



Online System for SLS Clubs to Manage Silver Salties Programs A Quick Start Guide

Welcome to SLSA's online system where SLS Clubs are provided with their own club portal to set up and manage participation programs including Silver Salties.

The online system will allow clubs to:

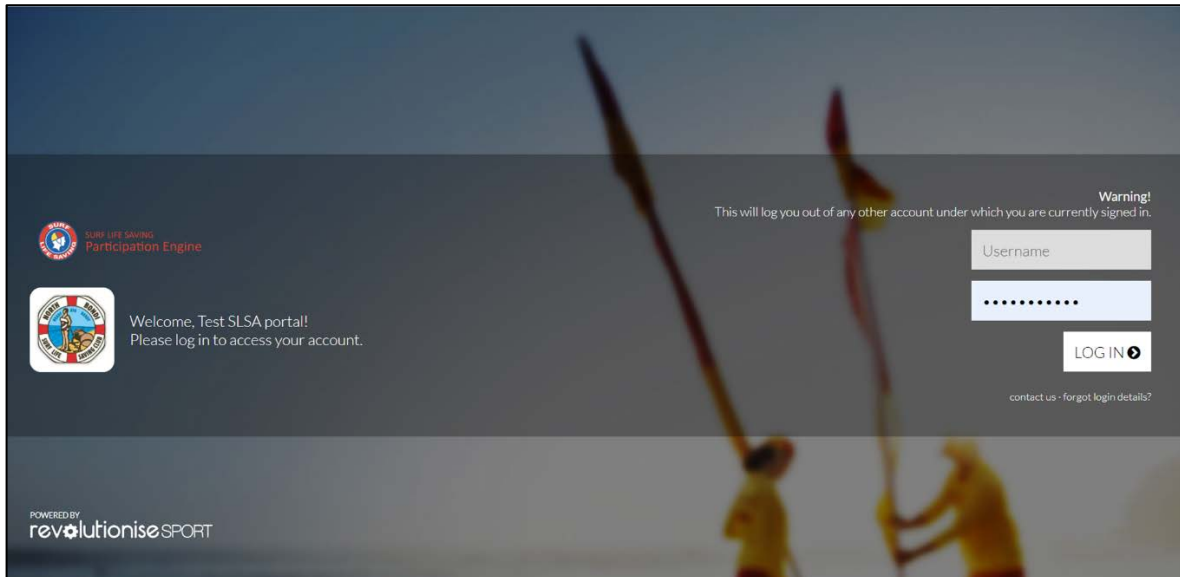
- Promote their Silver Salties programs through:
 - A webpage which includes venue, times, duration, costs, online registration and other relevant program information. The link for the webpage will be generated through the system and can be used by clubs to promote programs on the club website or through social media.
 - The SLSA website program finder which can be viewed publicly. *This feature will be activated in future when Silver Salties is officially launched.

- Manage online and hard copy participant registrations so that:
 - Participants registered to programs in the system are covered by the insurance policy.
 - Clubs can access retrospective subsidies for participants aged over 65 registered to programs and marked as complete.
 - Clubs can promote club-specific information and events, including any club-specific terms and conditions.
 - Participation data can be analysed as part of club, state and/or national evaluation of the initiative, as well as Sport Australia reporting.

This **Quick Start Guide** provides clubs with the essential information to get their portal up and running and provides details on how to set up and manage Silver Salties programs. Additional training and support on the use of the online system can be requested by contacting: silversalties@slsa.asn.au.

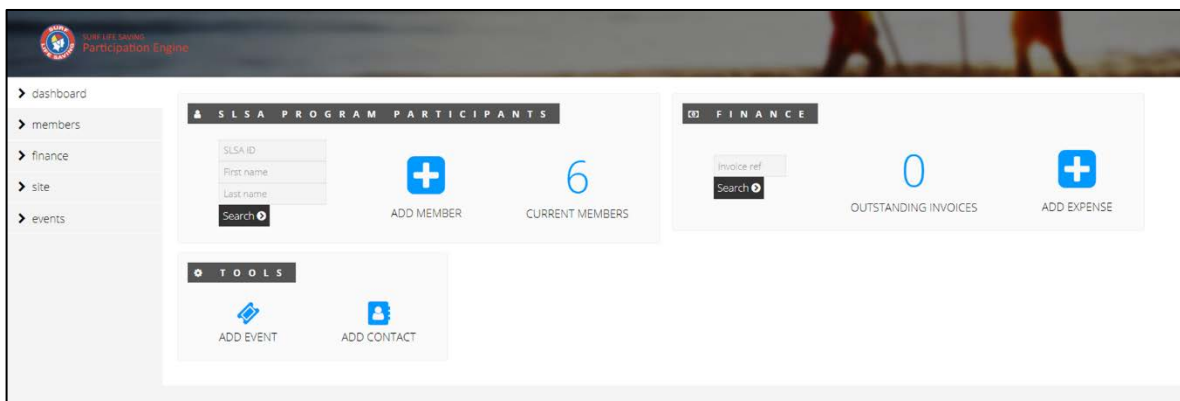
1. ACCESSING YOUR CLUB PORTAL

When your club registers to deliver Silver Salties, the nominated contact will be sent an email with a link to access the club portal and details about setting up a Username and Password.



Use the link to access your club portal and log in by entering your Username and Password. Ensure you bookmark your club portal for ease of access in future.

Once logged in, you will then see a home page (Dashboard) which looks like this:



If you are ever unsure where you should go in your club portal, it is always best to click [?](#) **dashboard** in the left-hand menu which will bring you back to this screen.

More than one club representative can access the club portal as an 'administrator'. The support article '**Add Administrators**' can be found in the [?](#) **help** area in the top right-hand corner of the portal. Simply type Add Administrators in the search area to find the article.

2. CHECK YOUR CLUB DETAILS

Once you've logged in, you can check and/or update your club details in the portal. To update the details and logo: Click **Account** in the top right-hand corner of the portal, then click **Account details** to update your details including your logo. Ensure that you click **Save details**. You can update this information at any time.

Please Note:

- Your club logo will be used across the online platform including online registration forms
- Check the time settings in your account to make sure they reflect your State/Territory time zone. This will impact on event times etc.

3. SETTING UP A PROGRAM & ADDING PARTICIPANTS

So that you can get ready to start promoting your Silver Salties program/s, you need to set up each program's details i.e. venue, start and end date/s, session times and other details. Once program details have been added, the online system will create a webpage for each Silver Salties program so that your club can use the webpage link on the website, in social media posts and as part of any emails/invitations to potential participants. The event webpage will include an option for participants to REGISTER to the program and will look like the image below:

The image shows two side-by-side screenshots. The left screenshot is a webpage for 'Club Volunteering'. It features a title, a registration deadline notice ('Registration for program closes at Fri 26 Jun 2020 01:00'), event dates ('Tue 19 Nov 2019 09:00 - Tue 23 Jun 2020 10:30'), location ('North Bondi SLSC, Campbell Pde, North Bondi, NSW 2026'), and a 'REGISTER' button. Below this is a photo of two people in yellow 'SURF RESCUE' gear, the Silver Salties logo, and a short paragraph about the benefits of volunteering.

The right screenshot is a Google Map of Bondi Beach, Australia. A red location pin is placed on Campbell Parade, North Bondi. A pop-up window shows the location name and a 'Directions' button. The map also shows other landmarks like Bondi Beach, The Royal Bondi, and Tamarama Beach.

Step 1: Add program venues

Consider the locations that you will be running a Silver Salties program from and add them to the system as venues. It could be a general location like the clubhouse or somewhere specific like a park or part of the beach. To add a venue, click [+](#) **account** in the top right-hand corner of the portal, then click [+](#) **Venues**. Click [+](#) **add venue** and enter the following information; **Name, Short name, Address** and then click [+](#) **Add venue** at the bottom of the page.

Once you've added the venue click on edit to review the detail including the **Preview map** that will appear based on the address details you've entered for the venue.

Step 2: Creating a program

To set up a Silver Salties program click [+](#) **events** in the left-hand menu. Click [+](#) **add event** to set up a new program. You will be prompted to give your program a name. You can choose to call it the Silver Salties program name e.g. "Walk & Talk" or you can give it another relevant name e.g. "Scarboro Steppers". You must, however, ensure that you select the correct Silver Salties program name option in the '**Link to program template**' field e.g. If you are running a walking group, select: Surf Life Saving Australia - Participation - Walk & Talk. See the 20 Silver Salties program name options below:

PARK	CLUBHOUSE	BEACH	POOL	SURF
<p>Walk & Talk</p> <p>Join the Walk & Talk group to do a coastal walk while talking with new and old friends.</p> <p>History & Horizons</p> <p>Relax, enjoy the sea air, and gaze at the horizon while learning about surf-life saving, indigenous and local histories.</p> <p>Yoga & Mindfulness</p> <p>Be mindful, stronger and more flexible using gentle yoga poses and stretches.</p> <p>Tai Chi & Meditation</p> <p>Get fitter, have better balance and learn about meditation trying Tai Chi - an internal Chinese martial art practiced for defense training and health benefits.</p>	<p>Wisdom & Wellbeing</p> <p>Join the Wisdom & Wellbeing group where you can learn from guest speakers about the importance of physical activity, social connections, health and wellbeing.</p> <p>Chair Aerobics</p> <p>Increase your range of movement, muscle tone, flexibility, cardiovascular fitness and social connections through movements to music from the comfort of a chair.</p> <p>Club Volunteering</p> <p>Volunteer at the local Surf Life Saving Club by sharing your interests & expertise e.g. typing, fixing things, mentoring younger people, being an official at events, working the BBQ, supporting Nippers etc.</p> <p>First Aid</p> <p>Learn basic First Aid, as well as resuscitation, to support others at home, at the beach or anywhere in between!</p>	<p>Social Club</p> <p>Join the Social Club for fun physical activity on the beach e.g. bocce, kites, cricket, sand darts, stone skimming, frisbee, followed by a social event e.g. BBQ.</p> <p>Beach Fitness</p> <p>Get fitter and stronger on the beach including a circuit of moderate, strength, balance and flexibility exercises.</p> <p>Beach Surf Sports</p> <p>Participate in modified beach surf sports including fast running, relays, flags, wading activities and running-based games.</p> <p>Patrol</p> <p>Learn about lifesaving including a tour of the patrol areas, beach safety knowledge, surf skills, radio operator skills and more.</p>	<p>Pool Swim Club</p> <p>Join the weekly Pool Swim group to increase your cardiovascular endurance, strength and flexibility.</p> <p>Gentle Pool Exercises</p> <p>Do low-impact exercises in the pool such as walking, stretching and modified aqua aerobics.</p> <p>Swimming Skills</p> <p>Enter and exit a pool safely, floating techniques, how to move safely in the pool and how to do a range of swim strokes.</p> <p>Pool Rescues</p> <p>Do modified pool rescue techniques including line throw, tube rescue and brick carry.</p>	<p>Surf Swim Group</p> <p>Join the weekly Surf Swimming Club to increase your physical fitness and social connections.</p> <p>Surf Swimming</p> <p>Be a more confident surf swimmer including; how to read surf conditions, do entries and exits, wade in the water, body surf and swim in the ocean.</p> <p>Catching Waves</p> <p>Catch waves including body surfing, body boarding, catching waves etiquette and general surf safety.</p> <p>Surf Rescues</p> <p>Do a Tube Rescue and a Board Rescue (simulation/ scenarios) in calm water and where appropriate, in surf conditions.</p>

Once you have filled in all the details for the program click [+](#) **Add event** at the bottom of the page to create the program.

To view your program webpage, click [+](#) **view event live** in the **Options** menu on the right-hand side of the page. You can use the webpage link in any of your communications and marketing.

To manage an existing program, click **events** in the left-hand menu and the list of current programs will appear. Under the **Actions** heading click **details** to reveal the program summary. Use the list of **Options** on the right-hand side of the screen to manage the program.

Step 3: Registering Participants in Programs

Where possible it's recommended that you encourage participants to self-register online. See the REGISTER option in the program webpage below.

The screenshot shows a webpage for 'Club Volunteering'. On the left, there is a registration form with the following details:

- Registration for program closes at Fri 26 Jun 2020 01:00.
- Date: Tue 19 Nov 2019 09:00 - Tue 23 Jun 2020 10:30
- Location: North Bondi SLSC, Campbell Pde, North Bondi, NSW 2026
- Activity: Surf Life Saving Australia - Participation - Club Volunteering

 A red-bordered button labeled 'REGISTER >' is visible. Below the form is a photo of two people in yellow surf gear and the Silver Salties logo. Text below the photo states: 'Being a volunteer has many benefits. It can create meaning and purpose, as well as building self-esteem and wellbeing. Volunteering can also relieve stress and improve mental health.'

On the right, there is a Google Map showing the location of Campbell Parade, North Bondi NSW 2026. The map includes a 'Directions' button and a 'View larger map' link. A red pin is placed on the map near Bondi Beach, with a label 'BEN BUCKLER'. Other nearby locations like 'The Royal Bondi', 'Tamarama Beach', and 'Hewlett Beach' are also marked.

To manually add participants to a Program, collect participant information from the 'Hard copy registration form' and use the relevant option below:

Option 1. If the Participant is not a member of an affiliated SLS club: Click **members** in the left-hand menu. Click **add member** in the sub-menu and ensure that "add new member" is selected on the page that appears. Add the participants details – ensure you click **Add member** at the bottom of the page.

Then click on **events** in the left-hand menu and the list of current programs will appear. Under the **Actions** heading click **details** to reveal the program summary. In list of **Options** on the right-hand side of the screen click **add registration**. In the **Member** field start typing the name of the participant you have just added to the Portal, they should appear for you to select. Click **Add registration** to add the participant to the program.

Option 2. Participant is a member of an affiliated SLS club: Click on **members** in the left-hand menu. Click **add member** in the sub-menu and ensure that "renew existing

member” is selected on the page that appears. Under the option “**Renew via Surfguard membership**” enter the participants details as they appear in Surfguard and click **Renew** at the bottom of the page. The details of the member as they appear in Surfguard will display on the page. Check the details and amend where necessary and click **Add member** at the bottom of the page.

Then click on **events** in the left-hand menu and the list of current programs will appear. Under the **Actions** heading click **details** to reveal the program summary. In list of **Options** on the right-hand side of the screen click **add registration**. In the **Member** field start typing the name of the participant you have just added to the Portal, they should appear for you to select. Click **Add registration** to add the participant to the program.

Option 3. Participant is already in the club portal: The participant may already be in the club portal if they have participated in a program previously. Click on **events** in the left-hand menu and the list of current programs will appear. Under the **Actions** heading click **details** to reveal the program summary. In list of **Options** on the right-hand side of the screen click **add registration**. In the **Member** field start typing the name of the participant you have just added to the Portal, they should appear for you to select. Click **Add registration** to add the participant to the program.

Step 4: Adding the Program Leader details

The person responsible for running a Program needs to be added as added as the “**Event Official**” (administrator).

To add an administrator, click **events** in the left-hand menu and the list of current programs will appear. Under the **Actions** heading click **details** to reveal the program summary for the relevant program. In the list of **Options** on the right-hand side of the screen click **manage officials**. In the **Member** field start typing the name of the program administrator, they should appear for you to select – note: the administrator needs to be in the member list of the club portal. Click **Add event official** at the bottom of the page.

4. REQUIREMENTS WHEN A PROGRAM HAS FINISHED

When a program has ended, it is important to mark participants as ‘complete’ for a program because:

- It will ensure that the club will receive subsidies for eligible participants (those participants aged 65+)
- Participants receive an email with notification of program completion including a program certificate:



To mark participants as complete for a program click [🔗 events](#) in the left-hand menu and the list of current programs will appear. Under the **Actions** heading click [🔗 details](#) to reveal the program summary of the relevant program. In the list of **Options** on the right-hand side of the screen click [🔗 program completion](#). Select the participants that have completed the program and add a completion date. click [🔗 Save details](#) at the bottom of the page.

The participants details will be updated and there will be a program completion certificate that can be accessed and printed.

5. FINANCE & PAYMENTS

While most Silver Salties programs are free, there may be some programs that require payment from participants. The online platform allows you to set up an online payment option for participants.

Online payments can be accepted through the portal if you'd like to take payment via credit card. To do so, you'll need:

- Your bank account details
- Non-PO Box address (this is kept confidential and is for anti-fraud purposes)
- ABN



To enable online payments via Pin Payments (the credit/debit card facility), click **finance** in the left-hand menu then click **settings**. Under the **Accepted payment methods** heading click **Enable Pin Payments** and fill in the form and click **Request Pin Payments** account (allow 1-2 days for setup).

Online transactions via Pin Payments attract a fee of 2.0% + \$1.60 per transaction. We recommend you choose to absorb these fees and to adjust your pricing accordingly.

You can also specify other methods (cash, bank deposit etc.) available to participants under the **Accepted payment methods** heading.

6. OTHER ADMINISTRATIVE CAPABILITIES

The online system allows clubs to do a range of administrative activities, which can be explored further in the future. For now, the main use of the online system will be for setting up and managing participation programs including program promotion and participant registration.

7. HELP & SUPPORT WITHIN YOUR CLUB PORTAL

Support articles can be found by clicking **help** in the top right-hand corner of the portal. You can browse the **help articles** by clicking a category, watch the **video tutorials**, or lodge a **support ticket** for assistance.

Note: the support articles are general and may not specifically relate to how SLS clubs use the system.

FEEDBACK, QUESTIONS, COMMENTS?

For support using the online system to manage participation programs, including Silver Salties, please contact the **revSPORT** team! Click **help** in the top right of the Portal, or use the details below:

support@revolutionise.com.au

(02) 9746 5389 (9am – 5pm AEST)

For questions relating to Silver Salties, please contact silversalties@slsa.asn.au

For questions relating to SLS participation programs, please contact SLSA Participation Manager Julien Palmer: jpalmer@slsa.asn.au