

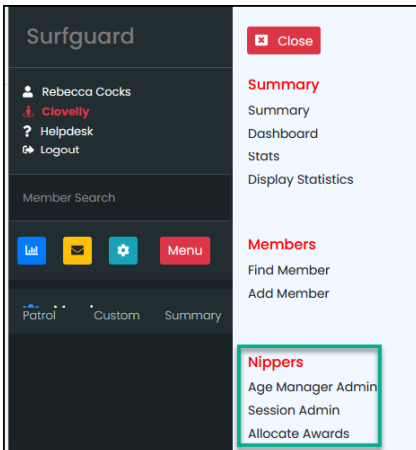


Nipper App User Guide

The Nipper App has been designed to have an administrative function in Surfguard and the ability for Age Managers & Assistants to manage their Nipper Age Group/s via their Members Area account using the new Nippers menu item.

Surfguard Admin – Club Level Only

A JAC will be assigned a new permission group in Surfguard to be able to view the Nipper section via the Main Menu at a Club level only.



1. Age Manager Admin

Click 'Add Age Manager' > Only members who hold either a Proficient Age Manager Course or Age Manager Assistant award will display in the Member drop-down. They can be assigned 1 or multiple age groups to manage.

There are 4 permission that can be assigned to an Age Manager Admin to perform when they login to their Members Area account.

- Ability to mark attendance for each session.
- Ability to approve Junior Activity Preliminary Evaluation
- Ability to approve Junior Activity Competition Evaluation
- Ability to approve Surf Education Award

2. Session Admin

The example below shows the sessions that have been setup for the U6's & U7's. There are several options to cater for the session requirements of different clubs. **NOTE:** in the example below an Age Manager/s assigned to U6's will only see U6 Nipper sessions when they login to their Members Area Account.

The screenshot shows a form for creating a session. It is divided into three main sections: Session, Recurring, and Age Group Access.

- Session:** Date: 07/05/2023, Start Time: 08:00, End Time: 09:00, Location: Clovelly Beach.
- Recurring:** Frequency: Weekly, End Date: 04/06/2023, Interval: 1. Days of the Week: Sunday, Saturday, Friday, Thursday, Wednesday, Tuesday, Monday.
- Age Group Access:** Select All, Unselect All. Under 6: , Under 7: , Under 8: , Under 9: , Under 10: , Under 11: , Under 12: , Under 13: , Under 14: .

Buttons: Create, Reset, Cancel.

Frequency & Interval Options

Screenshot below indicates Frequency and Interval options

This screenshot highlights the Interval option in the Recurring section. A tooltip explains: "Interval: [info icon] eg. Weekly Recurring Interval of 2 = once every 2 weeks".

3. Allocate Awards

Age Managers and Age Manager Assistants who are assigned the ability to approve Awards will be able to mark Nippers as eligible for a specific award when they are in their Members Area account > Nippers (see page 7 below). The Awards then must be marked off by the JAC in Surfguard and once Allocated in Surfguard will display in the members Award list

The screenshot shows the 'Allocate Awards @ Clovelly' interface. It includes a search bar and a table of members with award status. Annotations explain the process:

- By ticking these boxes all Approved awards will be ticked in the column:** Points to the checkboxes for 'Preliminary Assessment Award' and 'Surf Ed Award' in the table header.
- Once Allocate Award (s) is selected all the Awards will be processed:** Points to the 'Allocate Award(s)' button in the Actions section.

Member ID	First Name	Last Name	Gender	Age Group	Sessions attended	<input checked="" type="checkbox"/> Preliminary Assessment Award	<input type="checkbox"/> Competition Evaluation Award	<input checked="" type="checkbox"/> Surf Ed Award
5847728	Band	Mengen	Male	Under 9	2/3	<input type="checkbox"/> Held	<input type="checkbox"/> Held	<input checked="" type="checkbox"/> Approved
5848987	Perkar	Racea	Male	Under 9	1/3	<input type="checkbox"/> Held	<input type="checkbox"/> Held	<input checked="" type="checkbox"/> Approved
5856109	elaxendar	Taddar	Male	Under 9	0/3	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not eligible	<input type="checkbox"/> Qualified
5856719	Jeka	Ternar	Male	Under 9	0/3	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not eligible	<input type="checkbox"/> Qualified

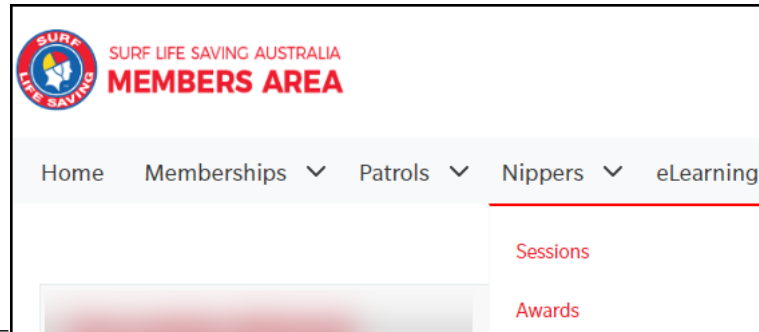
Total Records: 4

Actions:



Members Area Admin Functions - Age Managers & Assistants

Any *Age Manager* or *Age Manager Assistant* who is assigned Nipper Admin functions in Surfguard will see a new “Nipper” menu item when they sign into their Members Area account, <https://members.sls.com.au> with the option to select Sessions and/or Awards depending on the permissions assigned to them.

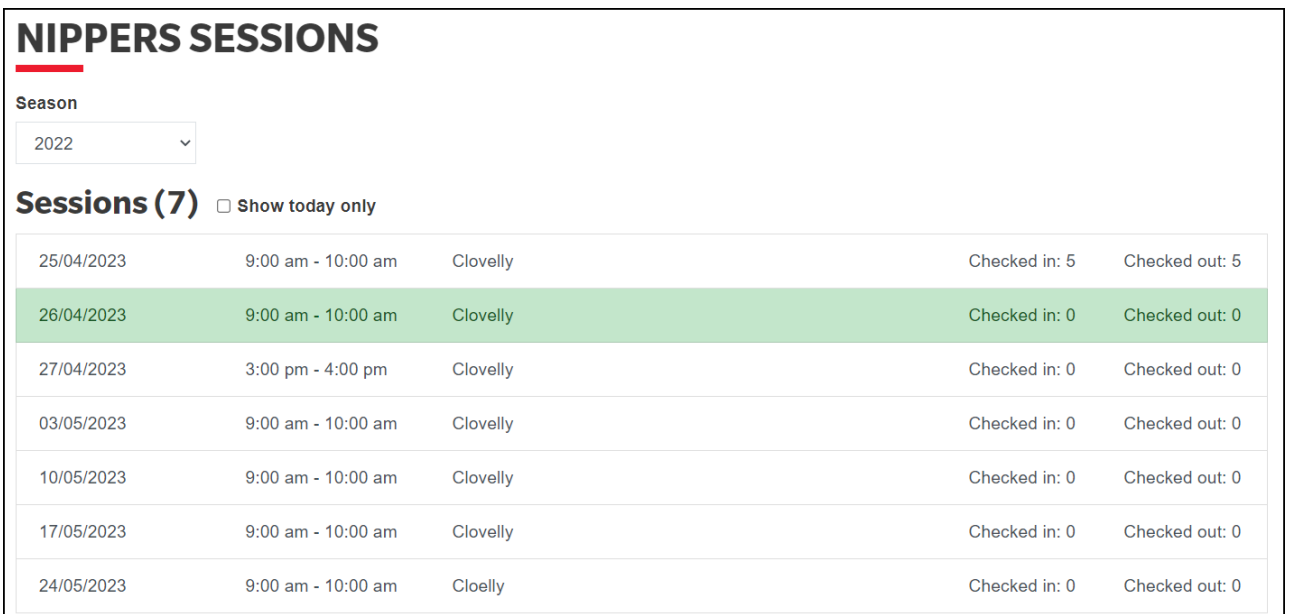


1. Sessions

The default display is “Show today only”.



If you untick the box, all previous and future sessions will also show.





Select today's session and you will be able to perform any of following tasks: -

1. Filter by First Name, Last Name, Season & Gender
2. Add group Notes – eg completed Topic 1 of Surf Education program
3. Show only checked in Nippers.
4. View total sessions attended by each Nipper.
5. Check-In Nippers by tapping the +
6. Check-Out Nippers by tapping the +
7. View Nippers Details including Emergency Contact Details
8. Add individual Nipper Notes – Sarah sprained her ankle doing flags today.

NIPPERS SESSION
Club Clovelly | Date 26/04/2023 | Time 9:00 am - 10:00 am | Location Clovelly | Is Open? Yes

← Under 7 **Filtering Options 1**

First Name [] Last Name [] Season [All] Gender [All] **Age group notes (0) 2**

Show only checked in 3

First Name	Last Name	Attended	Checked In	Checked Out	7	8
Sarah	Test	1/7 4	+ 5	6	7	8
Haleene	Gaarga	1/7	+		7	Notes
aladea	Greffeths	1/7	+		7	Notes
eerare	Ra Paraz	0/7	+		7	Notes
Lechlen	alevar	0/7	+		7	Notes
Hervay	Kena	1/7	+		7	Notes

Screenshot below shows only Checked-In Nippers, have filtered by First Name from A to Z and have viewed Falex's membership details.

Nipper

Member Details
Member ID: 5979572
Age Group: Under 7
Name: Falex Gragary
Gender: Male
Season: 2022/2023

Emergency Contact Details
Name: []
Relationship: []
Home Address: []
Mobile Phone: []

1 Show only checked in
2 First Name
3

Falex	Gragary	1/7	10:48 am	+	7	Notes
Lechlen	alevar	1/7	10:48 am	+	7	Notes
Peel	Baeefart	1/7	10:48 am	+	7	Notes



You can edit Check-In and Check-Out times by tapping the edit icon next to each time. To check out Nippers you would tap the +

NIPPERS SESSION

Club Clovelly | Date 26/04/2023 | Time 9:00 am - 10:00 am | Location Clovelly | Is Open? Yes

← Under 7

First Name Last Name Season Gender Age group notes (0)

Show only checked in

First Name	Last Name	Attended	Checked In	Checked Out	
Falex	Gragary	1/7	10:48 am	+	Notes
Lechlen	alevar	1/7	10:48 am	10:54 am	Notes
Peel	Baefart	1/7	10:48 am	+	Notes

Completely Remove A Checked In & Checked Out Nipper Accidentally Marked As Attending

1. Tap the Edit icon.

← Under 9

First Name Last Name Season Gender Age group notes (0)

Show only checked in

First Name	Last Name	Attended	Checked In	Checked Out	
emety	Feshar	1/3	+		Notes
Cemaran	Scatt	2/3	10:31 am 1	12:44 pm	Notes
Band	Mengen	2/3	10:31 am	12:44 pm	Notes

2. Tap the Cross in the Check In time.

3. Click Save

Check in - Cemaran Scatt

18/04/2023 10:31 × **2**

3 Save Cancel



4. The Nipper no longer shows as attending the session.

Show only checked in

First Name	Last Name	Attended	Checked In	Checked Out	
emety	Feshar	1/3	+		Notes
Cemaran	Scatt	2/3	+ 4		Notes
Band	Mengen	2/3	10:31 am	12:44 pm	Notes

Editing Check In & Checked Out Times for Closed Sessions

Edits to the Checked In and Checked Out fields in a session can be made up until midnight on the day of the session. Any edits required after the session date has passed can only be done once the JAC Administrate has re-opened the session in Surfguard.

The session in the screenshot below is for a passed date and you can see there is no ability to add/edit Check-In & Checked Out times.

NIPPERS SESSION

Club Clovelly | Date 25/04/2023 | Time 9:00 am - 10:00 am | Location Clovelly | Is Open? No

← Under 7

First Name Last Name Season Gender Age group notes (0)

Show only checked in

First Name	Last Name	Attended	Checked In	Checked Out	
Sarah	Test	1/7	9:51 am	9:53 am	Notes (1)
Haleene	Gaarga	1/7	9:51 am	9:53 am	Notes
aladea	Greffeths	1/7	9:51 am	9:53 am	Notes
eerare	Ra Paraz	0/7			Notes

In Surfguard the JAC can go to the Nipper Sessions section, filter by Under 7's and the following screen will display, the session on the 25/04/2023 has a Status of Closed



Season	Date	Start Time	End Time	Location	Age Group Access	Status	Actions
2022/2023	25/04/2023	09:00	10:00	Clovelly	Under 7	Closed	[Edit] [Lock] [Share] [Trash]
2022/2023	26/04/2023	09:00	10:00	Clovelly	Under 7	Open	[Edit] [Lock] [Share] [Trash]
2022/2023	27/04/2023	15:00	16:00	Clovelly	Under 7	Scheduled	[Edit] [Share] [Trash]

The JAC would select the unlock icon and the session would Reopen.

Season	Date	Start Time	End Time	Location	Age Group Access	Status	Actions
2022/2023	25/04/2023	09:00	10:00	Clovelly	Under 7	Closed	[Edit] [Unlock] [Share] [Trash]

Season	Date	Start Time	End Time	Location	Age Group Access	Status	Actions
2022/2023	25/04/2023	09:00	10:00	Clovelly	Under 7	Reopened	[Edit] [Lock] [Share] [Trash]

The session times can now be edited.

NIPPERS SESSION

Club Clovelly | Date 25/04/2023 | Time 9:00 am - 10:00 am | Location Clovelly | Is Open? Yes

← Under 7

First Name: [Input] Last Name: [Input] Season: All Gender: All Age group notes (0)

Show only checked in

First Name	Last Name	Attended	Checked In	Checked Out	Notes
Sarah	Test	1/7	9:51 am	9:53 am	Notes (1)
Haleene	Gaarga	1/7	9:51 am	9:53 am	Notes
aladea	Greffeths	1/7	9:51 am	9:53 am	Notes
eerare	Ra Paraz	0/7	+		Notes

2. Awards



This would be the view of Awards to approve for U7's as they don't do a **Junior Activity Competition Evaluation**

NIPPERS AWARDS

First Name Last Name Gender Download

First Name	Last Name	Attended	Awards
Sarah	Test	1/7	P: Approve S: Approve
Haleene	Gaarga	1/7	P: Approve S: Approve
aladea	Greffeths	1/7	P: Approve S: Approve
eerare	Ra Paraz	0/7	P: Approve S: Approve

This would be the view of Awards to approve for Under 11's as they do a **Junior Activity Competition Evaluation**.

NOTE: If a user has been assigned multiple Age Groups, there is an Age Group filter

NIPPERS AWARDS

Age Group First Name Last Name Gender Download

First Name	Last Name	Attended	Awards
Jashee	Shremptan	0/5	P: Approve C: Not eligible S: Approve
Flynn	Rensan	0/5	P: Approve C: Not eligible S: Approve
Phaanex	Haddarmen	0/5	P: Approve C: Not eligible S: Approve

P: Junior Activity Preliminary Evaluation.

C: Junior Activity Competition Evaluation.


S: Surf Education Award

To approve an award, find the member and select/tap approve and a pop-up will display, select/tap **Approve award**.

NOTE: the Junior Activity Competition Evaluation award will remain as Not Eligible until the Junior Activity Preliminary Evaluation has been fully processed by the JAC in Surfguard.



The screenshot shows the Nippers Awards app interface. A pop-up window is displayed over the awards list, titled "Jashee Shremptan - Junior Activities Preliminary Evaluation Under 11". The pop-up contains the text "The candidate is eligible for the the award." and a green "Approve award" button with a "Close" option. In the background, the awards list is visible, showing Jashee Shremptan with a "P: Approve" button highlighted with a red circle and a "1" notification badge.



If you select the  icon you will be able to view all sessions scheduled, attendance times for each, view a specific session and view any notes entered about the member

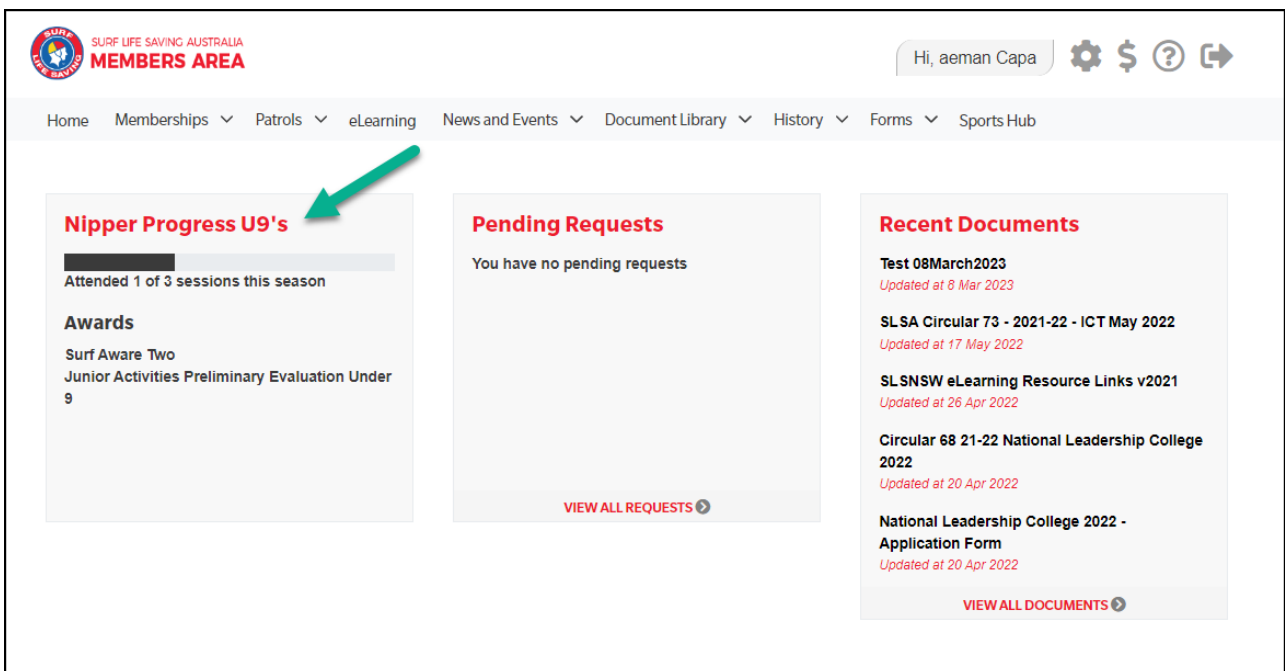
NIPPERS AWARDS





First Name Last Name Gender [Download](#)

First Name	Last Name	Attended	Awards
Sarah	Test	<div style="width: 100%;"><div style="width: 100%;"></div></div> 1/7 	P: Approve S: Approve Sessions
Haleene	Gaarga	<div style="width: 100%;"><div style="width: 100%;"></div></div> 1/7 	P: Approve S: Approve

Nipper Widget in Members Area

A nipper logged into their Members Area account can view their progress in the Nipper widget on home page



SURF LIFE SAVING AUSTRALIA MEMBERS AREA Hi, aeman Capa    

Home Memberships Patrols eLearning News and Events Document Library History Forms Sports Hub

Nipper Progress U9's

Attended 1 of 3 sessions this season

Awards

Surf Aware Two
Junior Activities Preliminary Evaluation Under 9

Pending Requests

You have no pending requests

[VIEW ALL REQUESTS](#)

Recent Documents

Test 08March2023
Updated at 8 Mar 2023

SL SA Circular 73 - 2021-22 - ICT May 2022
Updated at 17 May 2022

SLSNSW eLearning Resource Links v2021
Updated at 26 Apr 2022

Circular 68 21-22 National Leadership College 2022
Updated at 20 Apr 2022

National Leadership College 2022 - Application Form
Updated at 20 Apr 2022

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