



How to Renew Your Club Membership

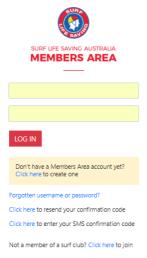
Before you renew your membership you need to have created a Members Area account. Please refer to instructions on *How to Create a Members Area Account.*

Family groupings are also available this season to make the membership renewal process easier. If you are renewing memberships for your whole family, please see instructions on **How to Create a Family Group** before you renew your membership. Please note that only one member of the family (parent/quardian) will need to create a Members Area account.

Please find below instructions for:

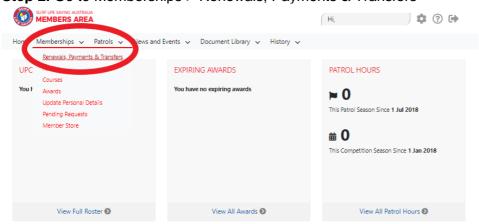
- 1. How to renew an individual club membership
- 2. How to renew a family group club membership

1. <u>Please complete the following steps to renew an individual club membership</u>



Step 1. Log into your Members Area account. members.sls.com.au

Step 2. Go to Memberships > Renewals, Payments & Transfers



LSV Member Instructions How to renew a club membership Updated 15/12/2015



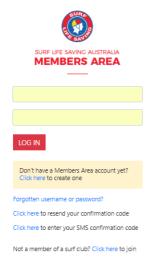
- **Step 3.** A General Details section will appear. Please check that First Name, Last Name, DOB, Email Address 1, Home Address and Postal Address are correct, as these are required fields and **must be completed**. However, we would appreciate if all fields are completed.
- **Step 4.** Complete the SLSA Membership Application and Declaration. At the bottom of the application, there are three acknowledgement boxes, one of which only applies if you are a parent/guardian applying on behalf of someone under 18. Click 'Submit the Form'.

CONFIRMATION	
	SLSA MEMBERSHIP APPLICATION AND DECLARATION
	dge and agree to the declaration including the warning, exclusion of liability, release & indermnity. I acknowledge that if my application for ed to all benefits, advantages, privileges and services of SLSA membership.
Where he applicant is <u>under 18 years</u> o	f age this form must also be signed by the applicant's parent or legal guardian.
I,	am the parent or guardian of the applicant.
applica 's behaviour and agree to perso	ant undertaking the SLS Activities. In consideration of the applicant's membership being accepted I expressly agree to be responsible for the onally accept in my capacity as a parent or guardian the terms set out in this membership application and declaration including the provision by ms set out above. In addition I agree to be bound by and to comply with the SLSA constitution and any regulations and policies made under it.
☐ I hat e read, understand, acknowledg	e and agree to the declaration and application and conditions of membership. I warrant that all information provide the concess. Submit the Form Re et

- **Step 5.** It is important that after you have submitted your membership application that you pay your membership fee. On the confirmation screen, details will be provided on how you can pay. Most clubs will have online payments set up. If available, select 'Click here if you wish to pay online'.
- **Step 6.** Your details should appear prefilled. If you are paying for anyone else at the same time, please make sure that you add their names as well. Enter the amount you wish to pay in the amount section. If you are unsure about how much to pay, select the 'Click here to view price list' option.
- Step 7. Follow the prompts to provide credit card details and complete payment.

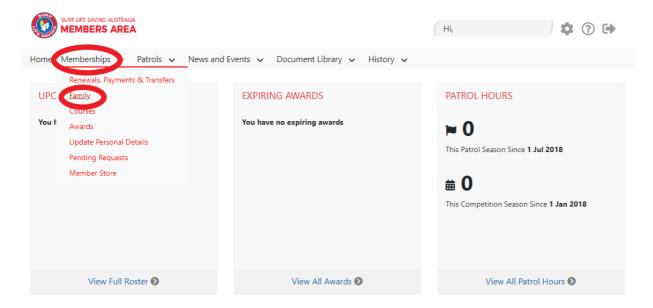
2. <u>Please complete the following steps to renew a family group club membership</u>

Please ensure that you have created your family group prior to completing these steps, refer to instructions on *How to Create a Family Group*.



Step 1. Log into your Members Area Account. members.sls.com.au

Step 2. Go to Memberships > Family.



Step 3. Select 'Renew Memberships'

My Family

Family Group Name Number of Members Organisation Primary Contact Status Action VSO Family 3 Test Vic Club Boaty McBoatface Approved View/Edit Renew Memberships

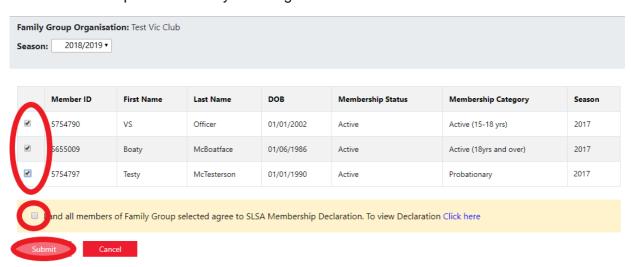


Make Payment

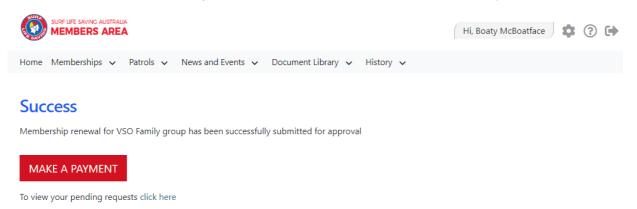
Create Family Group

FAMILY GROUP DETAILS

Step 4. Tick the boxes for the family members that require to be renewed. View and agree to the SLSA Membership Declaration by selecting the tick box. Click 'Submit'.



Step 5. It is important that after you have submitted your membership application that you pay your membership fee. On the confirmation screen, details will be provided on how you can pay. Most clubs will have online payments set up. If available, select 'Make a Payment'.



Step 6. Your details should appear prefilled. If you are paying for anyone else at the same time, please make sure that you add their names as well. Enter the amount you wish to pay in the amount section. Your club's price list should be displayed, if your club does not have a price list, contact your club for further details.

Step 7. Follow the prompts to provide credit card details and complete payment.



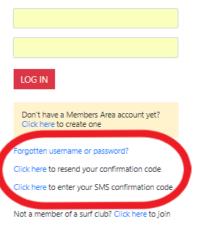
Further Tips

I have forgotten my password for the Members Area?

If you have forgotten your username or password, click the reminder link on the main login page <u>members.sls.com.au</u>. Enter you first name, last name, DOB and select email or SMS to receive your reminder.

I have submitted my membership application but forgot to pay. How do I pay?

Log into you Members Area account members.sls.com.au. Select Memberships>Renewals, Payments & Transfers > Make a payment. Follow the prompts to make a payment, making sure you have filled in all relevant details in the 'Complete name / Meaningful payment details' section.



I'm not sure how much to pay for my club membership.

In the Online Payment section of the Members Area, your club's price list should be displayed. If your club does not have a price list, they may have their membership fees available on their website or contact your club for further details.

I require further assistance.

If you need further assistance to renew your club membership or encounter any 'error' messages please email ithelp@slsa.asn.au or call the SLSA IT Helpdesk 1300 724 006.

