

These instructions are for existing members of Point Lookout SLSC.

If you are a new member, please open the document titled **'How to Joint Point Lookout SLSC instructions'** found on the **'Membership'** page of the Club website www.pointlookoutslsc.com.au

If you have any questions throughout the process, please contact Ben Whibley (Club Administrator) on 0428 771 377 or admin@pointlookoutslsc.com.au

STEP 1: RENEW

- Log into SLSA Members Area (link on Membership page of Club Website)
 - If you have forgotten your password and/or Username, click on 'Forgotten username or password?' link on home page.
 - If you haven't created a SLSA Members Area account, you will need to click on the option to create an account on the SLSA Members Area login page.
- Click on Memberships in top menu bar.
- **FOR FAMILY RENEWAL**
 - Click on 'Family' in drop down menu
 - Click 'Renew Memberships' in the **Action** column
 - Tick all renewing members in left hand column
 - Tick SLSA Membership Declaration in the yellow box
 - Click 'Submit'
 - **PROCEED TO STEP 2 TO PAY MEMBERSHIP FEE**
- **FOR INDIVIDUAL RENEWALS**
 - Click on 'Renewals, Payments & Transfers'
 - Check Details and click 'Renew' in red box
 - Check all listed details and update where necessary especially:
 - Driver's Licence details & Expiry Date
 - Email Address
 - Home & Postal Address
 - Phone Numbers
 - Emergency Contact
 - Complete Membership Declaration (in yellow box) as required:
 - **PLEASE NOTE:** All members must tick Top and Bottom boxes before submitting. Parents & Guardians must type full name in boxes provided, with 1 name per box, and tick middle box.
 - Click 'Submit'
 - **PROCEED TO STEP 2 TO PAY MEMBERSHIP FEE**

STEP 2: PAY

- Hopefully you will see a **'Success'** page
- If you wish to pay online (preferred method), click link under **'Make a Payment'** heading
- **'SLSA Online Payments'** page will open
- Scroll to bottom of page under Price List
- Enter 'Amount' as per:
 - **Individual** – as stated on letter
 - For **Family Groups (non-nipper)** – as stated on letter
 - For **Nipper Families** – as stated on letter
 - **IMPORTANT:** ensure you type in the INVOICE NUMBER from your letter in the **'Payment Details'** field.
- Click 'Next'
- Enter Credit/Debit Card Details and click 'Next'

- Enter Verification Code as displayed on screen and click 'Confirm'
- Payment Receipt screen should display

Alternative Payment Option – Direct Deposit

Club Account Bank details are:

BSB: 034070
Account Number: 197780
Reference: [your name] 1819 fee

Please send copy of receipt of payment to admin@pointlookoutslsc.com.au