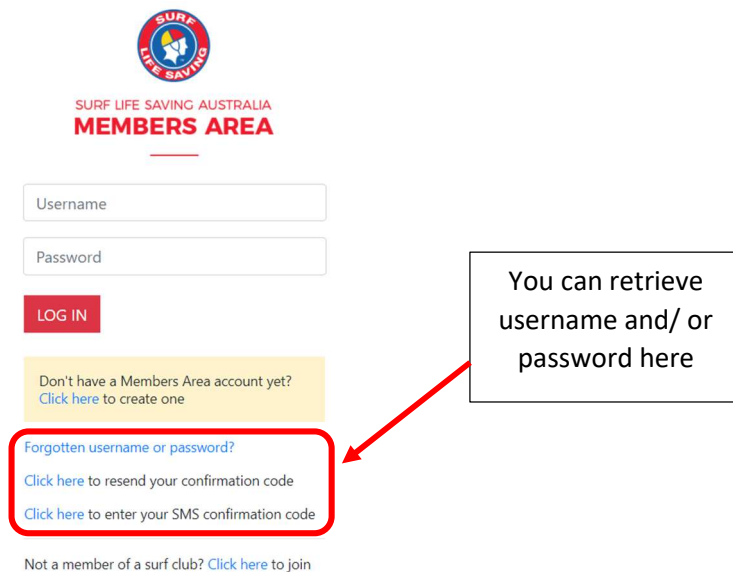


Adding a Child to an Existing Family Group & Renewing Membership

- Head to the page for Renewing Members Registration on the NESLSC website:



- Log in to the SLSA Members Portal (<https://members.sls.com.au/>). You can retrieve your username and/or password if required.



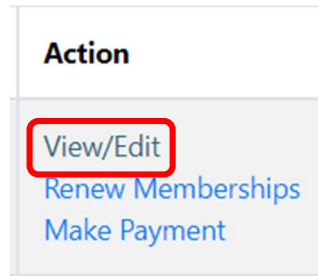
- Your pending renewals will be visible on the home page. You should see an option to renew your Family Group membership, as well as the option to renew your own individual membership:

Pending Renewals

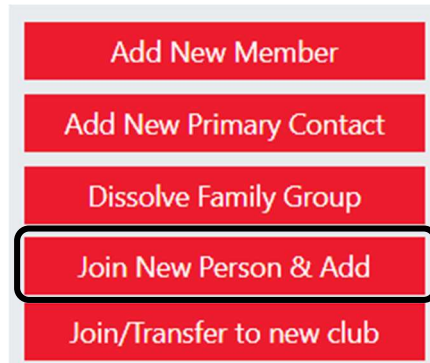


****IMPORTANT**** If you do not have the option to renew a Family Group membership, please stop at this stage and email Jules (jacsec@northentranceslsc.com.au) with your family details (ie full names).

- Click on 'Renew' for the **Family Group**, not for the individual membership.
- In the table of Family Group details, choose View/Edit:



- At the top right of screen, choose 'Join New Person & Add':



- Enter details and click on 'Next'.
- Enter/ confirm your own details and emergency contact, then click on 'Next'.
- You will be shown a summary of the new member/s added and your contact details.
- If these are incorrect, click on 'Previous'.
- If these are correct, add you name and check the declaration boxes at the bottom of the page, then click on 'Next'.
- You will see a confirmation screen indicating that your application has been submitted to NESLSC, click on 'Make a Payment':

JOIN

Your application for membership has been submitted to North Entrance SLSC

Please make your membership fee payment by clicking the 'Make Payment' button below.

The application needs to be approved before you become a member and you must fulfill all of the Terms and Conditions of the membership process required by SLSA and the Club.

MAKE A PAYMENT

- Enter any Active Kids Voucher details that you have available:

Voucher barcode

Voucher pin

Child's Date Of Birth in the format DDMM. i.e. 1503

Membership fee

Please enter the Club membership fee for your child. This voucher will be deducted from your fees, up to the value of \$100

NORTH ENTRANCE SLSC

- Each Active Kids Voucher of \$100 value can be used as the membership fee for a child/ nipper. The **remainder** of the membership fee for the Family Group can be paid via credit card at the next step. Once AKV details are entered, click on 'Next'.
- Once on the Payment page, click on 'Pay Online'.

PAYMENT

Use the button below to pay now using your credit card.



- Multiple transaction sections will be listed, depending on how many Family Group Members you have renewed/ joined.
- Each Active Kids Voucher from the previous step will be listed as a transaction. Leave the amount as \$0, as no fee is remaining for that given child once the voucher is redeemed.

* Amount

0.00

- For Transaction 1, include meaningful Payment Details and add in the amount owing:

Transaction 1

* Transaction Type

Joining Fee

* Payment Details

Complete Name/Meaningful Payment details

* Amount

GST Inc. (\$dd.cc)

Refer to examples tabulated below to calculate this amount

- The Family Cap is \$300, refer to some examples below:

Adults		Children (\$100)	Membership Fee	Active Kids Vouchers Redeemed	Remaining Fee to be Paid by Credit Card/ Transfer
Associate (\$80)	Active (\$70)				
1	-	1	\$180	\$100	\$80
1	-	2	\$280	\$100	\$180
1	1	2	\$300	\$200	\$100
1	-	3	\$300	\$300	\$0

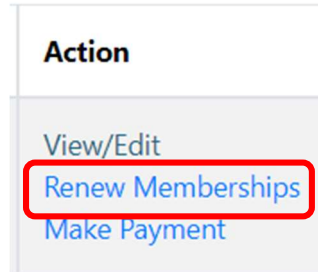
- Click on 'Next'.
- Add card details and click on 'Next'.
- Enter verification code and click on 'Confirm'.
- Log out of the SLSA Members Portal and then log back in.
- Again, click on 'Renew' for the Family Group membership.

Pending Renewals

🔔 Renew membership for a Family Group

Renew

- This time, click on 'Renew Memberships' in the table of Family Group Details:



- The **original** members (ie before adding the new members as per the steps above) will have 2020 as their registered 'Season'. The **new** members that you added will have 2021 as their registered 'Season'.
- Check/ mark the boxes of the **original** Family Group members only (ie registered for 2020).

	Season
<input checked="" type="checkbox"/>	2020
<input checked="" type="checkbox"/>	2020
<input type="checkbox"/>	2021

- Check the Declaration box towards the bottom of the page and click on 'Submit'.
- At this point, you will be directed to the following screen:

Success

Membership renewal for group has been successfully submitted for approval



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

- No payment is necessary at this point, as it has already been completed in the previous step.

YOU ARE FINISHED!!

If at any time you accidentally skip through the payment step, you can go directly to the payment portal for NESLSC, accessed via:

<https://www.northentranceslsc.com.au/pay>

If you encounter any other issues or simply need a hand, email Jules on:
jacsec@northentranceslsc.com.au.