How to Renew your Club/Family Membership

Before you renew your membership, you need to have created a Members Area account. Please refer to instructions on How to Create a Members Area Account.

Family groupings are also available this season to make the membership renewal process easier. If you are renewing memberships for your whole family, please see instructions on How to Create a Family Group for Existing Members before you renew your membership.

Please find below instructions for:

Section 1 - How to renew an individual club membership

Section 2 - How to renew a family group club membership

Section 1: How to renew an individual club membership

Step 1. Log into your Members Area account. members.sls.com.au

Step 2. Go to Memberships > Renewals, Payments & Transfers

Step 3. To renew your Membership, click on the renew button below the club you wish to renew. Your details should appear prefilled.
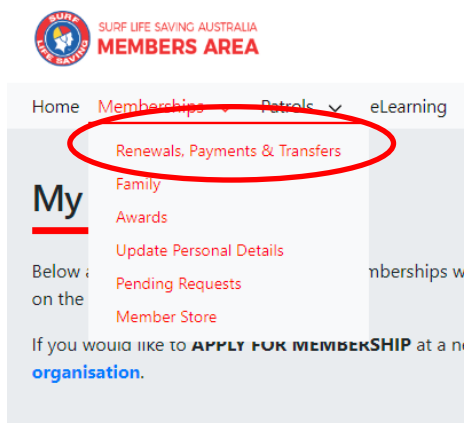
Step 4. A General Details section will appear. Please check that First Name, Last Name, DOB, Email Address 1, Home Address and Postal Address are correct, as these are required fields and **must be completed**.

Step 5. Complete the SLSA Membership Application and Declaration. At the bottom of the application, there are three acknowledgement boxes, one of which only applies if you are a parent/guardian applying on behalf of someone under 18. Click 'Submit the Form'.

Step 6. It is important that after you have submitted your membership application that you pay your membership fee. On the confirmation screen, details will be provided on how you can pay. Most clubs will have online payments set up. If available, select 'Click here if you wish to pay online'. Further instructions are on page 3 of this document.

Section 2: How to renew a family group club membership

Please ensure that you have created your family group prior to completing these steps, refer to instructions on How to Create a Family Group for Existing Members.

Step 1. Log into your Members Area Account.
members.sls.com.au
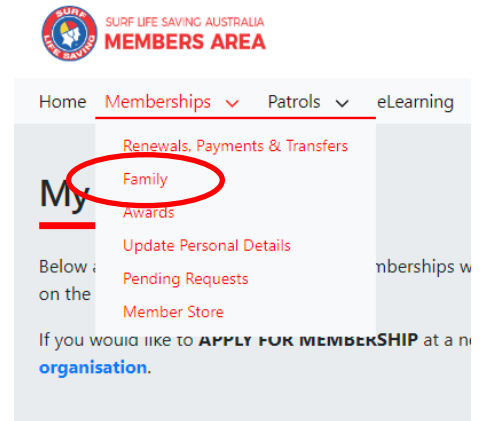
Step 2. Go to Memberships > Family.

Step 3. Select 'Renew Memberships'

My Family

FAMILY GROUP DETAILS

Create Family Group

Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action
VSO Family	3	Test Vic Club	Boaty McBoatface	Approved	View/Edit
Renew Memberships
Make Payment

Step 4. Tick the boxes for the family members that require to be renewed. View and agree to the SLSA Membership Declaration by selecting the tick box. Click 'Submit'.

Family Group Organisation: Test Vic Club

Season: 2018/2019 ▾

	Member ID	First Name	Last Name	DOB	Membership Status	Membership Category	Season
☑	5754790	VS	Officer	01/01/2002	Active	Active (15-18 yrs)	2017
☑	5655009	Boaty	McBoatface	01/06/1986	Active	Active (18yrs and over)	2017
☑	5754797	Testy	McTesterson	01/01/1990	Active	Probationary	2017

☐ I and all members of Family Group selected agree to SLSA Membership Declaration. To view Declaration Click here

Submit   Cancel

Step 5. It is important that after you have submitted your membership application that you pay your membership fee. On the confirmation screen, details will be provided on how you can pay. Most clubs will have online payments set up. If available, select 'Make a Payment' (Instructions on the next page).

Making a payment

Step 1. You must make a payment to complete your membership application. Please be aware that not all Clubs use the SLSA Payment Gateway, so you will need to contact the Club directly to make the payment where that is the case. It will be clear for you as to which Clubs are included when you enter the name of the Club into the Club/Organisation field, pictured below.

Please enter your payment details below. Fields marked with an asterisk (*) are mandatory.

* Club/Organisation [   ] Start typing to get a list of possible matches

Step 2. Once you have selected Seaford LSC (VIC), you will see a list of their membership fees. You need to select Membership fee from the drop-down options for **Transaction Type** and then complete all mandatory fields on the page, noting that you can include more than one transaction at a time.

Transaction 1

* Transaction Type	Membership fee ▾	
* Payment Details	[ ]	Complete Name/Meaningful Payment details
* Amount	[ ]	GST Inc. ($dd.cc)

🗑

Add another Transaction

Total $0.00 AUD

Payer's Details

* Payer's Name	[ ]	
* Contact Details	[ ]	Phone Number or Address
Receipt Email Address	[ ]	

NEXT

Once completed, click Next.

Step 3. Follow the prompts to provide credit card details and complete the payment.

Further Tips

I have forgotten my password for the Members Area?
If you have forgotten your username or password, click the reminder link on the main login page members.sls.com.au. Enter you first name, last name, DOB and select email or SMS to receive your reminder.

I have submitted my membership application but forgot to pay. How do I pay?
Log into you Members Area account members.sls.com.au. Select Memberships>Renewals, Payments & Transfers > Make a payment. Follow the prompts to make a payment, making sure you have filled in all relevant details in the 'Complete name / Meaningful payment details' section.

I'm not sure how much to pay for my club membership.
In the Online Payment section of the Members Area, your club's price list should be displayed. If your club does not have a price list, they may have their membership fees available on their website or contact your club for further details.

I require further assistance.
If you need further assistance to renew your club membership or encounter any 'error' messages please email ithelp@slsa.asn.au or call the SLSA IT Helpdesk 1300 724 006.