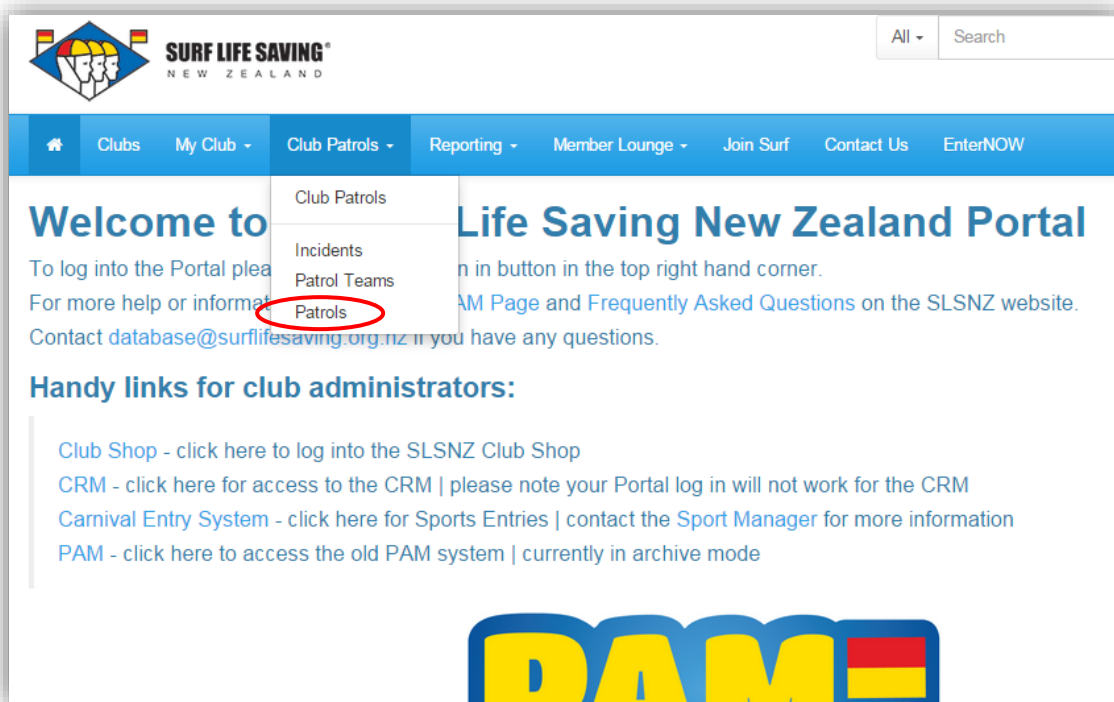
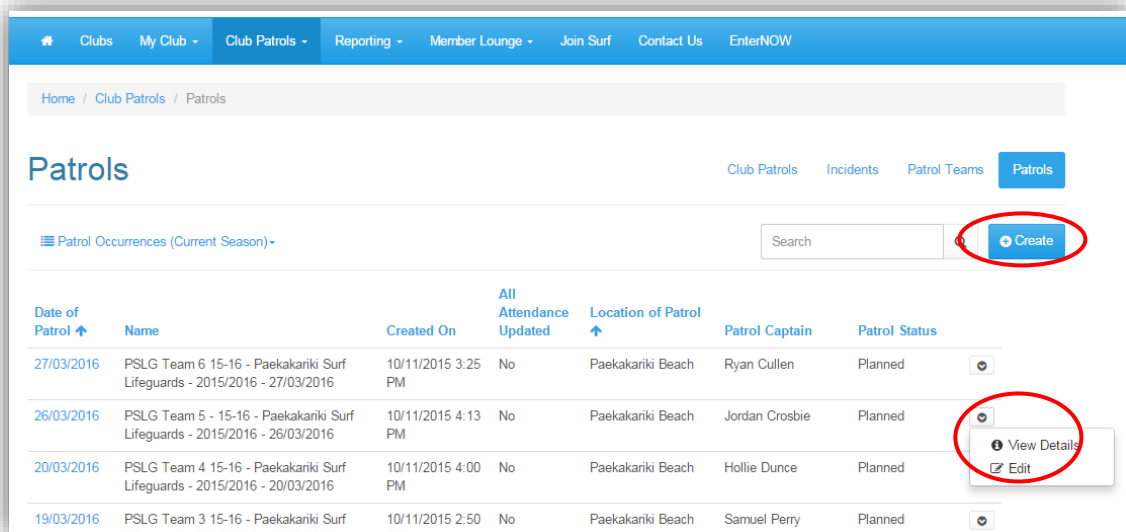


Patrols

Go to Club Patrols and then open the Patrols section.



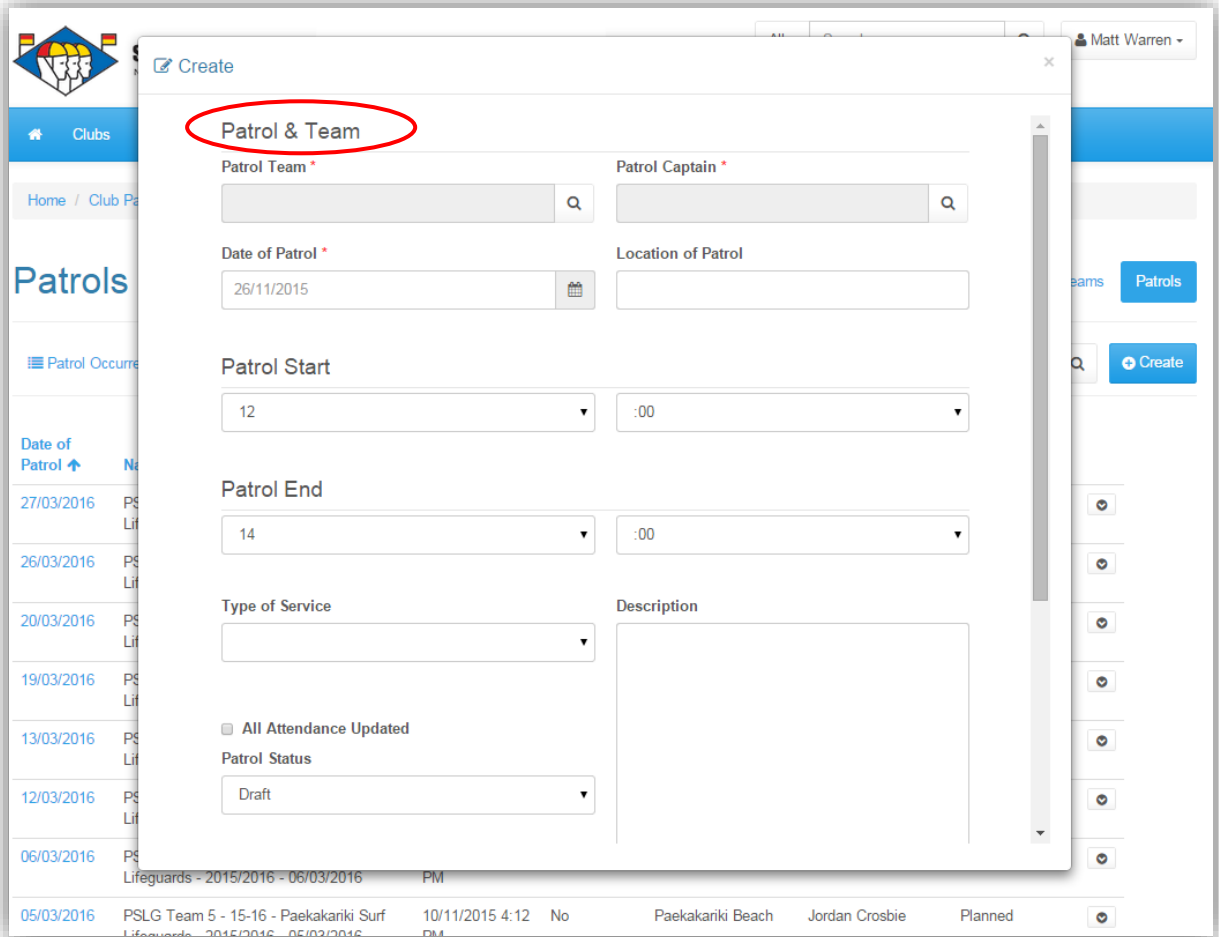
This will bring up a list of patrols for the current season. From here you will need to edit an existing patrol or create a new one.



To Create a New Patrol

Click Create.

Add the patrol details and set the patrol start and finish times.



Patrol & Team

Patrol Team *

Patrol Captain *

Date of Patrol *

Location of Patrol

Patrol Start

Patrol End

Type of Service

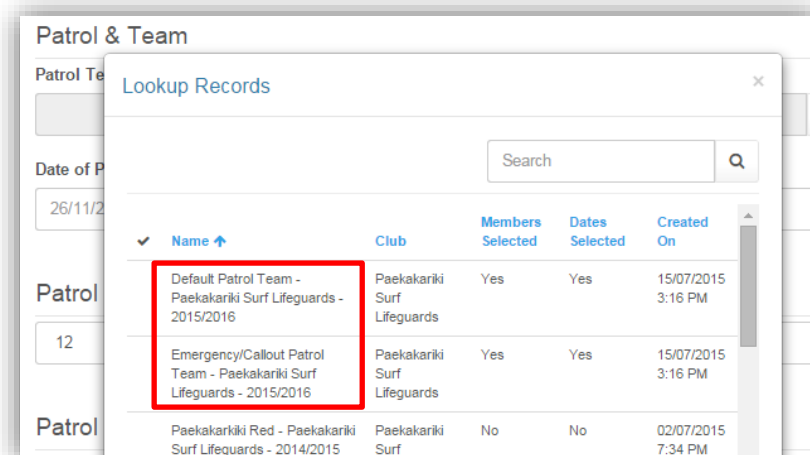
Description

All Attendance Updated

Patrol Status

Patrol Team - Choose **Default** if a team has not been set up or **Emergency** if the patrol was a call out. Use the tick column on the lefthand side and click **select**.

*All club patrol teams can be set up in the Portal – go to **Club Patrols > Patrol Teams**.



Patrol & Team

Patrol Te

Date of P

Patrol

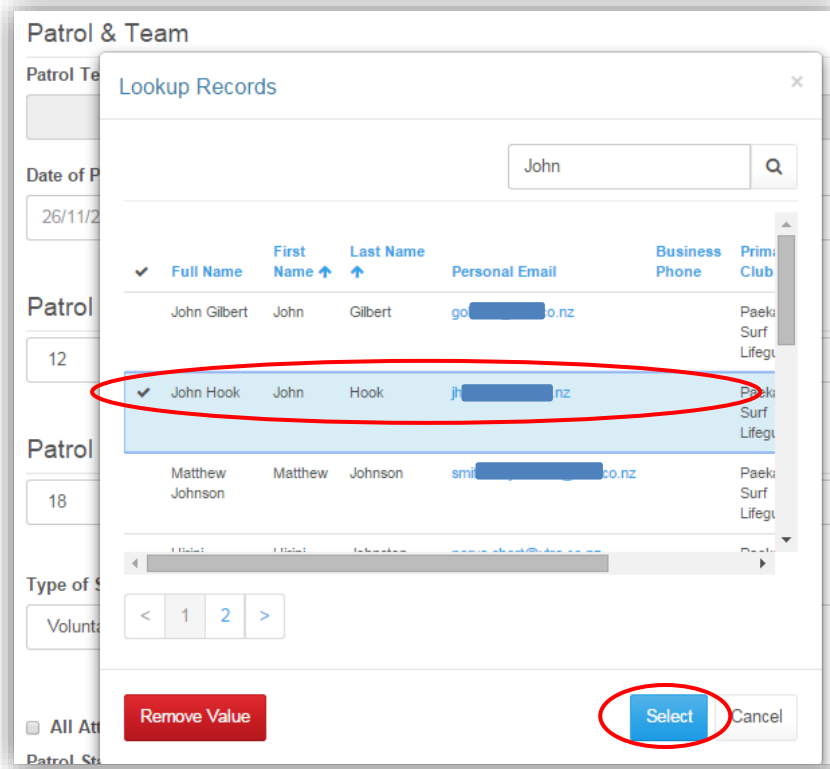
Patrol

Lookup Records

Search

<input checked="" type="checkbox"/>	Name ↑	Club	Members Selected	Dates Selected	Created On
<input checked="" type="checkbox"/>	Default Patrol Team - Paekakariki Surf Lifeguards - 2015/2016	Paekakariki Surf Lifeguards	Yes	Yes	15/07/2015 3:16 PM
<input checked="" type="checkbox"/>	Emergency/Callout Patrol Team - Paekakariki Surf Lifeguards - 2015/2016	Paekakariki Surf Lifeguards	Yes	Yes	15/07/2015 3:16 PM
<input type="checkbox"/>	Paekakariki Red - Paekakariki Surf Lifeguards - 2014/2015	Paekakariki Surf	No	No	02/07/2015 7:34 PM

Patrol Captain – Click the magnifying glass. On the look up screen type in the patrol captain’s name in the search bar, tick the right person and click **select**.



Patrol & Team

Patrol Te

Lookup Records

Date of P

John

26/11/2

Full Name	First Name	Last Name	Personal Email	Business Phone	Prim Club
John Gilbert	John	Gilbert	go [redacted] o.nz		Paek Surf Lifegu
✓ John Hook	John	Hook	jh [redacted] nz		Paek Surf Lifegu
Matthew Johnson	Matthew	Johnson	smi [redacted] o.nz		Paek Surf Lifegu

Patrol

12

Patrol

18

Type of S

Volunta

< 1 2 >

Remove Value

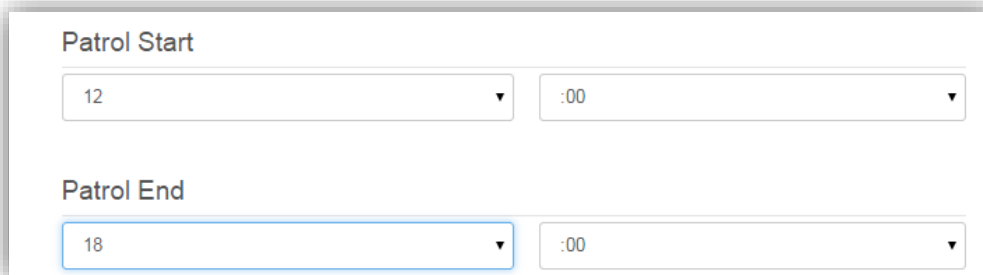
Select

Cancel

Date – Choose the date of the patrol.

Location – This is a free text field to add specifically where the patrol was.

Start and Finish time for the patrol – use the drop downs.



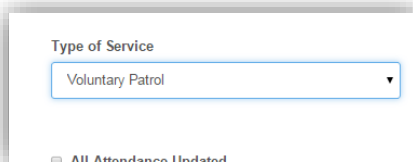
Patrol Start

12 :00

Patrol End

18 :00

Type of service – choose from the dropdown menu



Type of Service

Voluntary Patrol

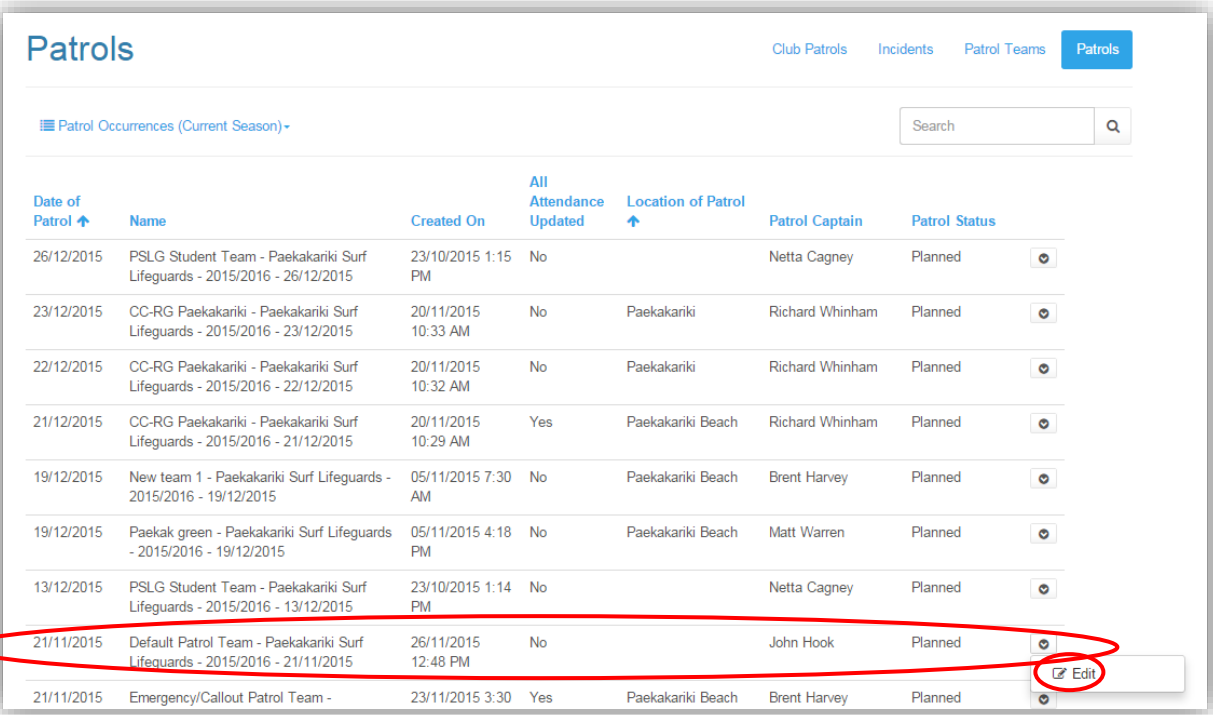
All Attendance Updated

Enter the **High Tide** time (if you do not know enter any time and edit when the information is available)

Click 'Submit' – this will create the new patrol.

When you are back in the Patrols section you can click on the Date of Patrol column heading to reorder your patrols from oldest to most recent.

1. To add more details, click the arrow at the end of the record and select **Edit**.

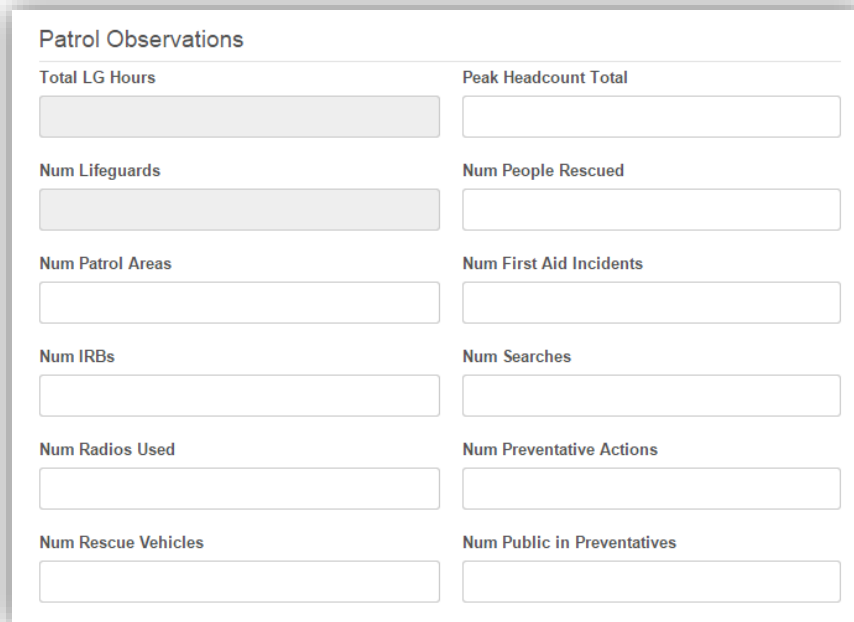


Patrols Club Patrols Incidents Patrol Teams **Patrols**

Patrol Occurrences (Current Season)

Date of Patrol ↑	Name	Created On	All Attendance Updated	Location of Patrol ↑	Patrol Captain	Patrol Status	
26/12/2015	PSLG Student Team - Paekakariki Surf Lifeguards - 2015/2016 - 26/12/2015	23/10/2015 1:15 PM	No		Netta Cagney	Planned	⌵
23/12/2015	CC-RG Paekakariki - Paekakariki Surf Lifeguards - 2015/2016 - 23/12/2015	20/11/2015 10:33 AM	No	Paekakariki	Richard Whinham	Planned	⌵
22/12/2015	CC-RG Paekakariki - Paekakariki Surf Lifeguards - 2015/2016 - 22/12/2015	20/11/2015 10:32 AM	No	Paekakariki	Richard Whinham	Planned	⌵
21/12/2015	CC-RG Paekakariki - Paekakariki Surf Lifeguards - 2015/2016 - 21/12/2015	20/11/2015 10:29 AM	Yes	Paekakariki Beach	Richard Whinham	Planned	⌵
19/12/2015	New team 1 - Paekakariki Surf Lifeguards - 2015/2016 - 19/12/2015	05/11/2015 7:30 AM	No	Paekakariki Beach	Brent Harvey	Planned	⌵
19/12/2015	Paekak green - Paekakariki Surf Lifeguards - 2015/2016 - 19/12/2015	05/11/2015 4:18 PM	No	Paekakariki Beach	Matt Warren	Planned	⌵
13/12/2015	PSLG Student Team - Paekakariki Surf Lifeguards - 2015/2016 - 13/12/2015	23/10/2015 1:14 PM	No		Netta Cagney	Planned	⌵
21/11/2015	Default Patrol Team - Paekakariki Surf Lifeguards - 2015/2016 - 21/11/2015	26/11/2015 12:48 PM	No		John Hook	Planned	⌵ <input checked="" type="button" value="Edit"/>
21/11/2015	Emergency/Callout Patrol Team -	23/11/2015 3:30	Yes	Paekakariki Beach	Brent Harvey	Planned	⌵

2. Add the Patrol Observations. **Note:** Num Lifeguards and Total LG Hours will populate automatically when the attendance is updated at the end.

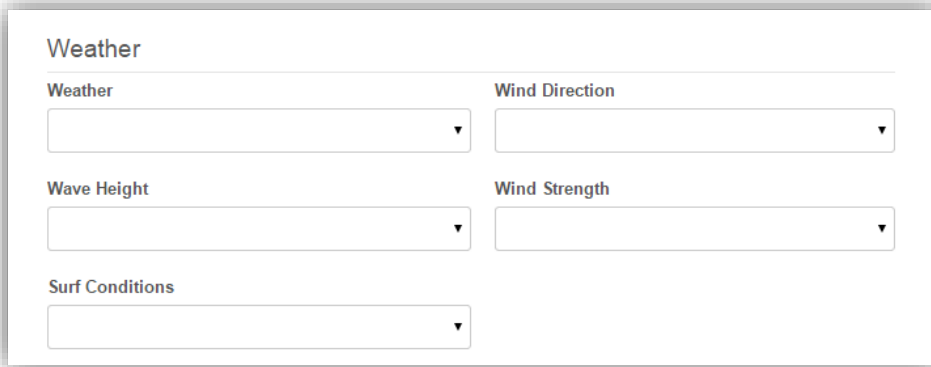


Patrol Observations

Total LG Hours	Peak Headcount Total
<input type="text"/>	<input type="text"/>
Num Lifeguards	Num People Rescued
<input type="text"/>	<input type="text"/>
Num Patrol Areas	Num First Aid Incidents
<input type="text"/>	<input type="text"/>
Num IRBs	Num Searches
<input type="text"/>	<input type="text"/>
Num Radios Used	Num Preventative Actions
<input type="text"/>	<input type="text"/>
Num Rescue Vehicles	Num Public in Preventatives
<input type="text"/>	<input type="text"/>

- 3.

3. Enter the Beach Conditions using the drop downs – you can tab through these.



Weather

Weather ▾

Wind Direction ▾

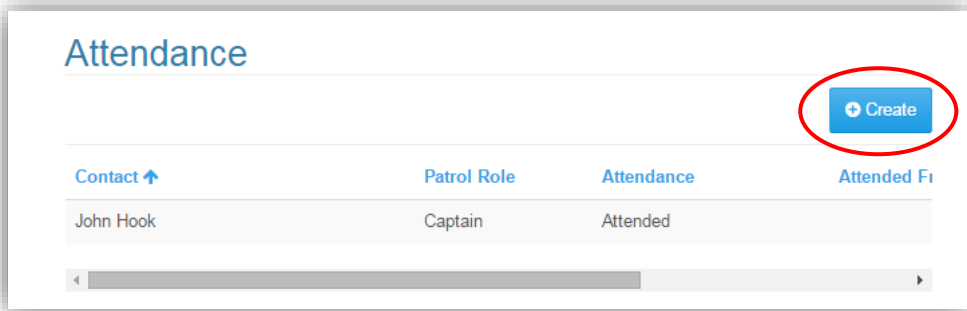
Wave Height ▾

Wind Strength ▾

Surf Conditions ▾

4. Enter Patrol Team Members

Click “Create” on the right – this will open another screen (note- the patrol captain will be added automatically)



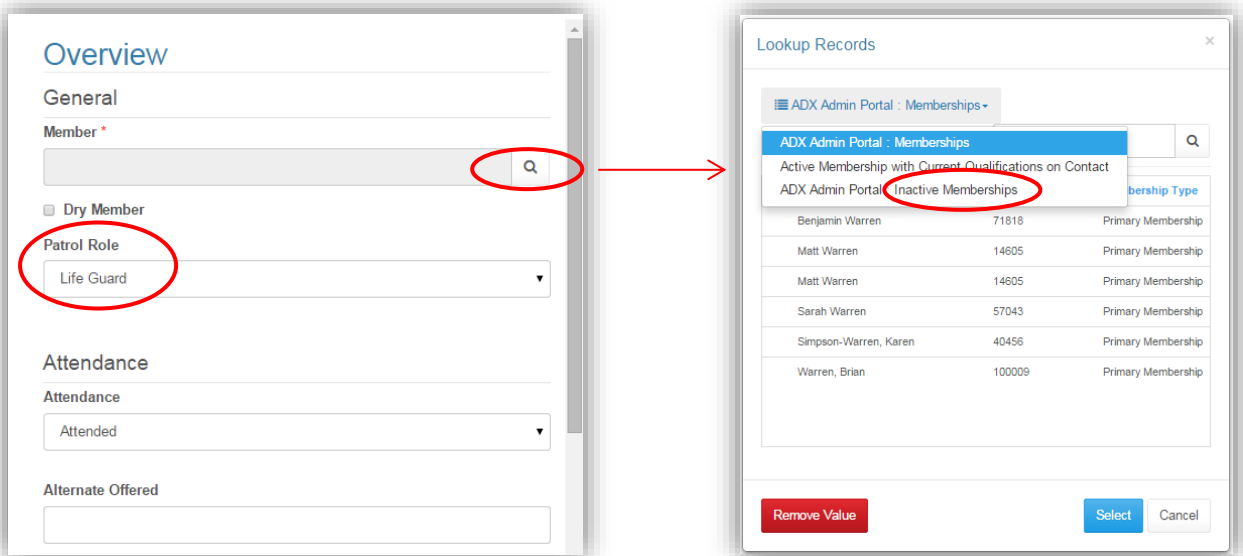
Attendance

[Contact ↑](#) [Patrol Role](#) [Attendance](#) [Attended Fi](#)

Contact ↑	Patrol Role	Attendance	Attended Fi
John Hook	Captain	Attended	

[+ Create](#)

a) Search for the member and select the person you want to add. You may have to search your inactive members by selecting “inactive members” to find members that are not in the current list.



Overview

General

Member *

[Q](#)

Dry Member

Patrol Role

Life Guard ▾

Attendance

Attendance

Attended ▾

Alternate Offered

Lookup Records

ADX Admin Portal : Memberships -

Active Membership with Current Qualifications on Contact

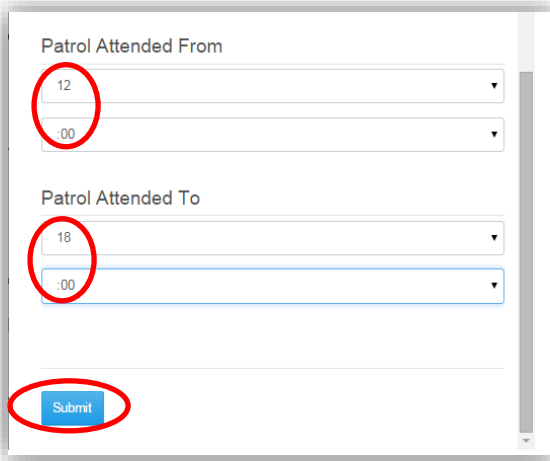
ADX Admin Portal : **Inactive Members** [Membership Type](#)

Benjamin Warren	71818	Primary Membership
Matt Warren	14605	Primary Membership
Matt Warren	14605	Primary Membership
Sarah Warren	57043	Primary Membership
Simpson-Warren, Karen	40456	Primary Membership
Warren, Brian	100009	Primary Membership

[Remove Value](#) [Select](#) [Cancel](#)

b) Select their patrol role from the drop down

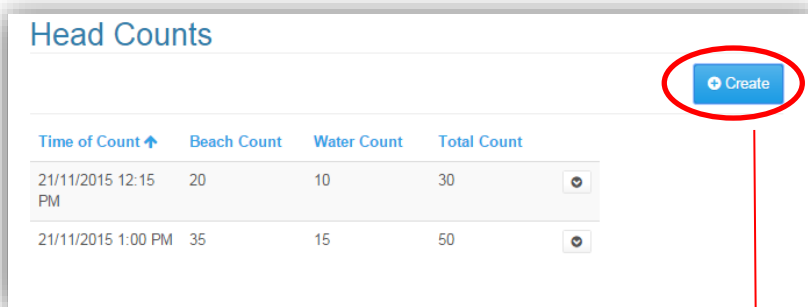
- c) Update their attendance times – this should populate the start/finish time you’ve selected for the patrol. If a person was late or finished early you will need to change the attendance time using the drop down.



- d) Click '**Submit**' to save the person and click '**Create**' to add another.

5. Enter the Head Counts for the patrol

Click '**Create**' on the right to add a new headcount.



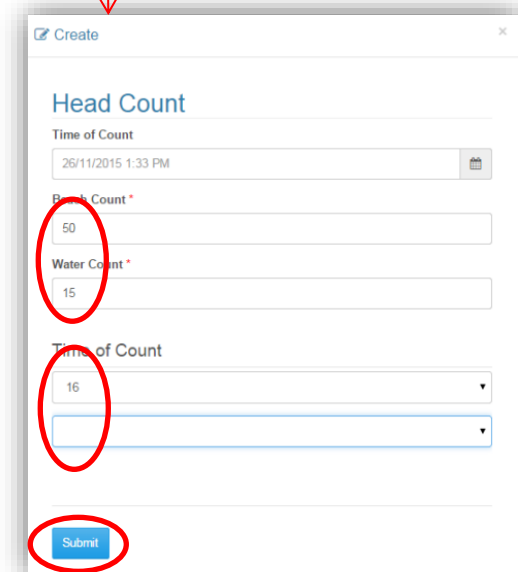
Time of Count ↑	Beach Count	Water Count	Total Count
21/11/2015 12:15 PM	20	10	30
21/11/2015 1:00 PM	35	15	50

To add the new head count

- Add the Beach and Water counts.
- Select the time of count from the drop down.
- Click '**Submit**'.

(The 'Time of Count' at the top will automatically calculate when you save so does not need to be filled in manually)

Click '**Submit**' to save this record to the patrol and click the + to add the next head count.



Complete final details

- Change the patrol status to planned (if it is not already)
- Add patrol note in the description box if needed.
- Add the Peak headcount. This is a free text field, you will need to take this from your head counts.
- Check that all of the hours for the lifeguards have been entered and are correct.
- Click the "All Attendance Update". This will place a tick in the box and automatically fill in the LG hours and number of lifeguards below.

Type of Service
Voluntary Patrol

High Tide Time
21/11/2015 10:15 AM

All Attendance Updated

Patrol Status
Planned

Description

Great fine weather patrol day. Good attendance at the beach.
Hole to the south of the club needed to be watched at mid tide.
Large group of young families staying at the camp ground this weekend.

High Tide Time
10 :15

Patrol Observations

Total LG Hours 28.50	Peak Headcount Total 100
Num Lifeguards 5	Num People Rescued 1

You can go back in and edit the patrol at any time by going to you patrol list, clicking the arrow on the right and click "Edit". Cluck "Submit" when editing is complete.

Club Patrols Incidents Patrol Teams **Patrols**

Patrol Occurrences (Current Season) -

Date of Patrol ↑	Name	Created On	All Attendance Updated	Location of Patrol ↑	Patrol Captain	Patrol Status
26/12/2015	PSLG Student Team - Paekakariki Surf Lifeguards - 2015/2016 - 26/12/2015	23/10/2015 1:15 PM	No		Netta Cagney	Planned ⌵
23/12/2015	CC-RG Paekakariki - Paekakariki Surf Lifeguards - 2015/2016 - 23/12/2015	20/11/2015 10:33 AM	No	Paekakariki	Richard Whinham	Planned ⌵
22/12/2015	CC-RG Paekakariki - Paekakariki Surf Lifeguards - 2015/2016 - 22/12/2015	20/11/2015 10:32 AM	No	Paekakariki	Richard Whinham	Planned ⌵
21/12/2015	CC-RG Paekakariki - Paekakariki Surf Lifeguards - 2015/2016 - 21/12/2015	20/11/2015 10:29 AM	Yes	Paekakariki Beach	Richard Whinham	Planned ⌵
19/12/2015	New team 1 - Paekakariki Surf Lifeguards - 2015/2016 - 19/12/2015	05/11/2015 7:30 AM	No	Paekakariki Beach	Brent Harvey	Planned ⌵
19/12/2015	Paekak green - Paekakariki Surf Lifeguards - 2015/2016 - 19/12/2015	05/11/2015 4:18 PM	No	Paekakariki Beach	Matt Warren	Planned ⌵
13/12/2015	PSLG Student Team - Paekakariki Surf Lifeguards - 2015/2016 - 13/12/2015	23/10/2015 1:14 PM	No		Netta Cagney	Planned ⌵
21/11/2015	Default Patrol Team - Paekakariki Surf Lifeguards - 2015/2016 - 21/11/2015	26/11/2015 12:48 PM	Yes	Paekak Test Beach	John Hook	Planned ⌵
21/11/2015	Emergency/Callout Patrol Team - Paekakariki Surf Lifeguards - 2015/2016 - 21/11/2015	23/11/2015 3:30 PM	Yes	Paekakariki Beach	Brent Harvey	Planned ⌵

This information can be added at the beach via a phone, tablet or laptop as long as you have internet connection. This will give you live information. If the club wants to set up the patrol captains they can use the Surf Life Saving App to enter the patrol data in the portal.

Please contact [Georgia McLaren](#) if you wish to set up your patrol captains with access to your club patrols.

The administrator can go in and change the status of the patrol at any time but most changes will not need this.

Other Notes:

- To change the information in the Patrol and Team you will need to set status back to draft.
- To update attendance after the box has been ticked, untick the box, update the information you need to update then re-tick the all attendance update box.
- There are a couple of options for the attendance of a person on patrol:
 - Attended – The person was at the patrol
 - Advance Withdraw – The person has found a fill in for the patrol. There is the ability for the member to do this through their portal if the club wants to use this option.
 - No Show – use if the person does not show up and does not call in prior. It is up to the club to decide how they manage this function.
- In future we will have a patrol complete option that will lock down the information for that patrol occurrence.
- Email reminders – The club can choose to have email reminders sent to their members on Wednesday prior to the patrol. Contact the database administrator to have this turned on for your club.