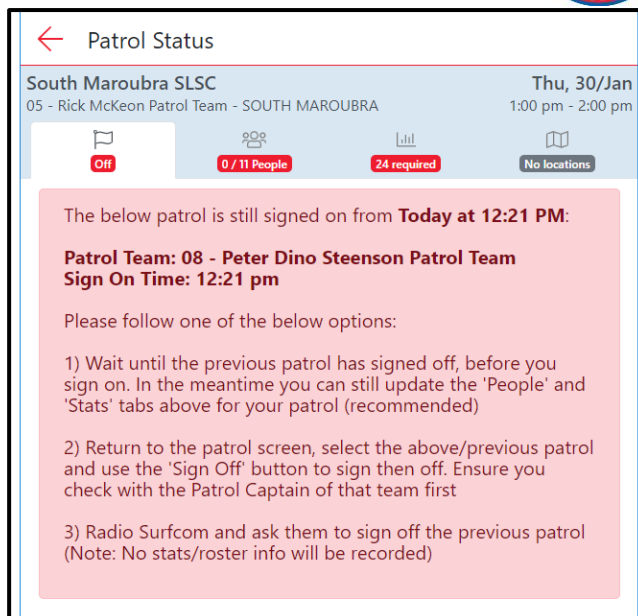


**Shift Change / Patrol Handover:** Where a club has overlapping patrols during shift change, the 'Force Sign Off' button will no longer be available. Instead there are several options available to the afternoon patrol. The recommended option is to wait for the morning patrol to sign off, during this time the afternoon patrol can still update their People (roster) and Statistics within the app, then 'sign on' once the morning patrol has finished. To view a quick instructional video outlining this process [Click Here](#)

### Bug Fixes

Bug fixes have been implemented relating to: -

- Members being able to be entered into multiple patrol type positions in the App.
- Time Out issues at Sign Off



**Members Area - <https://members.sls.com.au>**

### Reports

#### Active Kids (NSW Clubs Only)

Club Officers/Administrators, who are in specific Officer positions in Surfguard, can now run a report in their Members Area account to view who has paid using an Active Kids voucher. For information on how to get access to this report [Click Here](#)

### Forms

#### National Patrol Service & Long Service recognition awards

Members and can now submit applications for these Forms via their Members Area account and Club Officers/Administrators can also submit the forms on behalf of their Members For more information on how to submit a Form [Click Here](#)

#### Assigning Administrative Functions to Members Area

Club/Branch/State/National administrators/officers will now be able to assign the following admin functions via the Officer Positions in Surfguard: -

- Approve Members Area News Content
- Approved Member Area Library Content
- SLSA Online Member Store/Shop Administrator
- Form Approver

For more information on how to Assign Admin functions in the Members Area [Click Here](#)



## Coming Soon – March/April 2020

### Operation App

**Time Zone Fixes** – for Lifeguards and Support Operations the App will be updated to cater for all Australian time zones

**Incidents:** This enhancement will enable incidents to be added directly via the App or to view/append details to active incidents created/managed by Surfcom.

**Risk Rating** – significant changes and updates to the Risk Rating Section.

### Surfcom - <https://surfcom.org.au>

- Full redesign of Incident Screen and incident management and other incident related enhancements.

### SLSA Online Help – <https://help.sls.com.au>

Access all our User Guides, IT Forms, Webinar recordings, ICT Circulars, systems status, contact details, live chat, operating hours and log suggested enhancements.