Circular **048:04:10**

To: SurfGuard Registrars Club Secretaries

Cc: Club Presidents

From: Toby Borella – Support Officer, Club Services

Date: 29 April 2010

Subject: **SurfGuard email notifications**

Action: If required activate the email notifications under the maintenance tab in SurfGuard

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For additional details on this Circular please contact:
Toby Borella or Carly McKnight on 03 9676 6930 or email lifesavingoperations@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

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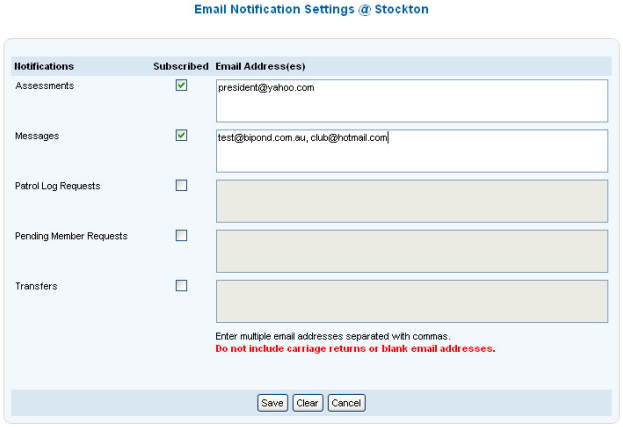
Email notifications allow clubs to be sent daily notification emails when certain events take place or areas of SurfGuard are updated. This is a great way for officers of your organisation to be alerted of approved assessments, transfers requiring action, re-opened patrol logs, etc.

On Thursday, 29 April 2010 Life Saving Victoria will be activating assessment email notifications for each club via the SurfGuard Email Notifications tool located within the Maintenance tab. When an assessment has been modified or approved a summary email will be automatically distributed to the clubs email address (as recorded in SurfGuard) on a daily basis.

If you wish to nominate an alternate recipient or activate other email notifications then simply follow the instructions below:

- Click Maintenance > Email Notification Settings
- Click Edit
- Tick the subscribed box and enter the required email addresses
    - Assessments – email summary of approved assessments
    - Messages – email summary of new SurfGuard messages
    - Patrol Log Requests – email summary of actioned patrol log requests
    - Pending Member Requests – email summary of pending membership requests made via Lifesaving Online
    - Transfers – email summary of new/approved membership transfers
- Click Save



If you require assistance activating SurfGuard email notifications then please contact Toby Borella or Carly McKnight from Club Services on 03 9676 6930.