

## Renewing Family Group 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

Renew membership for a <b>Family Group</b>	
Renew membership for <b>North Entrance</b>	

**\*\*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](mailto: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 'Renew Memberships':

# NORTH ENTRANCE SLSC

Action
<a href="#">View/Edit</a>
<a href="#">Renew Memberships</a>
<a href="#">Make Payment</a>

- Check/ mark the boxes of the Family Group members you wish to renew. If you do not wish to renew a certain member for this season, do not check the box corresponding to their name.

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

Leave member unchecked if you do not wish to renew them

- 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, click on 'Make a Payment':

## Success

Membership renewal for group has been successfully submitted for approval

[MAKE A PAYMENT](#)

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

- 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

- 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.

**PAY ONLINE**

- Multiple transaction sections will be listed, depending on how many Family Group Members you have renewed.
- 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'.
- At this point, you will be directed to a payment receipt.

**YOU ARE FINISHED!!** (you can simply close the web page)

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](mailto:jacsec@northentranceslsc.com.au).