



Circular 107:17

Date: 10th August 2017

Subject: Club Administrators Workshop

Attention: Club Administrators

Action: Please register to the Club Administrators Workshop by Friday the 18th August

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

Georgia from SLSNZ will be coming up to the Northern Region this September to once again hold Club Administrator Workshops.

Georgia will be covering the following topics, please note that some of the content is new and differs from last year:

CRM – membership rollover, membership reports, touch on patrol entry, club roles, PAM page on website.

Portal – creating a Portal log in for members, new features on the Portal.

Course Booking System – how to add people to courses, background processes.

Online Learning – how members can use it and what it does.

Entry System – making people active, awards.

Admin Practices – beginning of the season, staff members, who's who.

The workshops will commence at 6pm and be held at the following dates and locations:

Monday the 4th September – Auckland – MRC

Tuesday the 5th September – Far North (Ahipara)

Wednesday the 6th September – Northland (Ruakaka)

Thursday the 7th September – South (Sunset)

The workshops are not restricted to Club Administrators only, if you feel someone else from your club would benefit by attending one of these workshops please pass this email onto them also.

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If you could please RSVP to Talia Comp by Friday the 18th of August and remember to bring a laptop or tablet with you to use.

Talia Comp

Club Development Manager

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