



# Renewing Membership using Lifesaving Online

To make it easier for members and committee, as well as helping to look after our environment, MLSC encourages all new and renewing members to complete their membership documentation online. This can be done using one of Surf Lifesaving Australia's web services, Lifesaving Online. The system is secure and your information is private. As has always been the case, only authorised committee members at MLSC will be able to access your private information. Please follow the steps below to renew your membership.

## Already registered with Lifesaving Online?

Renewal is very easy now that you have already registered.

- Go to [www.lifesavingonline.com.au](http://www.lifesavingonline.com.au) and simply click on 'Login' from the menu choices at the top of the page.
- Enter your username and password and click on the 'Login' button

You will see a screen with text including the 'Welcome' text below. Just click on the 'click here' link to renew your membership.

## Welcome

If you are here to renew your membership at a surf club, please [click here](#)

The screenshot shows the 'My Memberships' page on the Lifesaving Online website. The page has a blue header with the SLA logo and navigation links. The main content area is white and contains the following text:

Below are the organisations you have memberships with at SLA. To renew a Membership for a Surf Club please click on the "Renew" link.  
If you would like to apply for membership at a new organisation, please click join a new organisation.

SURF CLUBS

Club	Branch	State	Registered Season	Membership Category	Renew	Make Payment
Mordialloc	Kingston (District)	Life Saving Victoria	2010	Associate	Renew	Make Payment


Surf Club members: Please note that once you request a change to your details or a membership renewal, you will be sent to the chosen organisation, pending approval. You can not submit a request with another organisation until this pending request is approved.

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Logged in as: Michelle Smith

- Now click on 'Renew' next to the club details and you will be able to check that all your details are up to date
- Follow the prompts or, if you prefer, there are more detailed instructions in the '[To Renew Membership](#)' section of this document

## Not Registered yet? - Getting Started

- If you have not already registered with Lifesaving Online, go to the Lifesaving Online website at [www.lifesavingonline.com.au](http://www.lifesavingonline.com.au)
- Click on the  button in the top left hand corner.
- Select 'Yes' to answer the question 'Are you now or have you ever been a member of a Surf Club or SLSA Organisation?'
- Fill in your name, date of birth and preferred method of authentication
- Choose a login name, usually something like msmith or djones (click the [\[check\]](#) link to make sure the user name is available)
- Choose a password (must be 5-12 characters in length and must contain at least one letter and one number. Cannot use ',+?#"\*\&\$) and type it in carefully to both password boxes
- Click on the submit button

You should receive the following message on your screen

### Create Account

We have sent you a confirmation email, please check your account and follow the instructions.

- Check your email account. You should have received an email asking you to activate your account with Lifesaving Online.
- Click on the link contained within the email
- Type in your username and password in the appropriate boxes and click on the 'login' button

You will now be logged into the Lifesaving Online system.

***If you are renewing a family membership, you will need to repeat this process for every member of your family (5 years and above). You must use a different login name for each person (msmith, jsmith, dsmith etc.) but you are welcome to use the same password, especially for children's accounts so you don't have to remember too many passwords.***

## To renew membership:

- Once you are logged in, click on the 'My Memberships' button in the navigation bar at the top of the page
- Click on the link in the blue box  
**If you are here to renew your membership at a surf club, please [click here](#)** OR click on 'Membership View/Renewal' in the drop down menu from 'My Memberships'
- Click on the 'Renew' link on the right hand side
- Check that ALL details are correct and up to date
- Edit any information that is not correct by clicking in the relevant box or dropdown list
- Scroll to the bottom of the page and make sure you check the box just above the information highlighted in yellow.



I have read, understood, acknowledge and agree to the above declaration including the warning, exclusion of liability, release & indemnity. I acknowledge that if my application for membership is successful I will be entitled to all benefits, advantages, privileges and services of SLSA membership.

- If renewing your child's membership you will need to fill in your name and check the box within the yellow highlighted area on behalf of your child
- Check the final box at the bottom of the page



I have read, understand, acknowledge and agree to the declaration and application and conditions of membership. I warrant that all information provided is correct.

- Click on submit
- You will be asked if you are sure that you want to submit the form. If you are happy with the details you have entered, click 'OK', if not, click 'Cancel' and continue editing your form.

You should receive the following message on your screen

### Renew Your Membership

Your renewal request has been recorded in the system and is pending approval. [Click here to Click here to pay online](#). This link will take you to a payment website operated by a third party on behalf of SLSA.

To view your pending requests [Click here](#)

**NOTE: Working with Children Check – The system does not currently ask you to enter these details *however* it is compulsory for all members aged 18 years or over to possess a WWCC to become a member of MLSC. Please forward your WWCC number, date of approval and expiry date to the Membership Registrar as soon as possible so your membership renewal can be finalised.**

## Payment

Membership renewal is not complete until your payment has been received.

- If you wish to pay by **credit card online**, click on the 'Click here to pay online' link (refer to [MLSC Payment Options](#) for further instructions)
- If you wish to pay by **cheque**, please send a cheque in the appropriate amount to PO Box 5293, Mordialloc 3195. Make sure you include a note stating whose membership the cheque is paying for eg: John Smith membership / Mary Jones Family / Tim Wall, Lucy Grey, Megan Grey and Jack Grey Family membership
- If you wish to pay by direct bank deposit, please refer to [MLSC Payment Options](#) for further instructions.
- If you wish to pay by **cash**, please come to the club on Registration day, 24<sup>th</sup> October 2009 to make your payment, or give your payment directly to the Treasurer (Michelle Spragg) or other committee member as soon as possible after completing your renewal. DO NOT send cash through the mail.

## To update your details:

If your details such as your email address or phone number change at any time over the next 12 months, just log back into Lifesaving Online and update your details using the following steps:

- Click on the 'Update Details' button in the navigation bar at the top of the page
- Check that ALL details are correct and up to date
- Edit any information that is not correct by clicking in the relevant box or dropdown list
- Click on the 'Submit' button

You should receive the following message on your screen

### Update My Details

The information you entered has been successfully submitted for approval.