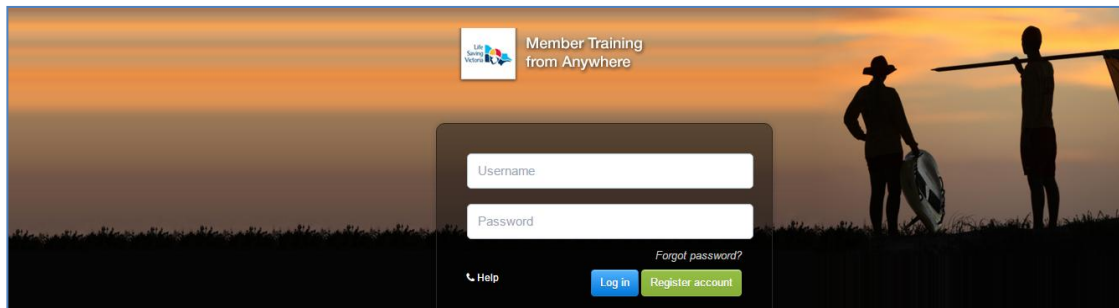


Member Online Training

Log In and Registration Instructions

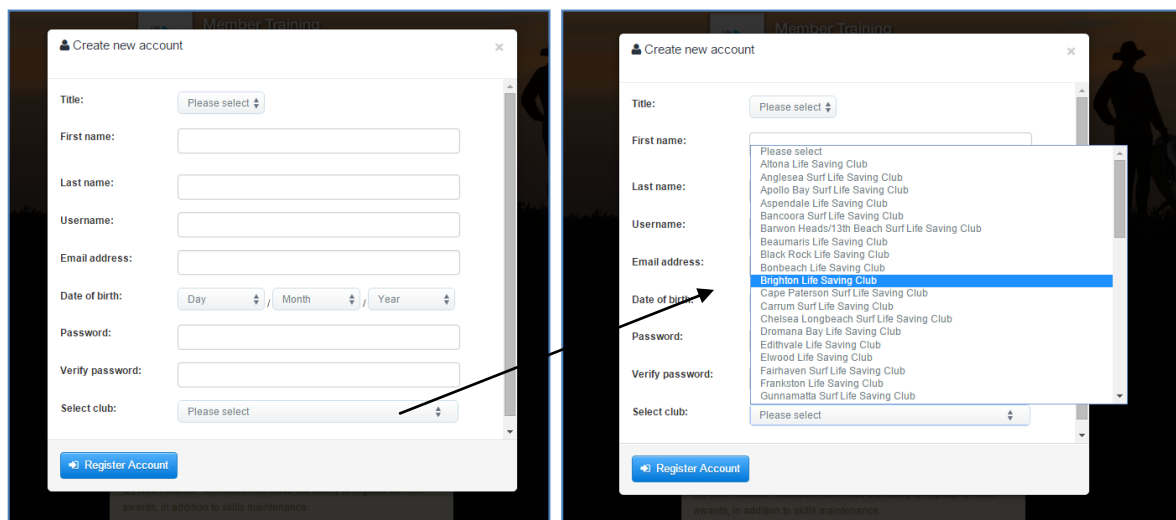
Website

Click on the link: www.lsv.com.au/membertraining This will bring up the below web site.



Registering your account

1. Click on the Green button in the **Register Account** green button as shown in the above image.

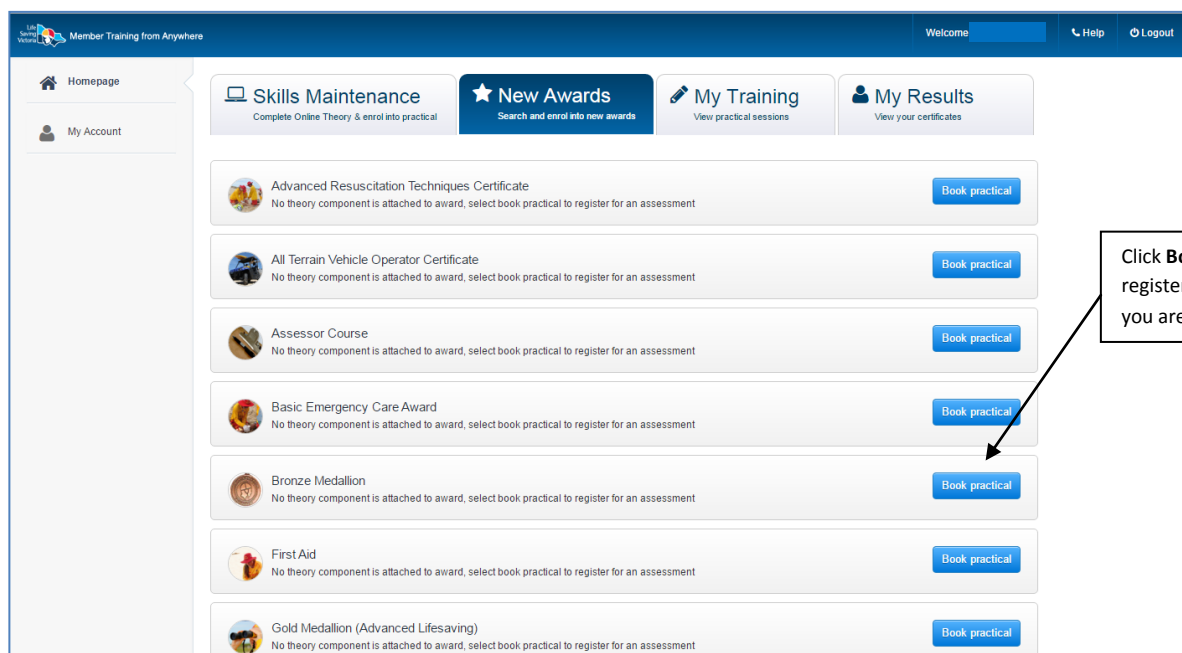


2. Enter your name, a user name (such as your full name without spaces i.e. clairepratt or claire-pratt but make sure something you will remember), your email, date of birth and a password. Select Brighton Life Saving Club from the drop down box (see example above) and click **Register Account**.
3. You will now receive an email with your confirmation of registered account and username and password as a reference.

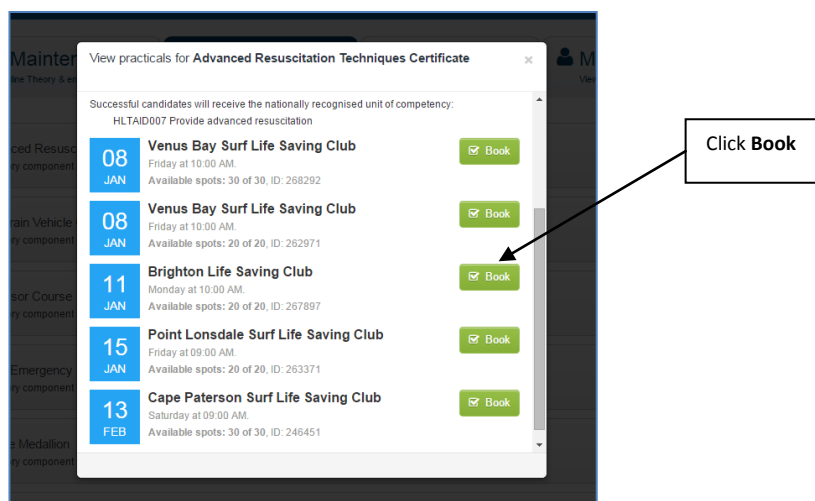
Registering for a course

If you are looking to register and complete a course at Brighton (or another club) you can register online and complete the online theory paperwork prior to the course.

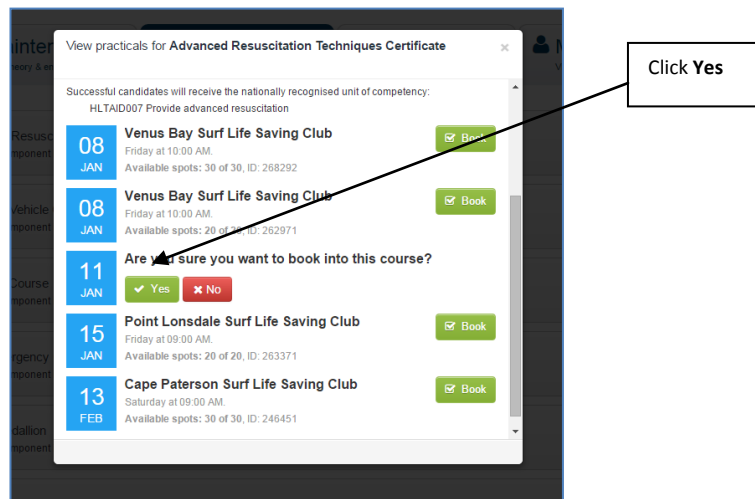
1. Log into the site www.lsv.com.au/membertraining with your username and password as created above.
2. To register click on **New Awards** at the top of the page.



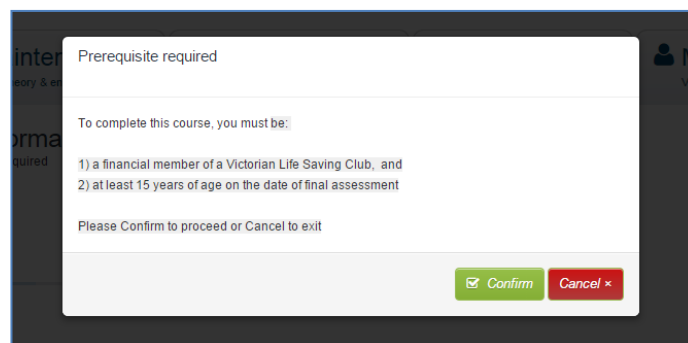
3. Pick the course you are looking to register for and click on the blue button **Book Practical** to the right of the course you want.
4. This will bring up the below pop up window which will tell you any pre-requisites you need to fulfil to complete the course such as age, and being a financial member and what the course outcomes are.



5. Select the club and course time you are interested in. It will also tell you how many places there are available for the course. Click the green **Book** button next to the club and course.
6. Once selected it will ask you if you are sure you want to book into the course – Click **Yes**.



- You will then be prompted to confirm that you meet the requirements of the course. If you do click **Confirm**. If you are not the correct age you will not be able to participate in the course. If you are not a financial member including a renewed current season member, you will need to log onto Lifesaving Online and update your renewal.
<https://www.sls.com.au/join>



- Once you have registered for the course you will then need to fill out your details as below. Once you have filled in all the details click on the **Next** button at the bottom of the page. There are three pages in total you will need to update. Just click **Next** at the end of each page once completed.

Member Training from Anywhere

Welcome [Name] Help Logout

Homepage My Account

Skills Maintenance Complete Online Theory & enrol into practical

New Awards Search and enrol into new awards

My Training View practical sessions

My Results View your certificates

Update information Fields marked with * are required

Personal information Background information Work/Education information Confirm information

1 2 3 4

Basic information

Given name* Surname* Email*

Title* Gender* Date of birth*

Personal address

Building/property name: Unit/flat details:

Street number* Street name*:

City* State* Postcode*:

- After filling out the three pages of information you will come to the last page (below) that is asking you to confirm you understand what you have registered for and agree to the **VET Code of Practice and terms & conditions**. If you wish to view these there is a link to the right.

Member Training from Anywhere

Welcome [Name] Help Logout

Homepage My Account

Skills Maintenance Complete Online Theory & enrol into practical

New Awards Search and enrol into new awards

My Training View practical sessions

My Results View your certificates

Update information
Fields marked with * are required

Personal information Background information Work/Education information Confirm information

1 2 3 4

☐ I have read and understood the [VET Code of Practice and terms & conditions](#)

Signature Clear

[View VET Code of Practice](#)

Prev Complete registration

Click tick box.

- You also need to add your signature with your mouse. Once you have done so click on the green **Complete Registration** button.

Member Training from Anywhere

Welcome [Name] Help Logout

Homepage My Account

Skills Maintenance Complete Online Theory & enrol into practical

New Awards Search and enrol into new awards

My Training View practical sessions

My Results View your certificates

Update information
Fields marked with * are required

Personal information Background information Work/Education information Confirm information

1 2 3 4

☒ I have read and understood the [VET Code of Practice and terms & conditions](#)

Signature Clear

example

[View VET Code of Practice](#)

Prev Complete registration

Add you signature here

Click Complete Registration

- You will then receive confirmation of your registration of your course (as below) as well as a confirmation email. You can download the resource guides required for the course so you can read them before hand and print them out and bring them along to the course. You can also withdraw from the course if you have made a mistake or if you are unable to attend – see below for details of withdrawing.

Member Training from Anywhere

Welcome [Name] Help Logout

Homepage My Account

Skills Maintenance Complete Online Theory & enrol into practical

New Awards Search and enrol into new awards

My Training View practical sessions

My Results View your certificates

Practical booked successfully
You have successfully booked into the practical, an email has been sent with confirmation details, you can also find details of your practical below.

17 JAN CLB-BRI-Bronze Medallion: Brighton Life Saving Club
Sunday at 10:00 AM

Download Resources

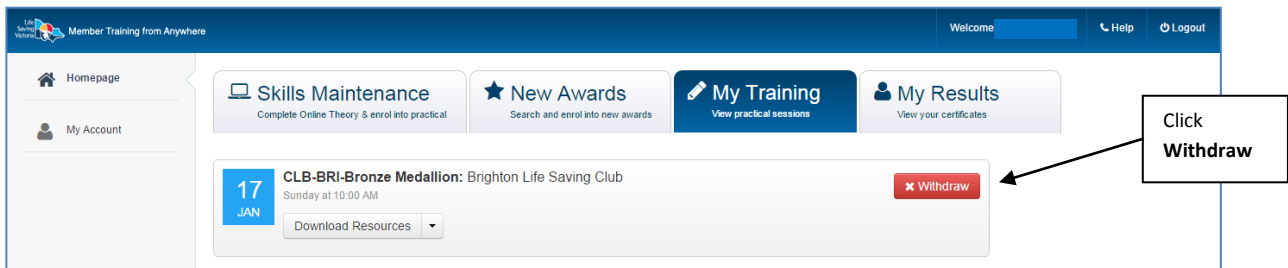
Directions Withdraw

Click Download Resources

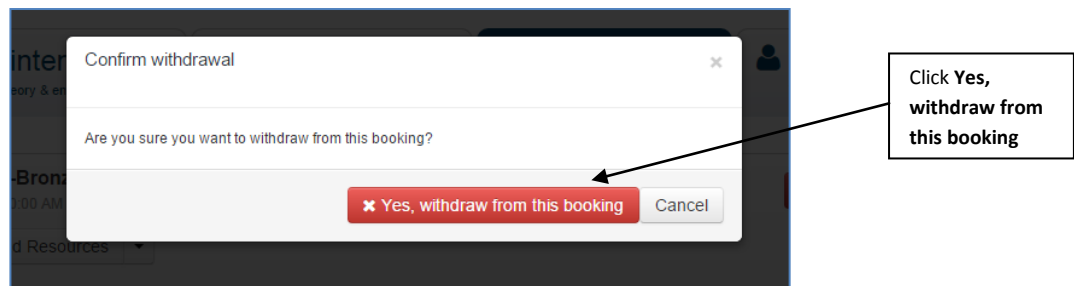
Withdrawing from a course

If you have registered for a course and are unable to attend you can cancel the training through the Members Online site as well.

1. Click on Homepage and select My Training at the top of the screen.



2. Locate the course you have registered for and click on the red **Withdraw** button. This will bring up a pop up box confirmation that you do wish to withdraw from the course.



3. You will then return to the main page and it should say that your amended request has been forwarded to LSV and please wait for confirmation. You should receive confirmation shortly confirmation your cancellation form the course.

Completing online assessments

If you have registered for a course you can do the online theory before the course and may be instructed by the assessor at the club to do so.

1. Click on Homepage and select **Skills Maintenance** at the top of the screen.
2. Find the course you registered for and click on the Launch button to the right of that course.

The screenshot shows the 'Skills Maintenance' section of the Life Saving Victoria website. The header includes 'Welcome [Name]' and 'Help' and 'Logout' links. The main navigation bar has 'Homepage', 'My Account', 'Skills Maintenance', 'New Awards', 'My Training', and 'My Results'. The 'Skills Maintenance' tab is active, showing a list of courses. Each course entry includes a medal icon, the course name, a status 'Not attempted', and a 'Launch' button. An arrow points to the 'Launch' button for the 'SM - Bronze Medallion' course, with a callout box saying 'Click Launch'.

Course Name	Status	Action
SM - Bronze Medallion	Not attempted	Launch
SM - Gold Medallion	Not attempted	Launch
SM - Inflatable Rescue Boat Crew - IRBC	Not attempted	Launch
SM - Radio	Not attempted	Launch
SM - Silver Medallion IRBD	Not attempted	Launch
SM - Surf Rescue Certificate - SRC	Not attempted	Launch

3. Click on the Go button on the little pop up button.

The screenshot shows the 'Saving Victoria Maintenance Theory Assessment' page. A 'Welcome' pop-up window is displayed in the center of the screen with a 'GO' button. The background shows a collage of images related to water safety.

Transactions is in progress. Please don't Close or Refresh the browser until the Alert message disappears.

Saving Victoria
Maintenance Theory Assessment
Medallion (BM) [Go to Menu](#)

Welcome
Hi! Welcome to the Assessment.
[GO](#)

4. Complete all the questions until finished. You are required to get 100%. If you do not get 100% you will need to go back and complete this until correct.
5. Once you have completed the online assessment you can download and check your results on the home page. Click on the **My Results** tab on the far right of the homepage.

The screenshot shows the 'My Results' section of the Life Saving Victoria website. The header includes 'Welcome [Name]' and 'Help' and 'Logout' links. The main navigation bar has 'Homepage', 'My Account', 'Skills Maintenance', 'New Awards', 'My Training', and 'My Results'. The 'My Results' tab is active, showing a table with columns for Course, Date, Location, Result, and Action.

COURSE	DATE	LOCATION	RESULT	ACTION
--------	------	----------	--------	--------