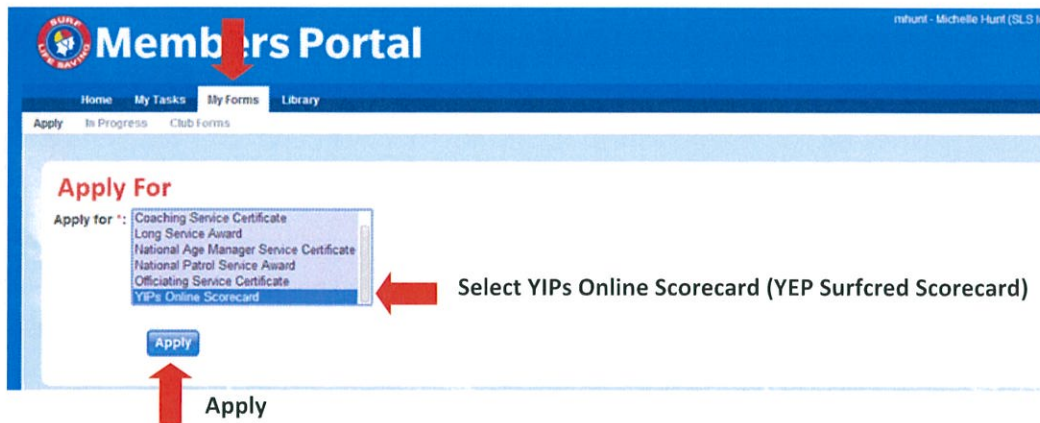
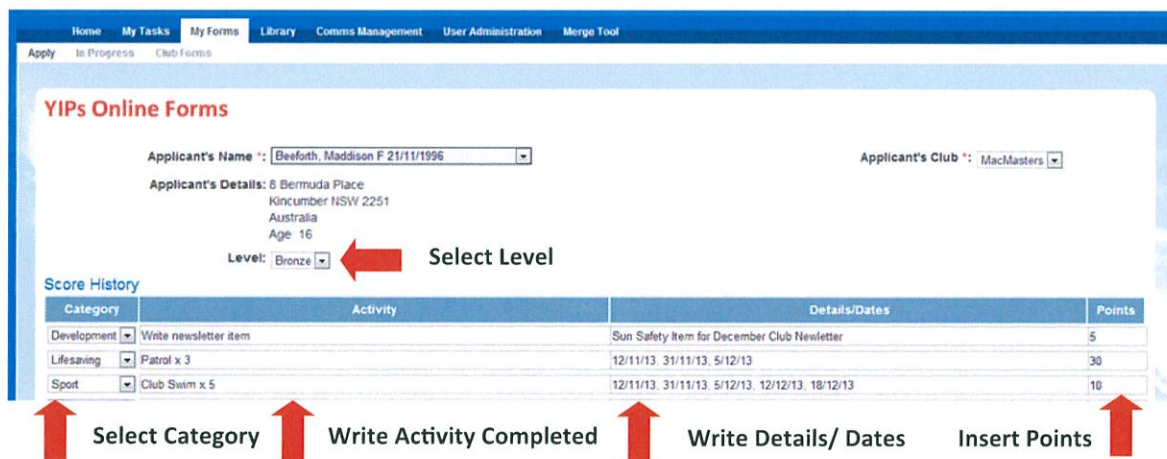


How to YEP Scorecard

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.