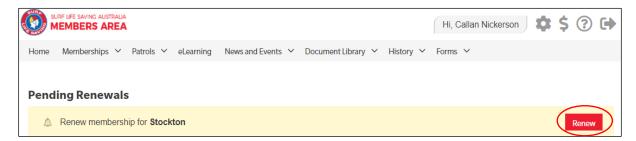
How to Renew Your Membership at Stockton SLSC

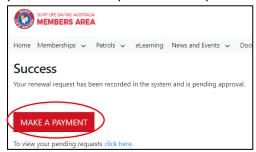
- 1. Browse to the Member Area via this link https://members.sls.com.au
 (if you do not have a Member Area account you can easily create one by selecting the option to create an account highlighted in yellow at the link above)
- 2. Click Renew



- 3. Check the Season field shows the correct renewal season
- 4. Review your membership profile and make any necessary changes
- 5. Tick the appropriate declarations boxes at the bottom of the screen in the yellow box
- 6. Click Submit
- 7. If your submission is successful a confirmation screen will display advising the renewal request is pending approval by the club
- 8. To create, add members and renew a **Family Membership** refer to pages 10-13 of the <u>Member</u>
 Area User Guide then follow the steps below to make a payment

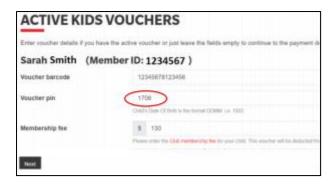
How to Make a Payment

Once your renewal has been submitted successfully you can pay for your membership and other
fees online by clicking the Make a Payment button shown below in red. The system will direct,
you to the SLSA Payment Gateway.

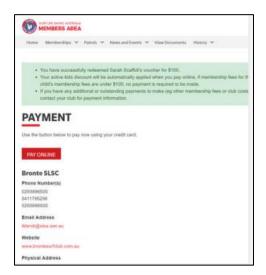


Active Kids Voucher

If you are renewing an U18 member, the Active Kids screen will be displayed. Enter your voucher details, PIN and club membership fee to start the voucher redemption process. Click Next The Members Area will then connect with Service NSW to check the validity of your Active Kids voucher.

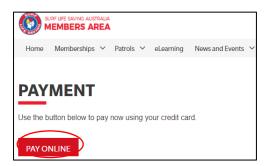


Once your voucher has been confirmed, the below page will display asking that you pay any outstanding membership fees online using a credit card. Click **Pay Online** and follow from step 2 below.



If the verification of your Active Kids voucher is rejected, you will be presented with an error screen. If this occurs, please recheck your voucher and PIN details and re-enter them. If you still receive this error message, please contact Service NSW directly who will be able to review your Active Kids voucher details and advise what action can be taken. Service NSW can be contacted on 13 77 88.

2. Click the Pay Online button shown below to pay via credit / debit card

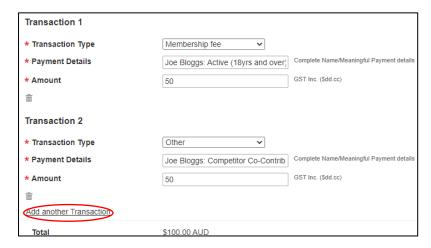


3. You will be directed to the Online Payments screen where you can view the pricelist for memberships. Click **Add another Transaction** for each item you are paying for. *E.g. one*

transaction for your membership fee and another transaction for your Competitor Co-Contribution. Click Next once all mandatory fields have been completed.

Note: in the payment details field use the following format to describe the transaction.

Your name: item you are paying for. E.g. Joe Bloggs: Gym Membership



4. Enter your details in the mandatory fields and click Next



5. Enter the **Verification Code** on the **Confirmation screen** and click confirm. Your transaction is now finalised.

For comprehensive information or troubleshooting in the Member Area refer to the <u>Member Area</u> <u>User Guide</u>