



**PATROLS AND MEMBERSHIPS**

# **Administrator Handbook**



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## Overview

The Patrols and Memberships (PAM) database is the central database for all Surf Life Saving clubs in New Zealand. It is used to log details of members (contact details, awards, memberships etc) and patrols and incidents. PAM holds this information securely, and the data gives us an understanding of trends across the whole organisation. The information is used for media releases and official reports for internal and external use.

PAM is made up of two components – Microsoft Dynamics 365 (CRM) and the Member Portal.

The CRM can only be accessed by a club administrator, or club officer of similar level. Each club has one log in to this system. Clubs can manage their member's information and input their patrol data, as well as export any club information they require.

The Member Portal is a mobile-friendly portal where every member of SLSNZ can log in and view their upcoming patrols, see their awards, courses, and patrols, as well as update their contact information via the My Profile section.

Through the CRM, club administrators can change a members portal access. There are 4 types of access:

- Member (Standard access)
- Patrol Manager (view and update patrols / Incidents)
- Club Admin View (View memberships, awards, Patrols, etc of the whole club)
- Club Admin Update (Update Memberships, Awards, Patrols, etc of the whole club)

This handbook is a guide to do everything that is possible from an admin's perspective within the Member Portal.

For any quires including training, please reach out to the SLSNZ Database team by emailing [database@surflifesaving.org.nz](mailto:database@surflifesaving.org.nz).



# Memberships

The Patrols and Memberships (PAM) portal provides a comprehensive platform for managing memberships within the organisation. It offers a range of tools to ensure efficient administration of club members, helping to maintain accurate and up-to-date records.

Key Membership Management Functions:

- **Membership Rollovers:** Each season, clubs roll over memberships to ensure continuity for returning members. This process allows for a seamless transition between seasons while keeping records intact.
- **Membership Deactivation:** When members are no longer active, they can be deactivated within PAM. This ensures that membership lists remain current and only include those actively involved with the club.
- **Club Subscriptions:** PAM allows clubs to manage and update subscription details, ensuring that all financial and administrative requirements related to memberships are met.
- **Membership History:** Clubs and administrators can access membership history. This is useful for tracking long-term involvement and recognising contributions.
- **Membership Applications and Transfers:** New membership applications can be processed directly within PAM, streamlining the onboarding process. Additionally, members wishing to transfer between clubs can have their requests managed efficiently within the portal.

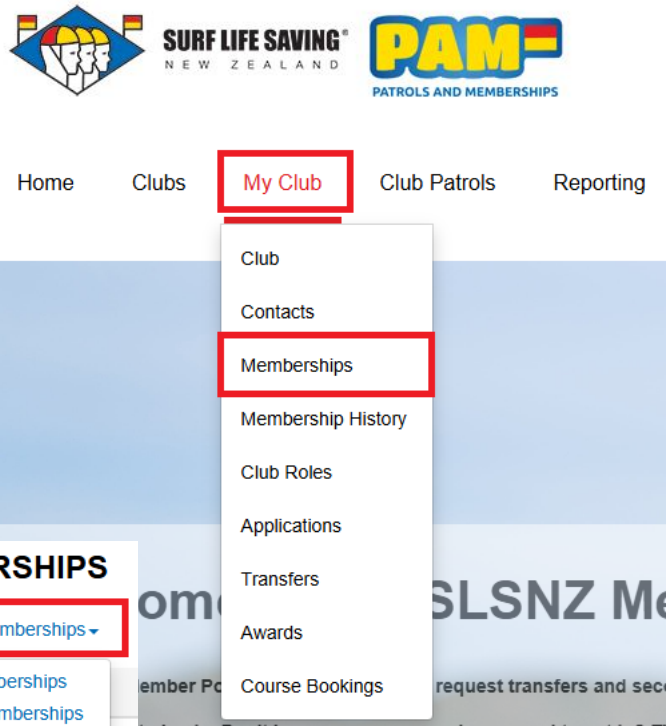
By utilising these features, clubs can maintain well-organised membership records, support smooth transitions for members, and ensure memberships are updated and accurate.



# Memberships

## Rolling Over a Membership:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Memberships](#) from the drop-down menu.
3. When the Memberships page loads, it will load a list of [Active Club Memberships](#). This is sorted by [Contact](#).
4. Change the list to [Inactive Memberships](#). By clicking on the blue text under [MEMBERSHIPS](#).










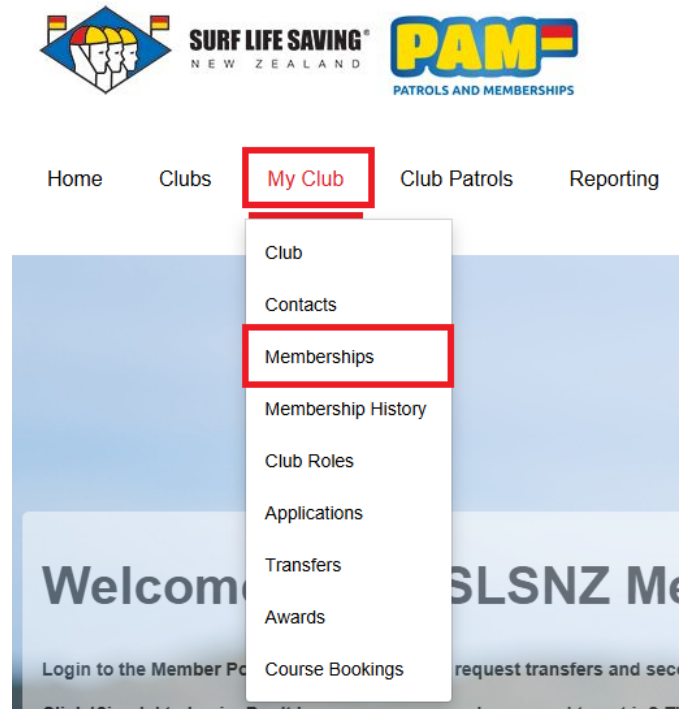
5. On the right of the screen against each [membership Record](#) you will see these symbols . The (Edit) allows you to edit the [Membership Record](#) but only if it is active and rolled over into the current season. The (Rollover) allows you to roll over the membership into the current season.
6. Press the button.
7. You will then see that record in [Active Memberships](#).



# Memberships

## Deactivating a Membership:









1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Memberships](#) from the drop-down menu.
3. When the Memberships page loads, it will load a list of [Active Club Memberships](#). This is sorted by [Contact](#).
4. On the right of the screen against each [Membership Record](#) you will see these    symbols. The  (Edit) allows you to edit the [Membership Record](#). The  (Rollover) allows you to roll over the membership into the current season. The  (Deactivate) allows you to deactivate a membership.
5. Press the  button.
6. You will then see that record in [Inactive Memberships](#).

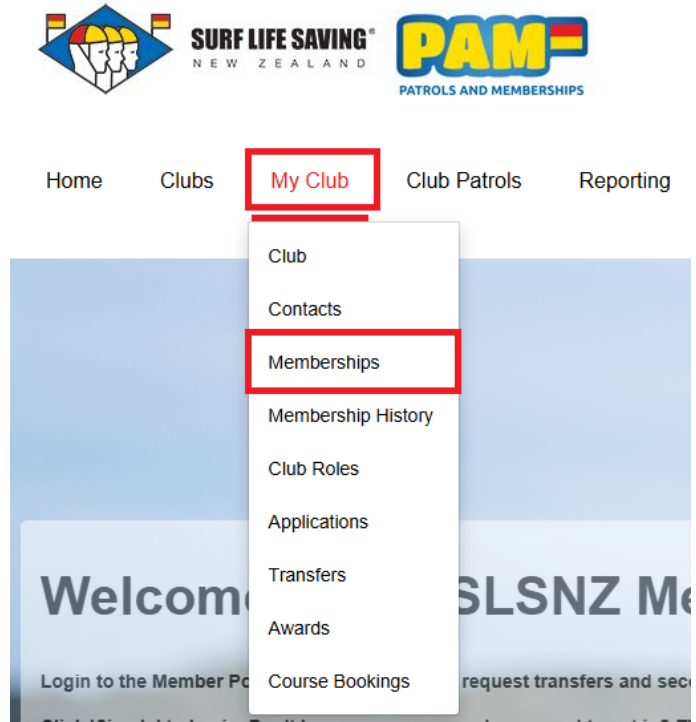




# Memberships



## Managing a Members Club Subscription:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Memberships](#) from the drop-down menu.
3. When the Memberships page loads, it will load a list of [Active Club Memberships](#). This is sorted by [Contact](#).
4. On the right of the screen ageist each [Membership Record](#) you will see these symbols     
The  (Edit) allows you to edit the [Membership Record](#).  
The  (Rollover) allows you to roll over the membership into the current season. The  (Deactivate) allows you to deactivate a membership.
5. Press the  button.
6. Scroll down to the [Subscription](#) section and fill it out. Make to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the  button at the top right of the window.



### Example:

### Subscription

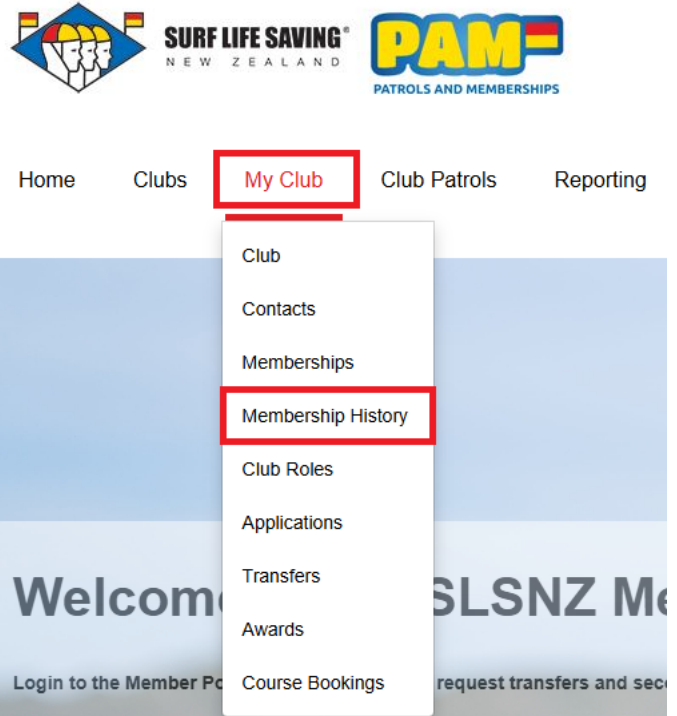
<b>Club Subscription Type</b>	<b>Billing Reference</b>
<input type="text" value="Single Membership"/>	<input type="text" value="INV: 0127"/>
<b>Invoiced Date</b>	<b>Subs Paid Date</b>
<input type="text" value="26/02/2025"/> 	<input type="text" value="26/02/2025"/> 
<input checked="" type="checkbox"/> <b>Subs Paid Flag</b>	
<input type="checkbox"/> <b>Invoiced Flag</b>	



# Memberships

## Viewing Membership History:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Membership History](#) from the drop-down menu.
3. When the Memberships page loads, it will load the list of [Membership History](#). This is sorted by [Membership](#), then by [Season](#).
4. On the right of the screen ageist each [Membership History](#) record you will see the ⓘ (View Details) symbol. If you press that, you can see the full details on that record.
5. One you have fished looking at the record, press the ✕ button to close the record



### Example:

ⓘ View details



#### General

Name

—

Patrol Attendance Count \*

24

Club \*

Pukehina Surf Rescue

Patrol Hours \*

147.50

Membership \*

Duncan Bentley - 72097

Subs Paid Flag \*

Contact \*

Duncan Bentley

Season \*

2023/2024



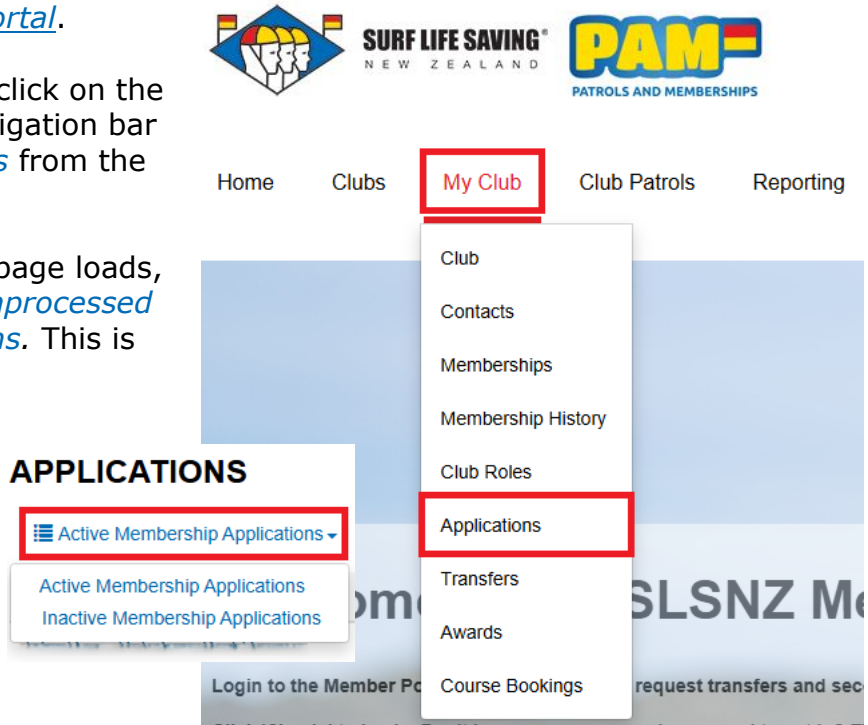


# Memberships

## Processing Membership Applications:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Applications](#) from the drop-down menu.
3. When the Applications page loads, it will load the list of [Unprocessed Membership Applications](#). This is sorted by [Name](#).

**NOTE:** You can change between [Active Applications](#) and [Inactive Applications](#) (Already Processed) by clicking on the blue text under [APPLICATIONS](#).



4. On the right of the screen against each [Membership Applications](#) record you will see these symbols If you press the (View Details) you can see the full membership application, including contact information to get in contact with them. If you press the (Edit) you can edit and process the application.
5. Press the button.
6. In the [Approved for Post-Processing](#) change the box from [No](#) to [Yes](#).
 

**Approve for Post-Processing**







No  Yes
7. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the button at the top right of the window.
8. The [Membership Application](#) will then disappear from the [Active Membership Applications](#) and will be shown in [Inactive membership Applications](#).

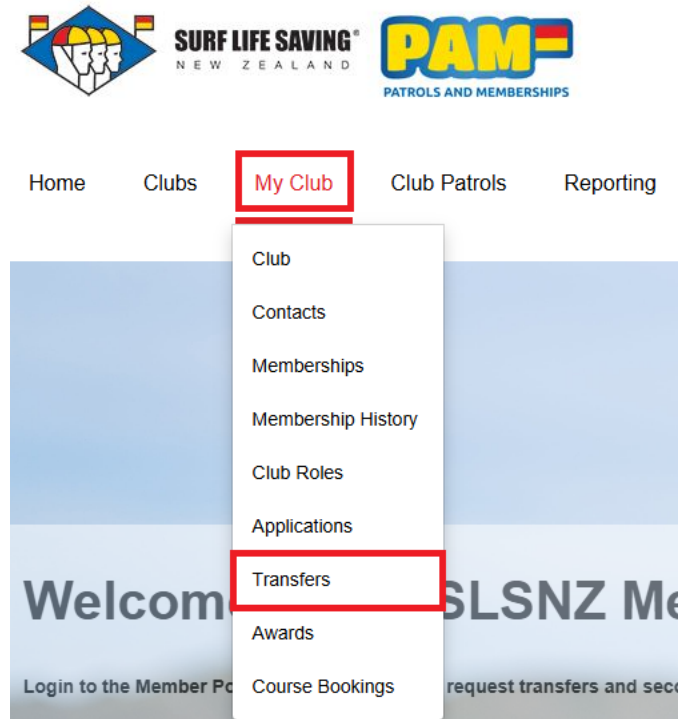
**Note:** The Database Administrator sends them an invitation to PAM. This might take up to 48 hours depending on workload.




# Memberships

## Processing Membership Transfers Out of Club:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Transfers](#) from the drop-down menu.
3. When the Applications page loads, it will load the list of [Transfers out of Club](#). This is sorted by [Contact](#).
4. On the right of the screen ageist each [Membership Transfer](#) record you will see these symbols     
If you press the  (Reject Transfer) You will stop the transfer process, and they will remain a member of your club. If you press the  (Approve Transfer) You will Approve the transfer out of your club. If you press the  (Edit) you can edit the application and add in [Transfer Notes](#).
5. Press the symbol of what you want to do.



**Note:** If you are editing the transfer, make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the  button at the top right of the window.

6. Once you have processed the transfer, it will disappear from the list.



# Memberships

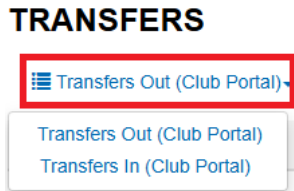
## Processing Membership Transfers into Club:

1. Login to the [Member Portal](#).

2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and choose [Transfers](#) from the drop-down menu.

3. When the Applications page loads, it will load the list of [Transfers out of Club](#). This is sorted by [Contact](#).

4. Change the list to [Transfers In](#). By click on the blue text under [TRANSFERS](#).



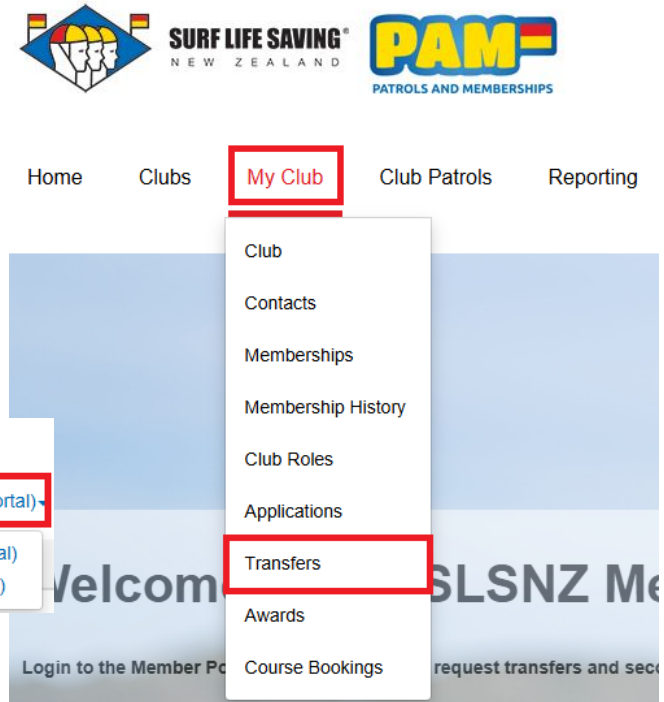
5. On the right of the screen ageist each [Membership Transfer](#) record you will see these symbols

If you press the (Reject Transfer) You will stop the transfer process, and they will not become a member of your club. If you press the (Approve Transfer) You will Approve the transfer into your club. If you press the (Edit) you can edit the application and add in [Transfer Notes](#).

6. Press the symbol of what you want to do.

**Note:** If you are editing the transfer, make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the button at the top right of the window.

7. Once you have processed the transfer, it will disappear from the list.





# Patrols

The Patrols and Memberships (PAM) portal provides clubs and administrators with a centralised system for efficiently managing patrols. It enables users to view, update, and organise patrol-related information, ensuring that patrol information is up to date and accurate.

Key Patrol Management Functions:

- **Viewing and Managing Patrols:** All patrols can be accessed and managed within PAM, allowing for oversight of patrols, attendance, and operational details.
- **Updating and Editing Patrols:** Clubs can adjust patrols to ensure that the right lifeguards are assigned, and patrolling details and incidents of each patrol are accurate.
- **Creating and Managing Patrol Teams:** PAM enables the creation of patrol teams, allowing administrators to group lifeguards into structured teams for better coordination and efficiency. Teams can be edited or updated as needed to reflect changes in personnel or club requirements.
- **Incident and Patient Management:** Incidents and patient records can be logged and managed within PAM. This ensures accurate reporting and record-keeping of any events that occur during patrols.

By utilising these features, clubs can ensure appropriate team structures, and effectively manage portals and incident, enhancing the overall efficiency of lifesaving operations.



# Patrols

## Managing and Viewing a Patrol Occurrence:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Club Patrols](#) tab on the navigation bar and choose [Patrols](#) from the drop-down menu.
3. When the Patrols page loads, it will load a list of [Current Season Patrol Occurrences](#). This is sorted by [Location](#), then [Date](#).



**NOTE:** You can change between [Current Season](#), [Recent](#), [Not Current Season](#) and [Open Patrol Occurrences](#) by clicking on the blue text under patrols information.

4. On the right of the screen against each [Patrol Occurrence](#) record you will see these symbols. If you press the (View Details) you can see the full patrol occurrence details. If you press the (Edit) you can update/edit the patrol occurrence.

**NOTE:** To edit a patrol occurrence, you need to change the [Patrol Status](#) to [Draft](#). Make sure to change the status back to [Complete](#) after making the changes.

5. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the button at the top right of the window.



# Patrols

## Creating a Patrol Occurrence:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Club Patrols](#) tab on the navigation bar and choose [Patrols](#) from the drop-down menu.
3. When the patrols page loads, it will load a list of [Current Season Patrol Occurrences](#). This is sorted by [Location](#), then [Date](#).
4. Press the blue [Create](#) button on the top right of the list of patrol occurrence.
5. Fill out the form. Once the form has been filled out change the [Patrol Status](#) to [Complete](#), [All Attendance Updated](#) to [yes](#), and [Observations Complete](#) to [Yes](#).
6. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the **×** button at the top right of the window.



**NOTE:** All patrols should be created and entered live during the patrol through the [Surf Patrol App](#) or [Website](#).



# Patrols

## Creating Patrol Teams:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Club Patrols](#) tab on the navigation bar and choose [Patrol Teams](#) from the drop-down menu.
3. When the Patrol Teams page loads, it will load a list of [Current Season Patrol Teams](#). This is sorted by [Patrol Name](#).



4. Press the blue [Create](#) button at the top right of the list of [Patrol Teams](#).
5. Fill out the form.
6. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it, press the **×** button at the top right of the window.






# Patrols

## Managing Patrol Teams:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Club Patrols](#) tab on the navigation bar and choose [Patrol Teams](#) from the drop-down menu.
3. When the Patrol Teams page loads, it will load a list of [Current Season Patrol Teams](#). This is sorted by [Patrol Name](#).



4. On the right of the screen against each [Patrol Team](#) record you will see the  (Edit) symbol. Press the  button.
5. Fill out the form/make any changes that are necessary.
6. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it, press the  button at the top right of the window.








# Patrols

## Managing and Viewing an Incident:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Club Patrols](#) tab on the navigation bar and choose [Incidents](#) from the drop-down menu.
3. When the Incidents page loads, it will load a list of all [Incidents](#). This is sorted by [newest Incident](#).



4. On the right of the screen against each [Patrol Occurrence](#) record you will see these symbols If   you press the  (View Details) you can see the full patrol occurrence details. If you press the  (Edit) you can update/edit the patrol occurrence.
5. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the  button at the top right of the window.

**Note:** Patients are viewed and managed through the [Incident](#) that they were involved in.

# Patrols

## Creating an Incident:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Club Patrols](#) tab on the navigation bar and choose [Incidents](#) from the drop-down menu.
3. When the Incidents page loads, it will load a list of all [Incidents](#). This is sorted by [newest Incident](#).



4. Press the blue [Create](#) button at the top right of the list of [Incidents](#).
5. Fill out the form.
6. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it, press the **×** button at the top right of the window.



**Note:** Patients are created and managed through the [Incident](#) that they were involved in.



## Awards

The Patrols and Memberships (PAM) portal provides clubs with the ability to manage and track member awards efficiently. This ensures that members' achievements and qualifications are accurately recorded and recognised.



Key Award Management Functions:

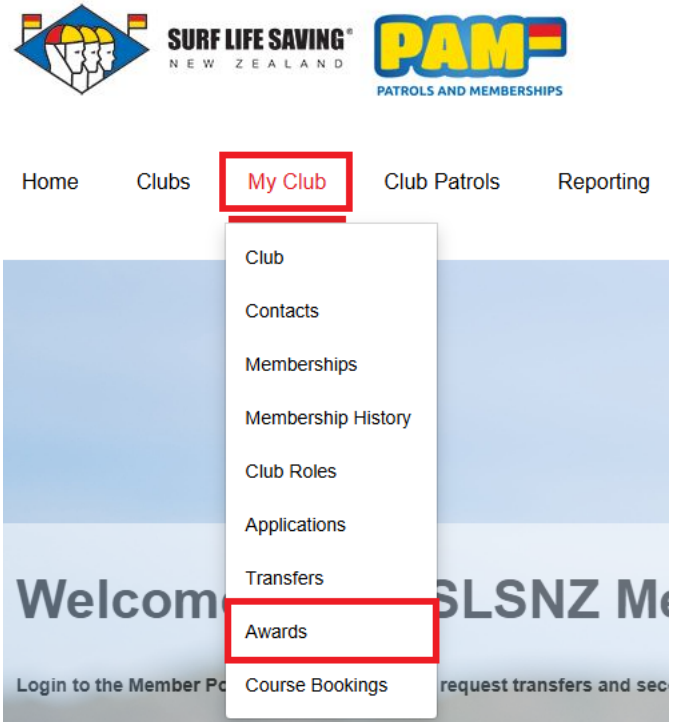
- **Viewing Member Awards:** Clubs can access a complete record of their members' awards and qualifications within PAM. This includes Surf Lifesaving Certifications, and other relevant credentials.
- **Awarding Club-Level Awards:** Club administrators can issue specific club-level awards, such as service awards and the 200m Safety Badge, directly through PAM. This allows for streamlined recognition of members' contributions and competencies.

By using these features, clubs can effectively monitor member progress, ensure qualifications are up to date, and formally acknowledge members for their service and skills.

# Awards


## Viewing Club Members Awards:

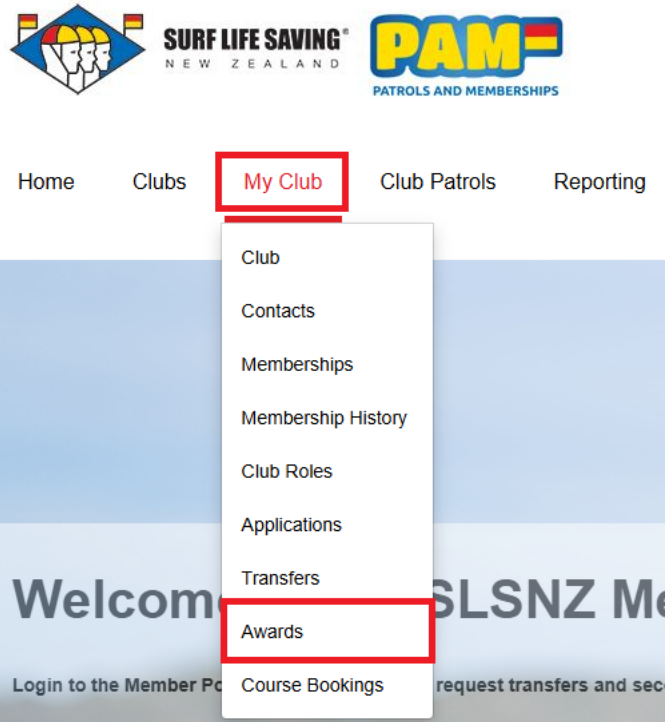
8. Login to the [Member Portal](#).
9. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Awards](#) from the drop-down menu.
10. When the [Awards](#) page loads, it will display your club's record. They are filtered by [Date Awarded](#), then by [Member](#).
11. On the right of the screen, against each [Award Record](#) you will see a  This button allows you to view that [Award Record](#) and add in [Award Notes](#).
12. If you are editing an [Award Record](#), make to press the blue [Submit](#) button at the bottom right of the screen. If you have made a change, but don't want to save it. Press the  button at the top right of the window. Both buttons will also close the window and take you back to the [Awards](#) page.



# Awards

## Awarding Club Level Awards:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Awards](#) from the drop-down menu.
3. When the [Awards](#) page loads, it will display your club's record. They are filtered by [Date Awarded](#), then by [Member](#).
4. On the top right of the screen above the list of awards, you will see a blue [Create](#) button. Press that. 
5. Fill out the form that opens.



The [Member](#), [Award](#), and [Date Award](#) are the required fields. If the award has an expiry, it will be automatically calculated and can be left blank.

6. Make sure to press the blue [Submit](#) button at the bottom right of the screen. If you don't want to save it. Press the **x** button at the top right of the window. Both buttons will also close the window and take you back to the [Awards](#) page.

### Example:

#### General

**Member \***

 **x** **Q**

**Date Awarded \***

**Award \***

 **x** **Q**

**Date of Expiry**

**Award Notes**

**Submit**



# Reporting

The Patrols and Memberships (PAM) portal provides clubs with access to a range of reports, helping administrators track and analyse key membership and patrol data. These reports offer valuable insights into club performance, member engagement, and operational efficiency.

Key Reports Available in PAM:

- **Season Membership Stats:** Provides an overview of membership numbers for the current season.
- **Member Patrol Stats:** Displays individual patrol attendance and contributions, helping clubs track member involvement and ensure patrol requirements are met.
- **Season Patrol Stats:** Summarises overall patrol activity for the season, including total patrol hours and incidents recorded.
- **Monthly Patrol Stats:** Breaks down patrol activity on a monthly basis, allowing clubs to monitor trends and make adjustments to patrols as needed.

By utilising these reporting features, clubs can evaluate performance and make informed decisions to improve patrol operations and member engagement.



# Reporting

## Viewing Season Membership Stats:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Reporting](#) tab on the navigation bar and choose [Season Member Stats](#) from the drop-down menu.
3. When the Season Member Stats page loads, it will load a list of Competition Categories and their number of members. This is sorted alphabetically by [Competition Category](#).



### Example:

#### SEASON MEMBER STATS

Competition Category ↑	Gender	Number of Members
Junior - Under 14	Male / Tane	
Junior - Under 14	Female / Wahine	
Masters	Female / Wahine	
Masters	Male / Tane	
Open	Male / Tane	
Open	Female / Wahine	
Under 16	Male / Tane	
Under 16	Female / Wahine	
Under 19	Female / Wahine	
Under 19	Male / Tane	

# Reporting

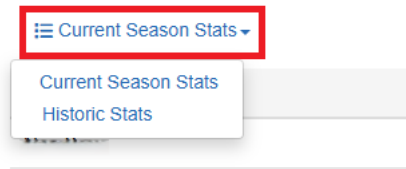
## Viewing Member Patrol Stats:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Reporting](#) tab on the navigation bar and choose [Member Patrol Stats](#) from the drop-down menu.
3. When the Member Patrols Stats page loads, it will load a list of Contacts and their hours with category. This is sorted alphabetically by [Contact](#).



**NOTE:** You can change between [Current Season Stats](#) and [Historic Stats](#) by clicking on the blue text under [Member Patrol Stats](#).

### MEMBER PATROL STATS



### Example:

### MEMBER PATROL STATS

☰ Current Season Stats ▾  🔍

Contact ↑	Membership	Volunteer Hrs	Regional Hrs	Callout Hrs	Event Hrs	Other Hrs	Total Hrs
Duncan Bentley	Duncan Bentley - 72097	62.25	0.00	0.00	28.00	25.00	115.25





# Reporting

## Viewing Season Patrol Stats:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Reporting](#) tab on the navigation bar and choose [Season Patrol Stats](#) from the drop-down menu.
3. When the Season Patrol Stats page loads, it will load this season patrolling stats.

**NOTE:** You can change between [Current Season Stats](#) and [Historic Stats](#) by clicking on the blue text under [Season Patrol Stats](#).



**NOTE:** Loading the Historic Stats will load a list sorted by season, newer to older.

# Reporting

## Viewing Monthly Patrol Stats:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [Reporting](#) tab on the navigation bar and choose [Monthly Patrol Stats](#) from the drop-down menu.
3. When the Monthly Patrol Stats page loads, it will load this season patrolling stats. This is by the first of each month and patrol type.



**NOTE:** You can change between [Current Season Stats](#) and [Historic Stats](#) by clicking on the blue text under [Monthly Patrol Stats](#).

### MONTHLY PATROL STATS





# Contacts

The Patrols and Memberships (PAM) portal allows clubs to easily access and update member contact details. This ensures that important communication between club members, administrators, and patrol teams remains seamless and efficient.

Key Contact Management Functions:

- **Viewing Contact Details:** PAM provides a quick and convenient way to look up a member's contact information when you need to get in touch.
- **Editing Contact Information:** Administrators can update contact details to ensure records remain accurate and up to date.

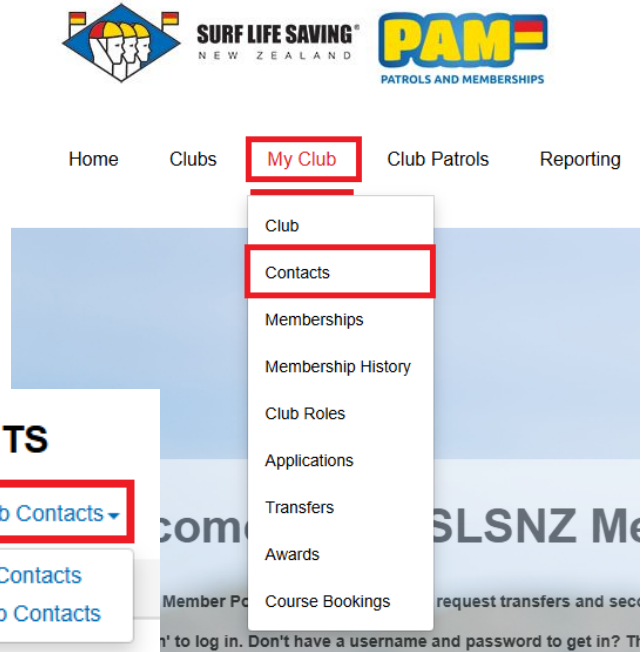
By maintaining up-to-date contact information within PAM, clubs can improve communication and coordination, ensuring members can be reached when needed.



# Contacts

## Managing Contacts:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Contacts](#) from the drop-down menu.
3. When the Contacts page loads, it will load a list of [Active Club Contacts](#). This is sorted by [Last Name](#), then [First Name](#).



**NOTE:** You can change between [Active](#) and [Inactive Club Contacts](#) by clicking on the blue text under [CONTACTS](#).

4. On the right of the screen ageist each [Contact Record](#) you will see these symbols the (view Details) allows you to view the [full Contact Record](#). The (Edit) allows you to edit the full [Contact Record](#).
5. If you are editing a [Contact Record](#), make to press the blue [Submit](#) button at the bottom right of the screen. If you have made a change, but don't want to save it. Press the button at the top right of the window. Both buttons will also close the window and take you back to the [Contacts](#) page.

**NOTE:** although you can update/edit a contact record, it is highly recommended that the person you are updating the record for does it themselves through their PAM login.



## Course Bookings

The Patrolling and Membership (PAM) portal allows clubs to efficiently manage course bookings, ensuring members are enrolled in the necessary training and development opportunities.

Key Course Booking Function:



- **Enrolling Members in Courses:** Administrators can register members for various training courses directly within PAM, streamlining the enrolment process.

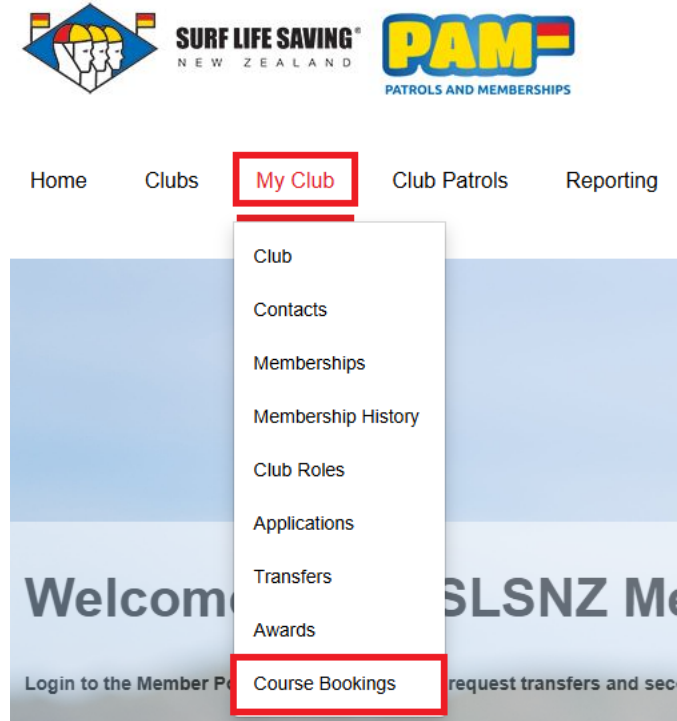
By managing course bookings through PAM, clubs can support member development, maintain training records, and ensure all lifeguards meet the necessary certification requirements.




# Course Bookings

## Enrolling a Member into a Course:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Course Bookings](#) from the drop-down menu.
3. When the [Course Bookings](#) page loads, it will display your club's eligible courses. These courses are sorted by [Name](#).
4. On the right of the screen, ageist every [Course Record](#) you will see a  This button allows you to edit that [Course Record](#) so you can add in candidates.
5. Find the course you would like to book and press the  button.



6. In the Windows Scroll down to the [Participants](#) section and press the blue [Create](#) button.
7. Search for the person, select them, then press the blue [Submit](#) button.
8. Once you press [Submit](#) it will take you back to the to the [Participants](#) section. You can then add another participant or press the  button to close the window and go back to the [Course Bookings](#) page.
9. Please add in any club instructors or other notes into [Club Notes](#) section. This will let the staff running the course know who's attending as instructors, and any other relevant information.

**Note:** Your Cub Support Lead (CSL) will review the participants and approve or deny their attendance on the course.

Your CSL will also be in contact with the participants around communications around the course.



## Club

The Patrols and Memberships (PAM) portal provides clubs with the tools to manage and update essential club information, ensuring accurate records and effective communication with Surf Life Saving New Zealand (SLSNZ).



Key Club Management Functions:

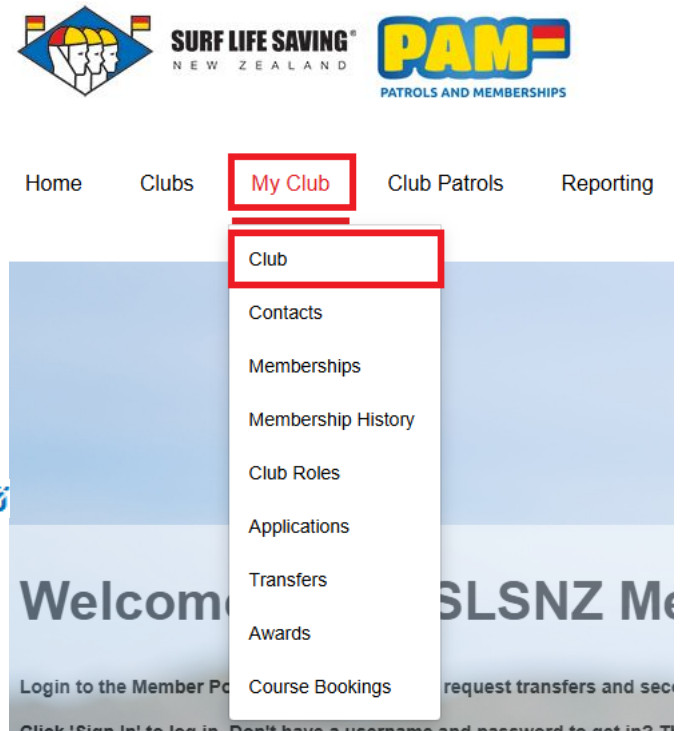
- **Updating Club Details:** Clubs can edit their contact information within PAM, which is reflected on their SLSNZ webpage ensuring members and external contacts have access to the most up-to-date details.
- **Managing Patrol Hours and Club Overview:** Clubs can update their patrol hours and club overview, which is reflected on their SLSNZ webpage, keeping the public and members informed.
- **Assigning Club Roles:** Club administrators can assign and update key club roles within PAM. This helps SLSNZ staff identify the correct points of contact for various club responsibilities. It is recommended that these roles are reviewed and updated after each Annual General Meeting (AGM).

By keeping club information current in PAM, clubs can improve communication, ensure operational details are accurate, and maintain strong coordination with SLSNZ.

# Club

## Managing Club Details:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Club](#) from the drop-down menu.
3. When the [Club](#) page loads, it will display your club's record.
4. On the right of the screen, against your [Club Record](#) you will see a . This button allows you to edit your [Club Record](#).
5. If you are editing your [Clubs Record](#), make sure to press the blue [Submit](#) button at the bottom right of the screen. If you have made a change, but don't want to save it. Press the  button at the top right of the window. Both buttons will also close the window and take you back to the [Clubs](#) page.



**NOTE:** The [Patrol Hours](#) and [Club Overview](#) field feed through to your club's page on the SLSLNZ website.

If you wish to change, the primary contact, that needs to be one via the [CRM](#).

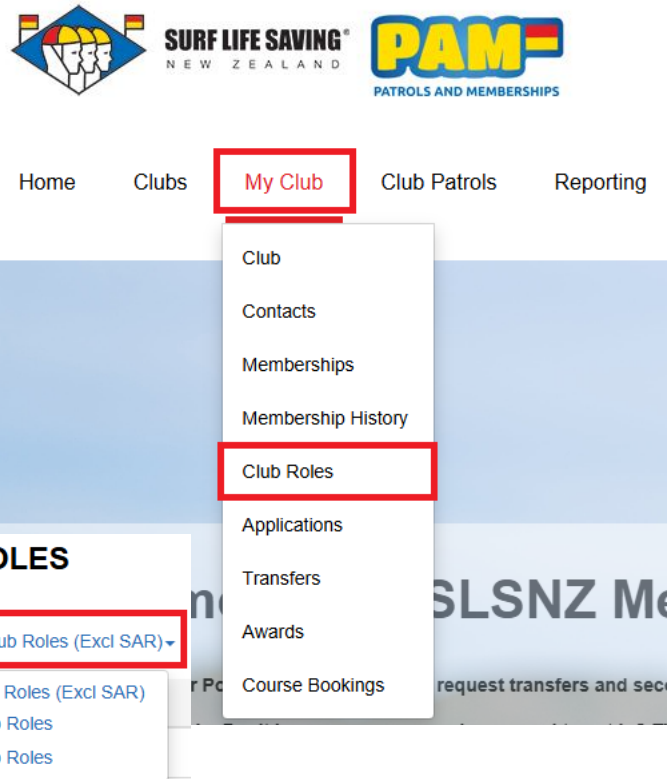
If you are updating your club email address, please also email [database@surflifesaving.org.nz](mailto:database@surflifesaving.org.nz) so we can update your clubs contact in our staff address book.








# Club

## Managing Club Roles:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Club Roles](#) from the drop-down menu.
3. When the [Club Roles](#) page loads, it will display a list of the current seasons [Club Roles \(Excl SAR\)](#). This list is sorted by [Start Date](#), then [Contact](#).



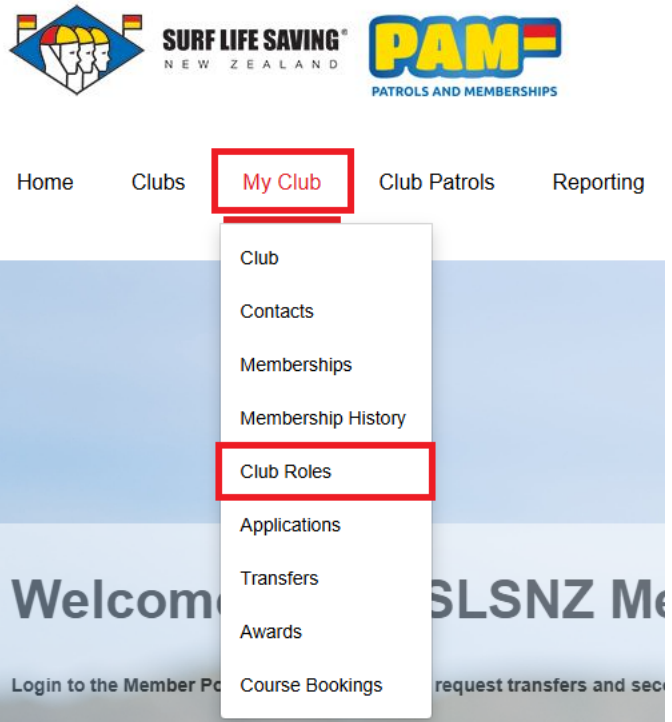
**NOTE:** You can change between [Current Club Roles \(Excl SAR\)](#), [Current Club Roles](#) and [Historic Club Roles](#) by clicking on the blue text under [CLUB ROLES](#).

4. On the right of the screen ageist each [Role](#) you will see these symbols   the  (view Details) allows you to view the [Roles](#).  The (Edit) allows you to edit the [Role](#).
5. If you are editing a [Role](#), make to press the blue [Submit](#) button at the bottom right of the screen. If you have made a change, but don't want to save it. Press the  button at the top right of the window. Both buttons will also close the window and take you back to the [Club Roles](#) page.

# Club

## Creating Club Roles:

1. Login to the [Member Portal](#).
2. Once signed into PAM, click on the [My Club](#) tab on the navigation bar and chose [Club Roles](#) from the drop-down menu.
6. When the [Club Roles](#) page loads, it will display a list of the current seasons [Club Roles \(Excl SAR\)](#). This list is sorted by [Start Date](#), then [Contact](#).
3. Click the blue [Create](#) button at the top right of the list.
4. Fill out the form with the Members Contact, their role, start date (generally the date of the AGM).
6. Once you have finished filling in the form, make sure to press the blue [Submit](#) button right of the screen. If you don't want to save it. Press the **x** button at the top right of the window. Both buttons will also close the window and take you back to the [Club Roles](#) page.



### Example:

#### General

<b>Contact</b>	<input type="text" value="Duncan"/> <b>x</b> <b>Q</b>	<b>Role</b>	<input type="text" value="Patrol Captain"/> <b>x</b> <b>Q</b>
<b>Start Date</b>	<input type="text" value="31/01/2025"/> <b>📅</b>	<b>End Date</b>	<input type="text" value="DD/MM/YYYY"/> <b>📅</b>
<b>Description</b>			
<input type="text" value="Patrol 1 PC"/>			

**Submit**