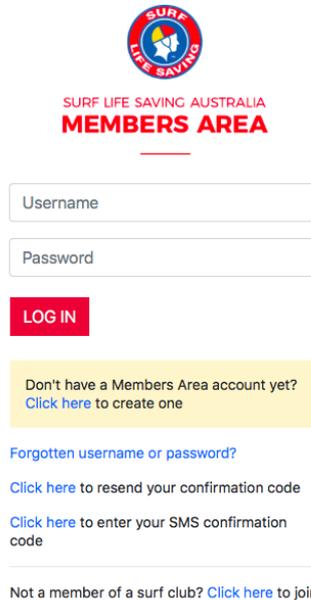


Family Group

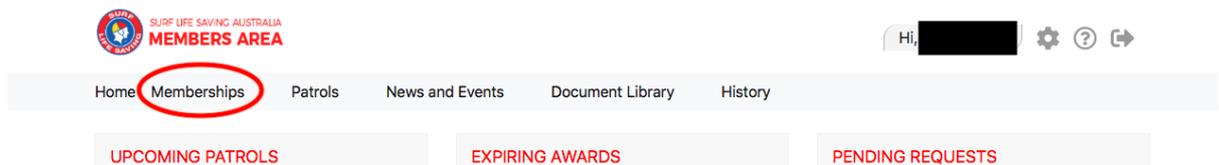
To create a **Family Group** through the Surf Life Saving website:

1. Sign into the “Members Area” at: <https://members.sls.com.au>



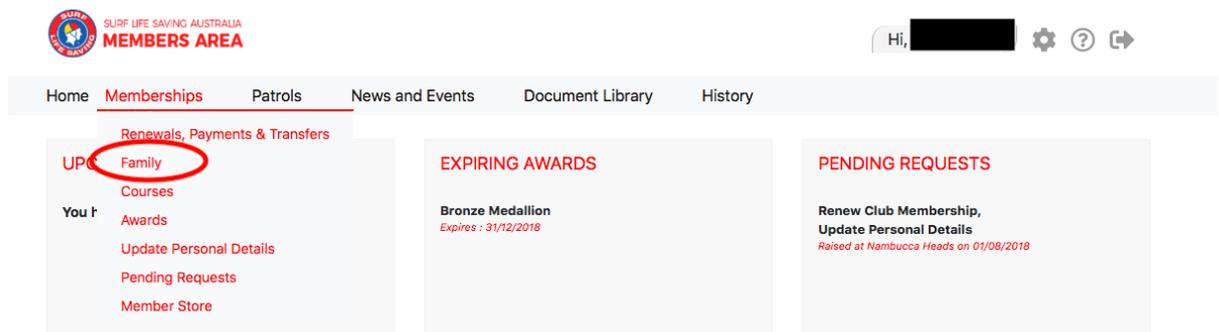
The screenshot shows the login interface for the Surf Life Saving Australia Members Area. At the top is the SLSA logo and the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA'. Below this are two input fields: 'Username' and 'Password'. A red 'LOG IN' button is positioned below the password field. A yellow box contains the text: 'Don't have a Members Area account yet? [Click here](#) to create one'. Below the yellow box are three blue links: 'Forgotten username or password?', 'Click here to resend your confirmation code', and 'Click here to enter your SMS confirmation code'. At the bottom, there is a link: 'Not a member of a surf club? [Click here](#) to join'.

2. Select the “Memberships” tab.



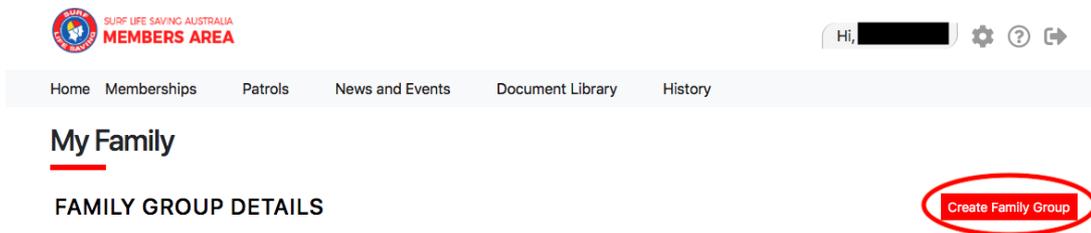
The screenshot shows the dashboard of the Surf Life Saving Australia Members Area. The top navigation bar includes the SLSA logo, the text 'SURF LIFE SAVING AUSTRALIA MEMBERS AREA', and a user profile section with 'Hi, [redacted]', a settings gear icon, a help question mark icon, and a share icon. Below the navigation bar is a horizontal menu with 'Home', 'Memberships', 'Patrols', 'News and Events', 'Document Library', and 'History'. The 'Memberships' tab is circled in red. Below the menu are three main content boxes: 'UPCOMING PATROLS', 'EXPIRING AWARDS', and 'PENDING REQUESTS'.

3. Select “Family”.



The screenshot shows the dashboard of the Surf Life Saving Australia Members Area with the 'Memberships' tab selected. The 'Memberships' tab is highlighted with a red underline. Below it, a sub-menu is visible with 'Renewals, Payments & Transfers' and 'Family' circled in red. Other options in the sub-menu include 'Courses', 'Awards', 'Update Personal Details', 'Pending Requests', and 'Member Store'. The 'EXPIRING AWARDS' box shows 'Bronze Medallion Expires : 31/12/2018'. The 'PENDING REQUESTS' box shows 'Renew Club Membership, Update Personal Details' with a note 'Raised at Nambucca Heads on 01/08/2018'.

4. Select “Create Family Group”



5. Enter a **Family Group Name**, the club should generate automatically, search for a family member (other than yourself!) based on name and date of birth.

The 'Create a Family Group' form is shown with the following fields filled in:

- Family Group Name:** Smith
- Organisation:** Nambucca Heads
- First Name:** Jack
- Last Name:** Smith
- Date of Birth:** 01/01/2010
- Include Archived Members:**

A red 'Search' button is located below the date of birth field.

6. Once you hit the search button, the family member should appear to the left of the screen (“Available Members”).

The search results page shows a yellow note at the top: "Note: For Privacy reasons, you will need to match exactly each person searched to be able to add them to your Family group. If you are having difficulty finding your members of family, contact your club who can assist." Below this are two columns: "Available Members" and "Selected Members".

- Available Members:** Jack Smith (circled in red)
- Selected Members:** (empty)

Navigation arrows (> and <) are between the columns. At the bottom, it says "1 members available." and "0 members selected." with "Submit" and "Cancel" buttons.

7. Select the right arrow (>) to move the “Available Member” to the right of screen (“Selected Members”).

The screenshot shows a web interface for adding family members. At the top, a yellow note reads: "Note: For Privacy reasons, you will need to match exactly each person searched to be able to add them to your Family group. If you are having difficulty finding your members of family, contact your club who can assist." Below this, there are two columns: "Available Members" on the left and "Selected Members" on the right. The "Available Members" column is currently empty and shows "0 members available." at the bottom. The "Selected Members" column contains one member, "Jack Smith", and shows "1 members selected." at the bottom. Between the two columns is a vertical bar with two arrows: a right-pointing arrow (>) and a left-pointing arrow (<). The right-pointing arrow is circled in red, and a red arrow points from it to the name "Jack Smith" in the "Selected Members" column. At the bottom of the interface are two red buttons: "Submit" and "Cancel".

8. Proceed to do this for all family members except yourself, as you will be added automatically as the **Primary Contact**. Once you have added everyone hit “**Submit**”. Your Family Group should now be created and will display in the **My Family** page. From there you can easily renew memberships for any/all members of your family!