

## Circular 159:12:08

**To:** Club Secretaries  
Club Treasurers  
Club Registrars  
Club Presidents

**Cc:**

**From:** Richarda Goodwin  
Support Officer – Administration

**Date:** 30 December 2008

**Subject:** Pending Member Requests

**Action:** All Clubs are asked to check this Surfguard screen on a Regular Basis

Pending Member requests sent from Lifesaving Online ([www.lifesavingonline.com.au](http://www.lifesavingonline.com.au)) to update member details and renew registrations for the current season can be processed via the front screen (after logging on) in Surfguard. They will be under the category 'Pending Member Requests'.

Each request is presented on a new line and will specify the type of request, either:

- Update My Details
- Renew Club Membership
- New Club Membership

Clubs are asked to check this on a regular basis, as there are quite a number of Member Requests outstanding in the system.

If clubs have any queries regarding Lifesaving Online, they are asked to contact the Surfguard Helpdesk on 1300 724 006 or Richarda Goodwin on (03) 9676 6934.

**For additional detail on this Circular contact: Richarda Goodwin – Support Officer, Administration**

Email [richarda.goodwin@lifesavingvictoria.com.au](mailto:richarda.goodwin@lifesavingvictoria.com.au) or by phone: (03) 9676 6934

Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

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