



SLSA Assessing App User Guide

V8 August 2022



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SLSA Assessing app

The Surf Life Saving Australia (SLSA) Assessing app has been created for Surf Life Saving Australia assessors, endorsed delegates and administrators to perform assessment activities on their mobile or tablet device. Assessors can assess members within the Assessing app and data is updated directly into SurfGuard in real time into the SLS member’s eLearning account in the etrainu Learning Management System (LMS).

This user guide will demonstrate how to navigate through the app and perform assessment activities. Some functions within the app do not require an internet connection, however you will need to ensure that you have an internet connection on your device to install the app and complete a number of the functions including update the data collected into SurfGuard.

How to install the app

Apple Users

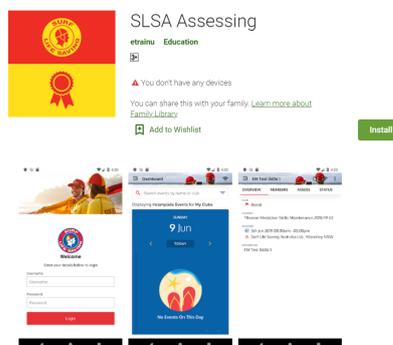
1. Go to the [Apple App Store](https://www.apple.com/au/app-store/) (https://www.apple.com/au/app-store/)
2. Search ‘**SLSA Assessing**’ and select the one which looks like the below screenshot.



3. Click **install** to install the Assessing App or update to download the latest version of the app.

Android Users

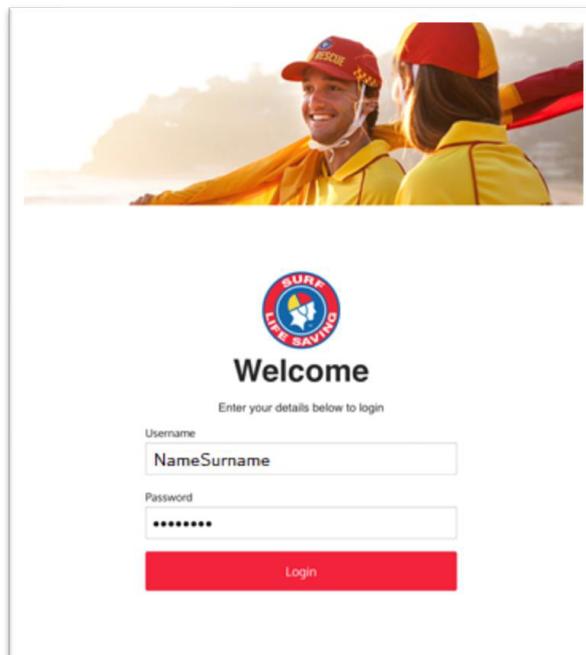
1. Go to the [Google Play Store](https://play.google.com/store) (play.google.com/store)
2. Search ‘**SLSA Assessing**’ and select the one which looks like the below screen shot.



3. Click **install** to install the Assessing App.

How to log into the app

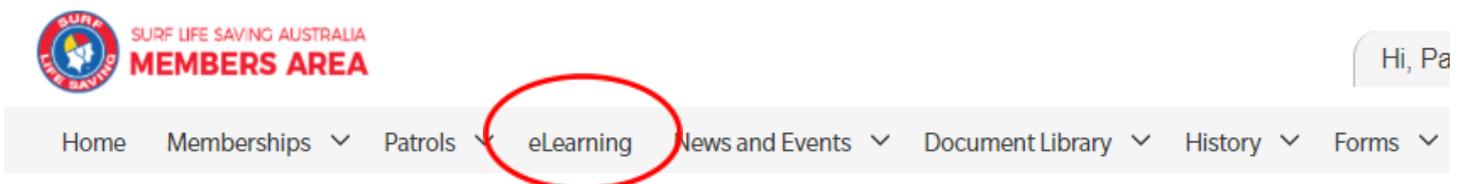
1. Open the SLSA Assessing App
2. Enter your SLS Members Area username and password
3. Click **Login**.



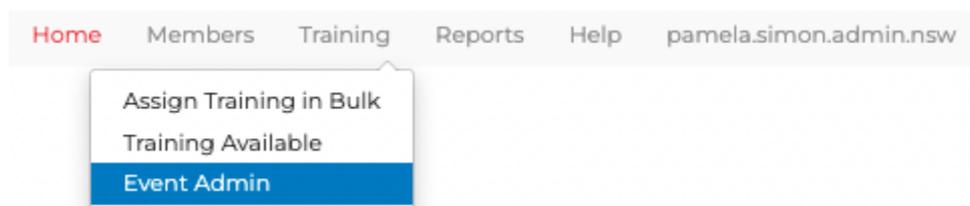
How to access the app on a desktop

SLS members with administrator access can access the desktop version of the SLSA Assessing app via the SLS Members Area eLearning platform.

1. Login to the **SLS Members Area** (members.sls.com.au)
2. Click **eLearning**, and then select **Login to eLearning**
3. If necessary, switch to an account with administrator access.



4. Select **Training, Event Admin**. This will open the Assessing app in a new window and automatically log you into the new app also.



The Dashboard

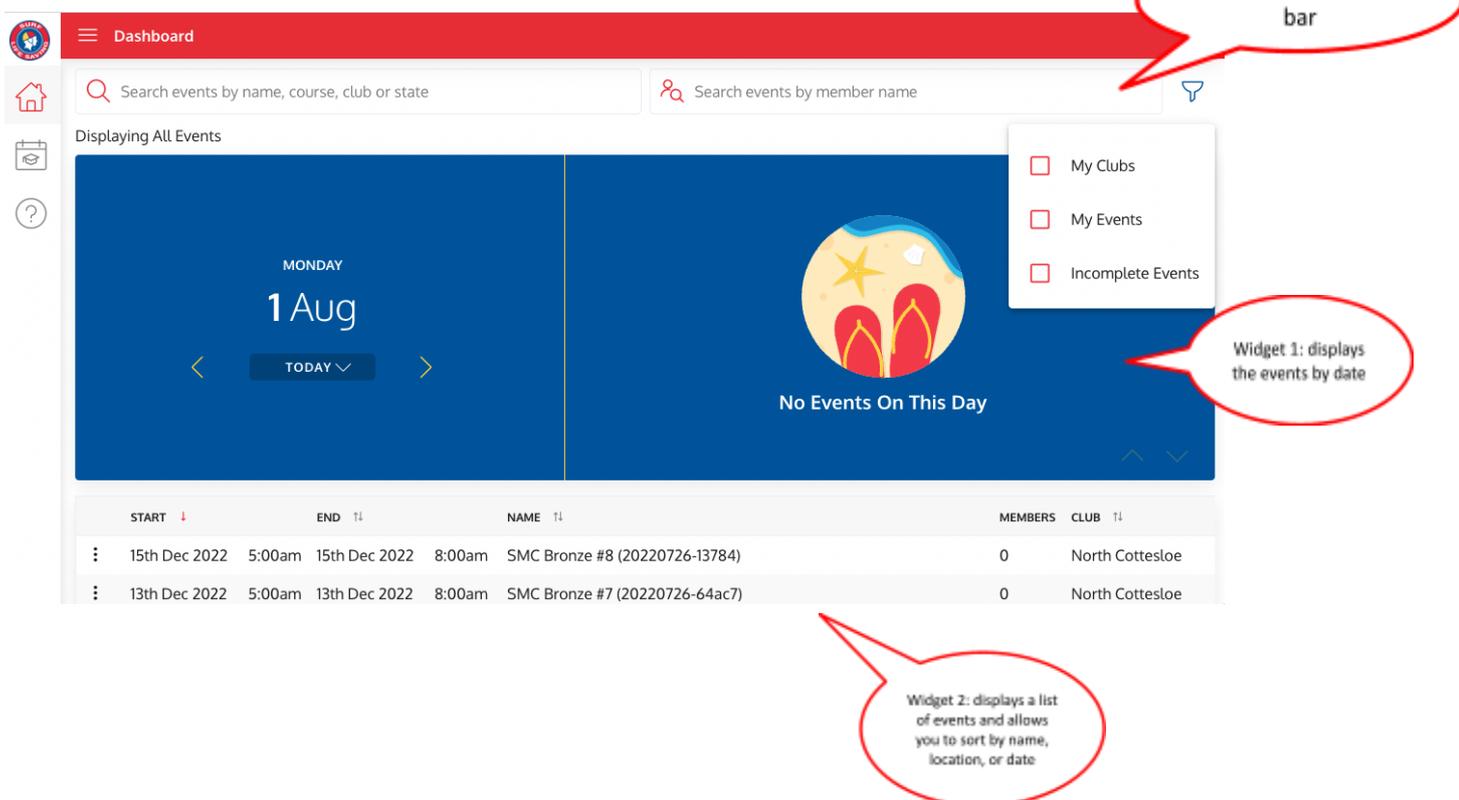
Once you have logged in you will arrive on the dashboard. This page has two widgets that display assessment events. The first one (in the blue box) displays the events by date. The second widget (events table below the blue box widget) displays a list of events and allows you to sort the events by date, name, or club.

To view an assessment event, you can click on the events in either widget and the app will take you to the page for that event you selected.

The search and filter bar above the two widgets allows you to adjust the events displayed in both widgets. You can search for events by name, course, club or state covered within the event. You can also search for events by the member's name.

You can also filter events displayed in both widgets by adding or removing the filters by pressing the filter button at the far right of the search bar and adjusting the filter options as per the screenshot below. Filter button = 

Note: The **'Incomplete Events'** filters are selected on login to the app by default. Always check the filters before searching.



The screenshot shows the app's dashboard interface. At the top is a red navigation bar with a hamburger menu icon and the text "Dashboard". Below this is a search and filter bar with two search inputs: "Search events by name, course, club or state" and "Search events by member name". A filter icon is on the right. A callout bubble points to this bar with the text "Search and Filter bar".

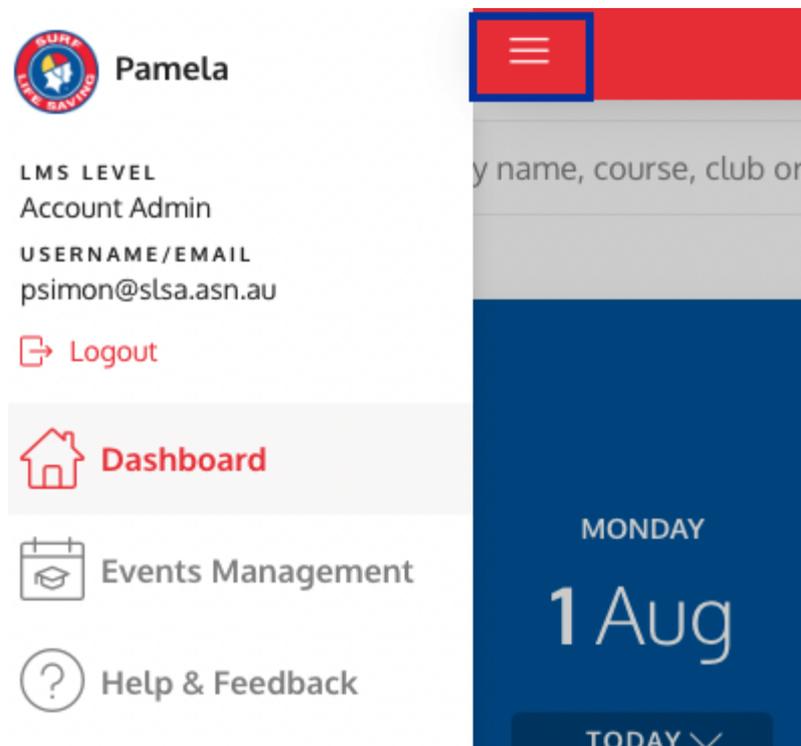
Below the search bar, the text "Displaying All Events" is shown. The main content area is split into two widgets. The left widget is a blue box displaying "MONDAY 1 Aug" and "TODAY" with navigation arrows. The right widget is also blue and displays "No Events On This Day" with a circular graphic of flip-flops and a star. A callout bubble points to this widget with the text "Widget 1: displays the events by date".

Below the widgets is a table of events. A callout bubble points to the table with the text "Widget 2: displays a list of events and allows you to sort by name, location, or date".

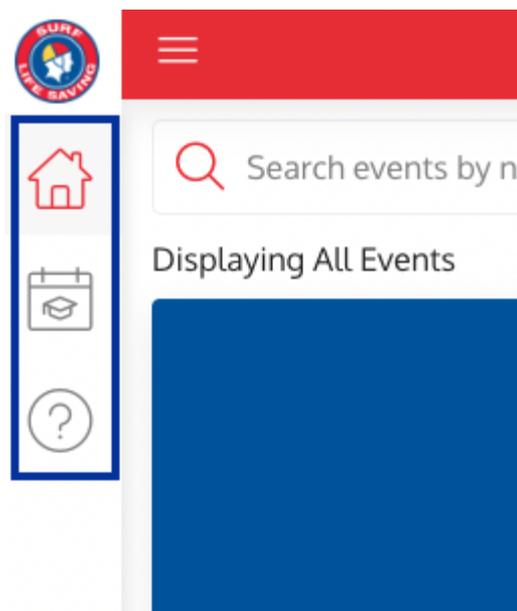
START	END	NAME	MEMBERS	CLUB
15th Dec 2022 5:00am	15th Dec 2022 8:00am	SMC Bronze #8 (20220726-13784)	0	North Cottesloe
13th Dec 2022 5:00am	13th Dec 2022 8:00am	SMC Bronze #7 (20220726-64ac7)	0	North Cottesloe

App Menus

The app's primary menu can be accessed by pressing the menu button beside the SLS logo at the top left of the app as highlighted in the image below. This is also known as the hamburger!



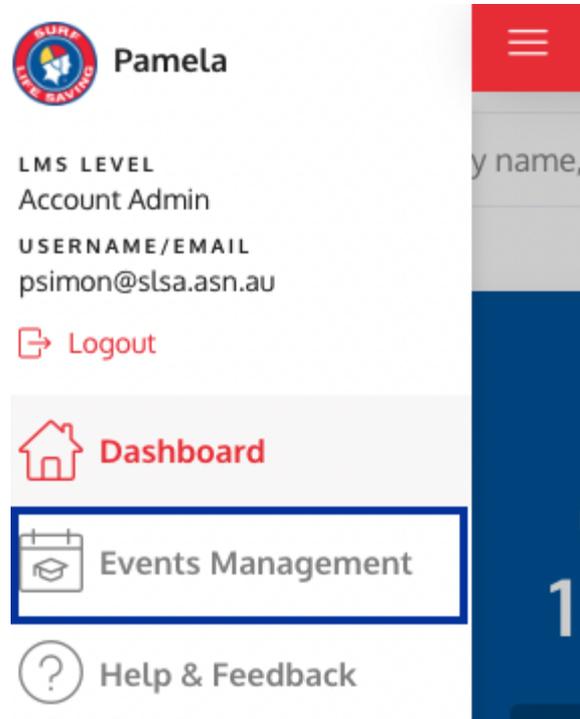
From here, you can logout of the app or access the *Dashboard* page, *Events Management* page or the *Help and Feedback* page. You can navigate between these pages also when the main menu is collapsed by pressing the icons in the side menu as indicated below.



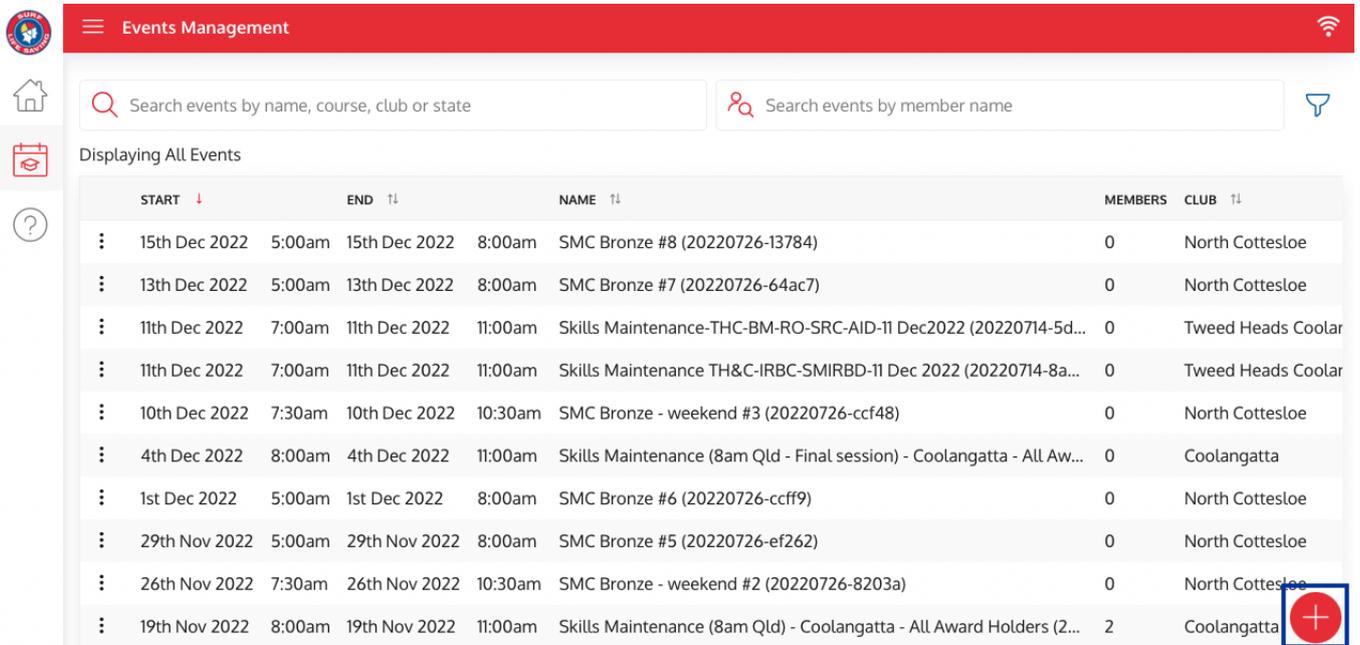
Events Management

Create Events

To create events, use the main app menu to navigate to the *Events Management* page.



To create an event, press the plus button  in the bottom right corner of the page.



Select the club the event is related to by typing the name of the club to reveal options in the club selector.

Note: Only one club can be selected. Once selected, the club will be displayed in a blue box as per the screenshot below

Select the course(s) to be assessed at the event by typing the name of the course or courses to reveal options in the course selector. Once selected, the course will be displayed in a blue box as per the screenshot below.

Note: Ensure that you enter all of the courses that you wish to assess in the event before you select your assessors

CLUB*

Surf Life Saving NSW > Test NSW Club X

COURSE(S)*

Skills Maintenance 2022/23 Bronze Medallion (BM) X 2022

Skills Maintenance 2022/23 ART (015)

Skills Maintenance 2022/23 ART (AID)

Skills Maintenance 2022/23 Gold Medallion (GM)

Skills Maintenance 2022/23 IRB Crew (IRBC)

Skills Maintenance 2022/23 Radio Operations (RO)

Skills Maintenance 2022/23 Rescue Water Craft Operator (RWCO)

eg. Joe Blogs

A limit on the **number of candidates** that can enrol into the event can be set in the next field as shown in the image above. This field is optional and should be left blank if no limit is to be set.

Note: An additional drop down will appear if you select **Limit External Candidates** and you will need to advise the maximum number.

You are required to provide details of the event contact. The phone number field is optional as per the screenshot below.

CREATE EVENT

TOTAL NUMBER OF CANDIDATES LIMIT EXTERNAL CANDIDATES

Leave blank if there is no limits

Event Contact

NAME*
eg. Joe Blogs

EMAIL*
eg. event.contact@domain.com

PHONE
eg. 0411234567

Sessions

Session 1 :

FROM* TO*

Choose a start date and time Choose an end date and time

Sessions: This is where the actual date and time of the assessment(s) are scheduled. It is possible to set up one or more sessions for each event. Select the calendar icons to display the date and time picker widgets for the 'from' and 'to' fields. Remember to select 'Set' afterwards to save your selection.

Note: The 'to' will automatically set to 17:00. Please amend this if required.

< Aug 2022 >

SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

08 : 00

Cancel Set

Location: Select a location for the learning session by typing either a name of a place or an address in the location field. The location field uses Google's Maps service to assist with selecting a location. Find the desired location by scrolling within the results window and then pressing a location to select it. Members enrolling into the event will then be sent the location and be able to use Google Maps to get there if required.

Sessions

Session 1

FROM*
1st Aug 2022 @ 08:00

TO*
1st Aug 2022 @ 17:00

LOCATION* NO LOCATION USE VIDEO CONFERENCE LINK

Bondi Beach

- Bondi Beach NSW, Australia
- Bondi Beach Public School Campbell Parade, Bondi Beach NSW, Australia
- Bondi Beach Parking Bondi Beach NSW, Australia
- Bondi Beach Park Campbell Parade, Bondi Beach NSW, Australia
- Bondi Beach Backpackers Hall Street, Bondi Beach NSW, Australia

powered by Google

The location field can also be used to search for standard addresses in the Google Maps database if you are using a training room location.

No Location: This can be chosen if no location is to be advised.

Use Video Conference Link: A video conference link can be provided in this section and set to your timezone.

VIDEO CONFERENCE LINK USE VIDEO CONFERENCE LINK

Add conferencing

VIDEO CONFERENCE TIMEZONE*

(GMT +10:00) Australia/Brisbane

Special Instructions: Instructions can be advised for your location meeting points for your members.

SPECIAL INSTRUCTIONS

eg. Meet at the back door

Selecting Assessors: To select one or more assessors, start to type the first name and then the surname of the assessor in the assessors' field. This field will only provide those assessors, facilitators or endorsed delegates that have the appropriate awards within Surfguard to assess the course(s) you have selected in this event.

The full name and club of the qualified assessor will be displayed, including the courses they are qualified to deliver as in the screenshot below to the left. If there are multiple assessors displayed, select the correct one.

ASSESSOR(S) AND/OR DELEGATE(S)*

Pamela Simon

Skills Maintenance 2022/23 Bronze Medallion (BM)

Pamela Simon - Skills Maintenance 2022/23 Bronze Medallion (BM)
Surf Life Saving NSW, Surf Life Saving NSW Academy

Once selected, the assessors name will be displayed in a blue box as per the screenshot below..

ASSESSOR(S) AND/OR DELEGATE(S)*

Pamela Simon X

Ensure that you have entered all of the courses that you wish to assess in this event before selecting your assessors. If you need to add an additional course after an assessor has been entered:

1. Delete the assessor from the event
2. Add the additional course(s)
3. Add the assessor again for the event

Note: If an assessor is not appearing they may not be eligible to assess the course or they have not yet logged in. If this occurs please contact SLSA Helpdesk.

Once the admin has finalised the setup of the session, it is possible to setup another session by either pressing the **Add Session** plus button or by cloning the session that has already been created as per the following screenshot.

The screenshot shows a user interface for selecting assessors. At the top, there is a header 'ASSESSOR(S) AND/OR DELEGATE(S)*'. Below this is a list containing one entry: 'Pamela Simon' with a small 'X' icon to its right. To the right of the list is a small 'X' icon and a downward arrow. Below the list is a dashed-line box containing the text 'Add Session' and a blue square button with a white plus sign inside.

The system will pre-populate a name for the event, or you can create a logical name. You can also advise an event overview in the event description as per the screenshot below.

Name & Description

EVENT CODE

20220801-3fb06

NAME*

Skills Maintenance-Test NSW Club-BM-01Aug2022

DESCRIPTION

B I U | **↺ ↻** | **☰ ☰**

This event is for the 2022/23 Skills Maintenance Bronze Medallion.

In the **Event Resources** section, event administrators can add links to web URLs for those attending the event to review prior. This section is optional.

Resources

EVENT RESOURCES

Link	Assessor	Resource Name	Resource URL
	Assessor		
	Member		
	All		

Notifications

REMINDER NOTIFICATIONS

One Week Before	Email
One Day Before	Email

Event administrators can specify different **notification** options for the event. Administrators can specify when event reminder notifications will be set as well as post enrolment instructions to be included in enrolment emails sent to members as shown in the image below.

Notifications

REMINDER NOTIFICATIONS

One Week Before	Email
One Day Before	Email

POST ENROLMENT INSTRUCTIONS

B I U | **↺ ↻** | **☰ ☰**

eg. Please read through safety booklet before arriving

The **Advanced Settings** allow various aspects and features to be enabled or disabled as desired. The below screenshot shows what the default settings are.

Private Event: This setting makes the event not visible to members on the event calendar. This can be used as an invite only event and the event administrator can only add the members.

Advanced Settings

The screenshot shows the 'Advanced Settings' form for an event, organized into three sections:

- EVENT SETTINGS:** Contains one checkbox labeled 'Private event', which is currently unchecked.
- ASSESSMENT FEATURES:** Contains two checkboxes: 'Automatically mark members as competent' (unchecked) and 'Simplify assessment marking' (checked).
- SIGN IN FORM:** Contains four checkboxes: 'Hide session ID field' (checked), 'Hide photo' (checked), 'Hide additional requirements' (checked), and 'Make photo mandatory' (unchecked).

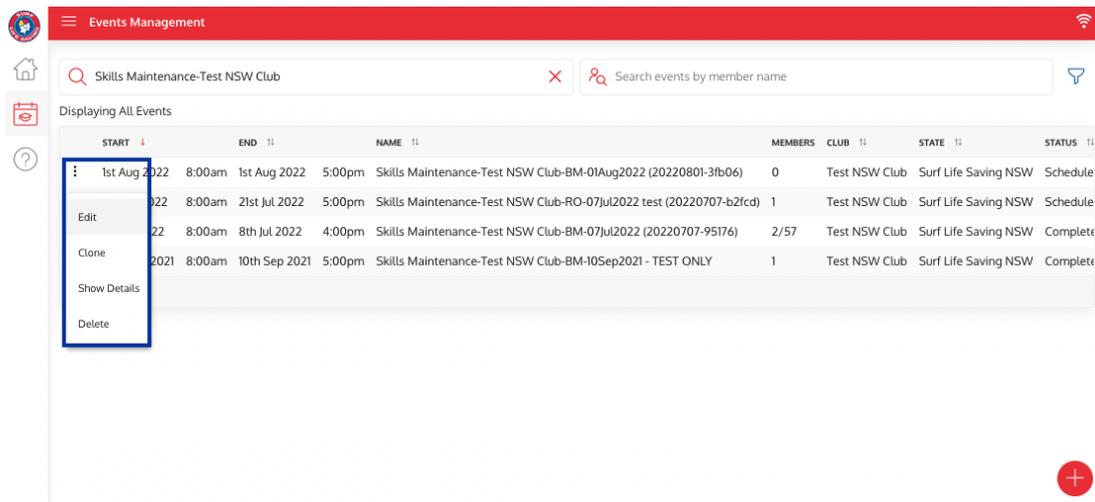
Once the event administrator has confirmed that all the event details are correct, press the **Create Event** button to create the event.

The screenshot shows the bottom portion of the event creation form. It includes a text area for 'POST ENROLMENT INSTRUCTIONS' with a rich text editor toolbar (bold, italic, underline, link, list) and the text 'eg. Please read through safety booklet before arriving'. Below this is a 'Cancel' button and a prominent 'Create Event' button with a blue border.

Once the event is created, the assessors selected will be notified of the event via email and will be emailed a calendar attachment to add the event to their personal calendars.

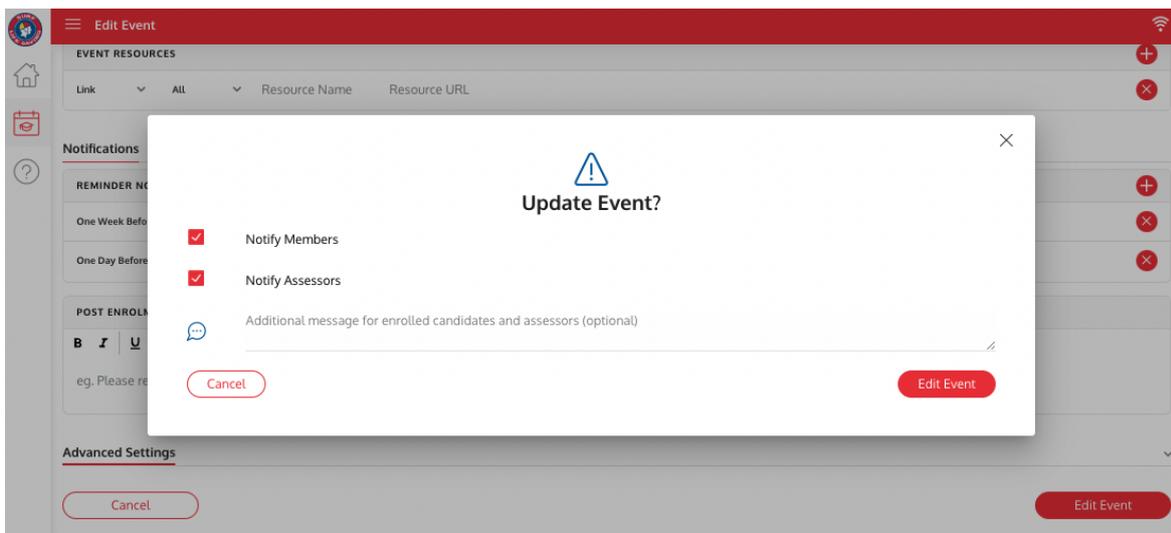
Events can be **edited, cloned, or deleted** by pressing the menu button on the left of each event in the Events Management page as per the following screenshot.

You can also click **'show details'** to find out the event details so you don't need to click into the event.



Edit Event

It is possible to update details of the event via the **Edit Event** page. Once the updates to the event are made and **'Edit Event'** has been pressed at the end, the event administrator will be presented with a popup to confirm they wish to update the event. They will also be asked if the app should send a notification to members and assessors regarding the event modification. Administrators can also include an additional message for notification recipients that will be included in the email notification.



Clone Event

If an Event Administrator wishes to clone an event, pressing the clone event button will open the Clone Event page with all details of the event that is being cloned copied to the new event. The to and from fields will be blank however and must be set for the new event.

Delete Event

Similarly, if an event administrator wishes to delete an event, they will be presented with a popup asking them to confirm they want to delete the event. Email notifications will always be sent to assessors and enrolled members of the event when an event is deleted. Administrators can include an additional message for notification recipients that will be included in the email.

Member Enrolment

Members can enrol into events via the eLearning Portal by selecting **Training Event** as per the image below.



Pamela Simon

LMS LEVEL
Member
[Switch](#)

USERNAME
SLSA.4535846.4535846
[Log out](#)

[Home](#)

[Training Library](#)

[Training Event](#)

[My Training](#)

[Help](#)

Powered by etrainu

Training Event

Clubs

Location [10km](#)

Courses

My Enrolled Events

[Calendar](#) [Location](#) [List](#)

[<](#) **August 2022** [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 8a Skills Maintenance-Te	2	3	4	5	6 2p Skills Maintenance-Br
7	8	9	10	11	12	13 7a Skills Maintenance-Nc
14 See all events	15	16	17	18	19	20 See all events
21	22	23	24	25	26	27 7a Skills Maintenance-Ma
28	29	30	31	1	2	3

Members can view all events that have been created and they can search for events based on the organising club, the event location and/or the courses covered in the events (as per the image screenshot above).

Members can view events they have enrolled into by clicking on the toggle next to 'My Enrolled Events'.

Members can also view events in a list view or by google maps by pressing the buttons as shown in the image below.

Training Event

Clubs

Location [10km](#)

Courses

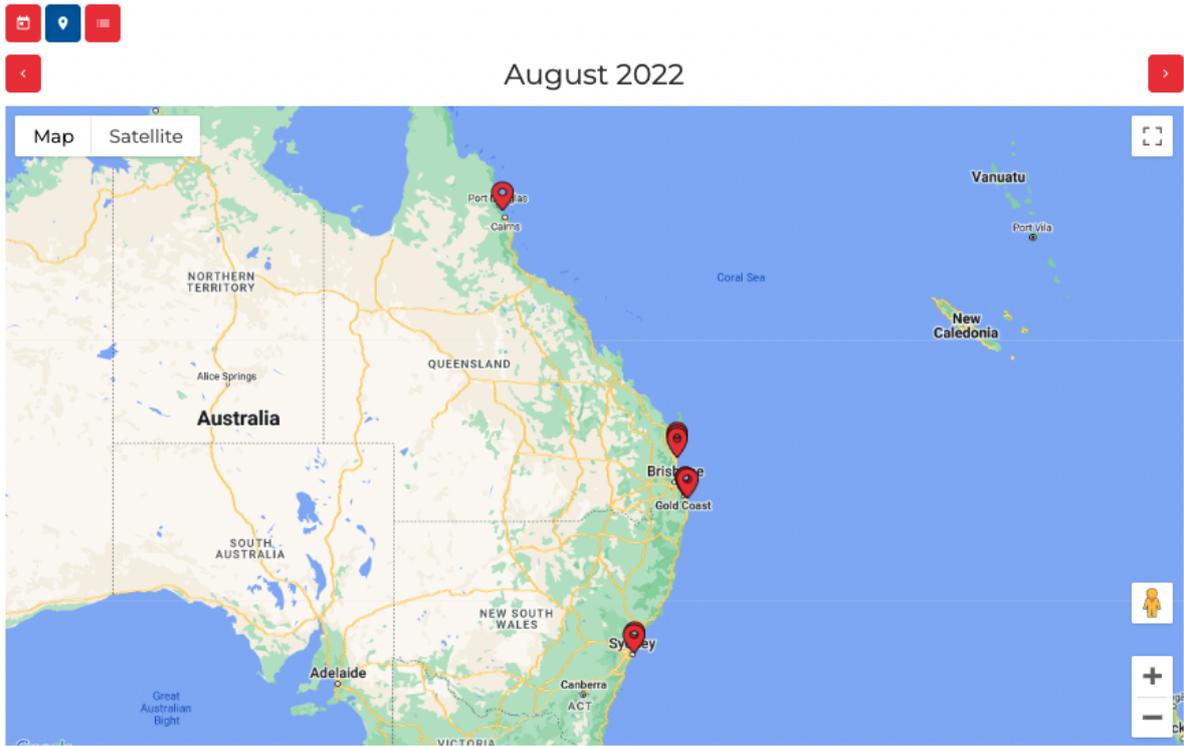
My Enrolled Events

[Calendar](#) [Location](#) [List](#)

[<](#) **August 2022** [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 8a Skills Maintenance-Tes	2	3	4	5	6 2p Skills Maintenance-Br
7	8	9	10	11	12	13 7a Skills Maintenance-Not
14 See all events	15	16	17	18	19	20 See all events
21	22	23	24	25	26	27 7a Skills Maintenance-Ma
28 8:30a Skills Maintenance-	29	30	31	1	2	3

Map View



List View

Month

August 2022

Mon 01

Skills Maintenance-Test NSW Club-BM-01Aug2022

EVENT DESCRIPTION
This event is for the 2022/23 Skills Maintenance Bronze Medallion.

CLUB
Test NSW Club

COURSES
Skills Maintenance 2022/23 Bronze Medallion (BM)

LEARNING SESSIONS
1st Aug 2022 8:00am - 5:00pm
Bondi Beach, Bondi Beach NSW 2026

CONTACT
etrainu tester

Enrol

Sat 06

Skills Maintenance-Brisbane Lifesaving Service-BM-RO-ART015-AID-IRBC-SMIRBD-06Aug2022

EVENT DESCRIPTION
Remember to bring your training cap, yellow or pink long sleeved rashie, warm clothes

CLUB
Brisbane Lifesaving Service

COURSES
Skills Maintenance 2022/23 ART (AID)

Members can hover over the different events and a popup will be displayed to show more information about the event.

Training Event

Clubs Location 10km Courses

My Enrolled Events

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1				4	5
	8a Skills Maintenance-Test					2p Skills Maintenance-Br
7	8				11	12
						7a Skills Maintenance-Not
14	15	16	17	18	19	20
See all events						See all events
21	22	23	24	25	26	27
						7a Skills Maintenance-Ma
28	29	30	31	1	2	3
8-10a Skills Maintenance-						

Skills Maintenance-Test NSW Club-BM-01Aug2022

Club
Test NSW Club

Location
Bondi Beach

Courses Covered
Skills Maintenance 2022/23 Bronze Medallion (BM)

Once a member has found an event they would like to enrol into, select that event and then select the 'Enrol' button at the bottom of the event.

Training Event

Clubs Location 10km Courses

My Enrolled Events

Day

1st August 2022

Skills Maintenance-Test NSW Club-BM-01Aug2022

EVENT DESCRIPTION
This event is for the 2022/23 Skills Maintenance Bronze Medallion.

CLUB
Test NSW Club

COURSES
Skills Maintenance 2022/23 Bronze Medallion (BM)

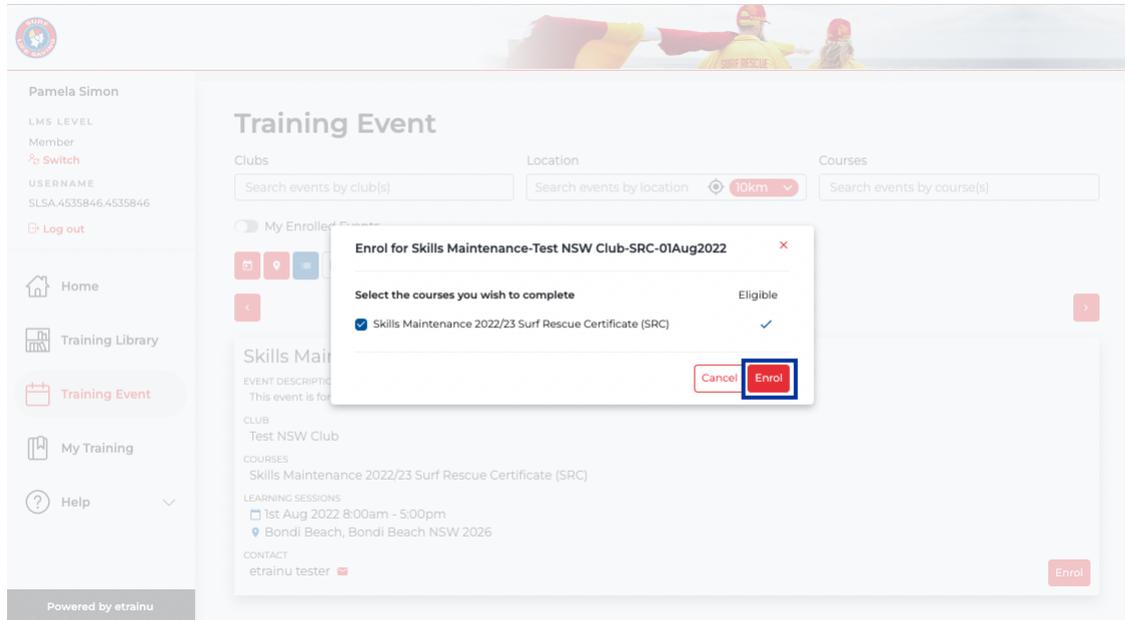
LEARNING SESSIONS
 1st Aug 2022 8:00am - 5:00pm
 Bondi Beach, Bondi Beach NSW 2026

CONTACT
etrainu tester

Members will see the following popup requesting them to select the courses they wish to be assessed for at the event. Members should press the Enrol button to confirm their enrolment.

It will also display whether the member is eligible for the event. If they're not it will advise the pre-requisites and to contact the SLSA Helpdesk.

Note: Members may need to rotate their device to view the Full Name of the award.



Once enrolled, the Training Event page will highlight events the user is enrolled in blue within the calendar and list views. The following image also shows the **'My Events Only'** button that can be used to enable users to show the events they are enrolled into.

Members are also able to unenroll from an event within the Training Event page. To do this, they should select the event they wish to unenroll from, and then click the **'Unenrol'** button as per the image below.

Training Event

Clubs Location Courses

My Enrolled Events

Month

August 2022

Mon
01

Skills Maintenance-Test NSW Club-BM-01Aug2022

EVENT DESCRIPTION
This event is for the 2022/23 Skills Maintenance Surf Rescue Certificate

CLUB
Test NSW Club

COURSES
Skills Maintenance 2022/23 Bronze Medallion (BM)

LEARNING SESSIONS
 1st Aug 2022 8:00am - 5:00pm
 Bondi Beach, Bondi Beach NSW 2026

CONTACT
etrainu tester

[Unenrol](#)

Event Pages

After selecting an event, the app will navigate to the page for the selected event. The event page has four tabs within it (Overview, Members, Assessments and Status). The next sections describe the functionality within each tab.

In addition to the four tabs, there are a number of specific functions for Event Pages that can be accessed in the menu at the top of the app (top right-hand side of the red menu bar) as shown in the image below.

As per the image above, there is a **contextual menu** that can be accessed by pressing the button on the far right (i.e. the button with three vertical dots). Pressing this will present a contextual menu that changes depending on the tab you have selected. It will however always contain the options of *Edit*, *Delete* and *Clone*. Selecting one of these will direct the user to one of the pages described in the Events Management section below.

The second button from the right is the **online/offline** button. This allows you to still operate the app if you are in an area with poor connectivity. The final button is the **refresh** button. This button can be used to refresh the event and is useful when there are multiple assessors for an event however it is set to refresh every 1 minute.

Overview tab

The overview tab displays the key event details including the event date and times, location, organising club and a short description of the event.

Member's tab

The Members tab allows you to:

- View all members that have enrolled into the event
- Enrol or Sign-in members for the event
- Contact members via email
- Review a member's status for the event

NAME	CONTACT	STATUS
Pamela Simon		Enrolled Sign In

NAME	CONTACT
Monty Cox	

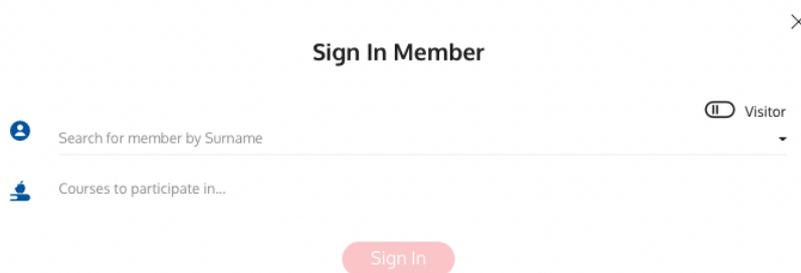
Press to add a member who has not enrolled prior to the event

Adding a member to an event

If you have a member who hasn't enrolled prior to the event, you can add the new member by selecting the round **+** button in the bottom right-hand corner (as per the screenshot image above). The sign in window will pop up and you will be required to enter the following details about the member to complete the registration:

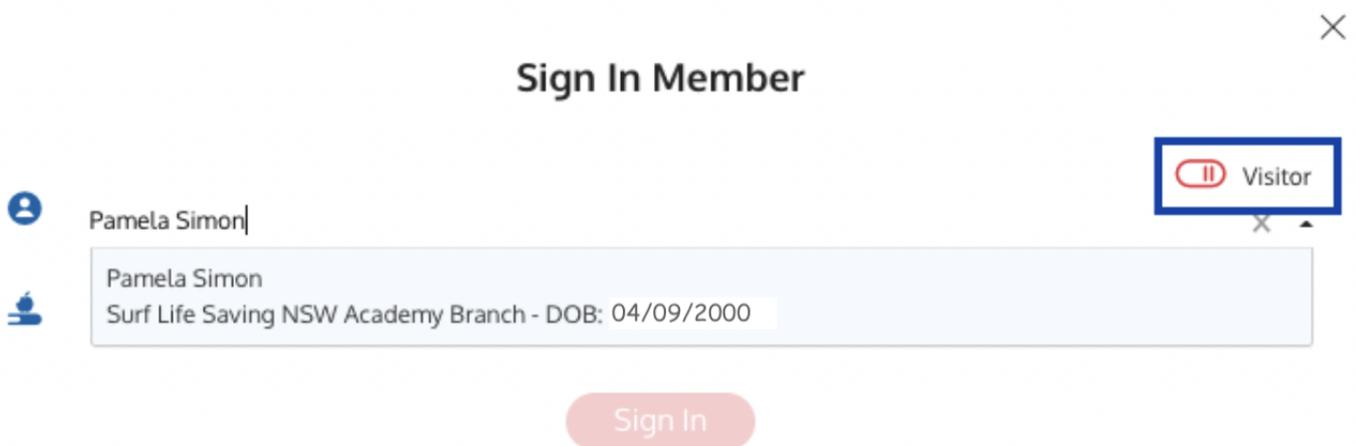
- Name
- The course/s they are being assessed

The following screenshot shows how to use the member search within the sign in popup. If the member to be signed in is not a visitor, enter their **surname** in the search field. The app will search for members within the organising club of the event. If the member is presented in the list, select them in the list to complete the member search.



If the member is not found it is most likely because they are not a member within the club the event is setup for, or they do not hold the prerequisites for the awards that have been selected.

To search across the entire SurfGuard member database, toggle the visitor switch and enter the users **first and last name** and then press the search icon as per the following screenshot.



The following screenshot shows how to select a course to enrol the member for within the event.

Sign In Member

✕

 Pamela Simon (II) Visitor
✕ ▾

Select course Eligible

 Skills Maintenance 2022/23 Bronze Medallion (BM) ✓

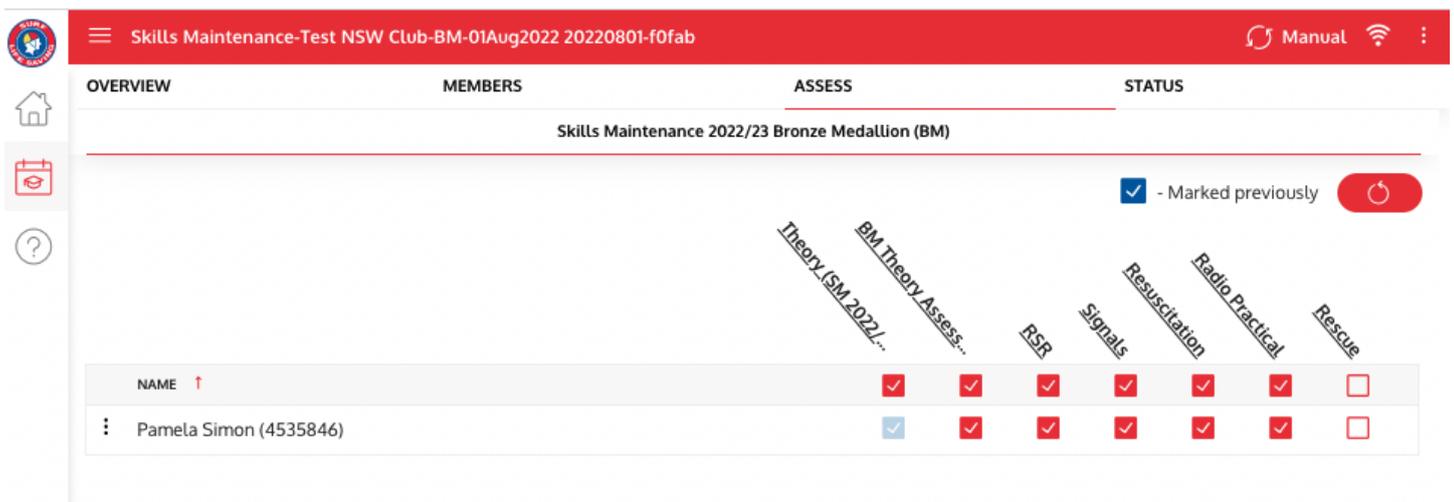
[Sign In](#)

Once all details have been completed for the member, press the 'Sign in' button at the bottom of the popup to sign in the member for the event and record their attendance.

Please note that multiple app users can sign in members at once for an event.

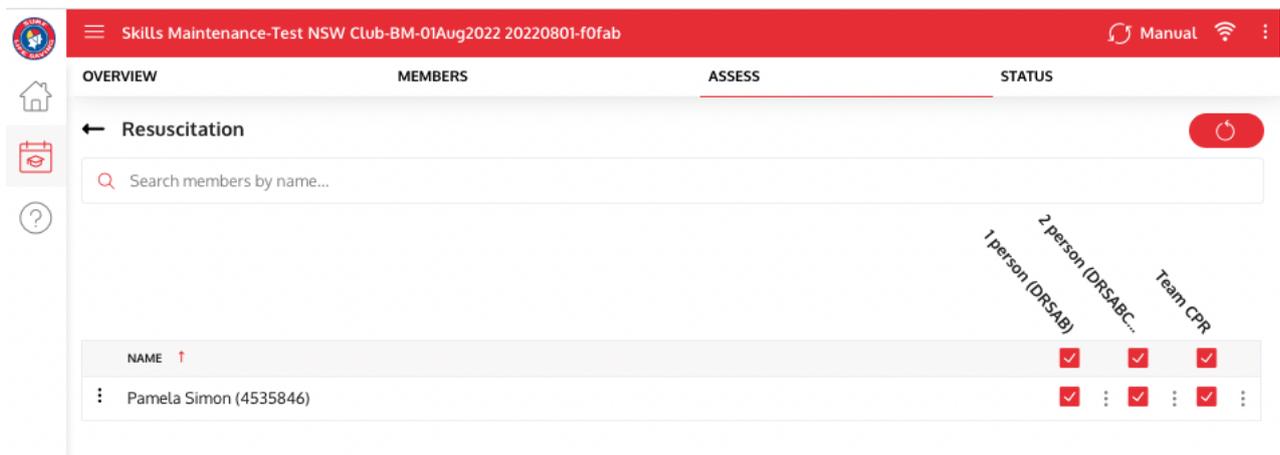
Assess tab

The assessments tab allows you to view all courses and the assessment items covered within the event. The assessments tab allows you to assess members or navigate to the specific assessment page for a particular assessment (e.g. Resuscitation). The primary assessment tab is shown in the following screenshot.



NAME ↑	Theory (SM 2022/...	BM Theory Assess...	RSR	Signals	Resuscitation	Radio Practical	Rescue
⋮ Pamela Simon (4535846)	✓	✓	✓	✓	✓	✓	☐

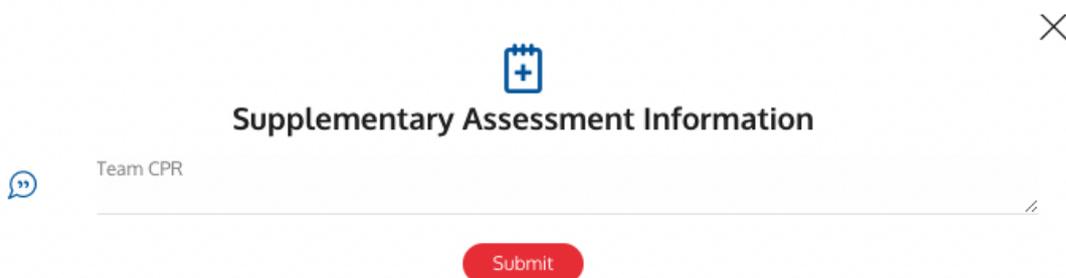
To navigate to a specific assessment page, you can select the assessment titles, the Resuscitation assessment page is shown below and contains a number of assessments for each member.



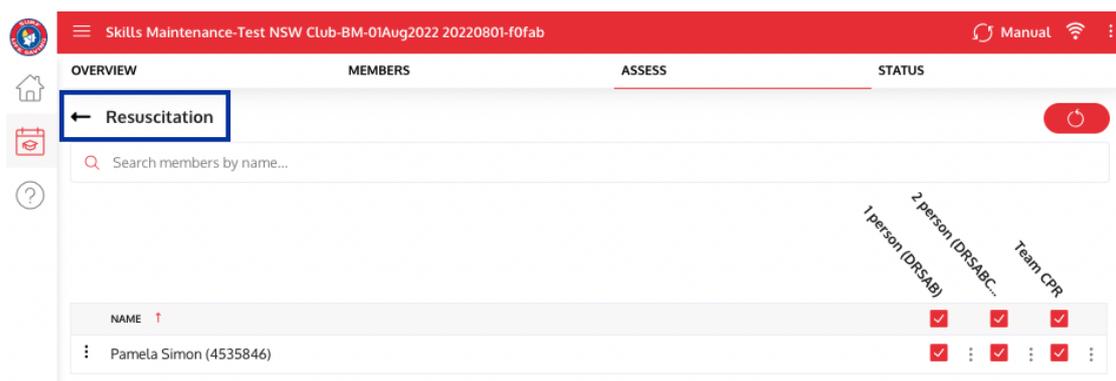
NAME ↑	1 person (DRSAB)	2 person (DRSAB)	Team CPR
⋮ Pamela Simon (4535846)	✓	✓	✓

To assess a member as competent for a particular assessment, press the relevant checkbox in either the primary assessment tab or the specific assessment page table.

If you need to record additional notes relating to an assessment for a member, select the secondary menu next to the checkboxes (i.e. three vertical dots) on the sub-assessment pages. You will be presented with a popup like the one in the screenshot below that will allow you to record notes or times depending on the setup of the assessment item.



To navigate between the primary assessment page and the sub-assessment pages, use the back arrow next to the sub-assessment page heading as highlighted in the image below.



Please note that multiple app users can assess members at the same time. To see the latest assessment data, press the Refresh button to refresh the data presented within the assessment pages.

Assessment results which are marked in blue

Assessments highlighted in blue have been marked and completed previously and you are unable to untick these. These could have been completed from a previous event or an eLearning component in the LMS and are unable to be altered.

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OVERVIEW	MEMBERS	ASSESS	STATUS					
Skills Maintenance 2022/23 Bronze Medallion (BM)								
		<input checked="" type="checkbox"/> - Marked previously 						
		<i>Theory (SM 2022/...</i>	<i>BM Theory Assess...</i>	<i>RSR</i>	<i>Signals</i>	<i>Resuscitation</i>	<i>Radio Practical</i>	<i>Rescue</i>
NAME ↑		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
⋮	Pamela Simon (4535846)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Undo Feature

If you accidentally mark a user competent for an assessment you can undo this by clicking the undo button (circled in the screenshot below). There is a **maximum of five (5)** undo's at a time.

Skills Maintenance-Test NSW Club-BM-01Aug2022 20220801-f0fab Manual

OVERVIEW	MEMBERS	ASSESS	STATUS					
Skills Maintenance 2022/23 Bronze Medallion (BM)								
		<input checked="" type="checkbox"/> - Marked previously 						
		<i>Theory (SM 2022/...</i>	<i>BM Theory Assess...</i>	<i>RSR</i>	<i>Signals</i>	<i>Resuscitation</i>	<i>Radio Practical</i>	<i>Rescue</i>
NAME ↑		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
⋮	Pamela Simon (4535846)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Status

The Status tab provides an overview of the members that are complete or incomplete for the courses covered in the event and provides a button to enable an event to be marked as complete which will initiate a push of all award updates into SurfGuard from the LMS.

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OVERVIEW MEMBERS ASSESS STATUS

EVENT COMPLETE DATE: -

COMPLETE MEMBER ↑	COMPLETE COURSE ↕	COURSE SYNCED DATE ↕
0 Members		

INCOMPLETE MEMBER ↑	INCOMPLETE COURSE ↕
Pamela Simon	Skills Maintenance 2022/23 Bronze Medallion (BM)
1 Member	

Once all assessment activities have been completed for an event, go to the top right of the page, click on the three dots to get a drop-down menu, and click on the **'Mark Complete'** button as shown in the image below. This will put the event in a read only state and will then push data from the Assessing App to update award information in SurfGuard for completed members. Member who were not competent will have the assessments saved and when added to future events they will be automatically marked (their results will appear in blue and therefore cannot be changed).

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OVERVIEW MEMBERS ASSESS STATUS

EVENT COMPLETE DATE: -

COMPLETE MEMBER ↑	COMPLETE COURSE ↕	COURSE S
0 Members		

INCOMPLETE MEMBER ↑	INCOMPLETE COURSE ↕
Pamela Simon	Skills Maintenance 2022/23 Bronze Medallion (BM)
1 Member	

Edit
Clone
Delete
Mark Complete

Help Centre

If you require any technical support, you can submit a request for further assistance to the SLSA IT helpdesk at <https://support.sls.com.au/>. You can also access FAQ and videos which may assist you further in using the features of the Assessing App.

Providing feedback to SLSA

Your constructive feedback on the SLSA Assessing App will greatly contribute towards improving SLSA Learning and Development resources.

All resources developed by SLSA are reviewed regularly and updated as required. Constructive feedback can be supplied by contacting SLSA using the details below.

Surf Life Saving Australia
PO Box 7773, Bondi Beach NSW 2026
Ph: (02) 9215 8000
education@slsa.asn.au