



# SLSA Assessing App User Guide

## V9

July 2023



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## SLSA Assessing app

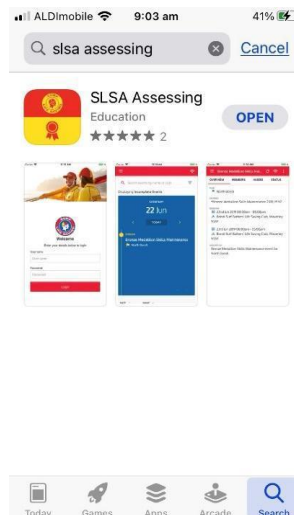
The Surf Life Saving Australia (SLSA) Assessing app has been created for Surf Life Saving Australia assessors, endorsed delegates and administrators to perform assessment activities on their mobile or tablet device. Assessors can record assessment results within the Assessing app and data is updated directly to the SLS member's record in SurfGuard and their eLearning account in the etrainu Learning Management System (LMS).

This user guide will demonstrate how to navigate through the app and perform assessment activities. Some functions within the app do not require an internet connection, however you will need to ensure that you have an internet connection on your device to install the app and complete a number of the functions including the sending of the data collected to SurfGuard.

## How to install the app

### Apple Users

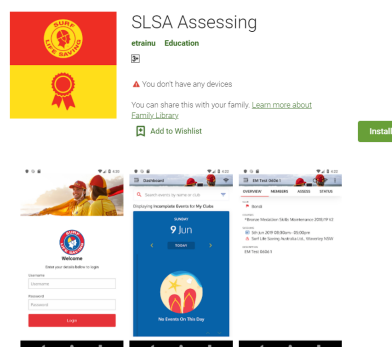
1. Go to the **Apple App Store** (<https://www.apple.com/au/app-store/>)
2. Search '**SLSA Assessing**' and select the one which looks like the below screenshot.



3. Click **install** to install the Assessing App or update to download the latest version of the app.

### Android Users

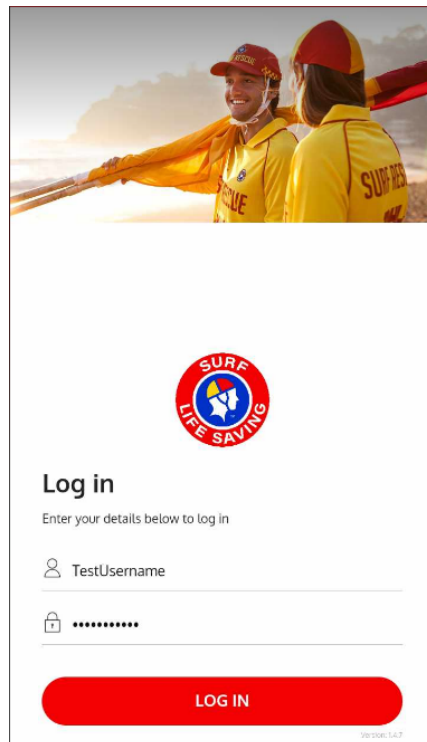
1. Go to the **Google Play Store** (<https://play.google.com/store/>)
2. Search '**SLSA Assessing**' and select the one which looks like the below screenshot.



3. Click **install** to install the Assessing App.

## How to log into the app

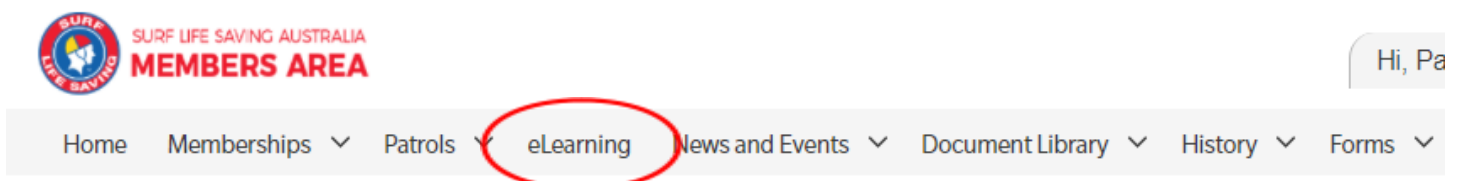
1. Open the SLSA Assessing App
2. Enter your SLS Members Area username and password
3. Click **Login**.



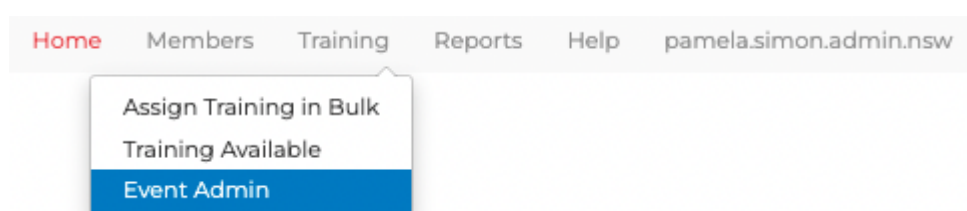
## How to access the app on a desktop

SLS members with administrator access can access the desktop version of the SLSA Assessing app via the SLS Members Area eLearning platform.

1. Login to the [SLS Members Area](https://members.sls.com.au) (members.sls.com.au)
2. Click **eLearning**, and then select **Login to eLearning**
3. If necessary, switch to an account with administrator access.



4. Select **Training, Event Admin**. This will open the Assessing app in a new window and automatically log you into the new app also.




## The Dashboard

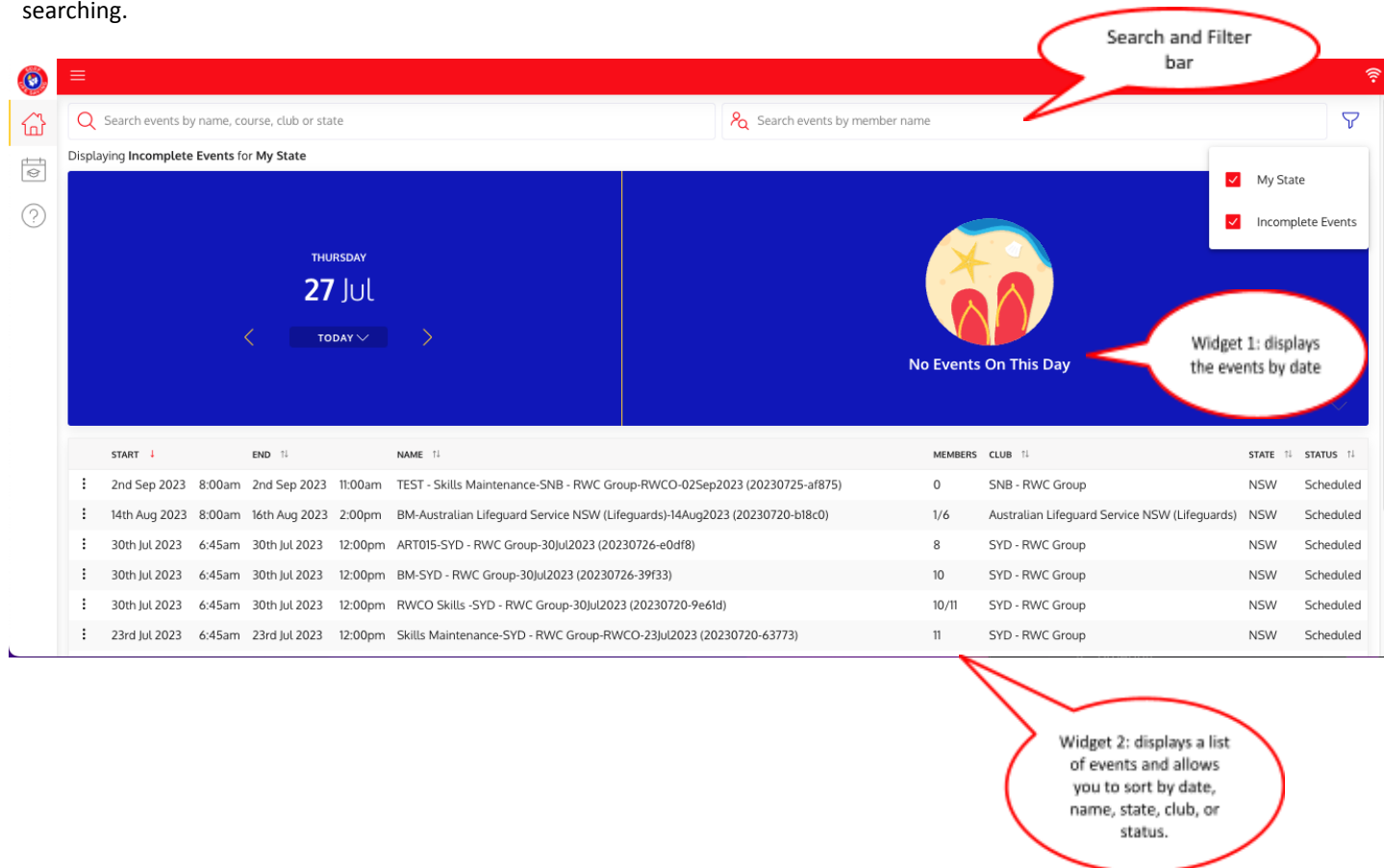
Once you have logged in you will arrive on the dashboard. This page has two widgets that display assessment events. The first one (in the blue box) displays the events by date. The second widget (events table below the blue box widget) displays a list of events and allows you to sort the events by date, name, club, state or status.

To view an assessment event, you can click on the events in either widget and the app will take you to the page for that event you selected.

The search and filter bar above the two widgets allows you to adjust the events displayed in both widgets. You can search for events by name, course, club or state covered within the event. You can also search for events by the member's name.

You can also filter events displayed in both widgets by adding or removing the filters by pressing the filter button at the far right of the search bar and adjusting the filter options as per the screenshot below. Filter button = 

**Note:** The **'Incomplete Events'** and **'My State'** filters are selected on login to the app by default. Always check the filters before searching.

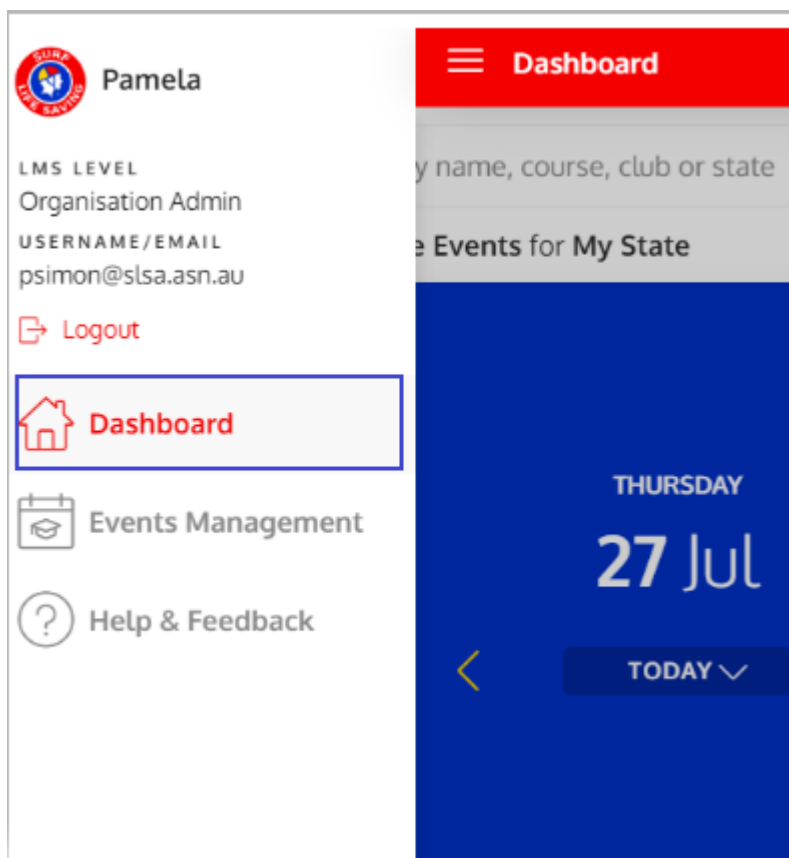


The screenshot shows the app's dashboard. At the top is a red header with a menu icon, a home icon, and a search bar. The search bar has two input fields: 'Search events by name, course, club or state' and 'Search events by member name'. To the right of the search bar is a filter icon. A red speech bubble points to the search bar with the text 'Search and Filter bar'. Below the search bar, the dashboard is divided into two main sections. The left section is a blue box with the text 'THURSDAY 27 Jul' and 'No Events On This Day'. A red speech bubble points to this section with the text 'Widget 1: displays the events by date'. The right section is a table of events. A red speech bubble points to the table with the text 'Widget 2: displays a list of events and allows you to sort by date, name, state, club, or status.' The table has columns for START, END, NAME, MEMBERS, CLUB, STATE, and STATUS. The table contains six rows of event data.

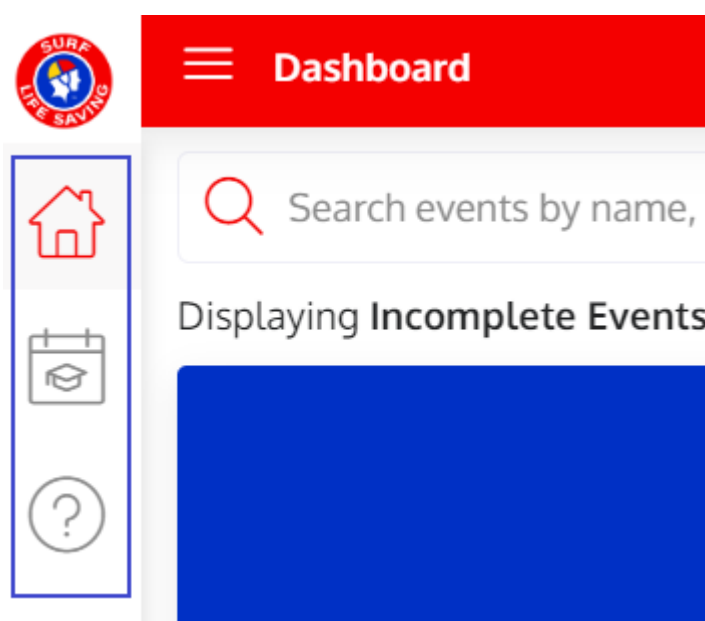
START	END	NAME	MEMBERS	CLUB	STATE	STATUS
2nd Sep 2023 8:00am	2nd Sep 2023 11:00am	TEST - Skills Maintenance-SNB - RWC Group-RWCO-02Sep2023 (20230725-af875)	0	SNB - RWC Group	NSW	Scheduled
14th Aug 2023 8:00am	16th Aug 2023 2:00pm	BM-Australian Lifeguard Service NSW (Lifeguards)-14Aug2023 (20230720-b18c0)	1/6	Australian Lifeguard Service NSW (Lifeguards)	NSW	Scheduled
30th Jul 2023 6:45am	30th Jul 2023 12:00pm	ART015-SYD - RWC Group-30Jul2023 (20230726-e0df8)	8	SYD - RWC Group	NSW	Scheduled
30th Jul 2023 6:45am	30th Jul 2023 12:00pm	BM-SYD - RWC Group-30Jul2023 (20230726-39f33)	10	SYD - RWC Group	NSW	Scheduled
30th Jul 2023 6:45am	30th Jul 2023 12:00pm	RWCO Skills -SYD - RWC Group-30Jul2023 (20230720-9e61d)	10/11	SYD - RWC Group	NSW	Scheduled
23rd Jul 2023 6:45am	23rd Jul 2023 12:00pm	Skills Maintenance-SYD - RWC Group-RWCO-23Jul2023 (20230720-63773)	11	SYD - RWC Group	NSW	Scheduled

## App Menus

The app's primary menu can be accessed by pressing the menu button beside the SLS logo at the top left of the app as highlighted in the image below. This is also known as the hamburger!



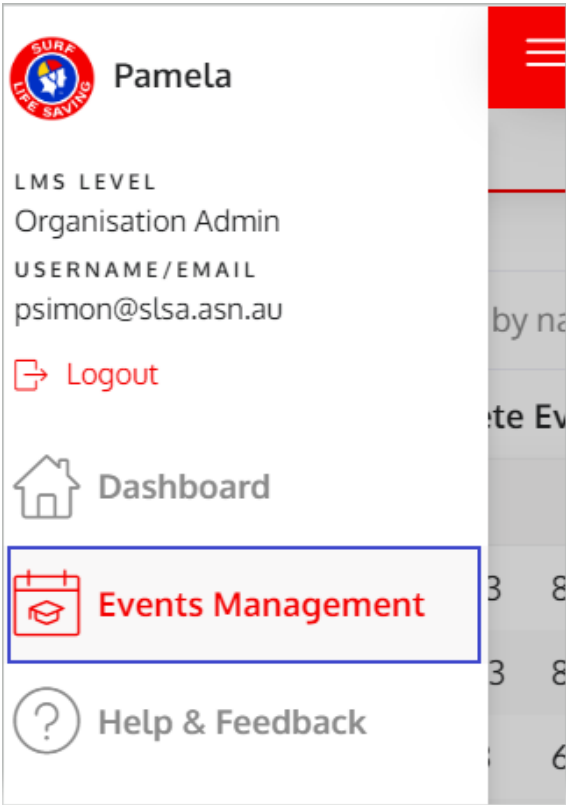
From here, you can logout of the app or access the *Dashboard* page, *Events Management* page or the *Help and Feedback* page. You can navigate between these pages also when the main menu is collapsed by pressing the icons in the side menu as indicated below.



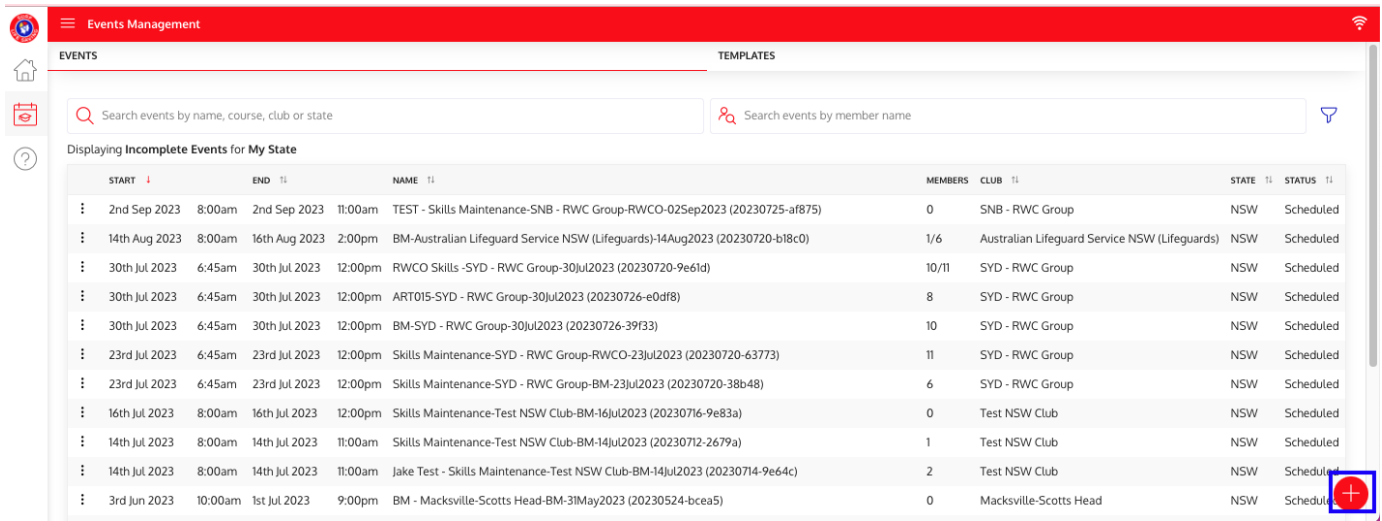
# Events Management

## Create Events

To create events, use the main app menu to navigate to the *Events Management* page.



To create an event, press the plus button  in the bottom right corner of the page.



**Select the Event Template:** Assessors can now use a prefilled template when creating an event.

**Select the club:** The event is related to by typing the name of the club to reveal options in the club selector.

**Note:** Only one club can be selected. Once selected, the club will be displayed in a blue box as per the screenshot below.

**Select the course(s):** To be assessed at the event by typing the name of the course or courses to reveal options in the course selector. Once selected, the course will be displayed in a blue box as per the screenshot below.

**Note:** Ensure that you enter all of the courses that you wish to assess in the event before you select your assessors.

The screenshot shows the 'Create Event' interface with three main sections: 'Select Event Template', 'Event Details', and 'Event Details'. The 'Event Details' section contains 'CLUB\*' and 'COURSE(S)\*' fields. Callouts explain that only one club can be selected and multiple courses can be selected.

**Select Event Template**

Assessor can select pre-filled template when creating an event

No event template selected

**Event Details**

**CLUB\***

Only one club can be selected

NSW > Test NSW Club

**COURSE(S)\***

Multiple courses can be selected

Skills Maintenance 2023/24 - Bronze Medallion (B...) 2023/24

Skills Maintenance 2023/24 - Advanced Resus Techniques (ART)

Skills Maintenance 2023/24 - Advanced Resus Techniques [AID] (ART)

Skills Maintenance 2023/24 - Gold Medallion (GM)

Skills Maintenance 2023/24 - IRB Crew (IRBC)

Skills Maintenance 2023/24 - Radio Operations (RO)

A limit on the **number of candidates** that can enrol into the event can be set in the next field as shown in the image below. This field is optional and should be left blank if no limit is to be set.

**Note:** An additional drop down will appear if you select **Limit External Candidates** and you will need to advise the maximum number.

Select the option '**Use My Details**' to automatically populate the event contact details. This is a mandatory field and must be filled in. The phone number field is optional as per the screenshot below.

The screenshot shows the 'Create Event' form. At the top, there's a red header with a menu icon and the text 'Create Event'. Below this, on the left, are three icons: a home icon, a calendar icon, and a question mark icon. The main form area has a section titled 'TOTAL NUMBER OF CANDIDATES' with a text input field containing 'Leave blank if there is no limits'. To the right of this is a checkbox labeled 'LIMIT EXTERNAL CANDIDATES'. Below this is a section titled 'Event Contact' with a red underline. It contains three input fields: 'NAME\*' (with example text 'eg. Joe Blogs'), 'EMAIL\*' (with example text 'eg. event.contact@domain.com'), and 'PHONE' (with example text 'eg. 0411234567'). To the right of the 'Event Contact' section is a button labeled 'Use My Details' with a circular arrow icon. Three red callout boxes with arrows point to specific parts of the form: one points to the 'TOTAL NUMBER OF CANDIDATES' field with the text 'Field is optional'; another points to the 'Event Contact' section header with the text 'Event contact details'; and a third points to the 'Use My Details' button with the text 'Select use my details to automatically add event contact details'.

**Sessions:** This is where the actual date and time of the assessment(s) are scheduled and the session name will be created (you can also name the session). It is possible to set up one or more sessions for each event. Select the calendar icons to display the date and time picker widgets for the '**start**' and '**end**' fields. Remember to select '**Set**' afterwards to save your selection.

**Note:** The '**End**' time for the event will be automatically populated as three hours after the start date. Please amend this if required.

The screenshot shows a date and time picker widget. At the top, there's a header with a left arrow, the text 'Jul 2023', and a right arrow. Below this is a table with days of the week as columns and dates as rows. The dates are: 25, 26, 27, 28, 29, 30, 1; 2, 3, 4, 5, 6, 7, 8; 9, 10, 11, 12, 13, 14, 15; 16, 17, 18, 19, 20, 21, 22; 23, 24, 25, 26, 27, 28, 29; 30, 31, 1, 2, 3, 4, 5. The date '27' is circled. Below the table is a time picker with two columns: the first column has '08' and the second column has '00'. Above each column are up and down arrows. Below the time picker are two buttons: 'Cancel' and 'Set'.

**Location:** Select a location for the learning session by typing either a name of a place or an address in the location field. The location field uses Google's Maps service to assist with selecting a location. Find the desired location by scrolling within the results window and then pressing a location to select it. Members enrolling into the event will then be sent the location and be able to use Google Maps to get there if required.

**Sessions**

Session 1

**NAME**

Session name

**START\***

12th Jul 2023 @ 10:00

**END\***

12th Jul 2023 @ 13:00

**LOCATION\***

NO LOCATION ☐ USE VIDEO CONFERENCE LINK ☐

Bondi Beach

- Bondi Beach NSW, Australia
- Bondi Beach Parking Bondi Beach NSW, Australia
- Bondi Beach Backpackers Hall Street, Bondi Beach NSW, Australia
- Bondi Beach Public School Campbell Parade, Bondi Beach NSW, Australia
- Bondi Beach O'Brien Street, Bondi Beach NSW, Australia

powered by Google

The location field can also be used to search for standard addresses in the Google Maps database if you are using a training room location.

**No Location:** This can be chosen if no location is to be advised.

**Use Video Conference Link:** A video conference link can be provided in this section and set to your timezone.

**VIDEO CONFERENCE LINK**

USE VIDEO CONFERENCE LINK ☒

Add conferencing

**VIDEO CONFERENCE TIMEZONE\***

(GMT +10:00) Australia/Brisbane

**Special Instructions:** Instructions can be advised for your location meeting points for your members.

**SPECIAL INSTRUCTIONS**

eg. Meet at the back door

**Selecting Assessors:** To select one or more assessors, start to type the first name and then the surname of the assessor in the assessors' field. This field will only provide those assessors, facilitators or endorsed delegates that have the appropriate awards within Surfguard to assess the course(s) you have selected in this event.

The full name and club of the qualified assessor will be displayed, including the courses they are qualified to deliver as in the screenshot below to the left. If there are multiple assessors displayed, select the correct one.

Once selected, the assessors name will be displayed in a blue box as per the screenshot below.

Ensure that you have entered all of the courses that you wish to assess in this event before selecting your assessors. If you need to add an additional course after an assessor has been entered:

1. Delete the assessor from the event
2. Add the additional course(s)
3. Add the assessor again for the event

**Note:** If an assessor is not appearing they may not be eligible in Surfguard to assess the course or they have not yet logged in. If this occurs please contact SLSA Helpdesk.

Once the admin has finalised the setup of the session, it is possible to setup another session by either pressing the **Add Session** plus button or by cloning the session that has already been created as per the following screenshot.

The system will pre-populate a name for the event, or you can create a logical name. You can also advise an event overview in the event description as per the screenshot below.

In the **Event Resources** section, event administrators can add links to web URLs for those attending the event to review prior. This section is optional.

**Resources**

EVENT RESOURCES			
Link	Audience	Resource Name	Resource URL
	Participants		

**Notifications**

NOTIFICATION SETTINGS

☐ Send email to members on event completion

REMINDER NOTIFICATIONS\*

Members	One Day Before	Email
Members	One Week Before	Email

Event administrators can specify different **notification** options for the event. Administrators can specify when event reminder notifications will be set as well as post enrolment instructions to be included in enrolment emails sent to members as shown in the image below. Additionally, event administrators can also choose to send an email to members once the event has been completed.

**Notifications**

NOTIFICATION SETTINGS

☒ Send email to member on event completion

REMINDER NOTIFICATIONS\*

Assessors	One Week Before	Email
Members	One Week Before	Email

POST ENROLMENT INSTRUCTIONS

**B** **I** U

eg. Please read through safety booklet before arriving

**Event Feedback:** Event administrators can request feedback from participants who attended the event. Administrators can configure external feedback survey links (e.g. Jotform, SurveyMonkey, Delighted etc) in the event configuration page and the Assess App will send notifications to participants at the end of the event to ask them to provide feedback via the configured survey link.

**Event Feedback**

FEEDBACK SURVEY URL

Feedback Survey URL (eg. SurveyMonkey)

**Expected Documents:** Event administrators can also add expected documents and mark it as mandatory.

**Event Feedback**

FEEDBACK SURVEY URL

Feedback Survey URL (eg. SurveyMonkey)

**Expected Documents**

EXPECTED DOCUMENTS			+
Document Name	<input type="checkbox"/> Mandatory		🗑️
Document Name	<input type="checkbox"/> Mandatory		🗑️

The **Advanced Settings** allow various aspects and features to be enabled or disabled as desired. The below screenshot shows what the default settings are.

**Private Event:** This setting makes the event not visible to members on the event calendar. This can be used as an invite only event and the event administrator can only add the members.

**Advanced Settings**

**EVENT SETTINGS**

☐ Private event

**ASSESSMENT FEATURES**

☐ Automatically mark members as competent

☒ Simplify assessment marking

**SIGN IN FORM**

☒ Hide session ID field

☒ Hide additional requirements

☒ Hide photo

☐ Make photo mandatory

Once the event administrator has confirmed that all the event details are correct, press the **Create Event** button to create the event.

**POST ENROLMENT INSTRUCTIONS**

**B I U** | **🔗** | **☰** | **☰**

eg. Please read through safety booklet before arriving

**Advanced Settings**

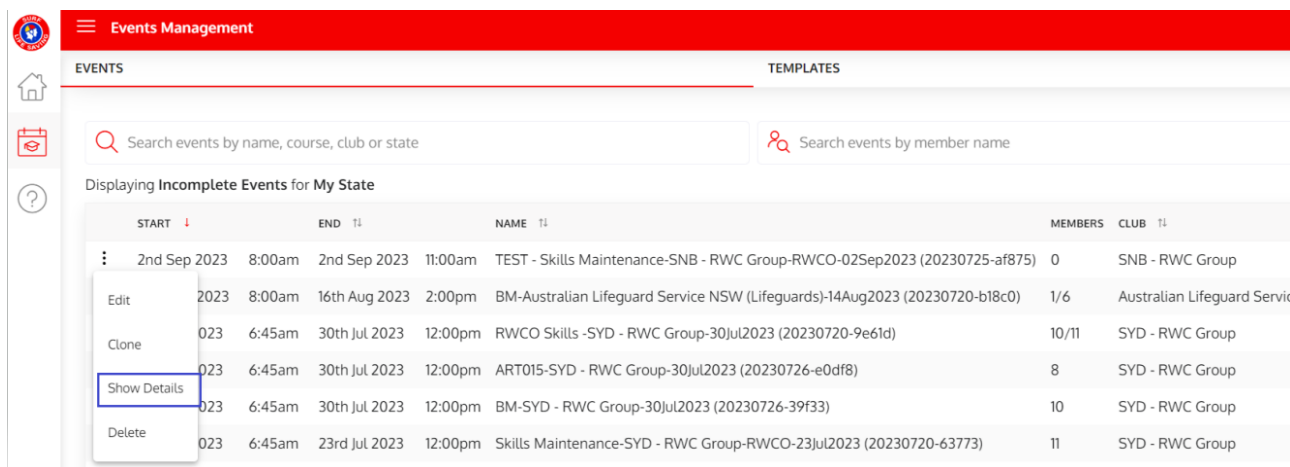
Cancel

Create Event

Once the event is created, the assessors selected will be notified of the event via email and will be emailed a calendar attachment to add the event to their personal calendars.

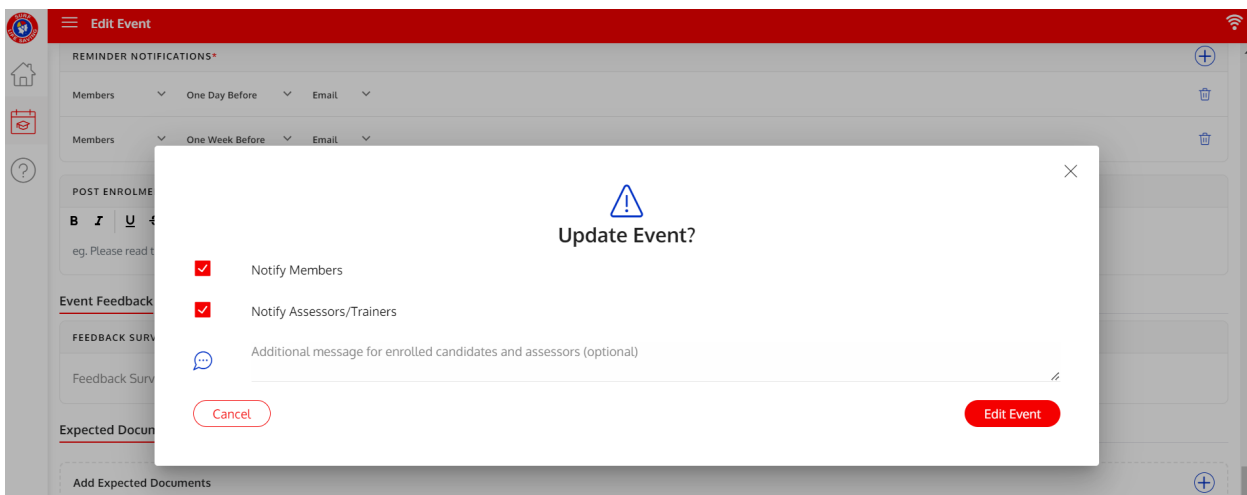
Events can be **edited, cloned, or deleted** by pressing the menu button on the left of each event in the Events Management page as per the following screenshot.

You can also click **'show details'** to find out the event details so you don't need to click into the event.




## Edit Event


It is possible to update details of the event via the **Edit Event** page. Once the updates to the event are made and **'Edit Event'** has been pressed at the end, the event administrator will be presented with a popup to confirm they wish to update the event. They will also be asked if the app should send a notification to members and assessors regarding the event modification. Administrators can also include an additional message for notification recipients that will be included in the email notification.






## Clone Event

If an Event Administrator wishes to clone an event, pressing the clone event button will open the Clone Event page with all details of the event that is being cloned copied to the new event. The start and end fields will be blank however and must be set for the new event.




**Clone Event**

**Sessions**

Session 1

NAME

Session name

START\*

Choose a start date and time



END\*

Choose an end date and time

LOCATION\*

NO LOCATION ☐ USE VIDEO CONFERENCE LINK ☐

Bondi Beach, Bondi Beach NSW 2026






SPECIAL INSTRUCTIONS

eg. Meet at the back door



ASSESSOR(S) AND/OR DELEGATE(S)\*

Pamela Simon

## Delete Event


Similarly, if an event administrator wishes to delete an event, they will be presented with a popup asking them to confirm they want to delete the event. Admins are able to choose whether notifications are sent to assessors/trainers and/or members when an event is deleted. Please note that the default option will be that an email notification will be sent to assessors and enrolled members. Administrators can include an additional message for notification recipients that will be included in the email.





**Delete Event?**

☒
Notify Members

☒
Notify Assessors


Provide a cancellation reason

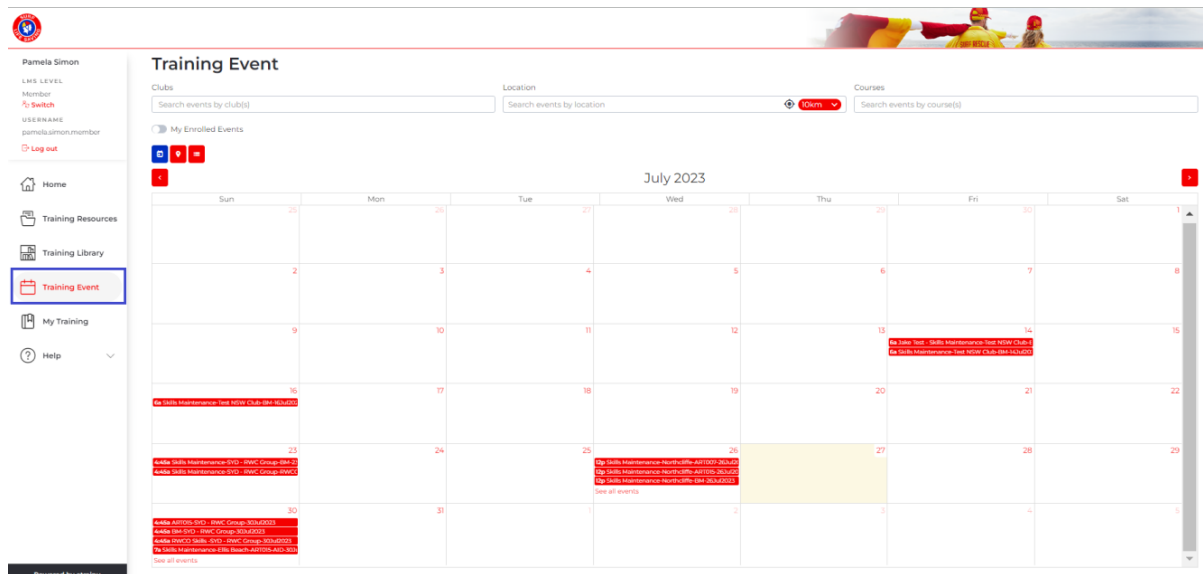

Additional message for enrolled candidates and assessors (optional)

Cancel

Delete Event

# Member Enrolment

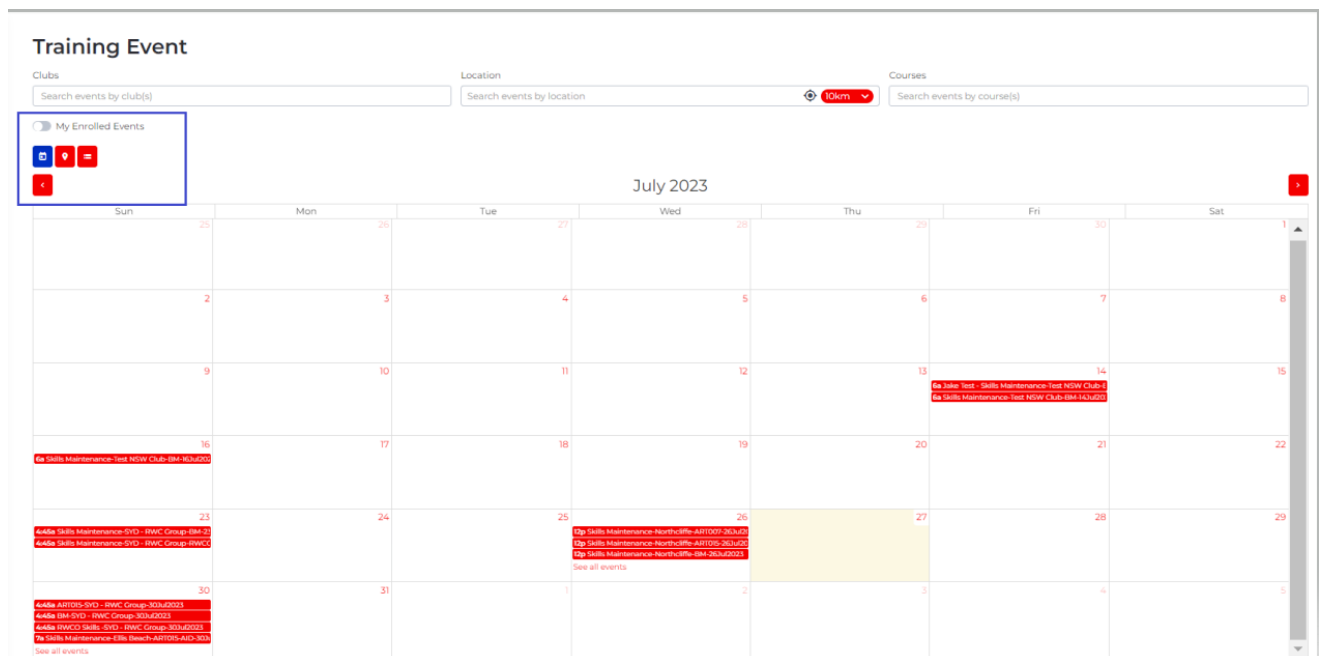
Members can enrol into events via the eLearning Portal by selecting **Training Event** as per the image below.



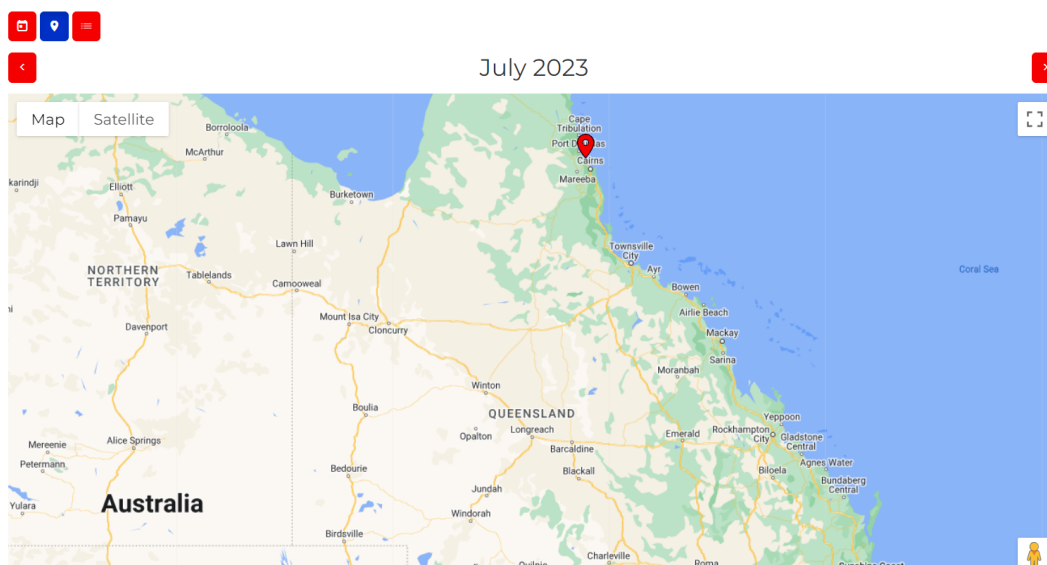
Members can view all events that have been created and they can search for events based on the organising club, the event location and/or the courses covered in the events (as per the image screenshot above).

Members can view events they have enrolled into by clicking on the toggle next to **'My Enrolled Events'**.

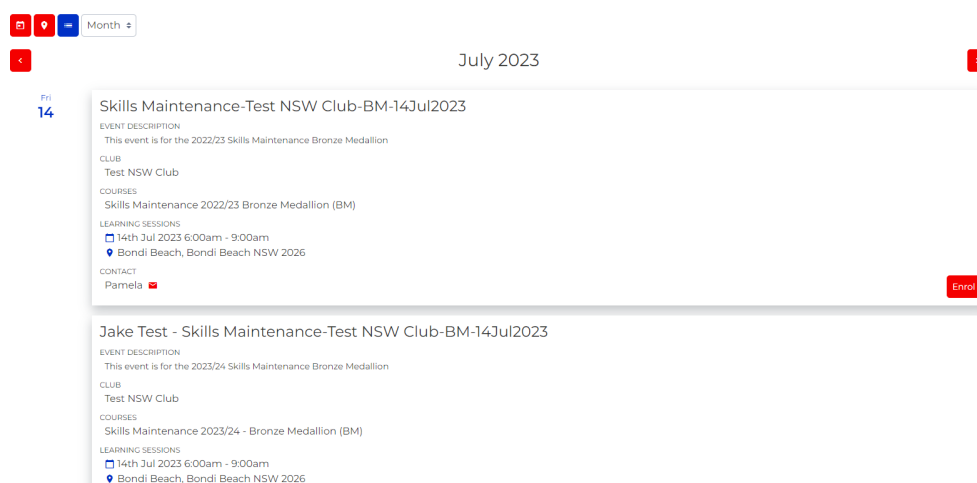
Members can also view events in a list view or by google maps by pressing the buttons as shown in the image below.



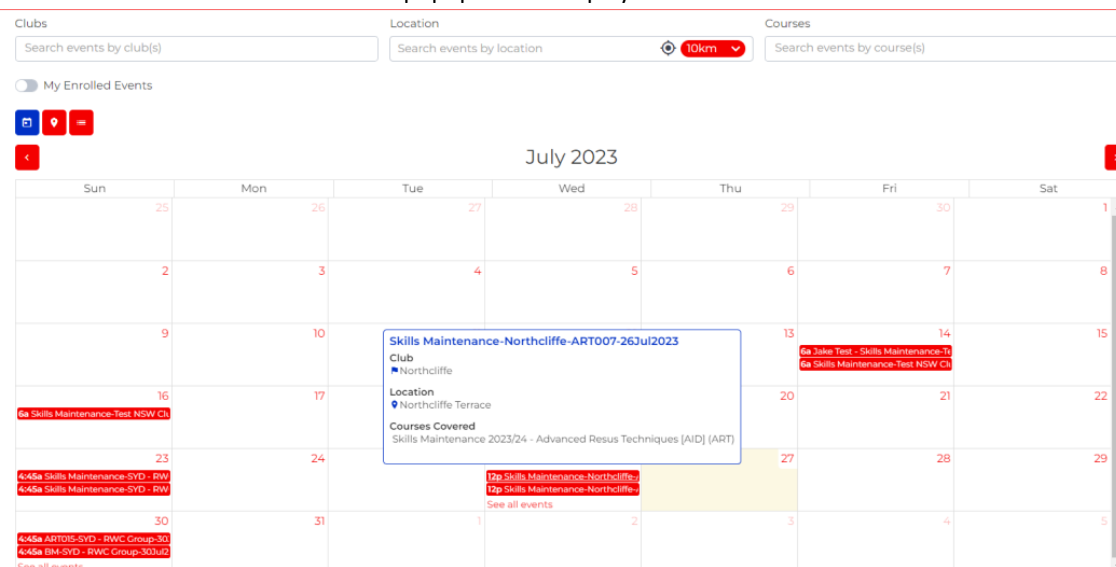
## Map View



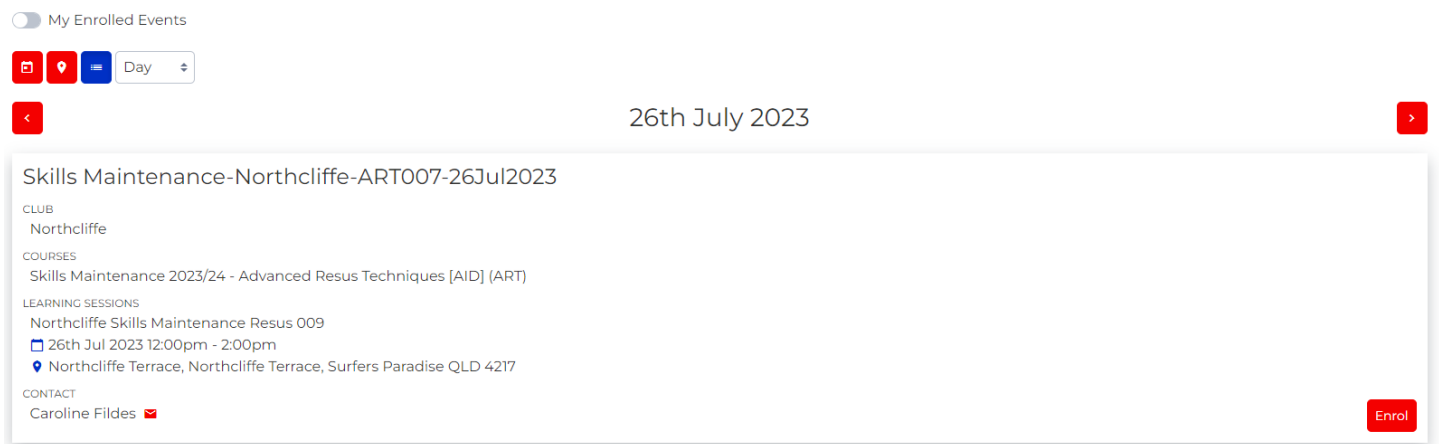
## List View



Members can hover over the different events and a popup will be displayed to show more information about the event.



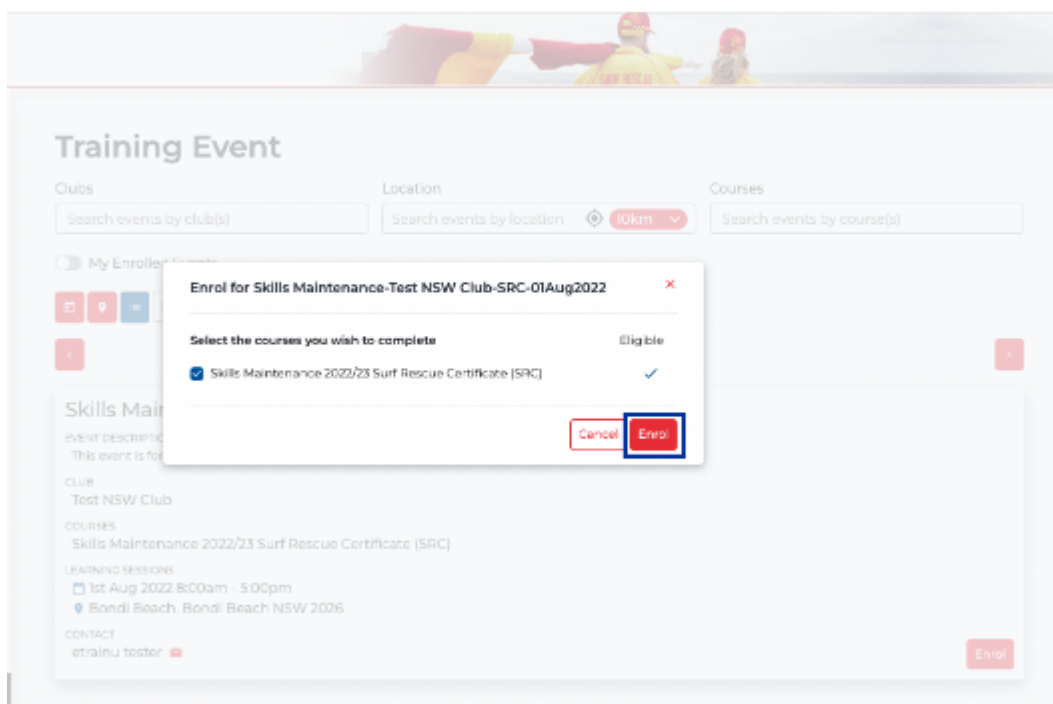
Once a member has found an event they would like to enrol into, select that event and then select the **'Enrol'** button at the bottom of the event.



Members will see the following popup requesting them to select the courses they wish to be assessed for at the event. Members should press the Enrol button to confirm their enrolment.

It will also display whether the member is eligible for the event. If they're not it will advise the pre-requisites and to contact the SLSA Helpdesk.

**Note:** Members may need to rotate their device to view the Full Name of the award.



Once enrolled, the Training Event page will highlight events the user is enrolled in blue within the calendar and list views. The following image also shows the **'My Events Only'** button that can be used to enable users to show the events they are enrolled into.

Members are also able to unenroll from an event within the Training Event page. To do this, they should select the event they wish to unenroll from, and then click the **'Unenrol'** button as per the image below.



# Training Event

Clubs

Search events by club(s)


Location





Search events by location



 10km 

Courses

Search events by course(s)

 My Enrolled Events

 Month 

 August 2022 



Mon  
01


Skills Maintenance-Test NSW Club-BM-01Aug2022

EVENT DESCRIPTION  
This event is for the 2022/23 Skills Maintenance Surf Rescue Certificate

CLUB  
Test NSW Club

COURSES  
Skills Maintenance 2022/23 Bronze Medallion (BM)

LEARNING SESSIONS  
 1st Aug 2022 8:00am - 5:00pm  
 Bondi Beach, Bondi Beach NSW 2026

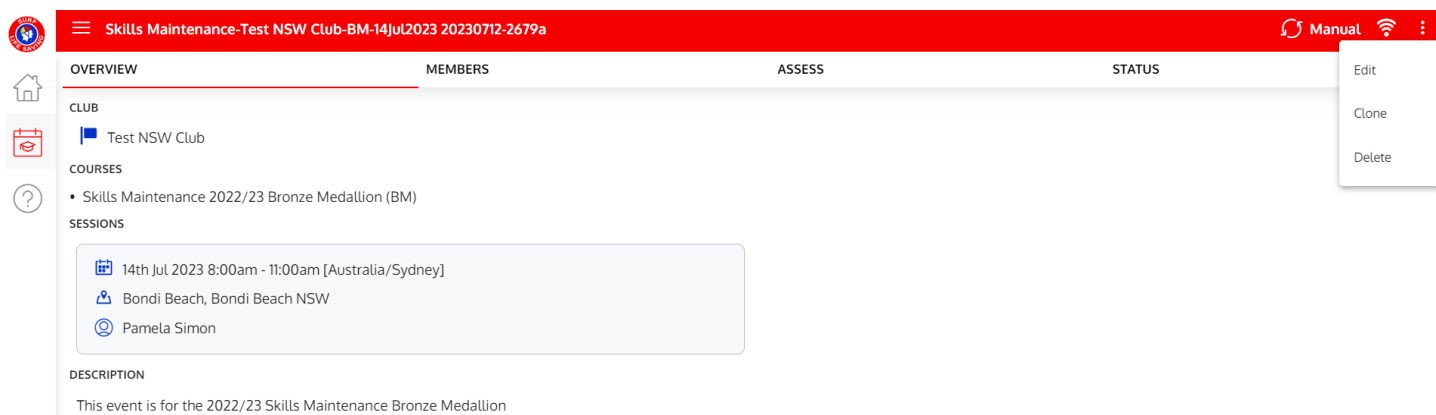
CONTACT  
etrainu tester 

Unenrol

## Event Pages

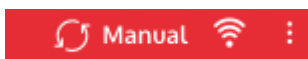
After selecting an event, the app will navigate to the page for the selected event. The event page has four tabs within it (Overview, Members, Assessments and Status). The next sections describe the functionality within each tab.

In addition to the four tabs, there are a number of specific functions for Event Pages that can be accessed in the menu at the top of the app (top right-hand side of the red menu bar) as shown in the image below.



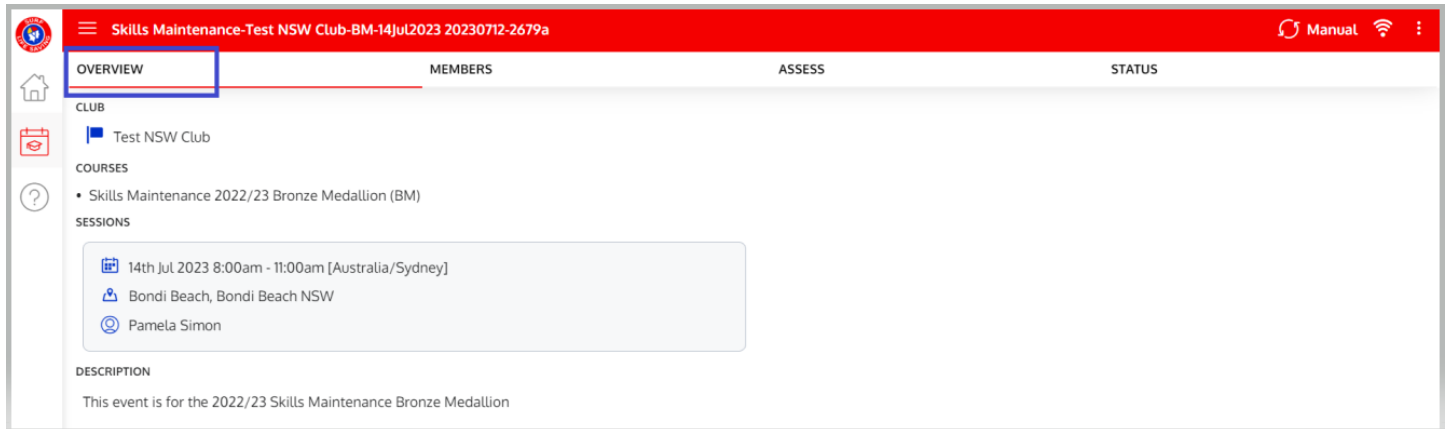
As per the image above, there is a **contextual menu** that can be accessed by pressing the button on the far right (i.e. the button with three vertical dots). Pressing this will present a contextual menu that changes depending on the tab you have selected. It will however always contain the options of *Edit*, *Delete* and *Clone*. Selecting one of these will direct the user to one of the pages described in the Events Management section below.

The second button from the right is the **online/offline** button. This allows you to still operate the app if you are in an area with poor connectivity. The final button is the **refresh** button. This button can be used to refresh the event and is useful when there are multiple assessors for an event however it is set to refresh every 1 minute.



## Overview tab

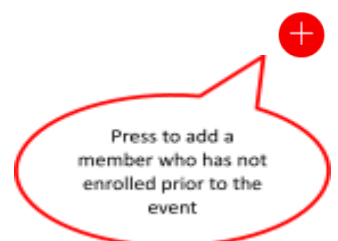
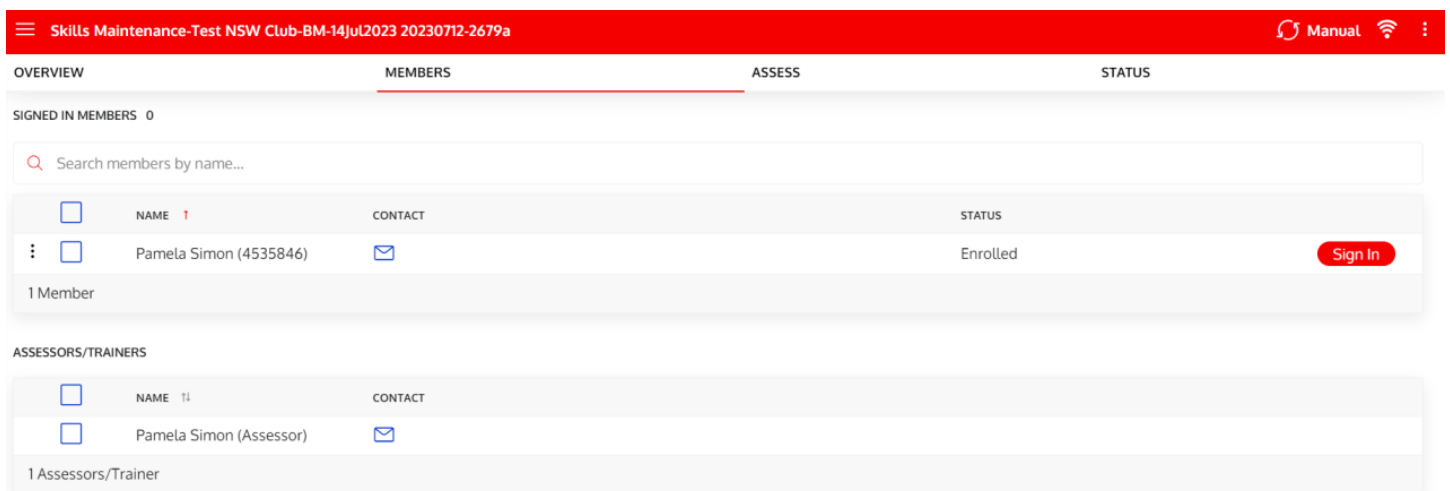
The overview tab displays the key event details including the event date and times, location, organising club and a short description of the event.



## Members tab

The Members tab allows you to:

- View all members that have enrolled into the event
- Enrol or Sign-in members for the event
- Contact members via email
- Review a member's status for the event

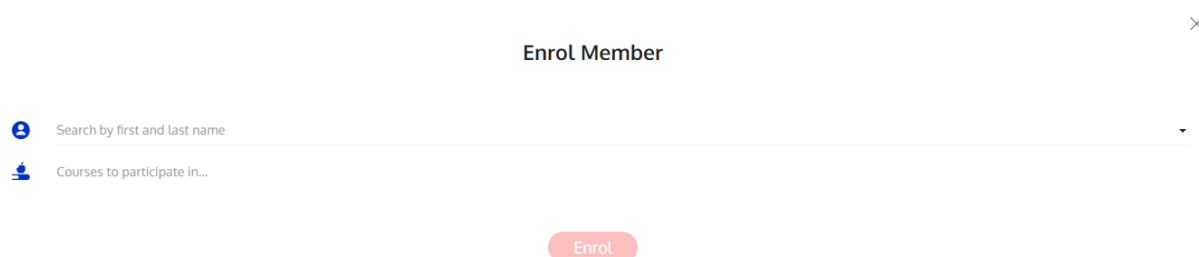


## Adding a member to an event

If you have a member who hasn't enrolled prior to the event, you can add the new member by selecting the round **+** button in the bottom right-hand corner (as per the screenshot image above). The sign in window will pop up and you will be required to enter the following details about the member to complete the registration:

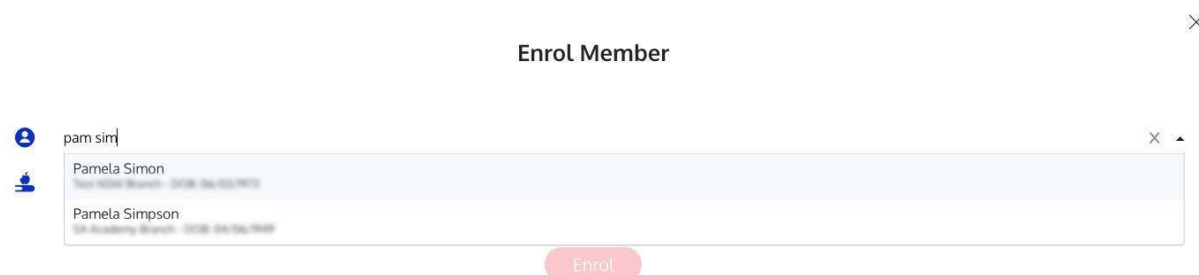
- Member's first and last names
- The course/s they are being assessed

The following screenshot shows how to use the member search within the sign in popup.



The screenshot shows a modal titled "Enrol Member" with a close button (X) in the top right. It contains two search fields: "Search by first and last name" with a person icon and "Courses to participate in..." with a person icon. Below these fields is a red "Enrol" button.

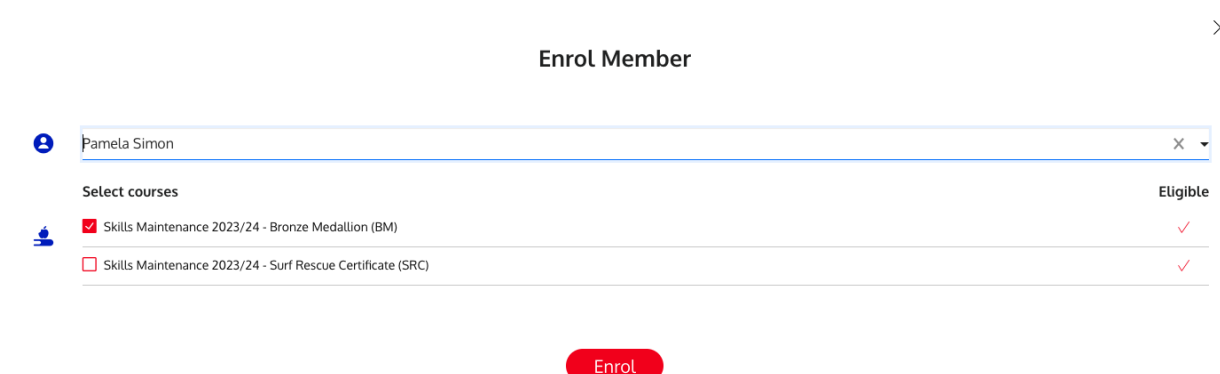
The member's first and last names must be entered. You can enter parts of each name to assist with searching e.g if you are looking for Pamela Simon, you can enter 'Pam Sim' to show possible combinations of member names. The date of birth and branch membership for each member is also displayed to assist in identifying the correct member.



The screenshot shows the "Enrol Member" modal with the search field containing "pam sim". Below the search field, a dropdown menu displays two results: "Pamela Simon" (2000-04-02/2011) and "Pamela Simpson" (2000-04-02/2011). A red "Enrol" button is visible at the bottom.

If the member is not found it is most likely because they are not registered for the current season or they do not hold the prerequisites for the awards that have been selected.

The following screenshot shows how to select a course to enrol the member for within the event.



The screenshot shows the "Enrol Member" modal with the search field containing "Pamela Simon". Below the search field, there is a section titled "Select courses" with a table of available courses. The table has two columns: "Select courses" and "Eligible".

Select courses	Eligible
<input checked="" type="checkbox"/> Skills Maintenance 2023/24 - Bronze Medallion (BM)	✓
<input type="checkbox"/> Skills Maintenance 2023/24 - Surf Rescue Certificate (SRC)	✓

Below the table is a red "Enrol" button.

Once all details have been completed for the member, press the **'Sign in'** button at the bottom of the popup to sign in the member for the event and record their attendance.

Please note that multiple app users can sign in members at once for an event.

## Assess tab

The assessments tab allows you to view all courses and the assessment items covered within the event. The assessments tab allows you to assess members or navigate to the specific assessment page for a particular assessment (e.g. Resuscitation). The primary assessment tab is shown in the following screenshot.

[illegible]

To navigate to a specific assessment page, you can select the assessment titles, the Resuscitation assessment page is shown below and contains a number of assessments for each member.

Skills Maintenance-Test NSW Club-BM-14Jul2023 20230712-2679a

Manual

OVERVIEW

MEMBERS

ASSESS


STATUS


← Resuscitation

Name ↑	1 person (DRSA...)	2 person (DRS...)	Team CPR
⋮ Pamela Simon (4535846)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


To assess a member as competent for a particular assessment, press the relevant checkbox in either the primary assessment tab or the specific assessment page table.


If you need to record additional notes relating to an assessment for a member, select the secondary menu next to the checkboxes (i.e. three vertical dots) on the sub-assessment pages. You will be presented with a popup like the one in the screenshot below that will allow you to record notes or times depending on the setup of the assessment item.



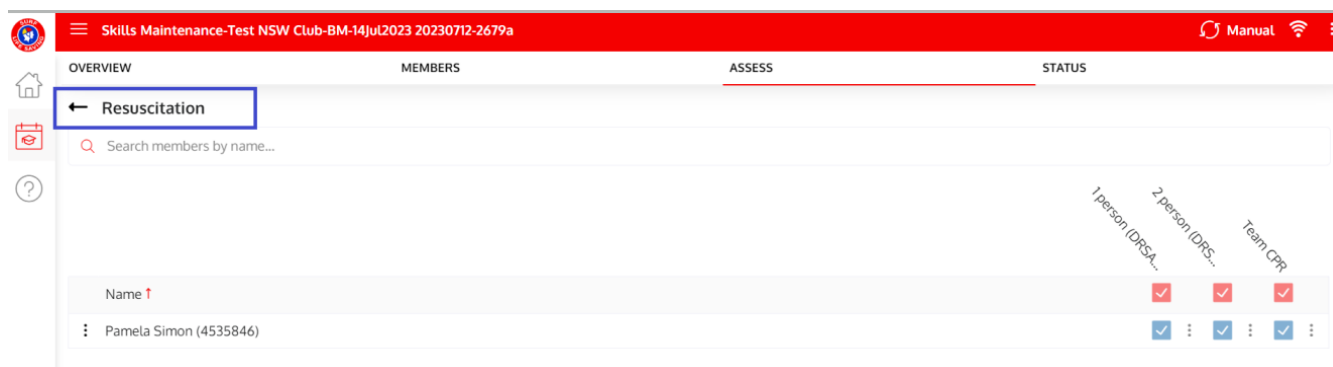


## Supplementary Assessment Information

 Team CPR



To navigate between the primary assessment page and the sub-assessment pages, use the back arrow next to the sub-assessment page heading as highlighted in the image below.



Please note that multiple app users can assess members at the same time. To see the latest assessment data, press the Refresh button to refresh the data presented within the assessment pages.

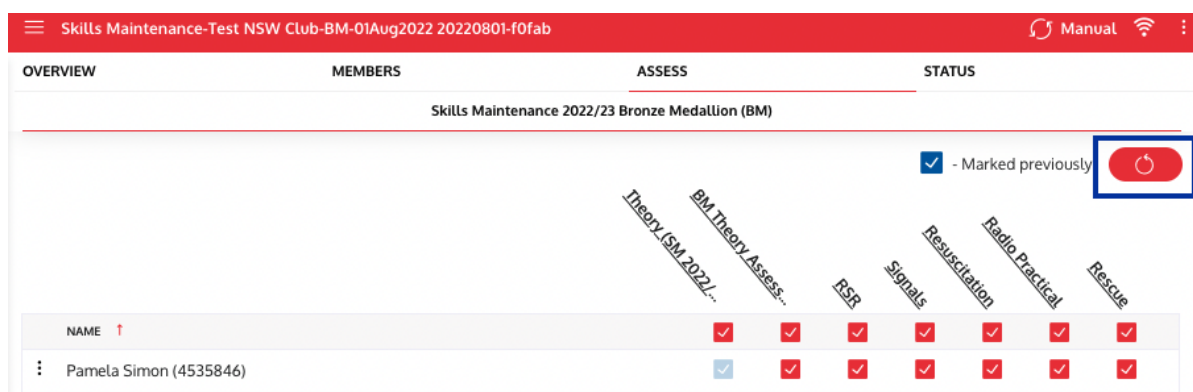
## Assessment results which are marked in blue

Assessments highlighted in blue have been marked and completed previously and you are unable to untick these. These could have been completed from a previous event or an eLearning component in the LMS and are unable to be altered.

OVERVIEW	MEMBERS	ASSESS	STATUS
Skills Maintenance 2022/23 Bronze Medallion (BM)			
		Theory (SM 20... BM Theory Ass... RSR Signals Resuscitation Radio Practical Rescue	
Name ↑		<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
⋮ Pamela Simon (4535846)		<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	

## Undo Feature

If you accidentally mark a user competent for an assessment you can undo this by clicking the undo button (circled in the screenshot below). There is a **maximum of five (5)** undo's at a time.



## Status

The Status tab provides an overview of the members that are complete or incomplete for the courses covered in the event and provides a button to enable an event to be marked as complete which will initiate a push of all award updates into SurfGuard from the LMS.

You also have the option to add in **Summary Notes** and to add/download **documents** for the session.

The screenshot shows the 'STATUS' tab of the 'Skills Maintenance-Test NSW Club-BM-14Jul2023 20230712-2679a' page. The page has a red header with the event title and a 'Manual' button. Below the header is a navigation bar with 'OVERVIEW', 'MEMBERS', 'ASSESS', and 'STATUS' tabs. The 'STATUS' tab is active. The main content area includes a table with columns: MEMBER NAME, COURSE NAME, PROGRESS, and COMPLETION DATE. The table shows one member, Pamela Simon, with 71% progress and no completion date. Below the table is a 'SUMMARY NOTES' section with a text area and an 'Add Notes' button. At the bottom is an 'UPLOAD DOCUMENT/S' section with a table of documents and a 'Download All' button.

MEMBER NAME	COURSE NAME	PROGRESS	COMPLETION DATE
Pamela Simon	Skills Maintenance 2022/23 Bronze Medallion (BM)	71%	-

1 Member

**SUMMARY NOTES** [Add Notes](#)

No summary notes have been added to this event

**UPLOAD DOCUMENT/S** [Download All](#)

NAME	TYPE	DOCUMENT	SUBMITTED BY	DATE SUBMITTED	OPTIONS
Optional Document					

Once all assessment activities have been completed for an event, go to the top right of the page, click on the three dots to get a drop-down menu, and click on the **'Mark Complete'** button as shown in the image below.

This will put the event in a read only state and will then push data from the Assessing App to update award information in SurfGuard for completed members. Members who were not competent will have the assessments saved and when added to future events they will be automatically marked (their results will appear in blue and therefore cannot be changed).

**Note: If the event is not marked as complete, it will remain open without processing the assessment results and the member's courses will remain in progress.**

The screenshot shows the same 'STATUS' tab page as before, but with a dropdown menu open on the top right. The menu contains the following options: Edit, Clone, Delete, Mark Complete (highlighted with a blue box), Compliance Report, and Assessment History.

MEMBER NAME	COURSE NAME	PROGRESS	COMPLETION DATE
Pamela Simon	Skills Maintenance 2022/23 Bronze Medallion (BM)	71%	-

1 Member

**SUMMARY NOTES**

No summary notes have been added to this event

**UPLOAD DOCUMENT/S**

NAME	TYPE	DOCUMENT	SUBMITTED BY	DATE SUBMITTED	OPTIONS
Optional Document					

- Edit
- Clone
- Delete
- Mark Complete**
- Compliance Report
- Assessment History

## Help Centre

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If you require any technical support, you can submit a request for further assistance to the SLSA IT helpdesk at <https://support.sls.com.au/>. You can also access FAQ and videos which may assist you further in using the features of the Assessing App.

## Providing feedback to SLSA

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Your constructive feedback on the SLSA Assessing App will greatly contribute towards improving SLSA Learning and Development resources.

All resources developed by SLSA are reviewed regularly and updated as required. Constructive feedback can be supplied by contacting SLSA using the details below.

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[education@slsa.asn.au](mailto:education@slsa.asn.au)