Patrol Hours

The Patrol Hours sub-tab enables members to: -

- Access full details on all patrol hours entered in Surfguard
- Find out exactly how many patrol hours they have completed for specific dates eg Competition year.

Patrol Swaps

Patrol swaps enables members to indicate when they will be unable to attend a patrol and can invite other club members to swap for them.   Club members can also accept to swap for another member who is unable to patrol.   The Patrol swap performs the following: -

1. Displays an invite to eligible members in the club that a member needs a swap.
2. Enables a member to view swap requests they are eligible to perform based on the Awards they hold.
3. Enables members to confirm they can do a swap for another member.
4. Sends a notification email when a swap has been accepted

Getting Started

To use the Patrol Swap function members need to: -

1. Have a Members Area account – to create an account go to https://members.sls.com.au
2. Be in a Patrol Team and meet the Award requirements of the position they hold in the Patrol team.
3. Be rostered for Patrols for a date/s in the future
4. Meet any other club By-Laws relating to patrol swaps.

How to Request a Swap in a Patrol Roster

If a member is rostered for a patrol in the future and they need to get a swap they will see the following screenshot. They would need to click **"I need a substitute".** A pop up will appear **"Do you want to request a substitution for this patrol?"** Click "OK".

My Patrol Roster

Display Options

Patrol Season: 2018/2019 ▾

Group By: ○ Date   ○ Organisation   ● Patrol Team

            ☐ Display only patrol where I'm substituting for someone else

[Update]

CLOVELLY

Patrol Team: Team 13
Position: Bronze Member

Sat 06/10/2018	09:00 - 13:00 (4 hrs)	Rostered	I need a substitute
Sun 04/11/2018	09:00 - 13:00 (4 hrs)	Rostered	I need a substitute

The screen will now update and display as "Requesting Substitute".

CLOVELLY

Patrol Team: Team 13
Position: Bronze Member

Sat 06/10/2018	*09:00 - 13:00 (4 hrs)*	*Requesting Substitute*	
Sun 04/11/2018	09:00 - 13:00 (4 hrs)	Rostered	I need a substitute

How to View the Status of a Swap Request or Cancel the Request

At any time a member can check the status of requested swap by clicking "Substitutions " from the drop down. The screenshot below shows:-

1. A Patrol that still requires a swap.
2. How to cancel the request for a swap.

Substitutions

Patrol Season: 2018/2019 ▾

Group By: ○ Date   ○ Organisation   ● Patrol Team

[Update]

Below are details of your upcoming patrols for which you've requested for substitution

Club: Clovelly
Patrol Team: Team 13
Position: Bronze Member

Date	Time	Status	Person/sub, Agreed, Contact	Actions
Sat 06/10/2018	09:00 - 13:00 (4 hrs)	Requesting Substitute **1**		Remove **2**

How members can see who needs a Swap and how to accept the Swap

To view who needs a sub login to the Members Area > Patrols tab > Patrol Swaps. Scroll down until you see the section **"Below are details of patrols that other members have identified as needing a substitute"**. You will then be able to view who requires a swap including the date, time, Member, Team, Position and the option to confirm that you can do the swap. To accept the patrol click **"I can do this".** A pop up will appear "Do you want to accept the substitution request on this patrol?" Click OK. Once accepted the patrol will no longer display in the section "**details of patrols that other members have identified as needing a substitute"**.

Below are details of all patrols that other members have identified as needing a substitute

Club: Test NSW Club - TEST
Patrol Team: IT Dept Best Team

Date	Time	Member	Position	Actions
Sat 30/06/2018	09:00 - 10:00 (1 hrs)	Travis Klerck	Patrol Captain	I can do this

How a member can see who they accepted a Swap for

In the previous example the member confirmed they could do a patrol in IT Dept Best Team on Saturday, 30 June 2018 0900-1000hrs. The member who accepted to do the swap can view this by clicking the Patrol Roster sub-tab and ticking the box **"Display only patrol where I'm substituting for someone else"** and click Update.

My Patrol Roster

Display Options

Patrol Season: 2017/2018 ▼

Group By: ○ Date ○ Organisation ● Patrol Team

☑ Display only patrol where I'm substituting for someone else

Update

Below are details of your upcoming and/or past patrol roster for the selected season.

TEST NSW CLUB - TEST

Patrol Team: IT Dept Best Team
Position: Patrol Captain; IRB Driver

Sat 30/06/2018	09:00 - 10:00 (1 hrs)	Substituting	Undo

Season Total: 1 patrol(s).

How to Cancel a Swap You Have Accepted

If a Member is no longer able to do the swap they can click the "Undo" option (see screenshot above). A pop up will then display **"Do you want to cancel your substitution on this patrol? You'll no longer be able to perform this substitution"**. Click OK. The swap patrol will then be removed from your patrol list.

NOTE: Clubs manage the timeframes for all swap functions in Surfguard.   It is important to check with your club what the timeframes are at the club you patrol at.

The member who requested the swap will be able to view the in their Patrols > Substitutions tab.

Display One - If person who accepted the Sub and has not clicked the "Undo"
The name of the person who has accepted the sub, the date & time they accepted it and their mobile number displays.

Substitutions

Patrol Season: 2017/2018 ▾

Group By: ○ Date ○ Organisation ◉ Patrol Team

Update

Below are details of your upcoming patrols for which you've requested for substitution

Club: Test NSW Club
Patrol Team: IT Dept Best Team
Position: Patrol Captain

Date	Time	Status	Person/sub, Agreed, Contact	Actions
Sat 30/06/2018	08:45 - 09:00 (0.25 hrs)	Substituted	06/28/2018 21:42:36, 04134	

Display Two - If person who accepted the Sub has clicked the "Undo"
The status reverts back to Requesting Subsittutae and indicates the Sub has been cancelled.

Substitutions

Patrol Season: 2017/2018 ▾

Group By: ○ Date ○ Organisation ◉ Patrol Team

Update

Below are details of your upcoming patrols for which you've requested for substitution

Club: Test NSW Club
Patrol Team: IT Dept Best Team
Position: Patrol Captain

Date	Time	Status	Person/sub, Agreed, Contact	Actions
Sat 30/06/2018	08:45 - 09:00 (0.25 hrs)	Requesting Substitute (Sub cancelled)		Remove

Patrol Swaps FAQ's

What happens if I get a confirmed swap and then I find out I am free to patrol?
Contact the member using the contact details provided in the Substitutions tab and ask them to Undo their confirmed sub. Default display is 48 hours.
NOTE: Clubs manage the timeframes for all swap functions via Surfguard.   It is important to check your club's timeframes

Is there a blackout period for when you can't "Undo" a swap you have confirmed?
The default blackout period is 48 hours prior to start of patrol.
NOTE: Clubs manage the timeframes for all swap functions via Surfguard.   It is important to check your club's timeframes