

Payment of carnival entry fees through Lifesaving Online

You can use your already created Lifesaving Online login to pay your carnival fees to the club. This is the club's preferred method of payment as it makes reconciliation of these fees much easier for club administrators. You can either use the 'primary' family member (ie the one making the payment) to log in or you can use the competitors log in to make the payment. The most important part of the whole process is what is entered in the payment reference line.

You can log in and make payments with the below procedure on different occasions e.g. if you are not paying all your carnivals up front, you can log in for each individual carnival.

Step 1 - Log in using your existing account

1. Go to www.lifesavingonline.com.au
2. Click on **Login** in the top left hand side of the home page
3. You will be prompted to enter your Username and Password. If you have forgotten both or either, click the link to have them resent.
4. Once you have logged in to Lifesaving Online, click on **My Memberships** in the task bar and select **Membership View/Renewal** at the top of the web page.

Step 2 – Make the payment

1. On the next screen you will see the Mentone membership on the page. Click **Make Payment**. You will be redirected to the SLSA payment gateway.
2. Select **View Price List** (located next to the Mentone club name) to work out the fees you will need to pay.
3. Under Transaction Type select **Carnival entry fee**.

The next step is very important. If you don't follow the below instructions the club WILL NOT be able to verify your payment. Please follow the below instructions carefully.

4. In the Complete name/Meaningful payment details enter the names of the competitors the payment covers along with the carnival that it covers – samples of what you may enter in the payment reference lines are below. Please include the age group as per below as well:

U10 Kate Bell – Pre register for all Junior carnivals

U10 Kate, U14 Louise and U9 Matthew Bell – Pre register for all Junior carnivals (eg. If you have multiple people to enter)

U10 Kate Bell – Warrnambool carnival

U10 Kate, U14 Louise and U9 Matthew Bell – Warrnambool carnival

U10 Kate Bell – state championships

It is most important that you make it clear in the reference line what the payment covers! You can use multiple lines for each family member payment if you don't have enough room.

5. Enter the amount of the payment in the amount column. The total will tally at the bottom.
6. Click **submit**
7. You will now be prompted to enter your credit card details. You can pay either by Visa or Mastercard.
8. You will be asked to confirm your payment (make sure you check all the details are correct (pay special attention to the description) Click **submit**.
9. You will now see a Payment Receipt. You have now completed your carnival fees.