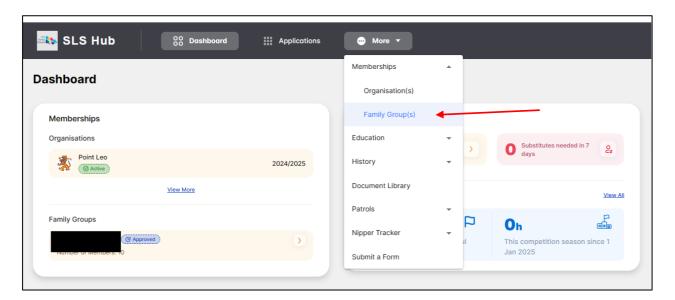
## RENEWING MEMBERSHIP VIA SLS MEMBERS HUB - Family Group

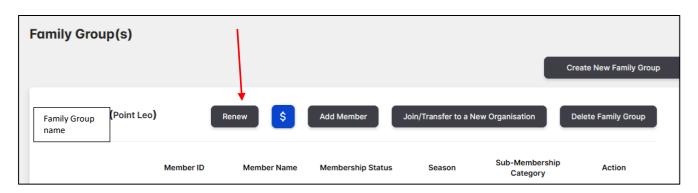
1. Browse to <a href="https://hub.sls.com.au/">https://hub.sls.com.au/</a> and login to the Primary Family member's SLS Members Hub account. If you have not logged into your account since the SLSA upgrade completed on 15 July 2025, you will need to update your password when you login.

Once you have logged into your SLS Members Hub the system dashboard will display.

- 2. Click on the "More" dropdown arrow.
- 3. Click on the "Memberships" dropdown arrow.
- 4. Select "Family Group(s)".



5. Select the "Renew" button. You will **not** be able to view this button if you are under 18 years old, a standard member of the family group, or have a pending New Family Group, New Family Group Member, Delete Family Group, Leave Family Group, Renew Club Membership, or Transfer request.

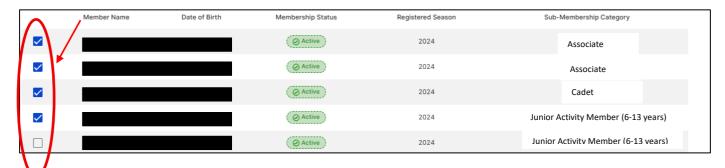


Ignore the text at the top of each page that says "Your request will not take effect until it is approved by the club".

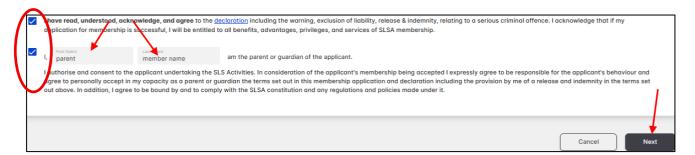
6. Select the season you would like to renew for (2025/2026). If the season does not display automatically click on the small black triangle on the right of the field.



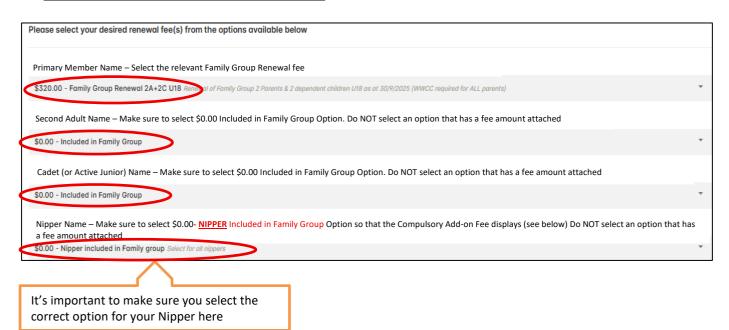
7. The box to the left of every member you want to renew. Do not tick the box if the member is NOT going to renew their membership.



8. Tick the SLSA membership declaration and Parent/Guardian declaration. Type Parent/Guardian name into boxes. Select "Next".



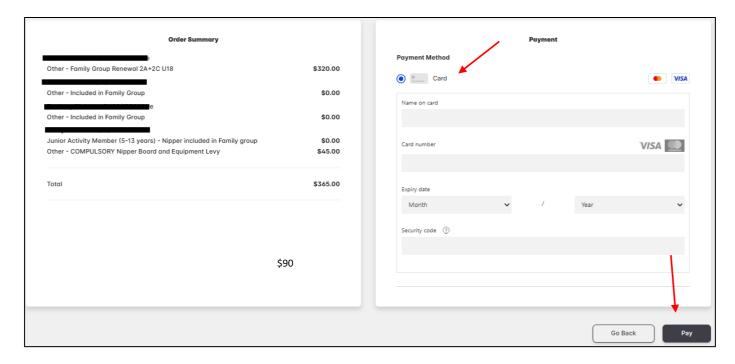
9. Click the dropdown arrows against each member and select the relevant renewal fee from the options. For this example there are 2 Adults + 1 Cadet + 1 Nipper in the family group. Please carefully take note of the options to be selected. For this family the correct option is Family Group Renewal 2A+2C U18. Family Group Renewal fees will only display for the Primary Member of the Family (ie the person who is logged into the Members Hub account). Please refer to the Membership Fee schedule for examples of fee payments. Make sure to tick the Add-on Fees \$45 Board and Equipment Levy for each Nipper. If this options dosn't display in the Add-on section you have selected the wrong membership type for your Nipper. Go back and amend the Membership type for your Nipper to "\$0.00 - Nipper included in Family Group".



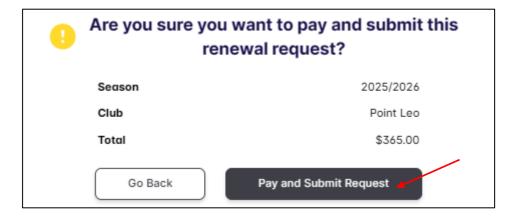
10. Once Add-on options have been selected click on "Next".



11. Review the Order Summary of the fees you will pay. Select the payment method (you will only have the option to pay by card) and enter the relevant details. Select "Pay".



12. Select "Pay and Submit Request"



13. All going as it should you will then receive the message below and an email from SLSA advising your renewals have been submitted.



Your renewal application has been submitted successfully!

The club will process your renewal request and send you an email when it has been approved.

Once the club has accepted your renewal request you will receive an autogenerated email from SLS IT systems advising of this. If you haven't received this email or an email from Point Leo advising of a problem within a week following the submission of your renewal please:

- 1. Check your SLS Members Hub account to see if your renewal is still pending
- 2. Check your junk/spam folder as the SLS email may have ended up there

If your renewal is still pending **after** one week email Kim at <u>admin@pointleoslsc.com.au</u> However please keep in mind that renewal time is extremely hectic when trying to process over 1400 renewals and Kim is a volunteer.

14. Nipper parents please submit your Parent Assistance form at <a href="https://www.pointleoslsc.com/parent-">https://www.pointleoslsc.com/parent-</a> assistance/