



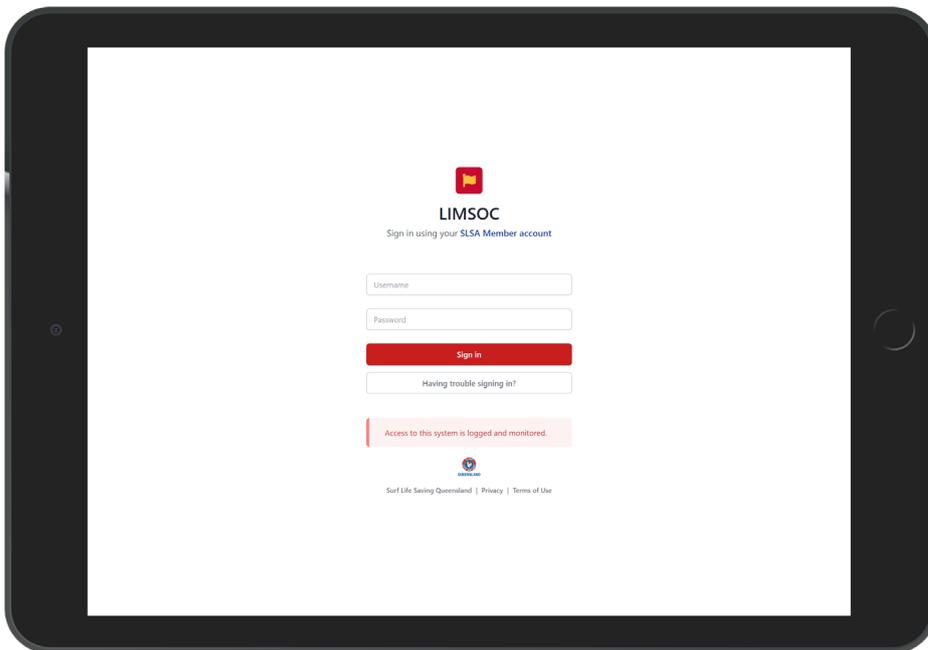
Queensland



LIMSOC USER GUIDE

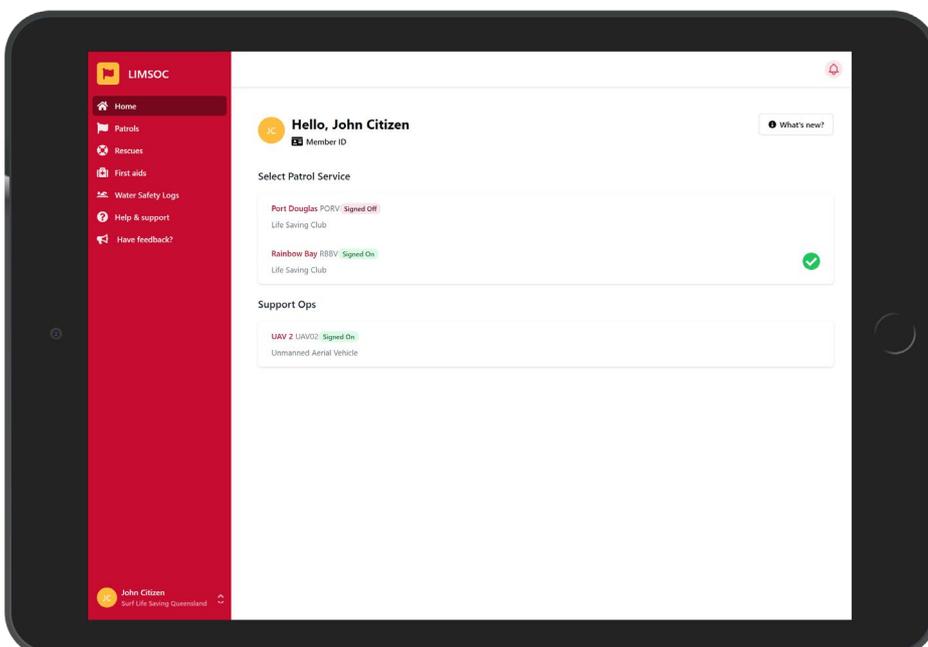
2024/2025 Season Update

SIGNING ON YOUR PATROL

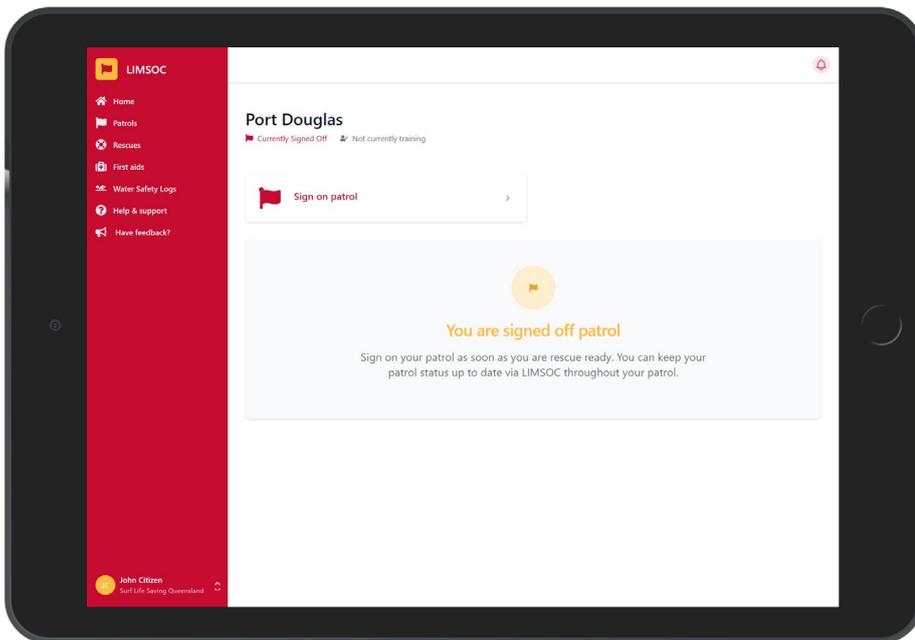


1. Sign into LIMSOC on your PC web browser, iPad or mobile.
2. Enter your SLS Members Portal username and password
3. Click 'sign in'

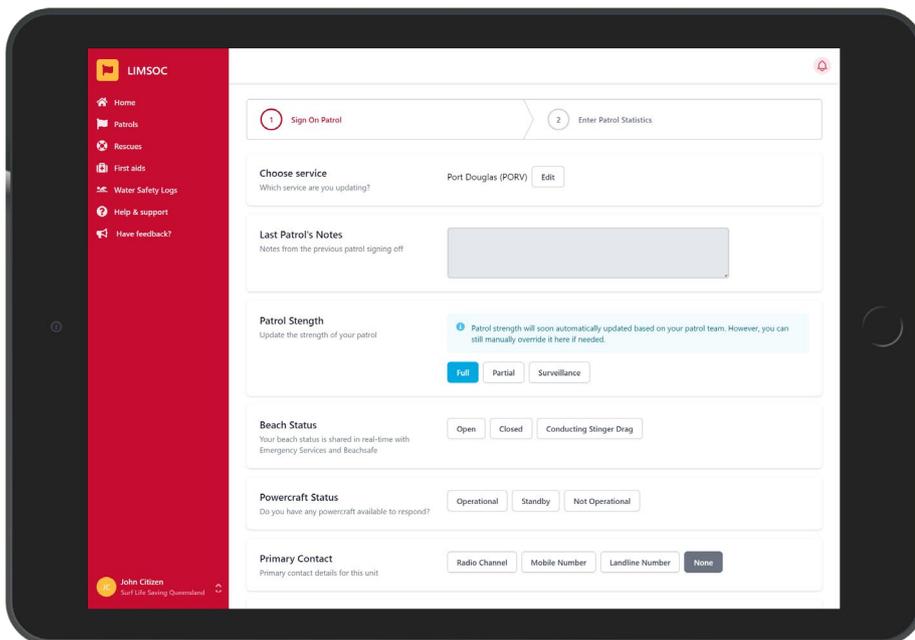
Remember: You must use the SLSQ version of LIMSOC. This can be found at: slsq.limsoc.com.au



- Select the module you wish to update:
 - Manage my patrol
 - Sign on training
 - Record a rescue
 - New minor first aid

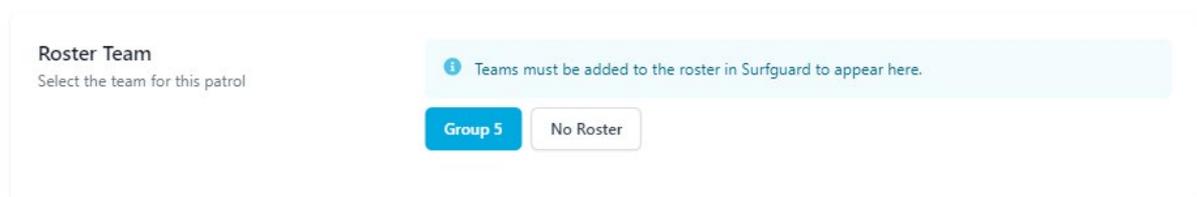


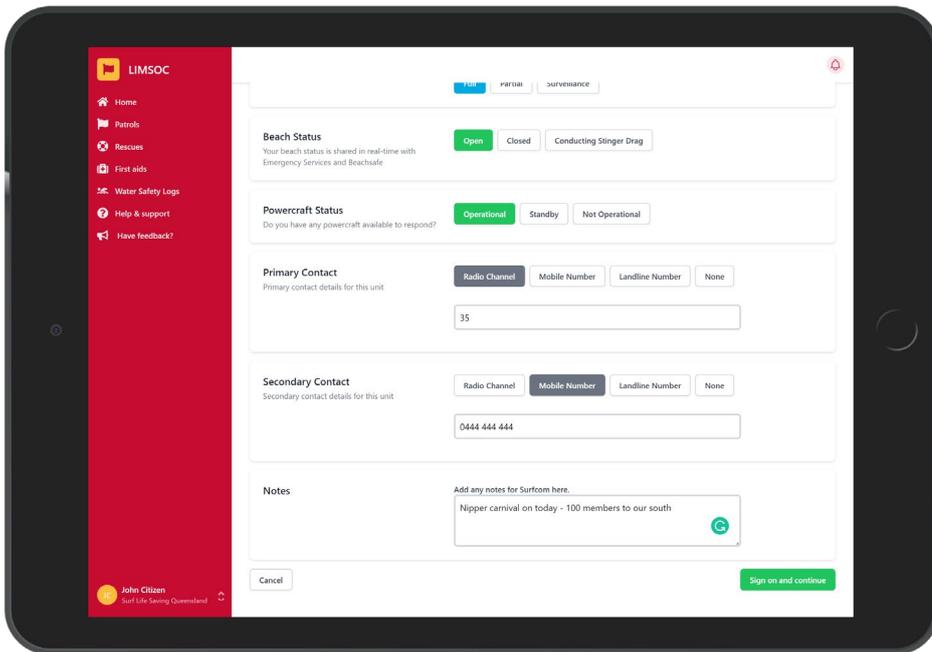
- Select manage my patrol, then click 'Sign on Patrol'



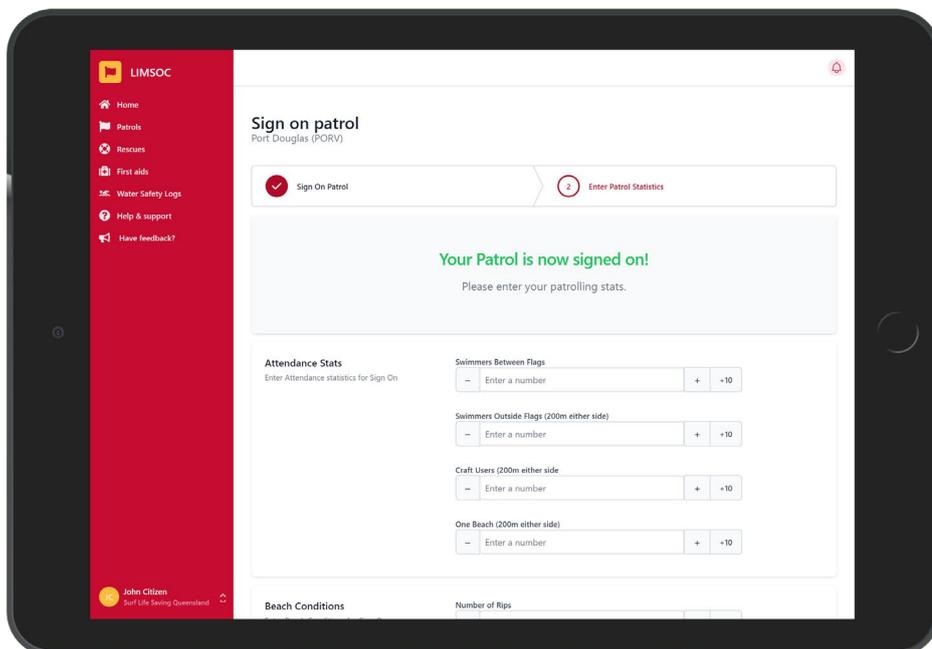
- Enter the following patrol information:
 - Patrol strength
 - Beach status
 - Powercraft status
- At this point you need to select your Rostered patrol.

Since this is a direct request to Surfguard, there can be a delay – Please be patient.

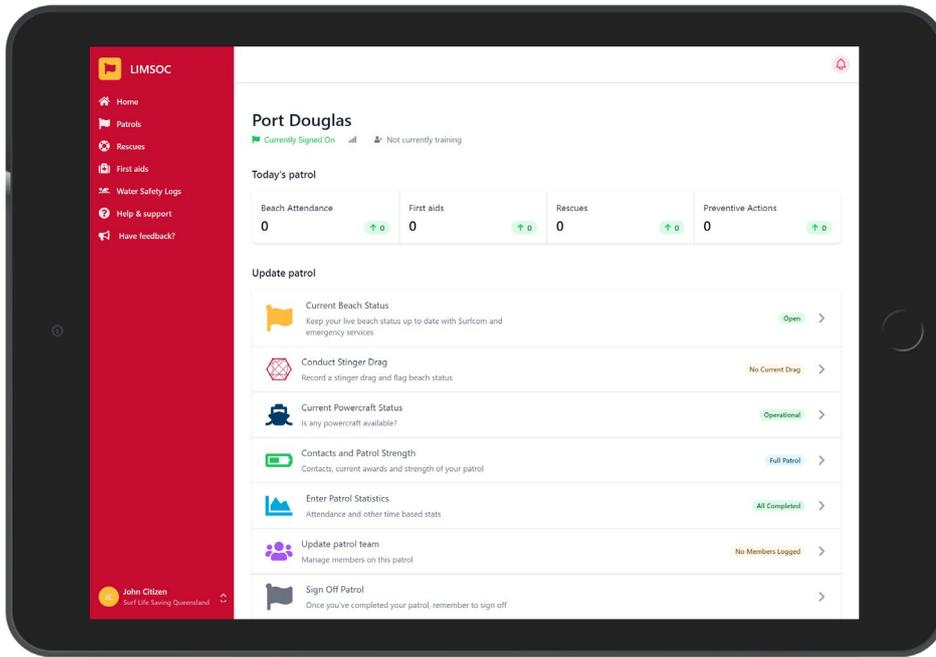




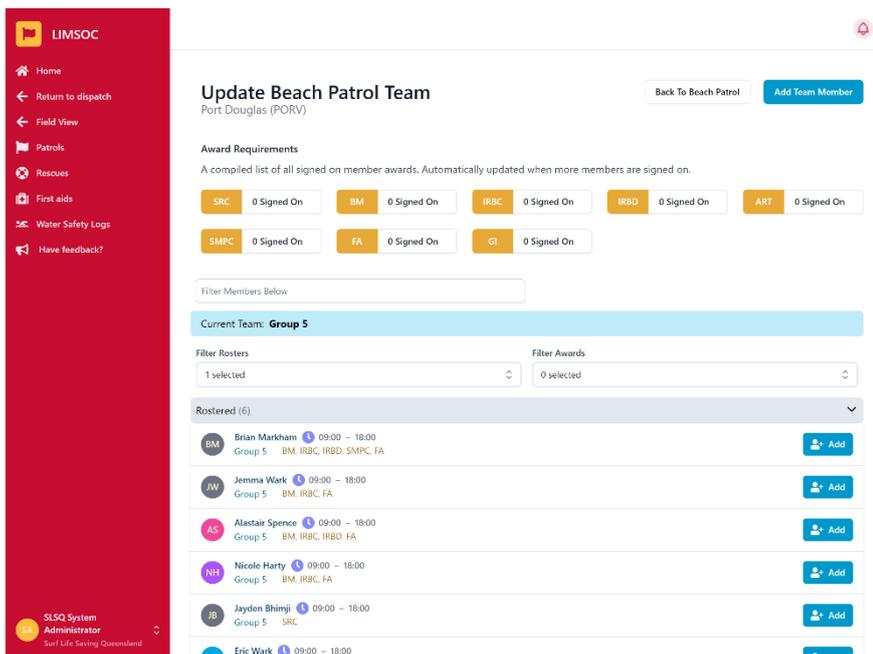
- Enter the following patrol information BEFORE clicking ‘sign on and continue’
 - Primary contact
 - Secondary contact (mobile)
 - Any notes



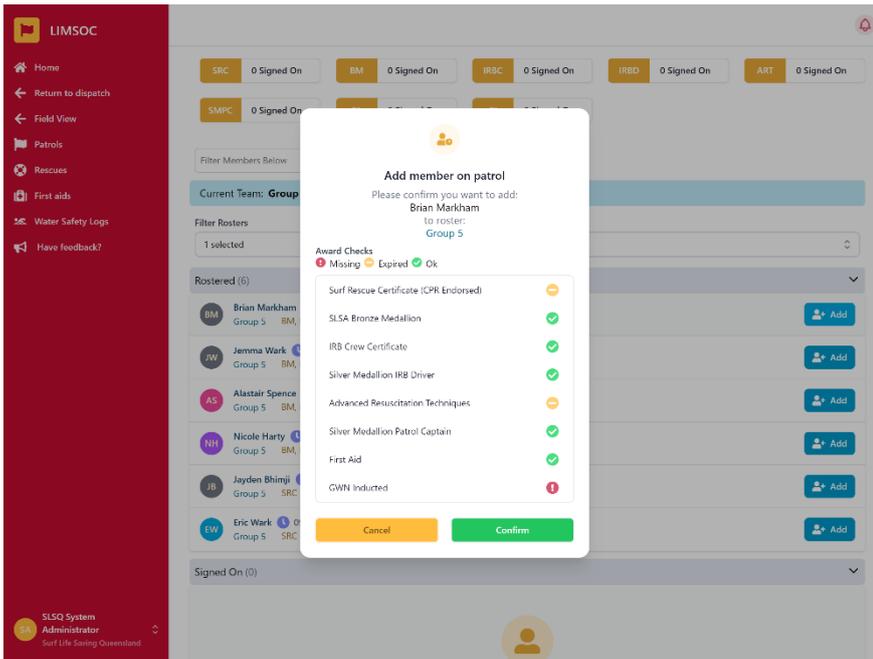
- At this point your patrol is now signed on. Complete the sign on statistics.



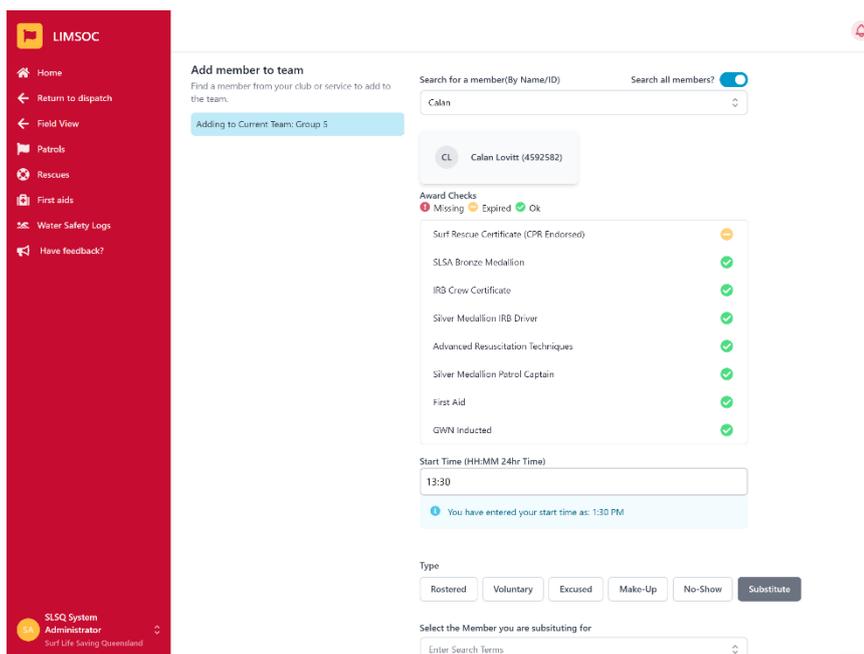
- You can now start adding patrol members by selecting 'update patrol team'



- The names of the people for the day's roster will appear in a list at the top – These can be filtered per roster.
- To add an individual from this list, click on the 'add' button and they will appear with the details

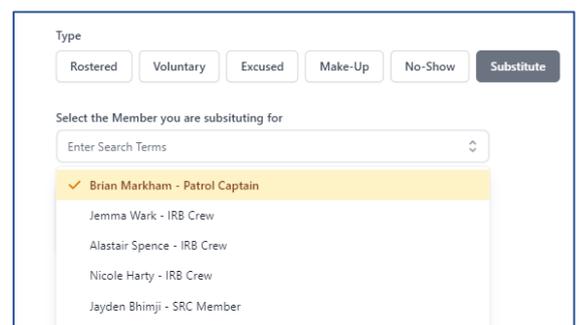


- Clicking add will show a quick summary of major awards – You no longer need to select a role on patrol.



- To add an additional member , click add member. Select “search all” for members not in your club.
- If a member fills in for another member, you can add them as a Substitute. Select “Substitute” then find the rostered member in the dropdown who the member is substituting for.

Members can only substitute for Surfguard rostered members.



NO-SHOW/EXCUSED



- To edit a member click the three dots at the end of the line
- No Show and Excused are quick options
- Edit allows full changes including changing patrol times
- Delete allows you to remove an incorrect or duplicated entry

Signed On (1) ⌵

Calan Lovitt 13:30 ~

Group 5 BM, IRBC, IRBD, ART, SMPC, FA, GI Sign Off Now

Signed Off (0) ⌵

No members are signed off!

No-Show / Excused (0) ⌵

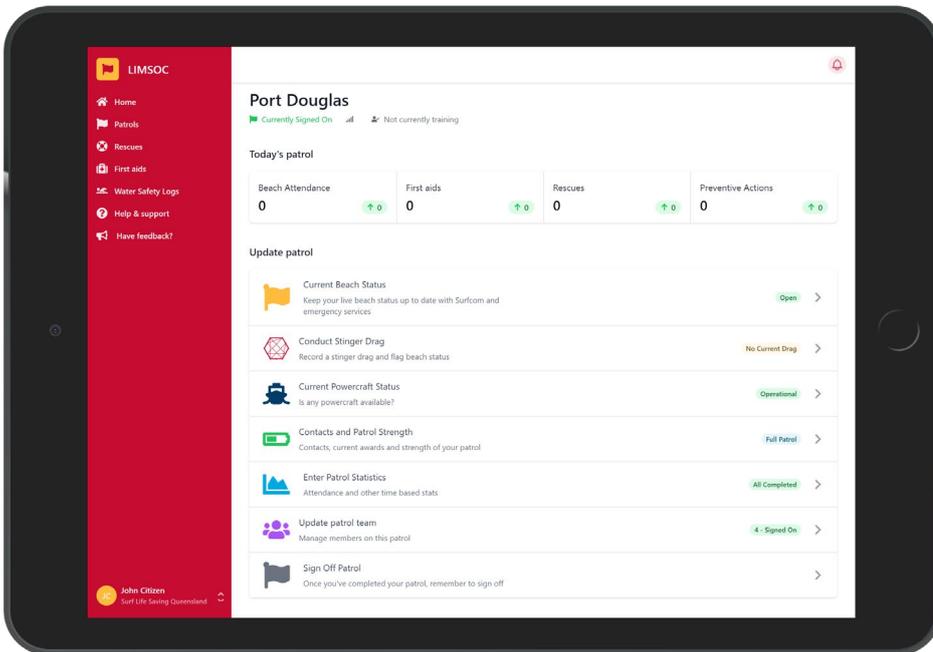
No members are under these patrol types!

- Edit
- Delete
- No-Show
- Excused

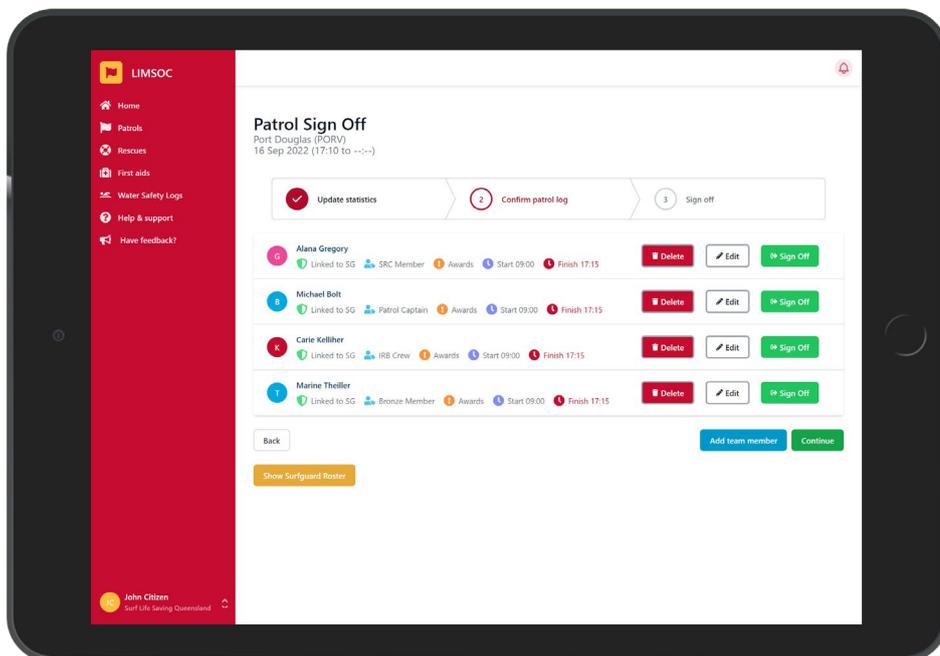
Changing Shift



Note: Units must be signed off between shifts, this allows the incoming shift to fill out contact details and allows attendance data to flow into Surfguard cleanly.

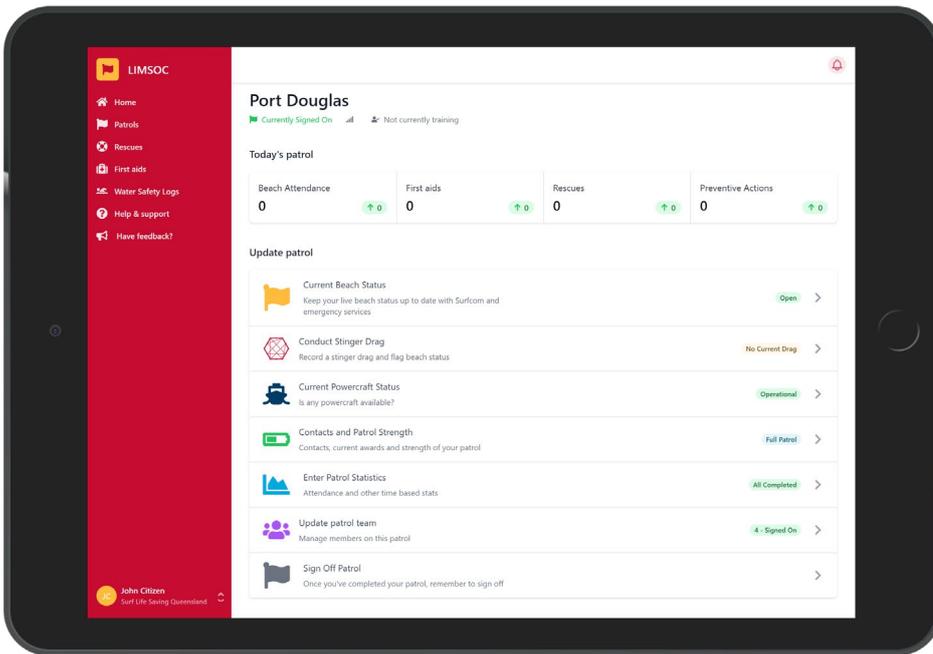


- Ensure Statistics for your patrol are up to date
- Tap “Sign Off Patrol”

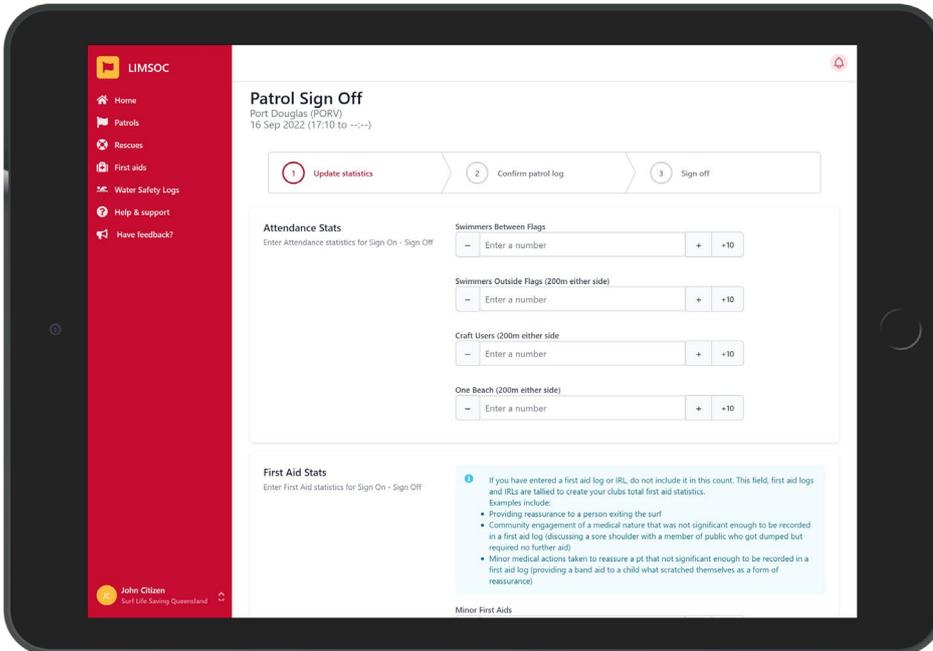


- To sign off at the current time tap “Sign Off Now” Otherwise tap “Edit” and set an end time for the member’s patrol.
- These times can be adjusted at this point, however future adjustments can be made by your admin in Surfguard.
- **Note: Sign off statistics can be left blank at shift change as the follow patrol will be completing sign on stats momentarily.**

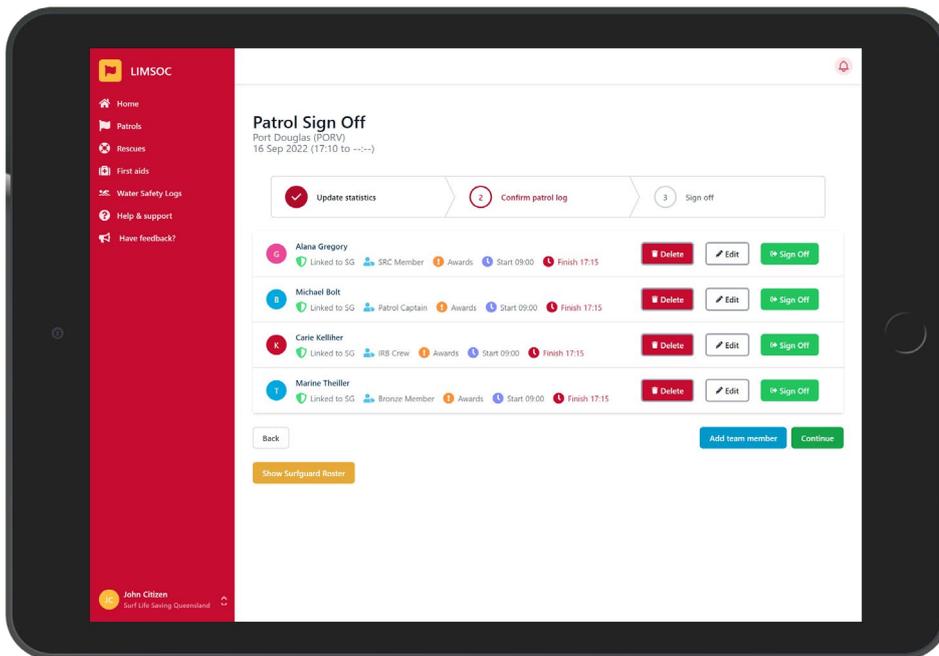
SIGNING OFF YOUR PATROL



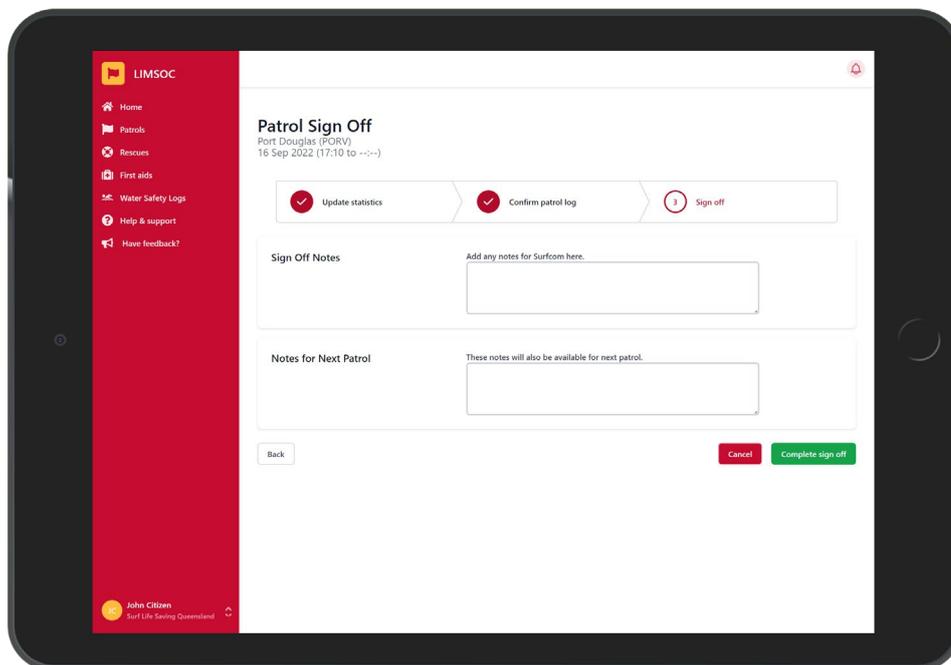
- Confirm all timed statistics have been completed.
- Click “Sign off patrol”



- Enter your sign-off statistics



- Confirm their start time and patrol type
Note: you can add and edit as required.
- Once completed, tap continue
Note: All members will be signed off if the service is.



- Enter any notes as required
- Tap complete sign off

ADVICE FOR ADMINS



ACCESS

Members will need to be granted access to LIMSOC via the club portal:

[SLSQ \(lifesaving.com.au\)](https://lifesaving.com.au)

Note: Members who had previously been given access via their officer role (Captain, President, Secretary) and have moved on from that role will need to be manually added again.

PAPERLESS PATROLS

LIMSOC will attempt to push the roster details into Surfguard at the conclusion of the patrol. This will be confirmed in a daily email with the outcomes listed.

- Manual Entry Required: Integration was not attempted
- Verify: Integration was attempted, but was not confirmed
- Successful: Integration was successful, Surfguard confirmed.
- Error: Surfguard has rejected the log

Admins should review these emails and act as required. As the integration improves, trust will increase with Surfguard.

If you have any questions, email them to limsoc@lifesaving.com.au