Circular 090:08.07

To: Surfguard Registrars Club Secretaries

Cc: Club Presidents

From: Richarda Goodwin

Date: **9 August 2007**

Subject: **Surfguard User Access**

Action:

All clubs are encouraged to review the access levels for their committees in Surfguard for the 2007/2008 season.

The following club users are recommended:

- Member Registrar — Update/maintain member details and ensure award data is accurate
- Chief Instructor — Initiate and follow through Assessment Request Forms
- Club Captain — Develop patrol teams, rosters and ensure patrol logs are completed on-line
- Secretary — Maintain club committees and mailing groups (electronic or hard copy) for distribution of newsletters and notices

Other committee members can be added to access Surfguard, but dependent on the position held, may only be given read-only access.

Each club will receive a list of their current users, and should advise LSV of any users that should be removed or updated.

Clubs are able to register new users by completing the Registration Form for Surfguard Access attached to this circular, or can find the SLSA form at www.lifesavingvictoria.com.au > Members > Club Information > Club Forms > Surfguard User Registration.

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