

NIPPER ADMIN APP

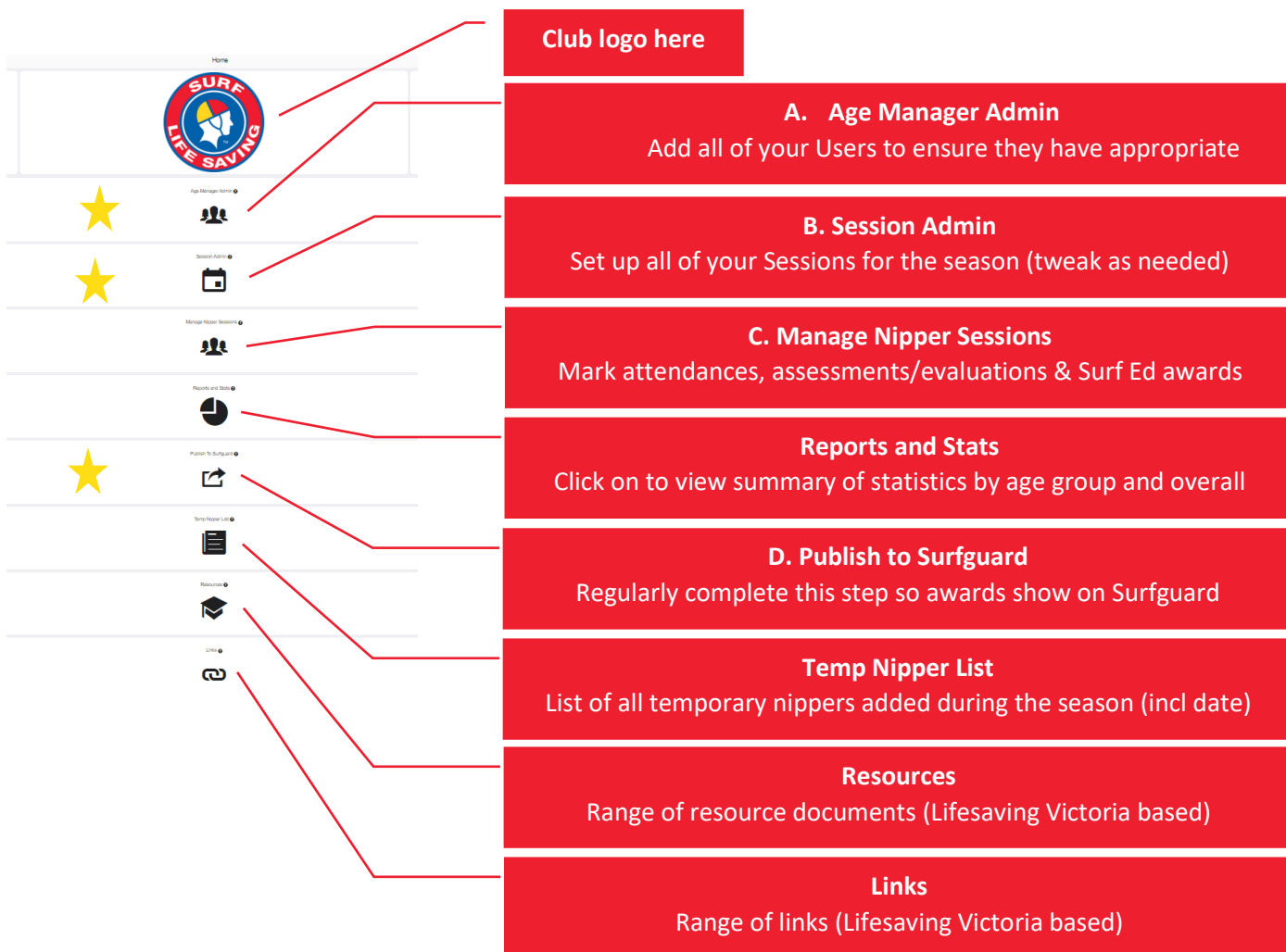


Improving efficiencies and easing the administration burden on Clubs and volunteers

Nipper Admin App can be accessed via <https://nipperapp.sls.com.au/>
Username and password are the same as for your [SLS Members Area](#) account

Key Features

- Fast and simple recording and processing of nipper evaluations (preliminary & competition skills) and Surf Ed awards
- Track attendance at weekly nipper sessions & other trainings/events/activities
- Access to nipper emergency contact details and medical information
- Leave notes re sessions and participants
- Access to resources and links



★ Junior Activities & Nipper Admin roles access ONLY

User Access

- Two Club officer roles as listed in Surfguard will have automatic access and are the overarching administrators of the App with the highest access levels:
 - **Junior Activities**
 - **Nipper Admin**
- Age Managers and other assistants must have their access granted by either of the above persons
- These Junior Activities and Nipper Admin roles will have overall responsibility of setting up user permissions for Age Managers & assistants, Nipper sessions and 'publishing to Surfguard' (final processing stage for Evaluations and Surf Ed awards)
- Only ONE person can be nominated against each role (refer below)
- Ensure the date range is current for the season

Junior Activities	National, State, Branch, Club	11/05/2022 10/05/2023	New	Edit	Delete
Junior Panel Representative	State, Branch, Club		Edit	Delete	New

Nipper Admin	National, Club	02/09/2020 30/09/2022	New	Edit	Delete
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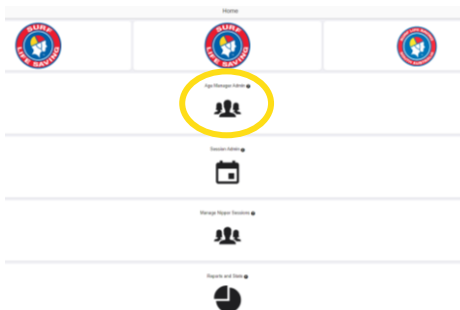
Junior Activities or Nipper Admin MUST set up user permissions AND a minimum of 1 session BEFORE Age Managers and program assistants can access the App

A. Age Manager Admin

HOW TO SET UP USER ACCESS

As mentioned above, the person/s listed against the Junior Activities and Nipper Admin roles in the list of officers in Surfguard will have the highest level access and can then set up access for others.

Step 1 Click on the 'Age Manager Admin' icon



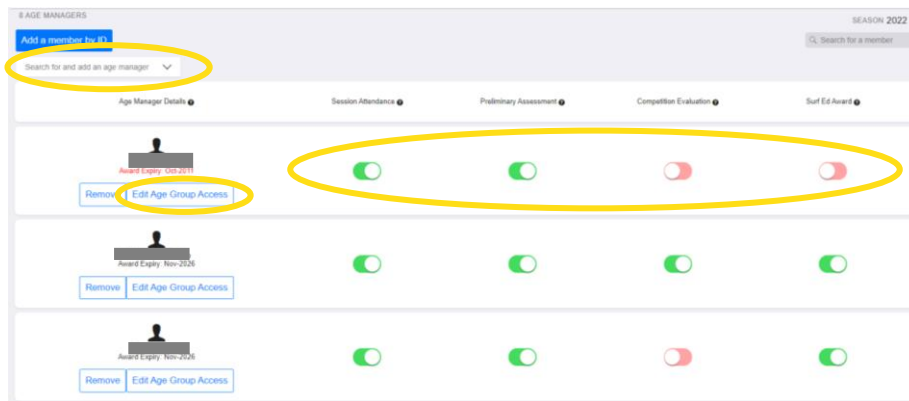
Step 2 Select your current season's accredited Age Managers from the drop down list in the top left (NOTE: those who are in training or have not been fully signed off & have the award allocated will NOT show in the drop down list)

Step 3 Set permissions using the toggle for any of the functions:

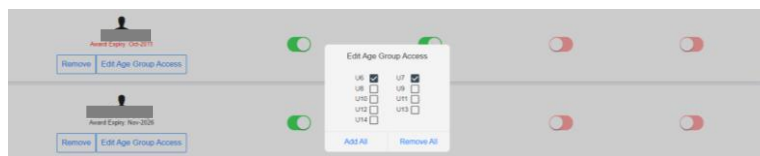
- Session attendance
- Preliminary assessment
- Competition evaluation
- Surf Ed award

GREEN gives access to this functions; **RED** does NOT give access to this function

As a minimum, the 'Session Attendance' functionality must show green for an Age Manager or assistant to have access to the App



Step 4 Select 'Edit Age Group Access' to limit the access to the age group/s that are relevant to each person (NOTE: default is for access to all age groups so simply de-select those not relevant)



Step 5 Add any required Program Assistants who do not hold an Age Manager accreditation by selecting 'Add a member by ID'



- A member's ID can be found in SurfGuard.
- These newly added users will be listed at the bottom in 'other members'.
- Follow steps 3 & 4 as above to assign their permissions and age group access

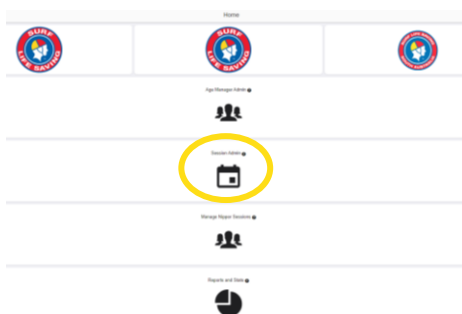
Program assistants might be parents who can help check the Nippers in and out at sessions when Age Managers are otherwise busy.

This way if a child is leaving early, there will be someone able to check them out even if the rest of the group are busy with activities.

B. Session Admin

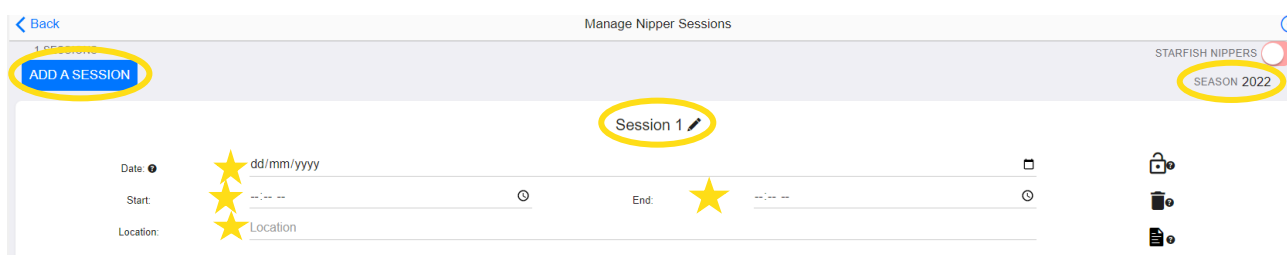
Junior Activities/Nipper Admin roles can ADD, MODIFY, DELETE, ADD NOTES and LOCK nipper sessions

Step 1 Click on the 'Session Admin' icon

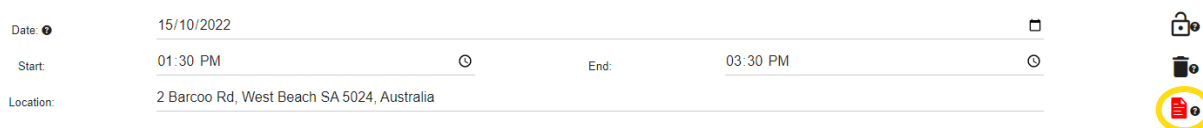


Step 2 Check that the season is showing as the current one (top right of screen).

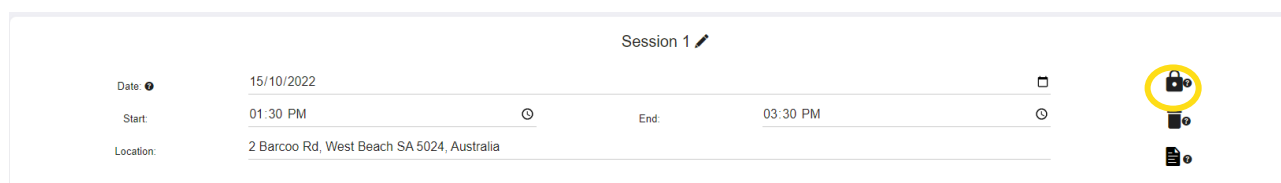
- Click on 'Add a Session' and input relevant details for the various fields (date, start/end time, location)
- Rename the session if/as required (click on the pen icon and a box will appear where you can type the session name)
- Sessions will be sorted by date order



Step 3 Use the 'Add Notes' function by clicking on the notepad icon (this icon will then show in RED as a reminder for Age Managers to check it)



Step 4 At the end of each session once all attendances have been marked, any evaluations recorded, the Junior Activities/Nipper Admin can now lock by selecting the padlock icon.

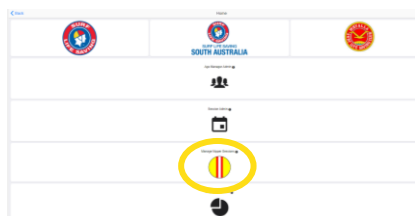


NOTE: If amendments are required, they can unlock the session, make amendment and relock it.

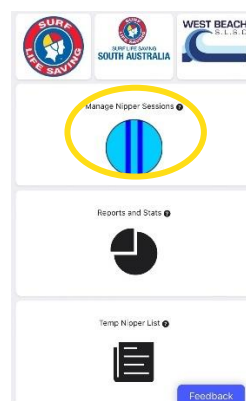
C. Manage Nipper Sessions

This area allows ALL users to access sessions, view and manage age groups

Step 1 Click on the 'Manage Nipper Sessions' icon

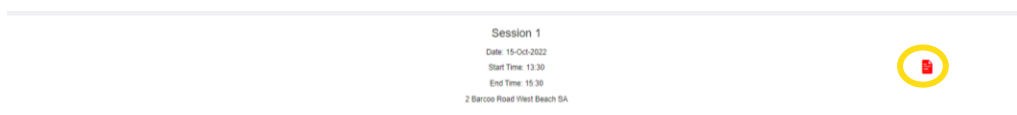


Junior Activities/Nipper Admin view



Age Manager/Program assistant view (on mobile phone)

Step 2 Choose the relevant session by clicking on it from those available on the list. If any notes have been added for this session by the Junior Activities/Nipper Admin, a red notepad icon will show next to the session details.



AGE GROUPS

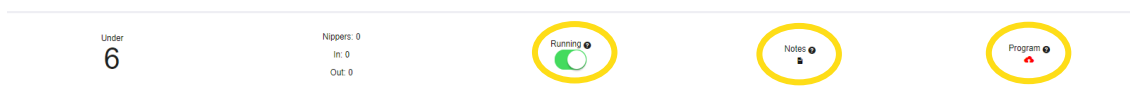
The available age group/s for which you have been granted permission will appear. The page will show you:

- Age group/s
- Number of Nippers registered for current season in each age group
- the number of nippers checked in and out per age group
- ability to download session checkins

The 'add notes' option will allow the user to leave notes for other Age Managers, program assistants and Junior Activities/Nipper Admin regarding each session. If a note has been added, the icon will become red.

The 'add program' option will allow the user to upload a document, ie the timetable for the day's session, a coaching program if a mid-week board training. If a document has been added the program icon will become red.

All sessions show as 'running'. If a session is required to be cancelled, select the 'running' toggle to red highlighting that the session has been cancelled. Place a note in the notes field as to why the session was required to be cancelled.



NIPPER LIST

The Nipper list will show all members who are registered for the current season in the age group in which they belong. The user will have functionality options depending on their approved permissions. This will include:

- **Check In/Check Out** – marking attendance of each Nipper. It will include a live count of Nippers as you check in and out
- **Preliminary Assessment** – by clicking on the toggle (to make it **bright green**) you can input their successful completion of the Preliminary Evaluation
- **Competition Evaluation** – by clicking on the toggle (to make it **bright green**) you can input their successful completion of the Competition Skills Evaluation

If you do NOT have permission to use certain functionality it will be shaded out, however, you will still see the statuses

Nipper FirstName	Check In - 16 Check Out - 16	Preliminary Assessment	Competition Evaluation	Contact Notes

FEATURES

- Option to **leave notes re a member** (click on the notepad icon & type in pop up box). These notes will remain for all sessions.
- See **how many sessions** the Nipper has attended (refer count under their name & member ID)
- Option to **download contact CSV** which will download an excel spreadsheet with the age group's emergency contact details
- The **phone icon** next to each member will contain contact details of the emergency contact from their Surfguard profile, allowing the user to contact them via phone or email
- If a Nipper has a **medical condition** as per their Surfguard profile, the medical symbol will appear (in **red**) next to their name. Click on the icon to view the details. *Remind parents/carers to ensure this is updated through their SLS Members Area if there are changes to their medical information during or from one season to the next.*

Nipper FirstName	Check In - 9 Check Out - 9	Preliminary Assessment	Competition Evaluation	Contact Notes
 Attended: 13				

C.1 Recording Nipper Attendance

Check In & Check Out your Nippers for each session they attend.

NOTE: This permission level is the minimum to have access to the Nipper App Club Leadership may grant access to other 'Program Assistants' for the purpose of them helping Age Managers with check in/check out

Step 1 Click on the 'Manage Nipper Sessions' icon (refer 'Managing Nipper Sessions')

Step 2 Choose the relevant session by clicking on it from those available on the list and select the age group you wish to Check In/Check Out (**NOTE: only the age groups which you have permission to record attendance for will appear**).

Step 3 CHECK IN – at the start of the session, select the Check In/Check Out top toggle to make it **bright green**

Step 4 CHECK OUT – at the conclusion of the session, select the Check In/Check Out bottom toggle to make it **bright green** (NOTE: the top toggle becomes **faded green**)

ADD A MISSING NIPPER

If you have a **child participating who does not show on your Nipper List** (ie Come & Try participant, hasn't renewed for current season yet or is a member of another club), you can record them for the session by using the 'Add a Missing Nipper' function.

- Just enter their name (consider C&T + a number if you want to track number of Come & Try sessions).
- Whilst there is a spot for parent email & phone, these are not required as the parent will then receive an email or text (automatically sent from Lifesaving Victoria as the developers of the program) advising the parent that they need to pay etc which might be confusing & incorrect.
- The child will then show with a red silhouette and can be checked in and out for the session

NOTE: the child will NOT automatically appear in next week's session. Only registered members for the current season will show each week.

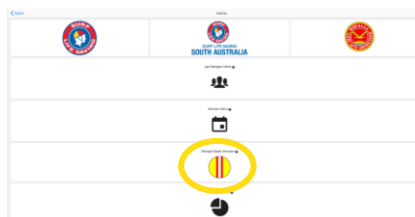
Nipper FirstName	Check In - 14 Check Out - 14	Preliminary Assessment	Competition Evaluation	Contact Notes
[Red silhouette]	[Red toggle]	[Red toggle]	[Red toggle]	[Phone icon]
[Red silhouette]	[Red toggle]	[Faded green toggle]	[Faded green toggle]	[Phone icon]
Charlie Charlie Attendee: 0	[Bright green toggle]	[Bright green toggle]	[Bright green toggle]	[Phone icon]
[Red silhouette]	[Bright green toggle]	[Bright green toggle]	[Bright green toggle]	[Phone icon]

C.2 Recording Preliminary and Competition Evaluations

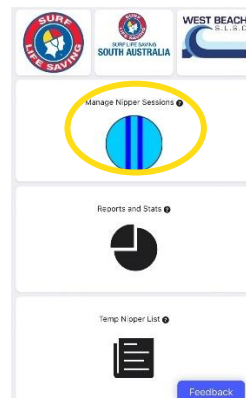
Record successful completion of required assessments/evaluations for Nippers in a simple process.

NOTE: Club Nipper Leadership will determine who has permission to record these. If you do NOT have permission it will be shaded out, however, you will still see the statuses.

Step 1 Click on the 'Manage Nipper Sessions' icon



Junior Activities/Nipper Admin view



Age Manager/Program assistant view (on mobile phone)

Step 2 Choose the relevant session by clicking on it from those available on the list. The assessment/evaluation should be recorded on the day it is successfully completed.

Step 3 Select the age group you wish to record the Surf Ed awards for (**NOTE: only the age groups which you have permission to record assessments/evaluations for will appear**).

Step 4 PRELIMINARY ASSESSMENTS - If the Nipper has completed all the requirements to be awarded the 'Preliminary Assessment', select the toggle to make it bright green

Step 5 COMPETITION EVALUATION - If the Nipper has completed all the requirements to be awarded the 'Competition Evaluation', select the toggle to make it bright green

NOTE: Preliminary Assessments MUST be marked off as complete prior to marking off Competition Evaluations

Nipper FirstName	Check In - 4 Check Out - 0	Preliminary Assessment	Competition Evaluation	Contact Notes
 Arabella Page 5956925 Attended: 1				
 Indi Leonard Price 5885217 Attended: 1				
 Jasper Miller 5886648 Attended: 1				
 Mia Price 5986963 Attended: 1				

NOTE: Once the Junior Activities/Nipper Admin personnel has 'published to Surfguard, it will show as faded green next to the Nipper.



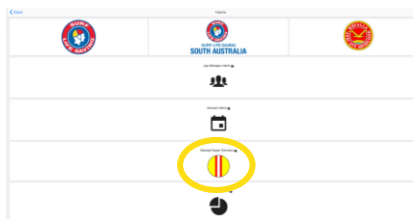
IMPORTANT: Under 8 Competition Evaluations do NOT have a corresponding award in Surfguard so will ALWAYS remain BRIGHT GREEN and come up as an ERROR in the 'Publish to Surfguard' section

C.3 Surf Ed Awards

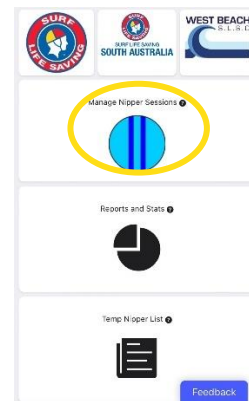
Record Surf Ed award achievement for all Nippers in a simple process.

NOTE: Club Nipper Leadership will determine who has permission to record these. If you do NOT have permission it will be shaded out, however, you will still see the statuses.

Step 1 Click on the 'Manage Nipper Sessions' icon



Junior Activities/Nipper Admin view



Age Manager/Program assistant view (on mobile phone)

Step 2 Select the SURF ED AWARD 'session' at the bottom of the screen where all sessions are viewed

Step 3 Select the age group you wish to record the Surf Ed awards for. A list of the Nippers registered for that age group will show with their number of sessions attended. Attendance is recorded via the Check In/Check Out functionality. **NOTE: if you have mid-week trainings and carnivals as sessions too, these will be included in the session attendance count.**

Step 4 If the Nipper has completed all the requirements to be awarded the 'Surf Education Award', select the 'Surf Ed Award' toggle and move to green

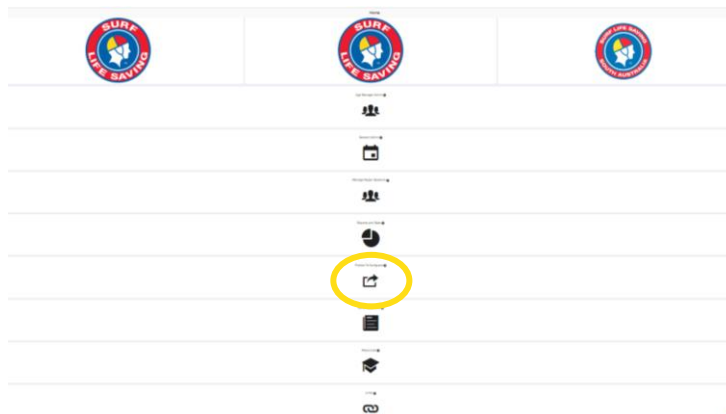
Nipper First Name	Preliminary Assessment	Competition Evaluation	Surf Ed Award	Contact Notes
Attended: 2				
Attended: 20				
Attended: 20				

NOTE: Like Preliminary Assessments and Competition Evaluations, once the Surf Ed Award has been 'published to Surfguard' by the Junior Activities/Nipper Admin personnel, it will show as faded green next to the Nipper.

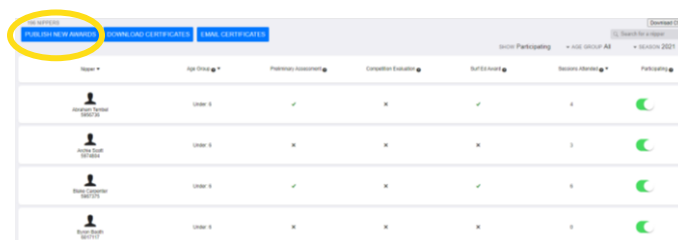
D. Publish to Surfguard

Junior Activities/Nipper Admin roles can use this simple process to publish nipper evaluations (preliminary and competition skills) + Surf Ed awards to Surfguard where they will appear on the member's list of awards

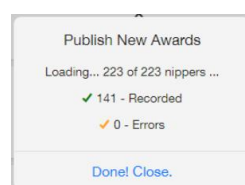
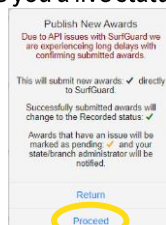
Step 1 Click on the 'Publish to Surfguard' icon



Step 2 Any evaluations and Surf Ed awards which have been marked off by Age Managers and assistants will show as pending with a black tick (✓). If Junior Activities/Nipper App personnel are happy with the pending approvals, they select Publish to Surfguard (top left of screen)



Step 3 Click on 'Proceed' to finalise the publishing to Surfguard (NOTE: the warning re long delays is no longer an issue) A pop box will appear to give you a live status report



Step 4 Any errors will be marked with an amber tick (✓) Errors can include:

- Member already having the award allocated in Surfguard (shouldn't be a problem when only using the Nipper App to record evaluations/awards)
- Member being too young for the award (an Under 6 who has turned 5 yrs AFTER 1 October)
- **Under 8 Competition Skills Evaluations (there is no such corresponding award in Surfguard so it will always remain an Amber tick and bright green in the 'Manage Nipper Sessions' area)**

	Under 9	X	X	X	9	
	Under 9	✓	✓	✓	11	
	Under 9	X	X	X	9	
	Under 9	✓	✓	✓	4	
	Under 9	✓	✓	✓	11	

ASSESSMENT STATES

This table detailing the four possible assessment states as shown against each nipper member with the Publish to SurfGuard list.

Assessment States

- ✗ Empty, this award has yet to be marked as completed.
- ✓ New, The award is newly marked as completed and no submission has been made to SurfGuard
- ✓ Pending Error, The award was submitted to SurfGuard but there was a processing issue and has not yet been recorded
- ✓ Complete, The award has been marked as completed and recorded in SurfGuard

[Dismiss](#)

If there are evaluations/awards that have been marked off by Age Managers/assistants but not yet published to SurfGuard, the Junior Activities role will receive an email 24 hours after they have been marked off as a reminder.

Other features

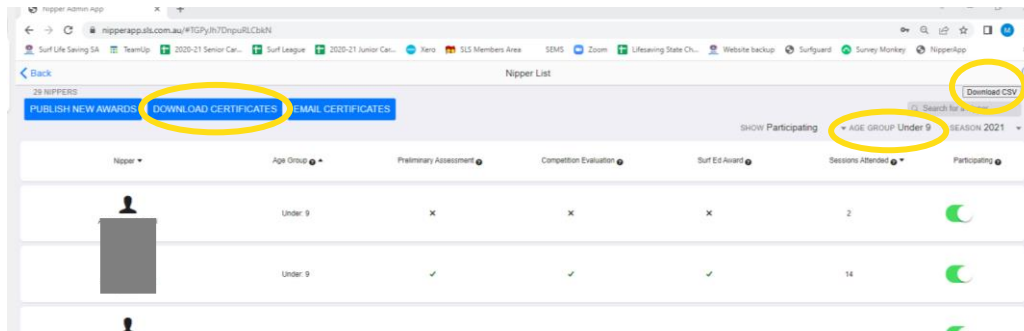
PARTICIPATING/NON-PARTICIPATING NIPPERS

- By default, any member who is showing as a current season member within the Junior Activities or Cadet Member sub-membership categories will show up on the Nipper App in the age group within which they fall.
- Junior Activities/Nipper Admin personnel can select the 'participating' toggle to red if there is a child showing who is not participating in the nipper program. They will then be removed from the main list and filtered out as not participating.
- This might be applicable to those who have been joined up as part of a family membership but are not doing Nippers. Similarly, a child may be a member of multiple Clubs but only participate in the Nipper program at one of them.

29 NIPPERS							Download CSV	
PUBLISH NEW AWARDS							DOWNLOAD CERTIFICATES	EMAIL CERTIFICATES
SHOW Participating							AGE GROUP Under 9	SEASON 2021
Nipper	Age Group	Preliminary Assessment	Competition Evaluation	Surf Ed Award	Sessions Attended	Participating		
	Under 9	X	X	X	2			
	Under 9	✓	✓	✓	11			

SURF EDUCATION AWARD CERTIFICATES

- Surf Education Award Certificates can be downloaded once the season completion awards have been published to SurfGuard by clicking on 'Download Certificates'.
- It is recommended to download these certificates by age group (ie filter to Under 8 and then download).
- The information, including Club logo, is retrieved from SurfGuard. *If this is wrong, please liaise with your Club secretary to get it changed with the organisational management section of SurfGuard.*



DOWNLOAD CSV

A summary of Nippers, the amount of sessions attended and their evaluations and awards can be downloaded (refer pic above).

FAQs from Junior Activities/Nipper Admin personnel

Where do I go to access the App?

At this stage the Nipper Admin App is technically not an App (like you would download from the App or Google Play Store). It is a website which can be accessed via <https://nipperapp.sls.com.au>

How do I login to the Nipper Admin App?

Go to the website <https://nipperapp.sls.com.au> and use your [SLS Members Area](#) login details to login to the Nipper Admin App.

Why can I not access the App but I could last year?

The overarching level of permission is based on whose name is listed against either 'Junior Activities' or 'Nipper Admin' in your Club's list of officers in SurfGuard. The list also needs to ensure that the date range of you undertaking that role includes this season. *Refer page 2*

FAQs from Age Managers and Program Assistants

Where do I go to access the App?

At this stage the Nipper Admin App is technically not an App (like you would download from the App or Google Play Store). It is a website which can be accessed via <https://nipperapp.sls.com.au>

I am using my Members Area login details but I can't get in?

Your Club Junior Activities or Nipper Admin officer must set up your permission for the season BEFORE you will be able to login.

I could login into the Nipper App last season but it's not letting me now?

Each season, the Club Junior Activities or Nipper Admin officer must set up permissions for everyone they wish to have access. The access is not carried over from season to season. If you believe you should have access, please contact your Nipper Coordinator.

Why can I only see 1 age group when I go into Manage Nipper Session?

Your Club Junior Activities or Nipper Admin officer has set age group access based on who is involved in each age group. This means you probably only have access to your own Age Group that you manage or help with. *Refer page 3.*

What are only some of my age group Nippers showing up for check in/out?

Only those children who have been registered or renewed their membership for the CURRENT season will show up on your age group's Nipper List in the App. If the child is permitted to participate, you will need to 'Add a Missing Nipper' to put them on this session's list. *Refer page 7.*

I have assessed my age group's Preliminary assessments but when I go to mark them off in the App, the toggle is faded out & won't seem to let me change it to green?

Your Club Junior Activities or Nipper Admin officer has set levels of permission access based on who at the Club is permitted to sign off on each component. Please see your Junior Coordinator to ensure the children have their assessments marked off in an accurate and timely manner. *Refer page 8.*

