

SLSQ Patrol Roster Procedure

Purpose

This procedure outlines the new method for creating Patrol Rosters.

Definitions

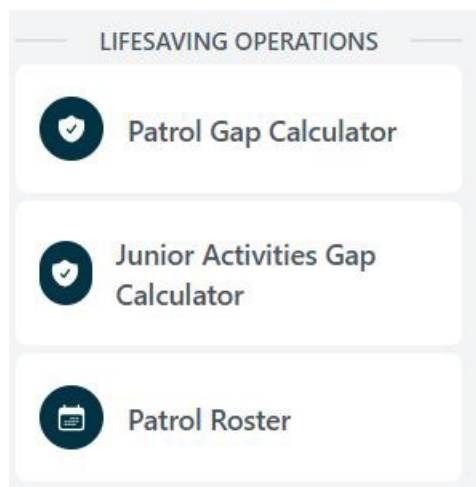
SLSQ - Surf Life Saving Queensland

CC – Club Captain

CA - Club Administrator

Procedure

1. Go to the Member Training Portal and login - mt.lifesaving.com.au.
2. Inside the Member Training Portal, tiles will appear on the left-hand side of the member training area.



- Once in the Roster, select your club and you can view the roster by week or month.

SEARCH COURSES

ENROLLED COURSES

MY CREDENTIALS / AWARDS

HOW TO GUIDE

Patrol Roster

PUBLISH THIS WEEK
MANAGE SHIFT PERIODS
OPEN PATROL GAP CALCULATOR

Rainbow Bay SLSC

Teams Rostered

0

Open Shifts

0

Members Rostered

0

Gaps To Resolve

0

17 Aug – 23 Aug 2026

Shifts shown reflect the season period configured for each date
WEEK MONTH BY DAY BY SHIFT

MON 17 Aug	TUE 18 Aug	WED 19 Aug	THU 20 Aug	FRI 21 Aug	SAT 22 Aug	SUN 23 Aug
No shift period configured	No shift period configured	No shift period configured	No shift period configured	No shift period configured	No shift period configured	No shift period configured

- To add shifts, select Manage Shift Periods. Select Add Period, enter details and Save. This should now appear in the roster.

New Shift Period

×

Name
Summer 2025/26

Colour

Start date
21/08/2026

End date
20/09/2026

Weekday shifts
+ ADD SHIFT

No weekday shifts — club doesn't patrol weekdays in this period.

Weekend shifts
+ ADD SHIFT

Label (optional)

09:00 AM
to
01:00 PM

Public holiday shifts
☒ Same as weekend

CANCEL

SAVE

- Select Periods to see the rosters of your selected periods and if any shifts require filling.

Periods

Test

17 Aug 2026 – 16 Sep 2026

8 unfilled

EXPORT PDF

AUTO-POPULATE SHIFTS

Team	Weekday	Sat	Sun	Public holiday	Total
Limsoc Ad Hoc Patrols	—	2 AM: 2	2 AM: 2	—	4
Rostered Patrol PM	—	2 AM: 2	2 AM: 2	—	4
Total	—	4	4	—	16

8 unfilled shifts

- You can also choose to auto-populate shifts and then adjust as required.

Auto-populate shifts

Test

SELECT TEAMS

☐ All

☐ Limsoc Water Safety Logs

☐ Volunteer Patrol

☐ Water Safety Events

☐ Z.Junior Age Managers

☐ Z.Junior Committee and Support

☐ Z.SLSQ PGC - DO NOT REMOVE

SELECT ALL

☐ Limsoc Ad Hoc Patrols

☒ Rostered Patrol PM

☒ Volunteer Patrol AM

☒ Water Safety Nippers

☐ Z.Junior Coaching

☐ Z.Junior Water Safety and Evaluations

ALLOCATION PREVIEW

TEAM	WEEKDAY	SATURDAY	SUNDAY	PUBLIC HOLIDAY	TOT.
Rostered Patrol PM	0	3	2	0	5
Volunteer Patrol AM	0	3	3	0	6
Water Safety Nippers	0	2	3	0	5
ALL SHIFTS	0	8	8	0	16

Weekday, Saturday, Sunday and public holiday shifts are balanced independently. Where an exact split is not possible, the smallest remainder is distributed between teams.

Confirmation will ensure this period's current team assignments. Already published roster data remains locked.

- Once the shifts are ready, you can publish your shifts to Surfguard. Please note that once rosters are published to Surfguard, they cannot be changed in the Patrol Gap Calculator.

 **Publish Roster to Surfguard** ×

From date

19/08/2026 

To date

26/08/2026 

 **Surfguard doesn't support updates or deletes.** Once published, these exact shift dates lock in this app too — corrections have to be made directly in Surfguard. Shifts with no team assigned are skipped and won't be locked.

☐ I understand this can't be undone from this app.

CANCEL

 PUBLISH

- All state Public Holidays will be in the calculator, however, you can add regional Public Holidays, as per below:

Public Holidays	
Queensland standard holidays	
5 Oct 2026 — King's Birthday	QLD
25 Dec 2026 — Christmas Day	QLD
28 Dec 2026 — Boxing Day (substitute)	QLD
1 Jan 2027 — New Year's Day	QLD
26 Jan 2027 — Australia Day	QLD
26 Mar 2027 — Good Friday	QLD
27 Mar 2027 — Easter Saturday	QLD
28 Mar 2027 — Easter Sunday	QLD
29 Mar 2027 — Easter Monday	QLD
25 Apr 2027 — Anzac Day	QLD
26 Apr 2027 — Anzac Day (additional)	QLD
3 May 2027 — Labour Day	QLD
Local / regional holidays	
No local holidays added yet.	
+ ADD	

9. Once the rosters Are published, you will be able to view them in your hub. They can be viewed by week or month and exported if required.

Teams Rostered

3



Open Shifts

1

Members Rostered

0



Gaps To Resolve

0

<

17 Aug – 23 Aug 2026

>

Shifts shown reflect the season period configured for each date

WEEK

MONTH

BY DAY

BY SHIFT

MON 17 Aug	TUE 18 Aug	WED 19 Aug	THU 20 Aug	FRI 21 Aug	SAT 22 Aug	SUN 23 Aug
No shift period configured	No shift period configured	No shift period configured	No shift period configured	No shift period configured	8am–12:30pm AM Rostered Patro ▾ Rostered Patrol PM No members linked 12:30pm–5pm PM Water Safety E ▾ Water Safety Eve... No members linked	8am–12:30pm AM Limsoc Ad Hoc ▾ Limsoc Ad Hoc Pa... No members linked 12:30pm–5pm PM — Open — ▾

FAQ

What to do if you need to delete a session?

Email lifesavingoperations@lifesaving.com.au and they will delete the additional session for you.

How do I get access to the patrol roster system?

Email lifesavingoperations@lifesaving.com.au and they will give you access. If you are listed as Club Captain under Officer in Surfguard you will automatically have access.