

Awards

Awards has all of the awards held by members of your club.

To narrow your search you can;

Q

+ Create

| Member ↑ | Award | Date Awarded ↑ | Date of Expiry | Award level | Status Reason |
|---|--|----------------|----------------|-------------|--|
| | Surf Official Level 1 | 26/05/2015 | | National | Approved  |
| | Surf Official Level 1 | 26/05/2015 | | National | Approved  |
| Glen Jones - 43854 | Surf Official Level 1 | 26/05/2015 | | National | Approved  |
| Georgia McLaren - 69233 | Marine VHF Radio Operators Certificate | 05/05/2015 | | Regional | Approved  |
| Georgia McLaren - 69233 | Club Service Award | 05/05/2015 | | Club | Approved  |

A.) Click on any of the headings to order your data by that column i.e. click 'Award' to list by awards A-Z (click it again to reverse the order).

B.) Type a members name into the search bar to bring up only their awards.

C.) Type a name (i.e. family last name) but insert an asterix (*) symbol in front of it. You could use this search mode to see a certain award (i.e. *lifeguard award)

Missing Awards - if you are certain that a member should hold an award in the database and can't find a record of it...

Has it been added to the system by either a club, regional or national administrator?

If the award has not been added you need to follow up with the administrator who adds the award. Contact your Regional Staff Member who can point you in the right direction.

To add a new award click on the blue create button.

A club administrator can only assign a selection of awards to their members. The rest can only be done at regional and national level.



General

Member *

Date Awarded *

Award *

Date of Expiry

Awards Notes

Member – click on the magnifying glass to search for the member (you can only add an award to an active membership – head to Memberships > Inactive Memberships if you need to roll a member over to the current season).

Award – click on the magnifying glass to search for the award.

Lookup Records

| ✓ Name ↑ | Org Level | Required Age | Term | Status | Created On |
|---------------------------------------|-----------|--------------|------|--------|---------------------|
| Club Distinguished Service Award | Club | | | Active | 29/04/2015 11:29 AM |
| Club Life Membership Award | Club | | | Active | 13/07/2015 11:33 AM |
| Club Service Award | Club | | | Active | 29/04/2015 11:29 AM |
| ✓ Junior Surf 200m Safety Badge | Club | 7 | | Active | 29/04/2015 11:29 AM |
| Junior Surf Achievement Award Level 1 | Club | 7 | | Active | 29/04/2015 11:29 AM |

Date Awarded – enter the date that the award was awarded to the member.

Date of Expiry will automatically populate for you based on the award term (i.e. 12 months or 24 months). **Award Notes** can be used to record further details.

Click submit to save the award.