



PAM Database - Newsletter #9

22 June 2016

It has been a year since we went live with the new PAM and we would like to thank everyone who has been involved with the new system and working through the first year. Like any change process we have had our share of questions, head scratching and troubleshooting but we are very happy with what we have and next year promises to be a lot smoother.

In the next 3-4 months we will be getting a lot of work done around training and upskilling users. If you need help or want some extra training please call me and we can arrange this on a group or one on one basis.

Season Rollover:

As we did with the old PAM system we will be rolling over the season from 2015/2016 to 2016-2017 on **Friday 1st July**. This is now our last chance to input any outstanding data. Any records entered into the database after the rollover will be lodged under the 2016/2017 season.

We will deactivate all of your memberships and only your life members will remain active. We have provided a guide for rolling your memberships over.

- **Membership Rollover.**

PLEASE NOTE: if you are enter people into pool champs after the rollover, you will need to make them current members. If you have already completed these entries they will remain until you try to edit them which will trigger an error message to roll them over.

Administrator Workshop:

These are different to the PAM trainings that were run this season – instead of focussing solely on the database we will cover as many administrator tasks as possible, including the following:

PAM	General Admin
Club Shop/Orders	Club Websites

These will be a good chance to bring along questions you have about any of the SLSNZ systems and an opportunity to discuss these with your regional staff and connect with other administrators in your region.

We will provide documentation alongside these sessions in the hope that these can be passed on to other administrators who cannot attend.

We are yet to confirm dates for these workshops but are anticipating that the local workshops will take place around the following times:

Auckland – 2 sessions (August)
Tauranga – 1-2 sessions (August/September)
Gisborne - 1 sessions (August/September)
Hawkes Bay – 1 sessions (September)
Taranaki – 1 sessions (September)
Capital Coast – 1 sessions (September)
Christchurch – 1 sessions (August)
Dunedin – 1 sessions (August)

Patrols Coordinator Workshops:

Closer to the patrol season we will run trainings for specifically for patrol coordinators. The focus of these will be setting up your patrols system (including teams), how to enter patrol data, and get basic patrol reports. These will be run in October/November and we will have specific dates closer to the time. If you want any help setting up patrols for the year before this let me know and we can arrange this training.

Member Portal Invitations:

One of the features of the Portal is the ability for all SLSNZ members to log into their own Member Portal to access their details and club administrators now have the ability to send these online invitations. Please check which email address is on record for the contact to ensure that the email address is current.

You'll find the guide for sending these invitations on the PAM page now: [SLSNZ Portal – Member Lounge](#).

Patrol and Incident forms:

We have developed some draft forms that align with the new PAM database. In early May we met with a number of people from around the country that are familiar with the entering of patrol and incident data, as well as our lifesaving experts. We have redesigned the patrol forms and incident forms and we are now making changes to the PAM system to allow for quicker and easier data entry.

We will have all of these aligned and new forms out to the clubs by the time we run the training in September.

Additional Help:

In the past 12 months we have had assistance from many members that has provided valuable learning about the new PAM. We would like to thank everyone who has contributed to this and invite you to keep the information coming in. If you have any issues or ideas about PAM please send this through to me.

Regards,

Georgia McLaren (SLSNZ Database Administrator)