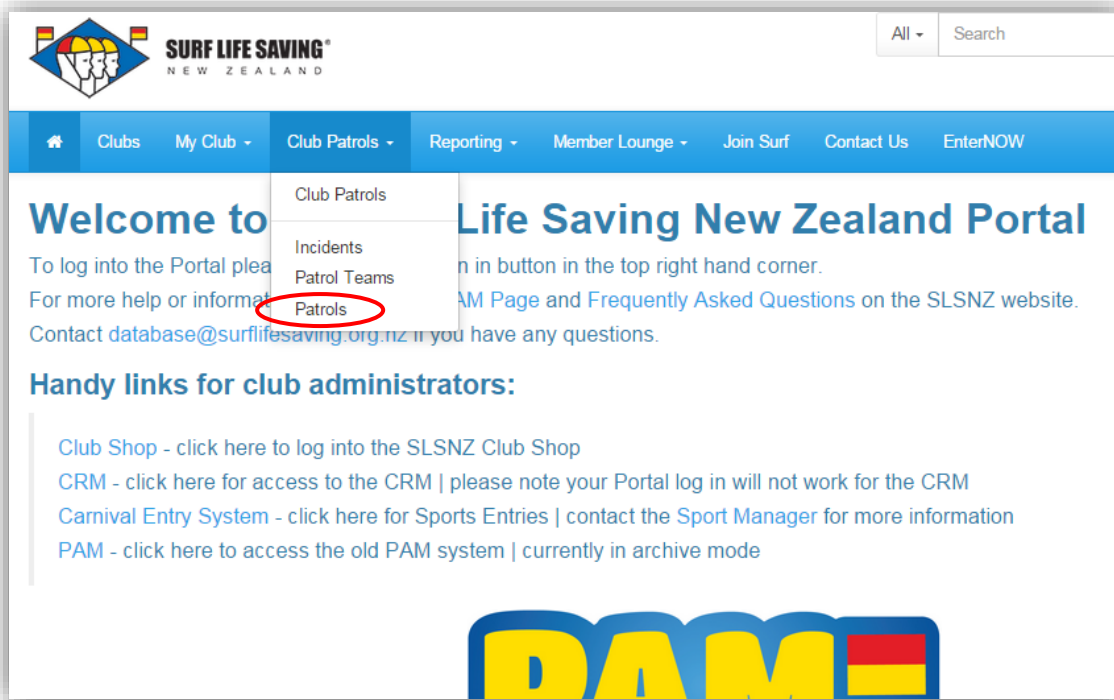


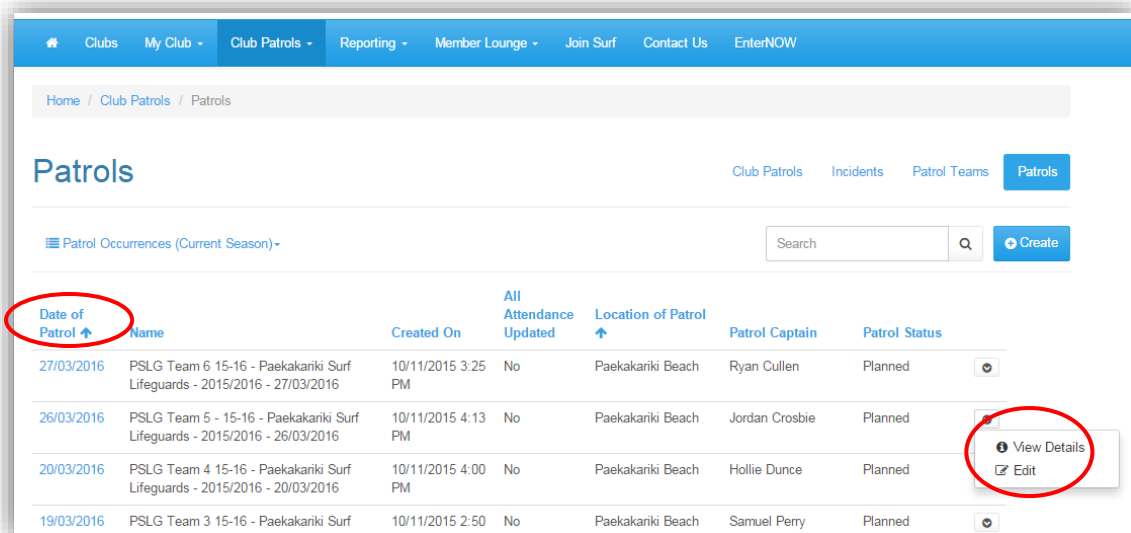
# Patrols - Editing

In the Portal, go to **Club Patrols** and then open the **Patrols** section.



You will see a list of your club patrols for the season. You can click on the Date of Patrol column to reorder your patrols from oldest to most recent.

Once you've found the patrol you wish to update, click the arrow at the end of the line that the record sits on and select **Edit**.





### Patrols

Club Patrols Incidents Patrol Teams **Patrols**

Patrol Occurrences (Current Season) Search

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="checkbox"/> Edit
21/11/2015	Emergency/Callout Patrol Team -	23/11/2015 3:30	Yes	Paekakariki Beach	Brent Harvey	Planned	⌵

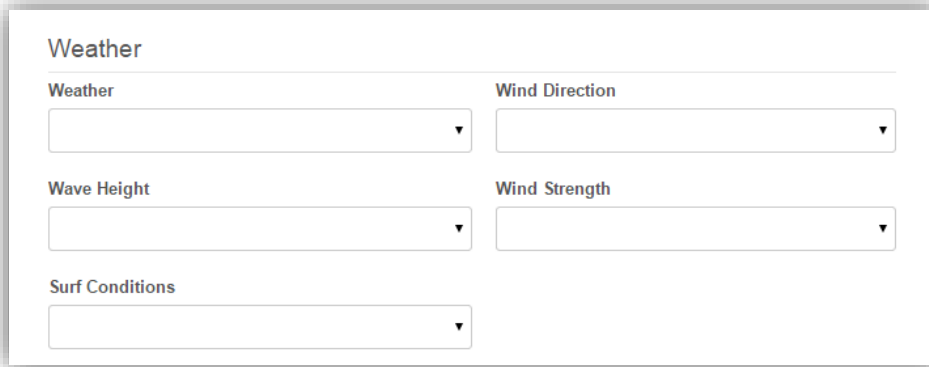
2. Add the patrol Observations (these are free text fields).

Number of 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"/>

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



**Weather**

Weather

Wind Direction

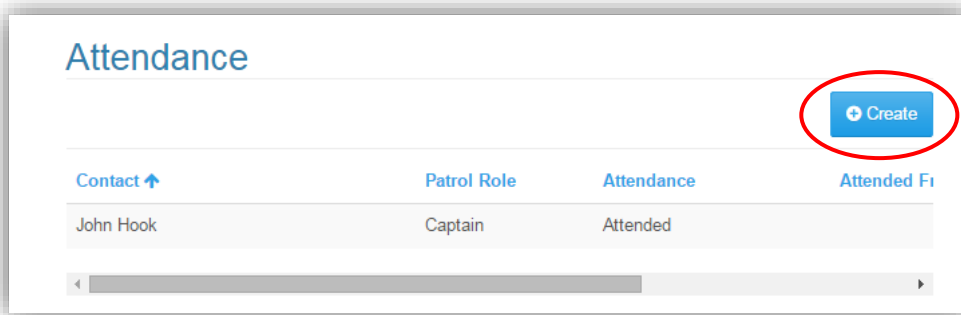
Wave Height

Wind Strength

Surf Conditions

Enter Patrol Team Members

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

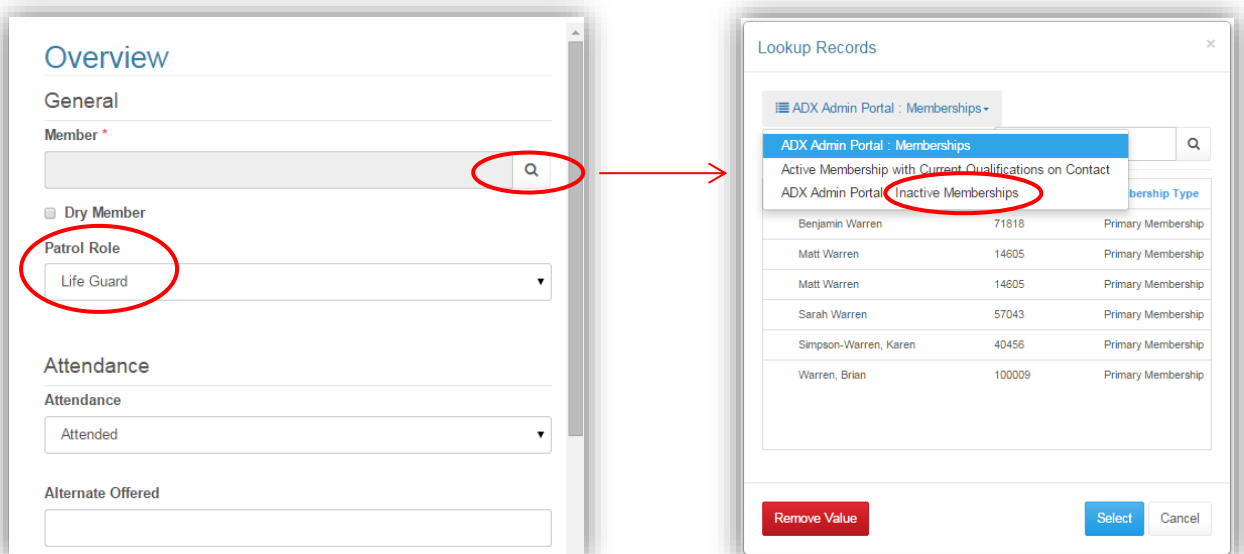


**Attendance**

[Create](#)

Contact ↑	Patrol Role	Attendance	Attended Fi
John Hook	Captain	Attended	

- 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 \*

Dry Member

Patrol Role

Attendance

Attendance

Alternate Offered

**Lookup Records**

ADX Admin Portal : Memberships

Active Membership with Current Qualifications on Contact  
ADX Admin Portal : Inactive Members

Member Name	Membership ID	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



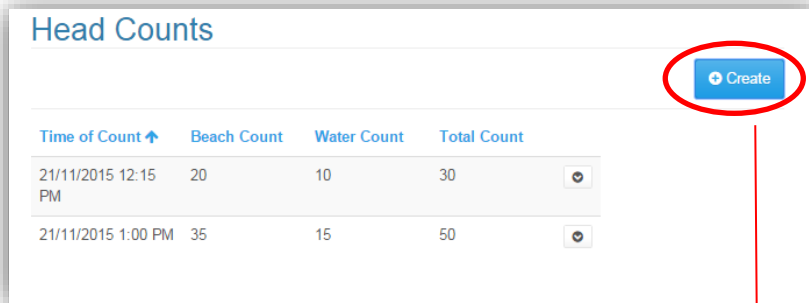
- c) Update their attendance times – this will automatically populate with the start/finish time of the patrol if this was set up as a team. If a person was late or finished early you will need to change the attendance time using the drop down.

A screenshot of a web form with a light grey border. The form contains two sections: 'Patrol Attended From' and 'Patrol Attended To'. Each section has a dropdown menu for the hour and another for the minutes. In the 'Patrol Attended From' section, the first dropdown shows '12' and the second shows ':00'. In the 'Patrol Attended To' section, the first dropdown shows '18' and the second shows ':00'. At the bottom of the form is a blue button labeled 'Submit'. Red circles are drawn around the '12' dropdown, the ':00' dropdown, the '18' dropdown, the ':00' dropdown, and the 'Submit' button.

- d) Click '**Submit**' to save this person onto the patrol and click the '**create**' to add the next person to the patrol.

Enter the Head Counts for the patrol

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



Head Counts

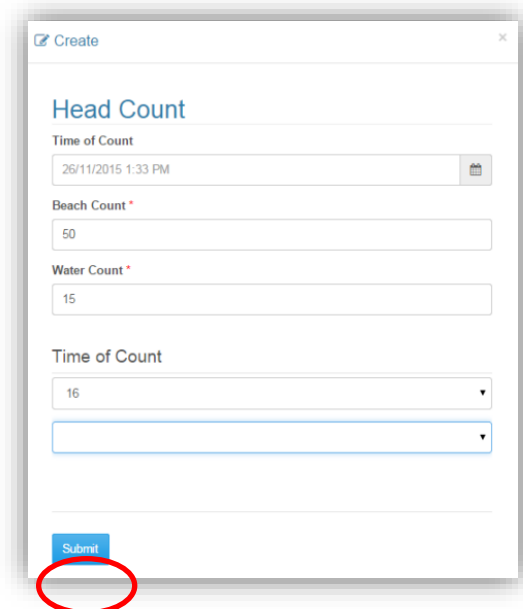
Time of Count ↑	Beach Count	Water Count	Total Count	
21/11/2015 12:15 PM	20	10	30	⌵
21/11/2015 1:00 PM	35	15	50	⌵

To add the new head count

- Add the Beach and Water counts.
- Select the time of count from drop down boxes at the bottom
- 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.



Create

### Head Count

Time of Count  
26/11/2015 1:33 PM

Beach Count \*  
50

Water Count \*  
15

Time of Count  
16

Submit


## 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 ▼

**High Tide Time**

10 :15

**Patrol Observations**

**Total LG Hours**: 28.50

**Peak Headcount Total**: 100

**Num Lifeguards**: 5

**Num People Rescued**: 1










**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.

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) Search

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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.