SLSA Patrol Swap - Members User Guide v1.docx

22 June 2015

Contents

Overview

Patrol swaps (substitutions (sub/s) enables members to indicate when they will be unable to attend a patrol therefore inviting other club members to sub for them. Club members can also accept to sub for another member who is unable to patrol. Members will manage their subs with other club members via the Member Portal > Lifesaving Online tab.

The Patrol Sub performs the following tasks:-

1. Displays an invite to eligible members in your club that you require a sub.
2. Enables a member to view only patrols that they are eligible to do based on the Awards they hold.
3. Enables members to confirm they are able to do a sub for another member.
4. Send a notification email when a sub has been accepted

Getting Started

To use the Patrol Sub function members need to:-

1. Have a Members Portal Account – to create an account go to portal.sls.com.au
2. Be in a Patrol Team and meet the Award requirements of the positon they hold in the Patrol team.
3. Be rostered for Patrols for a date/s in the future
4. Meet any other club By-Laws relating to patrol swaps.

Member Needs a Substitute

Members can view their Patrol Roster by logging in to the Members Portal > Lifesaving Online tab > Patrols tab. Three sub-tabs display under the Patrol Tab and the Red one indicates sub-tab displaying. The defaul sub-tab is Patrol Roster. The two additional sub-tabs are Patrol Hours and Substitutions.

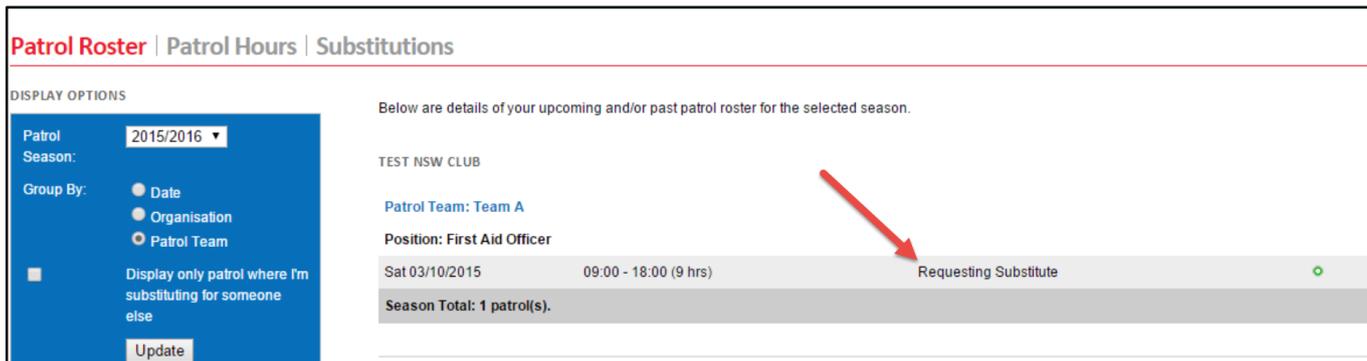
How to Request a Sub in a Patrol Roster

If a member is rostered for a patrol in the future and they need to get a sub they will see the following screenshot. They would need to click **"I need a substitute"**. A pop up will appear **"Do you want to request a substitution for this patrol?"** Click "OK"

The screen will now update and display as "Requesting Substitute".

How to View the Status of My Request or Cancel the Request

At any time a member can check the status of requested subs by clicking the "Substitutions" tab. The screenshot below shows a Patrol that still requires a sub and how to cancel the request for a sub.
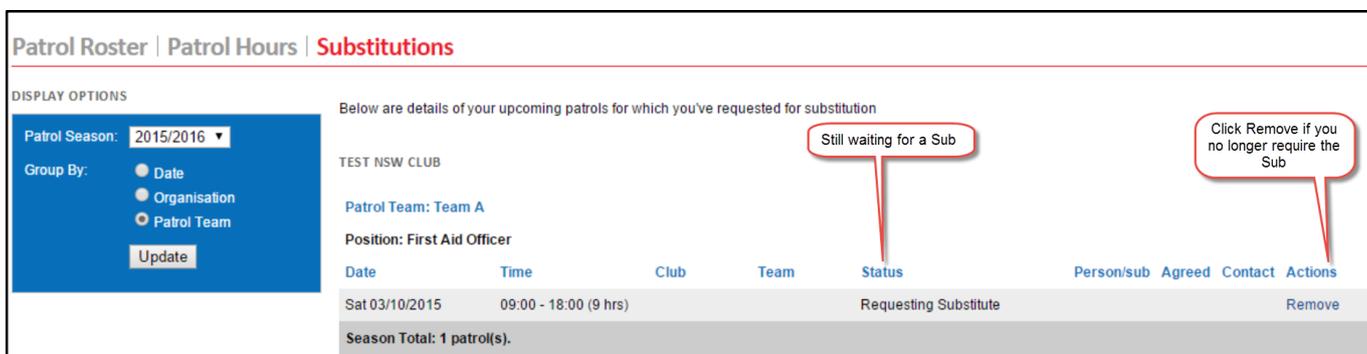
Member Can Perform a Substitute

How members can see who needs a Sub and how to accept the Sub

To view who needs a sub login to the Members Portal > Lifesaving Online > Patrols tab > Substitutions
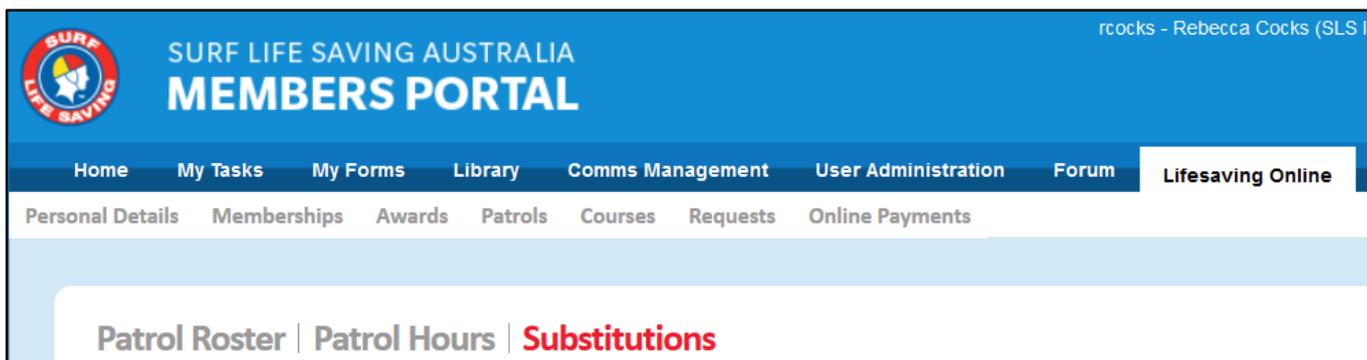
Scroll down until you see the section **"Below are details of patrols that other members have identified as needing a substitute"**. You will then be able to view who requires a sub including the date, time, Member, Team, Position and the option to confirm that you can do the sub. To accept the patrol click "I can do this". A pop up will appear "Do you want to accept the substitution request on this patrol?" Click OK. Once accepted the patrol will no longer display in the section "**details of patrols that other members have identified as needing a substitute**".

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

TEST NSW CLUB

Patrol Team: Team A

Date	Time	Club	Member	Team	Position	Actions
Sat 03/10/2015	09:00 - 18:00 (9 hrs)	Test NSW Club	Rebecca Cocks	Team A	First Aid Officer	I can do this

Click "I can do this" to confirm

How a member can see who they accepted a Sub for

In the previous example the member confirmed they could do a patrol in Patrol Team A on Saturday, 03 October 2015, 0900-1800hrs.

The member who accepted to do the Sub can view this by clicking the Patrol Roster tab and ticking the box **"Display only patrol where I'm substituting for someone else"** and click Update.

Patrol Roster | Patrol Hours | Substitutions

DISPLAY OPTIONS

Below are deta

Patrol Season: 2015/2016 ⌄

Group By: ○ Date
○ Organisation
● Patrol Team

☑ Display only patrol where I'm substituting for someone else

[Update]

MACMASTERS

Patrol Team:

Position: Bro

| Sun 21/09/201 |
| Mon 06/10/201 |
| Sun 26/10/201 |

The updated screen will **only** display the substitute patrols the member has confirmed.

Below are details of your upcoming and/or past patrol roster for the selected season.

TEST NSW CLUB

Patrol Team: Team A

Position: IRB Crew; First Aid Officer

Sat 03/10/2015	09:00 - 18:00 (9 hrs)	Substituting	Undo	○

Season Total: 1 patrol(s).

How to pull out of being a Sub

The screenshot below displays the details of a patrol a member has confirmed they will do a sub.   If they are no longer able to do the sub they can click the "Undo" option. A pop up will then display **"Do you want to cancel your substitution on this patrol? You'll no longer be able to perform this substitution".** Click OK. The sub patrol will then be removed from your patrol list.

Below are details of your upcoming and/or past patrol roster for the selected season.

TEST NSW CLUB

Patrol Team: Team A

Position: IRB Crew; First Aid Officer

Sat 03/10/2015	09:00 - 18:00 (9 hrs)	Substituting	Undo	⊙

Click "Undo" if you are no longer able to do the Sub

Season Total: 1 patrol(s).

Different views the member who created the invite for the sub will be able to view the in their Patrols > Substitutions tab.

Display One - If person who accepted the Sub and has not clicked the "Undo"

Patrol Roster | Patrol Hours | **Substitutions**

DISPLAY OPTIONS

Patrol Season: 2015/2016 ▼
Group By: ○ Date
　　　　　○ Organisation
　　　　　◉ Patrol Team
[Update]

Below are details of your upcoming patrols for which you've requested for substitution

TEST NSW CLUB

Patrol Team: Team A

Position: First Aid Officer

Date	Time	Club	Team	Status	Person/sub	Agreed	Contact	Actions
Sat 03/10/2015	09:00 - 18:00 (9 hrs)	Test NSW Club	Team A	Substituted	Travis Klerck	06/20/2015 11:25:00	0400975283	

Season Total: 1 patrol(s).

Display Two - If person who accepted the Sub has clicked the "Undo"

Below are details of your upcoming patrols for which you've requested for substitution

TEST NSW CLUB

Date	Time	Club	Team	Status	Person/sub	Agreed	Contact	Actions
Mon 20/04/2015	09:00 - 10:00 1 hours			Requesting Substitute (Sub cancelled)				Remove

Season Total: 1 patrol(s).

FAQs

What happens if I get a confirmed sub and then I find out I am free to patrol?

Contact the member using the contact details provided in the Substitutions tab and ask them to Undo their confirmed sub. This will have to be done within the timeframe set by the club in Surfguard for "Undoing" a Sub. Default display is 48 hours.

Is there a blackout period for when you can't "Undo" a sub you have confirmed?

The default blackout period is 48 hours prior to start of patrol.