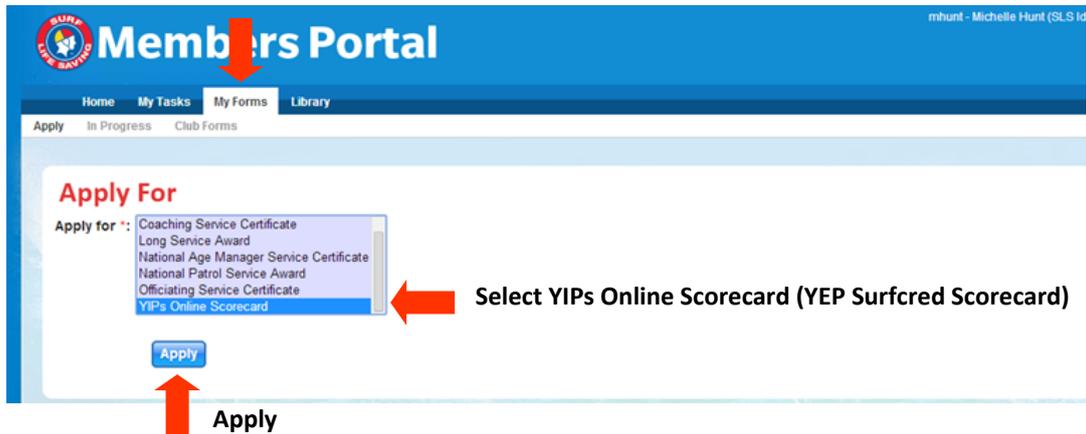
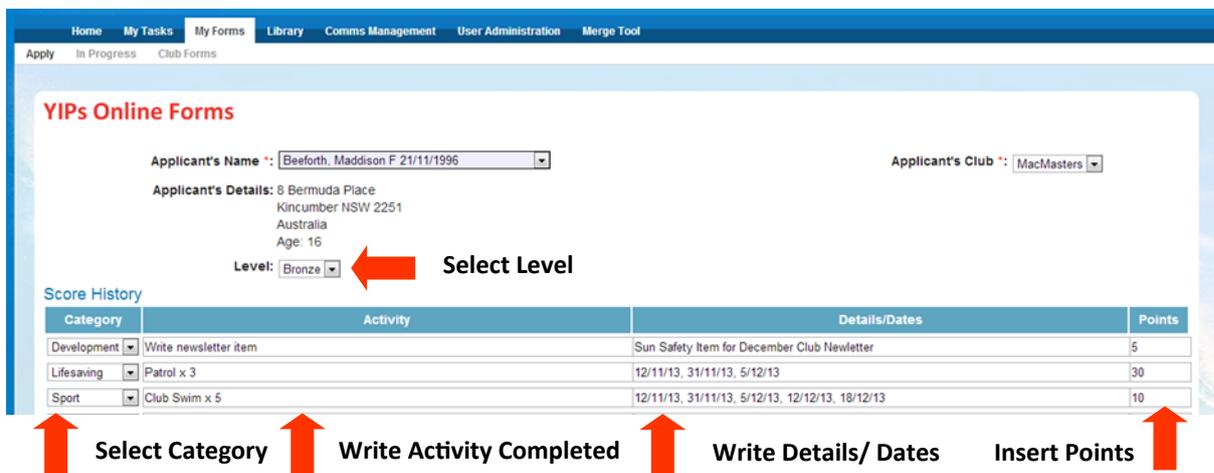


How to YEP Scorecard

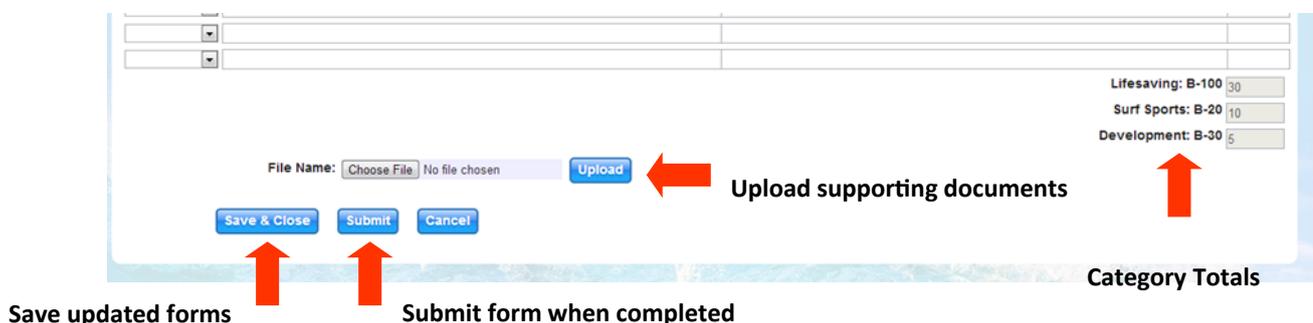
The participant will need to log into their **Members Portal** account (portal.sls.com.au) and select **My Forms**. Scroll down the list of forms and select **'YEP Surfcred Scorecard'** followed by 'Apply'. Only members **eligible to participate** in the program can apply (i.e. aged 13-18).



The participants details will automatically appear including name, address and club. The Participant will only need to select the **level** they are applying for (Bronze, Silver or Gold). To log activities completed select the category that the activity falls under (Development, Sport or Lifesaving), write the activity completed under **'Activity'** and the any further details or dates under **'Details/Dates'**. Enter the allocated points for this activity in the **'Points'** column.



Further documents can be uploaded (e.g. the newsletter item) by selecting **'Chose File'** followed by **'Upload'**. The points will automatically tally for each category at the bottom of the screen. The form can be saved after each activity is entered until the required points have been achieved. The required points for each category are recorded next to the totals. When these totals are achieved the form can be submitted by selecting **Submit**. **Note:** If the required points have been reach in one category, participants can start a new form for the next level to log further activity in that category.



Participants can track the progress of their submitted forms in 'My Forms– In Progress'.

Originating Club	Application Form	Date Submitted	Current Status	Updated
MacMasters	YIPs Online Scorecard - Bronze	15/11/2013	Club Approval	15/11/2013
MacMasters	YIPs Online Scorecard - Bronze	15/11/2013	Rejected	15/11/2013

Status of forms



Note: YEP Administrators at a Club Level can also complete and submit forms for eligible members within their club. Simply open a YEP form and select the applicants name from the drop down list of names available.

How to YEP Scorecard-Administration

You will need a **Members Portal Account** and administrative rights to approve **Forms and Workflow**. You can request permission for these administrative rights by completing a **form49**. This can be accessed on the log in page of Surfguard under Account Assistance. On the form simply tick the Forms and Workflow Approver under Members Portal Administrative Function.

Members Portal Administrative Functions
Are you a member of an SLSA organisation?
YES – please ensure you have created a portal account portal.sls.com.au Username: _____
NO – Please provide the following: - Gender: Male _____ Date of Birth: _____

Please select the Administrative functions required:-
1. Content Approver – Ability to approve content displayed in the portal for your organisation/s
2. Forms & Workflow Approver – Long Service awards/certificates
3. Reporting – Ability to run reports for your level of organisation/s

The Administrator can access all YEP forms for their Club by logging in their Members Portal Account and selecting 'My Tasks'. The forms requiring action are those forms listed as 'Club Approval' under 'Task Type'. Open the form by selecting the scorecard under 'Task Details'.

Task Type	Start Date	Person Applying	Club	Task Details	Owning Group
Club Approval	15/11/2013	Beeforth, Maddison F 21/11/1996	MacMasters	YIPs Online Scorecard - Bronze	MacMasters
Draft	12/11/2013	Kent, Gareth M 19/02/1999	MacMasters	YIPs Online Scorecard - Silver	

Double check activities logged (if required cross check with Surf Guard records , meeting minutes etc). Write a comment under 'Reason for Approval/Rejection' followed by either approve or reject.

Step	Date	Approver	Comment
Submitted	15/11/2013	Travis Klerck	

Reason for Approval / Rejection *

Either Approve or Reject

If approved the form status will advance to State Approval. The process above should be repeated. Once approved the award will be allocated to the Participants Surfguard record. To print certificates use the Custom Report provided you can create a report of all participants who have received an YEP Award Level between a certain time period and then use the mail merge certificate provided.