



Redcliffe Peninsula SLSC

Procedure – Screening Report (Blue Card Register) from SurfMate

PURPOSE: This procedure aims to ensure that clubs are meeting the legislative requirement to maintain an accurate blue card register. The register may be kept in hard copy format or electronically. SLSQ, Clubs & Branches must record relevant blue card information on the SurfMate database.

The following procedure will explain how to access an excel report (this is the Blue Card Register) for your specific club/ branch or state.

1. Follow the tabs: REPORTS - MEMBER – SCREENING

The screenshot shows the SurfMate web application interface. The browser address bar displays <https://surfmate.lifesaving.com.au/?surfmate>. The page header includes the SurfMate logo and "Surf Life Saving Queensland". Below the header is a "Reminders" section. The main navigation menu is displayed in a red bar with the following tabs: Members, Awards, Patrols, Tools, State, Reports, and Logout. The Reports tab is selected, and a dropdown menu is visible with the following options: Contact Lists, Individual, Renewal Forms, Member Awards, Registration Lists, Category/Season List, Contact Details, Screening (highlighted in blue), Screening Withdrawn, All Club Members, Transfers, Households, and Accreditations. The bottom of the page features a footer with the text "V10.0203 © Surf Life Saving Queensland 2003-2010. All Rights Reserved" and a "Trusted sites" indicator. A small Surf Life Saving Queensland logo is also present in the bottom right corner.

2. Ensure that your club is selected. In the box titled 'Lodgment (Comm)' set the 'from' date to any previous date that will capture all registrations ie. 3 years ago +

https://surfmate.lifesaving.com.au/?surfmate - Surfmate Web - Windows Internet Explorer

Surfmate Surf Life Saving Queensland

Screening

Members Awards Patrols Tools State Reports Logout

Select Branch or Club: Eimeo

Membership Categories:

<input type="checkbox"/> Active Cadet	<input type="checkbox"/> Long Service	<input type="checkbox"/> Under 09	<input checked="" type="checkbox"/> Male
<input type="checkbox"/> Active Junior	<input type="checkbox"/> Past Active	<input type="checkbox"/> Under 10	<input checked="" type="checkbox"/> Female
<input type="checkbox"/> Active Senior	<input type="checkbox"/> Probationary	<input type="checkbox"/> Under 11	Youngest
<input type="checkbox"/> Associate	<input type="checkbox"/> Reserve Active	<input type="checkbox"/> Under 12	<input type="text"/>
<input type="checkbox"/> Award	<input type="checkbox"/> Under 06	<input type="checkbox"/> Under 13	Oldest
<input type="checkbox"/> Honorary	<input type="checkbox"/> Under 07	<input type="checkbox"/> Under 14	<input type="text"/>
<input type="checkbox"/> Life Member	<input type="checkbox"/> Under 08		<input checked="" type="checkbox"/> Registered
			<input type="checkbox"/> Not Reg'd
			<input type="checkbox"/> Deleted
			<input type="checkbox"/> Deceased

Options:

All

Unreturned

Expiring

Lodgment (Comm.)

From: 29 Apr 2006

To: 28 Apr 2011

Buttons: SENIOR, NIPPER, ALL, NONE

Icons: Print, Back, Forward, Surf Life Saving Queensland logo

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Done Trusted sites 100%

3. Ensure that 'Registered' is ticked and then select all over 18 categories.

https://surfmate.lifesaving.com.au/?surfmate - Surfmate Web - Windows Internet Explorer

Surfmate Surf Life Saving Queensland

Screening

Members Awards Patrols Tools State Reports Logout

Select Branch or Club: Eimeo

Membership Categories:

<input checked="" type="checkbox"/> Active Cadet	<input checked="" type="checkbox"/> Long Service	<input type="checkbox"/> Under 09	<input checked="" type="checkbox"/> Male
<input checked="" type="checkbox"/> Active Junior	<input checked="" type="checkbox"/> Past Active	<input type="checkbox"/> Under 10	<input checked="" type="checkbox"/> Female
<input checked="" type="checkbox"/> Active Senior	<input checked="" type="checkbox"/> Probationary	<input type="checkbox"/> Under 11	Youngest
<input checked="" type="checkbox"/> Associate	<input checked="" type="checkbox"/> Reserve Active	<input type="checkbox"/> Under 12	<input type="text"/>
<input checked="" type="checkbox"/> Award	<input type="checkbox"/> Under 06	<input type="checkbox"/> Under 13	Oldest
<input checked="" type="checkbox"/> Honorary	<input type="checkbox"/> Under 07	<input type="checkbox"/> Under 14	<input type="text"/>
<input checked="" type="checkbox"/> Life Member	<input type="checkbox"/> Under 08		<input checked="" type="checkbox"/> Registered
			<input type="checkbox"/> Not Reg'd
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Done Trusted sites 100%

4. In the bottom right hand corner select the blue cross 'Excel' button (in the middle).
5. This will take you to an excel report. Members with 'True' in the Screening Suitable column have a current valid Blue Card. You will also be able to see expiration dates, lodgment dates etc.
6. Note: You will need to compare this list against a full list of members as this report will **not** capture members who have not submitted a Blue card application/renewal etc in the dates you have specified ie. will not capture members who have never submitted an application through us.