

## Patrol Teams

This is the pre-patrol (planning) stage. You will come to this section and create all of your patrol teams for the season, then add members to the team and the dates that the team will patrol on.

This information is then filtered out into the My Patrols section in that patrolling member's Member Lounge section.

To create a team go to the patrol teams section and click the blue create button.

## Patrol Teams

Club Patrols Incidents **Patrol Teams** Patrols

Patrol Name ↑	Patrol Captain	Patrol Status
Default Patrol Team		Planned
Emergency/Callout Patrol Team		Planned



Create

### General

<p><b>Patrol Name *</b></p> <input type="text" value="Titahi Bay 'A' Patrol"/>	<p><b>Junior Teams</b></p> <input type="text" value="I.e. rookie lifeguards or other junior members"/>
<p><b>Patrol Captain</b></p> <input type="text" value="Georgia"/>	<p><b>Description</b></p> <input type="text" value="Free text field for clubs to enter what they see fit"/>

Name the patrol and specify who the patrol captain is.



The newly created team will display in your list. You will see below that the new team is currently at a draft status. Click on the small arrow and select edit to add the patrol dates and patrol team members.

## Patrol Teams

Club Patrols Incidents **Patrol Teams** Patrols

Patrol Name ↑	Patrol Captain	Patrol Status
Default Patrol Team		Planned
Emergency/Callout Patrol Team		Planned
Titahi Bay 'A' Patrol	Georgia McLaren	Draft



The edit screen will appear. Firstly, fill in the general information about the patrol team.

## General

Members Selected  
 Dates Selected  
 Project Schedule

Leave these boxes unticked until the patrol team form is completely filled in and ready to be submitted.

**Patrol Name \***

**Season**

**Patrol Captain**

**Captain Restricted Refer SLSNZ**  
 No  Yes

**Date Projected To**

**Patrol Status**

**Junior Teams**

**Description**

The status of the patrol can change depending on where you are at with the team. If it is not complete leave it as a Draft. If you are ready to submit the team change it to Planned.

## Patrol Occurrences

[+ Create](#)

[Date of Patrol ↑](#)  
 [Location of Patrol](#)  
 [All Attendance Updated](#)  
 [Patrol Status](#)

There are no records to display.

See below to see how to create dates for your patrol teams.

## Patrol Team Members

[+ Create](#)

<a href="#">Contact ↑</a>	<a href="#">Patrol Role</a>	First Aid Level (Contact)	IRB Level (Contact)	SLGA Level (Contact)	VHF Operator (Contact)
Georgia McLaren	Captain	Level 1		Life Guard	Yes

See below to see how to add members to your patrol teams.

## Patrol Occurrences

To add the dates that this team will patrol on click the blue create button.

[+ Create](#)

[Create](#)

×

### Patrol & Team

Date of Patrol \*

18/11/2015



Click on the calendar icon to select the date of the patrol.

Location of Patrol \*

Enter the location where the patrol took place (i.e. North End)

Type of Service \*

Select the type of service – most clubs will select 'Voluntary Patrol' for their patrols.

### Patrol Start

12

:00

Select the patrol start and end times from the dropdown options.

### Patrol End

14

:00

If you do not know the high tide time at this date, select something that you can edit over at a later stage.

### High Tide Time

Click Submit.

[Submit](#)

A draft occurrence will now appear in your list of occurrences. Add as many occurrences as necessary. Please note these will come through as drafts and you will need to edit the record so that the status of the patrol comes up as 'ready to project'. The system will run the workflows required and you may notice if you come back into the team that the status will have changed to 'planned'.

## Patrol Occurrences

[+ Create](#)

Date of Patrol ↑	Location of Patrol	All Attendance Updated	Patrol Status
26/11/2015	Titahi Bay	No	Planned <span style="float: right;">⌵</span>

To edit the patrol status, click the downward facing arrow and select edit. Change the status to ready to project and submit the form.

## Patrol Team Members

Finally, to add members to your patrol team click the blue create button. Look up the member by clicking on the magnifying glass icon

### General

Member \*  Q

Patrol Role

▾

Dry Member

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[Submit](#)

This will look through all of your active memberships (the memberships that you have rolled over). You can change to look at inactive memberships by changing your view.

☰ ADX Admin Portal : Memberships ▾

ADX Admin Portal : Memberships		
Active Membership with Current Qualifications on Contact		
ADX Admin Portal : Inactive Memberships		
Member Name	Membership ID	Membership Type
Abby Keplar	100555	Primary Membership
Abby Laws	56750	Primary Membership
Acacia Edmonds	75140	Primary Membership

Add as many members as needed.

When everything on the Patrol Team is completed, double-check that you have ticked the boxes at the top of the form then click submit.

- Members Selected
- Dates Selected
- Project Schedule