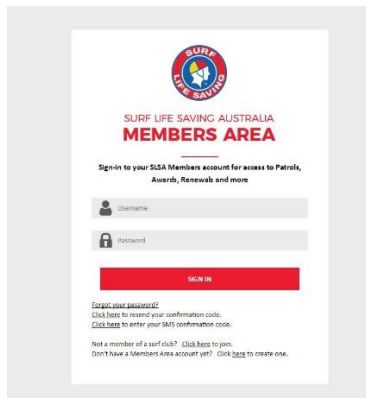
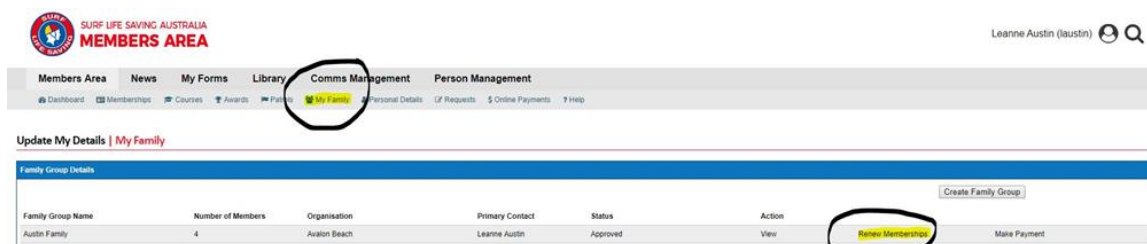


RENEWING A FAMILY MEMBERSHIP

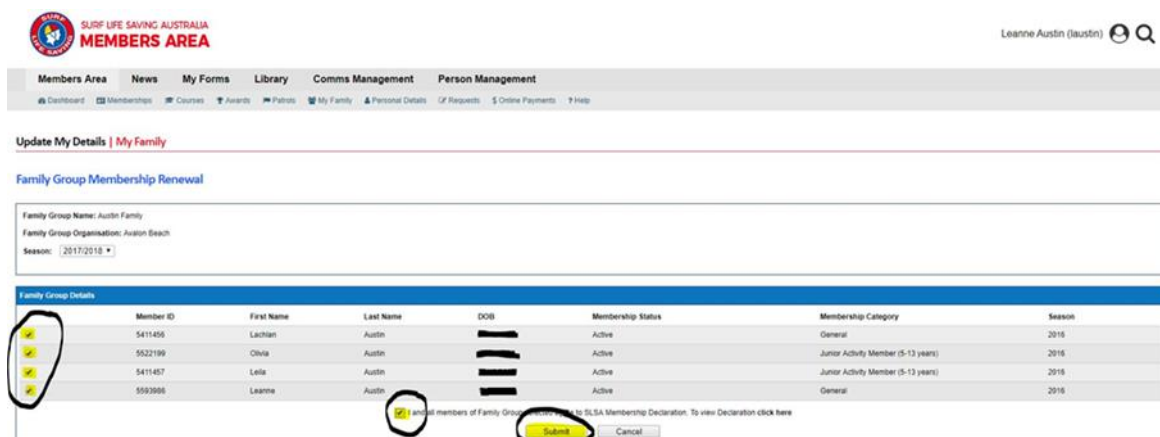
Step 1 From the SLSA Members' Portal Login Screen, <http://portal.sls.com.au> enter your Username and Password. Follow the prompts for a username or password reset if required.



Step 2: You will now be on the "Members Area" page. Select the "My Family" Tab if you are renewing a family membership. (You must have already linked all family members together as Family Group.) Select "Renew Memberships"



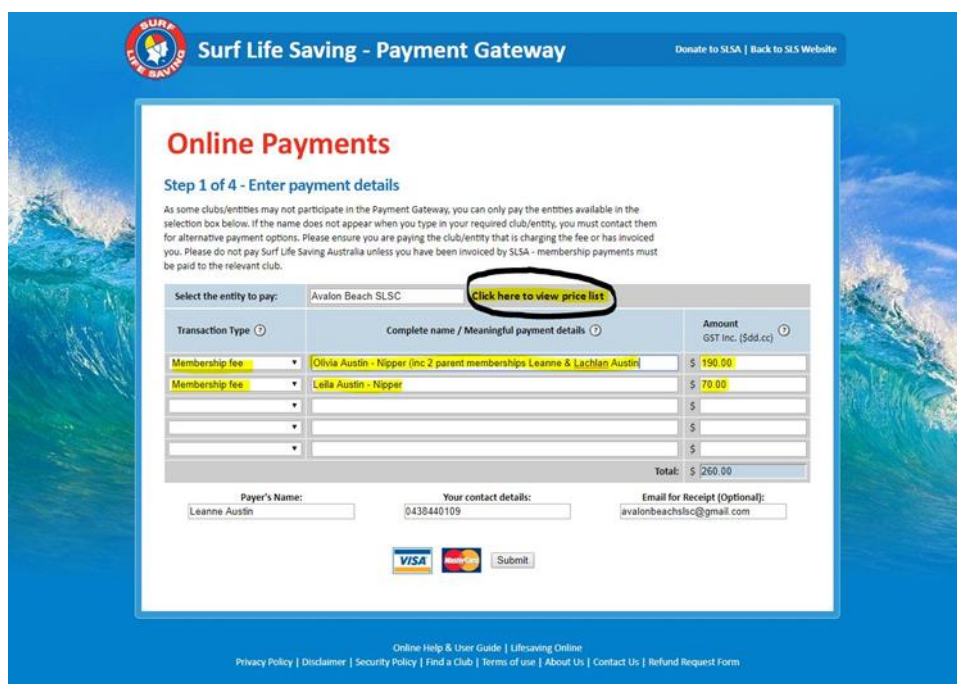
Step 3: Select the family members you are renewing, consent box and Submit.



Step 4: Once your Renewal form has been submitted, you must pay your membership fees by clicking on the "Click here to make a payment" link and follow the prompts.



Step 5:



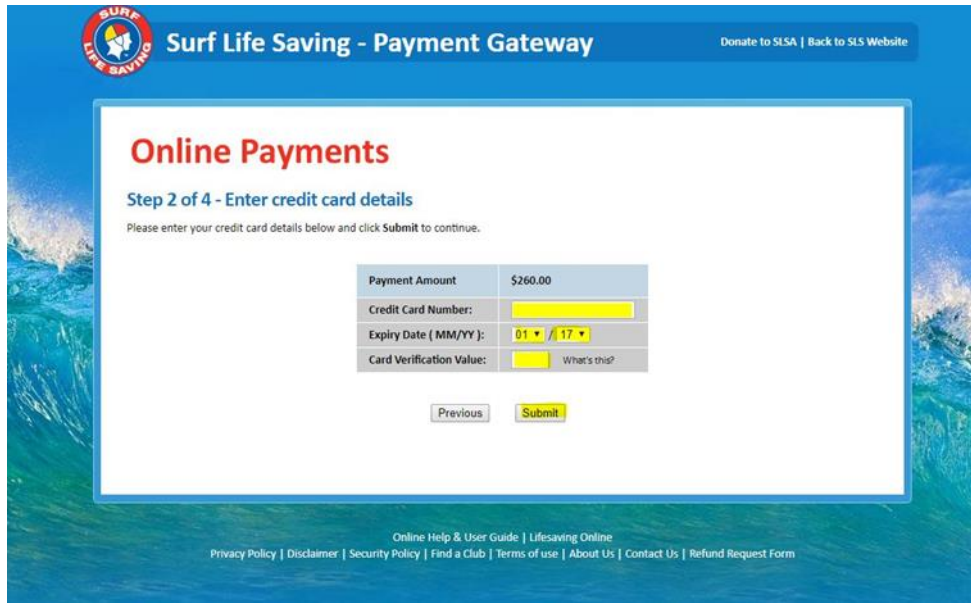
The "Entity to Pay" should automatically be inserted. If not, type "**Avalon Beach SLSC**". A price list can be viewed by clicking on "Click here to view price list".

Transaction Type: From the dropdown box select "Membership Fee", then type the name/s of the member payment relates to.

Nippers: please include the names of the Nipper parents who are also General members of the Club when entering the first Nipper information.
Eg. Membership fee: Olivia Austin Nipper, Leanne & Lachlan Austin, 2 General Members)

Amount: Enter the membership fee value. A price list can be viewed by clicking on "Click here to view price list".

Step 6:



Complete credit card details and click "Submit":

Step 8:

A receipt is automatically emailed to your nominated email address. **Note:** Membership renewal is not complete until both the Renewal Form has been submitted and your membership fees have been paid.

Step 9:

You may also update any personal information by clicking on "My Family" and then "Update my Details". Press Submit.

Step 10:

Logout. Select the person icon at the top right of screen.

