



Work Instructions

LSV from Anywhere

Members Guide

Contact:

Life Saving Victoria - Volunteer Training Dept

Phone – 9676 6950 (option 2)

Email – volunteertraining@lsv.com.au

Work Instruction

LSV from Anywhere



PURPOSE: Registration

To guide all new and existing members through the registration process of the online LSV from Anywhere program.

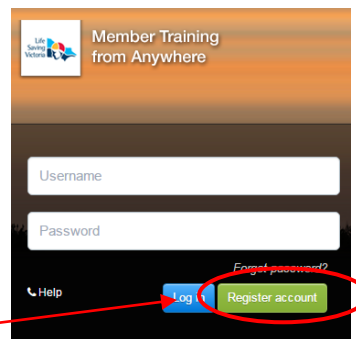
2.0 INSTRUCTIONS:

2.1 Visit: www.lsv.com.au/membertraining

2.1.1 To access this site please use 'Google Chrome' as your web browser.



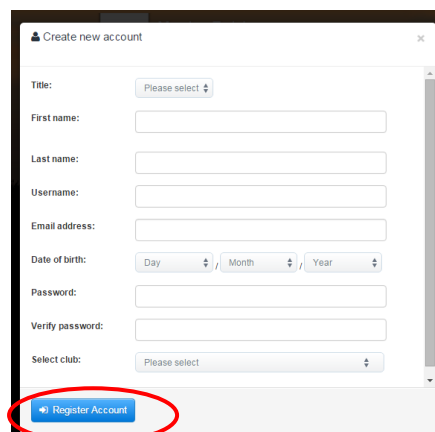
2.2 Register a new account – (previous season login details will not be recognised)*



2.2.1 Select 'Register account'

**New accounts are required due to unique username login, this allows multiple members to use the same email address. Also members now have the ability to register into a new award this season.*

2.3 Complete all registration Fields



2.3.1 Complete all fields to finalise your registration – *(in 2015 -16 the username may be a unique word or number sequence specific to the member. Families/Multiple users may use the same email address with different login usernames).*

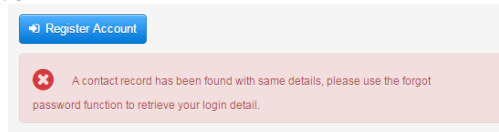
2.3.2 An email including all your registration details will be forwarded to your email address upon successfully completion of your registration.

Work Instruction

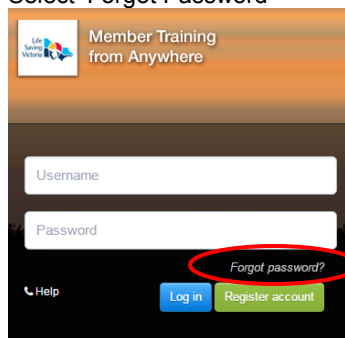
LSV from Anywhere



- 2.3.3 When registering follow the prompts, if a message appears when completing a registration

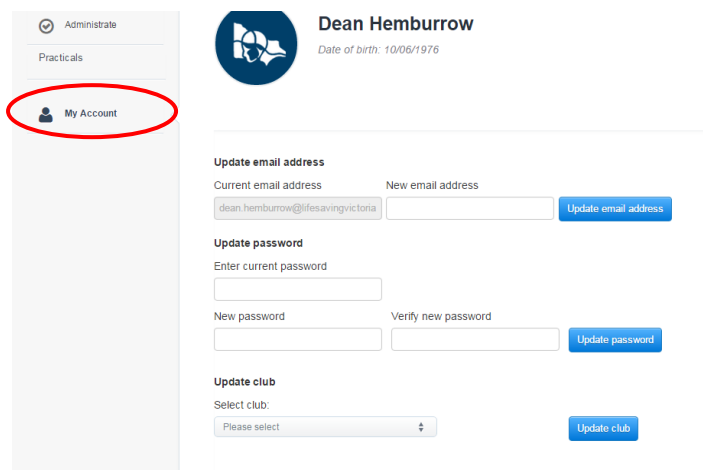


- 2.3.3.1 Select 'Forgot Password'



- 2.3.3.2 Select 'Forgot username' and follow the prompts – an email will be sent to your email address including new login details.

- 2.4 **Amending 'My Account'** – This area allows members to change passwords, email address details and Clubs.



- 2.4.1 To change Email

- 2.4.1.1 add your preferred email address and select



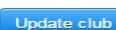
- 2.4.2 To change Password

- 2.4.2.1 enter your login password (titled 'Enter current password') – Add new password and verify new password



- 2.4.3 To change or Update your Club

- 2.4.3.1 Update club – select a new club from the dropdown list



Work Instruction

LSV from Anywhere



3.0 **PURPOSE:** Skills Maintenance

To guide all new and existing members through the Skills Maintenance process, online theory component and booking into a Skills Maintenance practical.

4.0 **INSTRUCTIONS:**

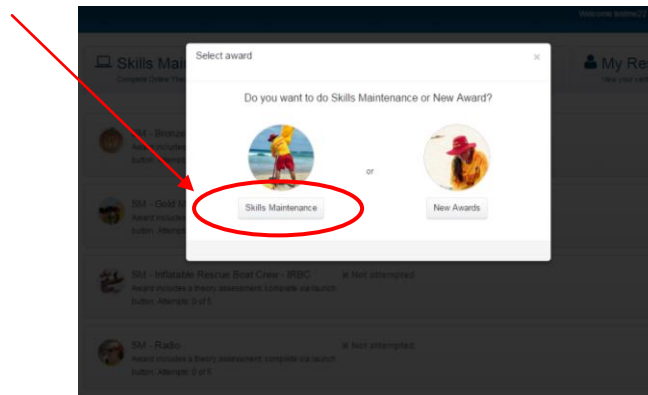
4.1 **Visit: www.lsv.com.au/membertraining**

4.1.1 To access this site please 'Google Chrome' as your web browser



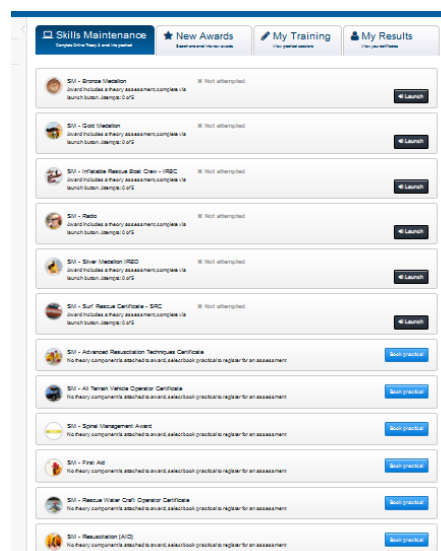
4.2 **Selecting Skills Maintenance**

4.2.1 Select 'Skills Maintenance'



4.3 **Skills Maintenance award with an online Theory Assessment**

4.3.1 Select 'Launch' icon to commence the theory assessment of the appropriate award – note 5 attempts are allowed to complete the test – (note for awards that do not require an online theory test - select 'Book practical')



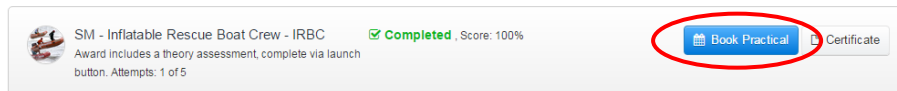
Work Instruction

LSV from Anywhere



4.4 Enrolling into a Skills Maintenance assessment – (upon successful completion of the theory assessment)

4.4.1 Select 'book practical'

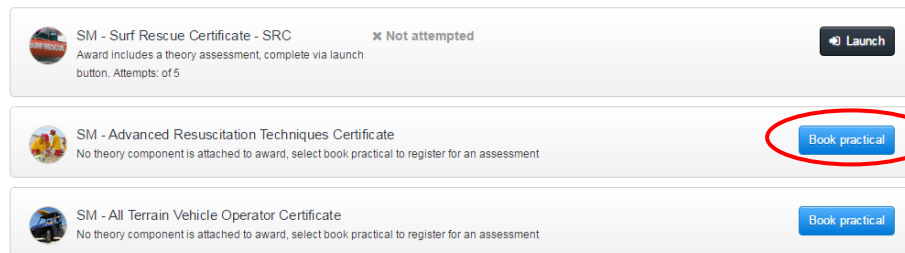


4.4.2 Confirm enrolment by selecting 'Yes'

4.4.3 Confirmation sent to your email account

4.5 Skills Maintenance award without an online Theory Assessment

4.5.1 Enrol into a skills maintenance assessment by selecting 'book practical'



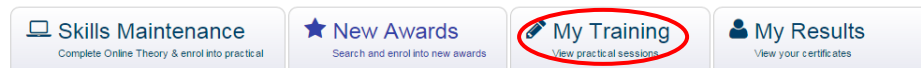
4.5.2 Select from the list of Practicals

4.5.3 Confirm enrolment by selecting 'Yes'

4.5.4 Confirmation sent to your email account

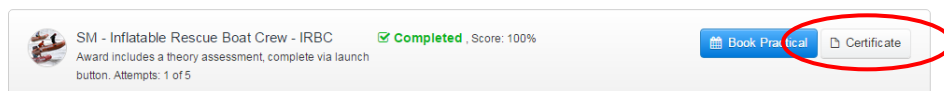
4.6 View your Enrolments

4.6.1 Select 'My Training' located on the tool panel



4.7 Skills Maintenance – Certificate

4.7.1 Select 'Certificate' once successfully completed the theory assessment



4.7.2 Download and print Certificate and bring to the practical (if required)

Work Instruction

LSV from Anywhere



5.0 **PURPOSE:** New Awards

To guide all new and existing members through the New Awards process.

6.0 **INSTRUCTIONS:**

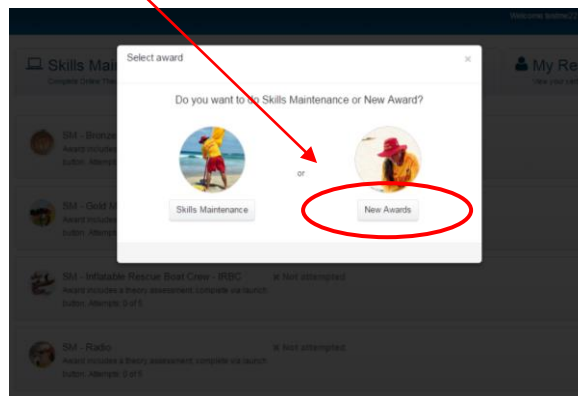
6.1 **Visit: www.lsv.com.au/membertraining**

6.1.1 To access this site please 'Google Chrome' as your web browser



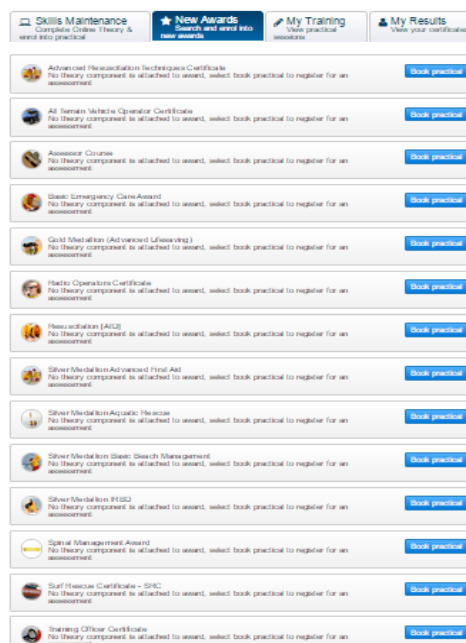
6.2 **Viewing New Awards**

6.2.1 Select 'New Award' upon login



6.3 **New Awards**

6.3.1 Select the appropriate course from the list



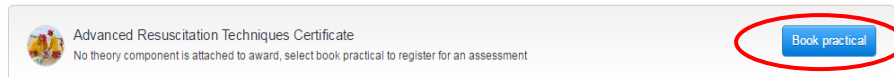
Work Instruction

LSV from Anywhere



6.4 Booking into a New Award

6.4.1 Select 'book practical'



6.4.2 Select the appropriate course available - (if any)

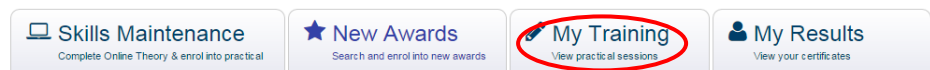
6.4.3 Confirmation your booking – Yes/No

6.4.4 A pop menu will list all the pre requisites for this course – click Confirm to proceed or Cancel to exit

6.4.5 An email will be sent confirming your details

6.5 View your Enrolments

6.5.1 Select 'My Training' located on the tool panel



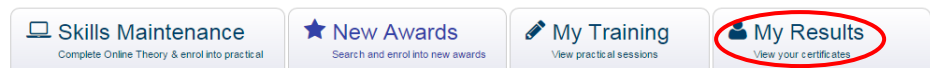
6.5.2 A list of all courses are listed

6.5.2.1 Select Download resource to access the Learner guide for a course

6.5.2.2 You may read print and bring to your training sessions for this award

6.6 Certificates in full Awards

6.6.1 Select 'My Results'



6.6.2 View the appropriate course and select certificate – Note this area relates to full awards only.