

Circular 159:12:08

To: Club Secretaries
Club Treasurers
Club Registrars
Club Presidents

Cc:

From: Richarda Goodwin
Support Officer – Administration

Date: 30 December 2008

Subject: Pending Member Requests

Action: All Clubs are asked to check this Surfguard screen on a Regular Basis

Pending Member requests sent from Lifesaving Online (www.lifesavingonline.com.au) to update member details and renew registrations for the current season can be processed via the front screen (after logging on) in Surfguard. They will be under the category 'Pending Member Requests'.

Each request is presented on a new line and will specify the type of request, either:

- Update My Details
- Renew Club Membership
- New Club Membership

Clubs are asked to check this on a regular basis, as there are quite a number of Member Requests outstanding in the system.

If clubs have any queries regarding Lifesaving Online, they are asked to contact the Surfguard Helpdesk on 1300 724 006 or Richarda Goodwin on (03) 9676 6934.

For additional detail on this Circular contact: Richarda Goodwin – Support Officer, Administration

Email richarda.goodwin@lifesavingvictoria.com.au or by phone: (03) 9676 6934

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

Address: PO Box 353 South Melbourne DC 3205