

Bronte SLSC 2017/18 Patrol Substitution HOW TO



1: Log in to SLS Members Portal <https://portal.sls.com.au/>

2: In the dashboard click on View Full Roster



SURF LIFE SAVING AUSTRALIA
MEMBERS AREA

Members Area News My Forms Library Comms Management Perso

Dashboard Memberships Courses Awards Patrols My Family Personal Details Rec

UPCOMING PATROLS view full roster

30/09/2017 @ 1:00 PM to 4:00 PM	@Bronte
28/10/2017 @ 1:30 PM to 6:00 PM	@Bronte
25/11/2017 @ 1:30 PM to 6:00 PM	@Bronte

3: Select "I need a substitute"

Patrol Team: Patrol 08 Sat pm

Position: Vice Captain

Sat 30/09/2017	13:00 - 16:00 (3 hrs)	Requesting Substitute	
Sat 28/10/2017	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Sat 25/11/2017	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Tue 26/12/2017	02:45 - 18:00 (15.25 hrs)	Rostered	I need a substitute
Sat 13/01/2018	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Sat 03/02/2018	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Sat 03/03/2018	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute

4: You're roster will now show as "requesting substitute"

Position: Vice Captain

Sat 30/09/2017	13:00 - 16:00 (3 hrs)	Requesting Substitute	
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Sat 25/11/2017	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Tue 26/12/2017	02:45 - 18:00 (15.25 hrs)	Rostered	I need a substitute
Sat 13/01/2018	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Sat 03/02/2018	13:30 - 18:00 (4.5 hrs)	Rostered	I need a substitute
Sat 03/03/2018	13:30 - 18:00 (4.5 hrs)	Requesting Substitute	
Sun 01/04/2018	14:45 - 18:00 (3.25 hrs)	Rostered	I need a substitute

5: Select “Substitutions”



[Patrol Roster](#) | [Patrol Hours](#) | [Substitutions](#)

DISPLAY OPTIONS

Patrol Season: 2017/2018 ▾

Group By:

- Date
- Organisation
- Patrol Team

Display only patrol where I'm substituting for someone else

Update

Below are details of your upcoming and/or past patrol roster for

BRONTE

BRONTE

Patrol Team: Patrol 08 Sat pm

Position: Vice Captain

Sat 30/09/2017	13:00 - 16:00 (3 hrs)
Sat 28/10/2017	13:30 - 18:00 (4.5 hrs)

6: Scroll down the page BELOW your sub requests to view other patroller requests

Below are details of all patrols that other members have identified as needing a substitute

BRONTE

Patrol Team: Patrol 05 Sat pm

Date	Time	Club	Member	Team	Position	Actions
Sat 23/09/2017	13:00 - 16:00 (3 hrs)	Bronte	Haralambos Arvanitakis	Patrol 05 Sat pm	Bronze Member	I can do this
Sat 23/09/2017	13:00 - 16:00 (3 hrs)	Bronte	Geoffrey Golovsky	Patrol 05 Sat pm	Vice Captain	I can do this
2 patrol(s).						

Patrol Team: Patrol 16 Sun mid

Date	Time	Club	Member	Team	Position	Actions
Sun 08/10/2017	12:45 - 16:00 (3.25 hrs)	Bronte	Kerrie Kirkwood	Patrol 16 Sun mid	Bronze Member	I can do this
Mon 01/01/2018	11:45 - 15:00 (3.25 hrs)	Bronte	Kerrie Kirkwood	Patrol 16 Sun mid	Bronze Member	I can do this
2 patrol(s).						

7: BE PROACTIVE

Contact a Patroller (call or SMS) with a date you can do, and offer to swap for your patrol.

– Contact details are on the detailed patrol roster

Once you have agreed to swap you both need to go in and click “I can do this”

An email confirmation will be sent from the members’ portal to you, the person who has agreed to swap with you, and your Patrol Captain.