

Circular 093:08:07

To: Club Presidents
Club Surfguard Registrars
Chief Instructors
Assessors

Club Secretaries
Membership Registrars
Club Training Officers
District Officers

Cc: Regional Officers

From: Ginnie Burgess

Date: 17 August 2007

Subject: Surfguard Training Sessions

Action: Registrations close Monday 10 September 2007

SLSA's IT Manager, Gary Daly will be conducting Surfguard training sessions at Life Saving Victoria, Port Melbourne. This provides an excellent opportunity for newly appointed / reappointed club management personnel to gain knowledge of Surfguard from the most basic level through to the more detailed modules.

Bookings are essential.

These sessions will cover use of Surfguard, including basics such as entering Membership details & Organisational details to Award Processing and entering Patrol Logs.

Regional clubs please note that these training sessions will be provided during the month of October when LSV staff will be providing workshops in your area.

Venue: Life Saving Victoria - Board Room

Date: 9.30 – 16.30 Saturday 15 & Sunday 16 September

Topics to be covered:

Saturday 15 September

9.30 – 12.30

Surfguard Basics:

- Personal details
- Log Ins
- Security setup
- Menu's
- Organisational Details

Saturday 15 September (cont.)

13.30 – 16.30

Surfguard Summaries & Reports:

- Transfers
- Messaging
- Data Analysis

Sunday 16 September

9.30 – 12.30

Surfguard Basics & Award Processing:

- Personal Details
- Log ins

13.30 – 16.30

Support Services:

- Patrols
- Summaries
- Reports & Analysis

Attendance numbers are limited so please register your interest as soon as possible.

Please select the sessions you are interested in attending and register your interest with Ginnie Burgess via email by Monday 10 September. There is no charge for this training.

For additional detail on this Circular contact: Ginnie Burgess

Email ginnie.burgess@lifesavingvictoria.com.au or by phone (03) 9676 6933

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205