

# BRC Affiliation Guide

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## Support

Need further support on this area or any other area in in the Surfing Portal, contact your local support person:

Location	Contact Name	Phone Number	Email
Surfing Western Australia	Katja Verreydt	0451 099 943	<a href="mailto:katja.verreydt@surfingwa.com.au">katja.verreydt@surfingwa.com.au</a>
Surfing New South Wales	Rachel Schriever	0452 271 532	<a href="mailto:rachel@surfingnsw.com.au">rachel@surfingnsw.com.au</a>
Surfing Victoria	James Wilson-Browne	0431 248 474	<a href="mailto:james@surfingvic.com">james@surfingvic.com</a>
Surfing Queensland	Ben Cochrane	0432 295 257	<a href="mailto:bcochrane@surfingqueensland.com.au">bcochrane@surfingqueensland.com.au</a>
Surfing South Australia	Sean Dyball	0410 838 027	<a href="mailto:sean@surfingaustralia.com">sean@surfingaustralia.com</a>
Surfing Tasmania	Sean Dyball	0410 838 027	<a href="mailto:sean@surfingaustralia.com">sean@surfingaustralia.com</a>

## BRC Affiliation

Below is a quick guide to administering your club affiliation in the new surfing portal. Following that is a more detailed user guide to help you through this process.

1. Login or create a user profile at <https://surfingaustralia.azolve.com/>
2. Add your club to your profile, and advise your State contact to gain administration access to your club
3. Once you have access to your club, you can go in and update your school details
4. Upload your club details for insurance purposes
  - a. Upload your Council Permit
  - b. Enter information in Club Details
5. Select and pay for your affiliation
6. Your COC will be uploaded into the portal once it is received by your State

## 1. Log into the new Surfing Portal

If You Received Login Details

1. Enter your username here



**Log In**

**Log In**

Keep me signed in

[Forgot Password?](#)

2. Click Forgot Password to set a new password.

### New Member?

Join today

[Sign Up](#)

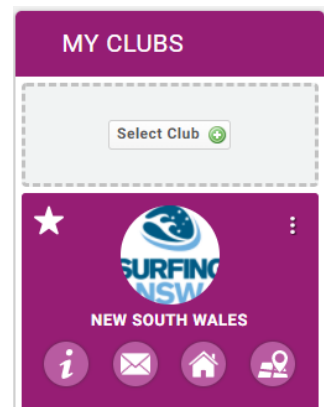
You Are A New User

If you are a new user, click Sign Up

## 2. Add your Club to Your Profile

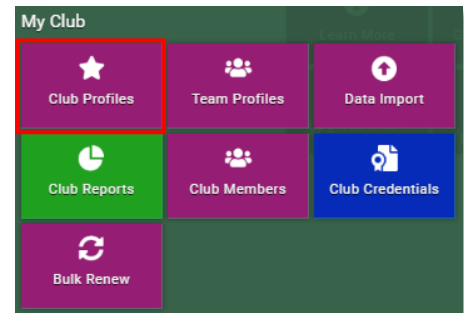
You will automatically be aligned to a State based on the address you used in your profile. To select your club, click the Select Club tile.

Then, you will need to advise your State contact to give you administration access to your club (if not already).



### 3. Update your BRC details

All clubs have a profile called a “**Club Profile**” in GoM. The information here links to your new State surfing website.



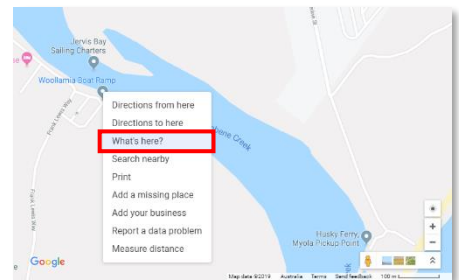
#### Updating Details

First it is important to make sure the basic information is up to date including the location, contact information and your schools Geo Location, which links to a map on the new website. To do this, click on the “**Update Details**” button. Update any of the data on the screen as required.

#### Geo Location

You will notice that Geo Location will update as you update the address fields above. The Geo Location is what is used to locate your club within the Club Finder and on the new website with a location pin, so it is important that it is accurate so that new members can find you.

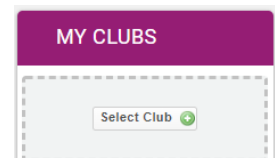
If you do not have a physical address for your club, you can manually set your Geo Location using coordinates in Google Maps. Highlight and copy this information and paste it into the Geo Location field on your Club Profile. **DO NOT** click on the generate button after you have pasted the information; simply press save once you have pasted it.



#### Checking Where Your Club “Pin” Drops On Club Finder

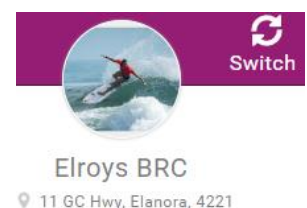
To check where your club appears in the Club Finder, click on “**My Profile**” from the header menu bar at the top of your screen.

From the right-hand side of the screen, click on “**Select Club**” under “My Clubs”. This will open the **Club Finder** tool. You will see that the postcode field will be prepopulated. This will be the postcode that is in your profile. You can remove this simply by highlighting and typing over or just delete it.



#### Update your School Logo

To update your Club Logo, click on the **camera icon** over the existing image, click on “**Select Image**” or “**Change**”, locate your Logo on your device and Click “**Done**” when you are happy with the size.

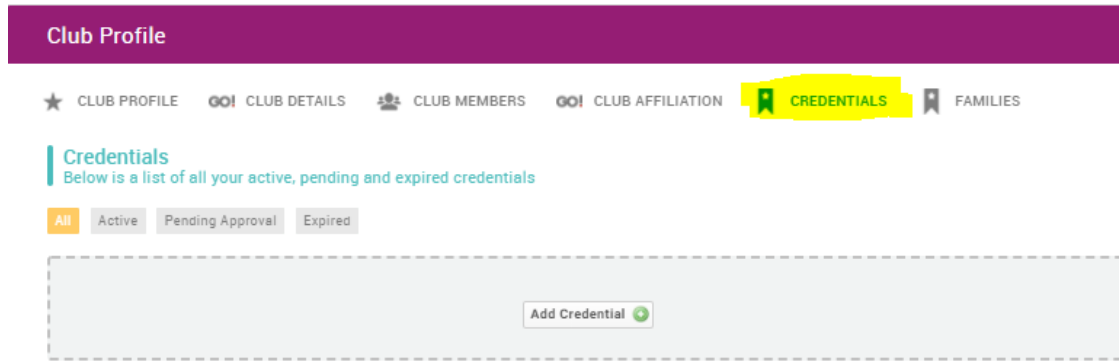


## 4. Upload your BRC details for insurance purposes

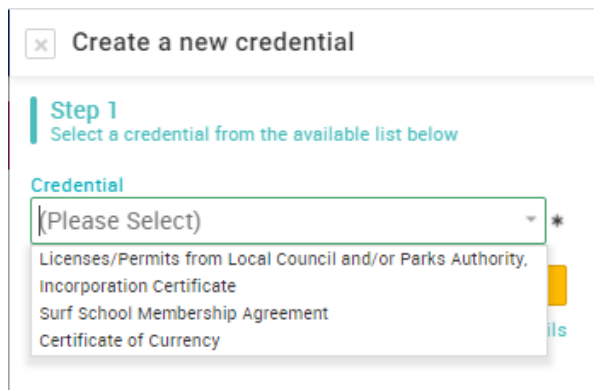
### a. Upload your Council Permit

*Note – We understand you may not have a council permit until you provide your Council your current COC. If this is the case, please skip this step until you can provide this.*

In your Club Profile, select the Credentials button. Then, select the Add Credential button in the middle of the page.

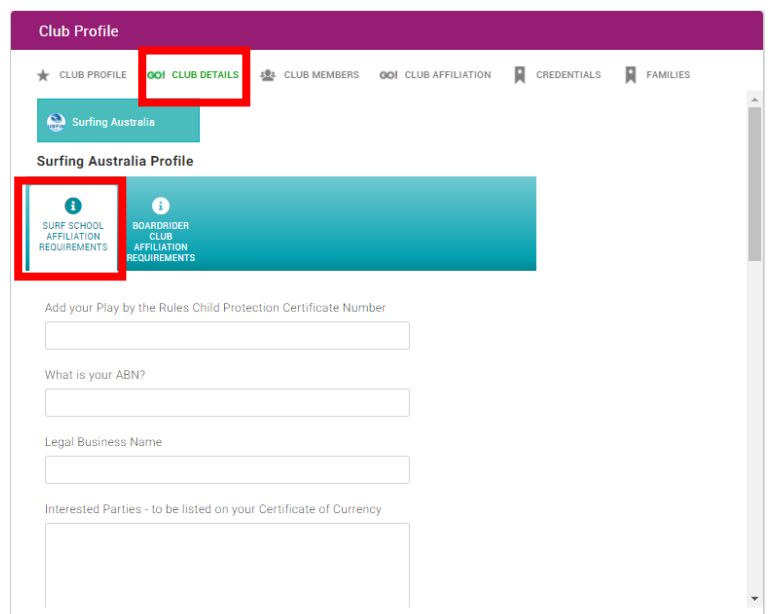


“Licenses/Permits from local Council and/or Parks Authority” and follow the appropriate steps to upload the document.



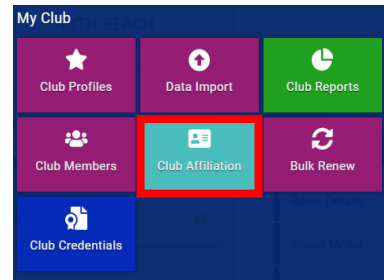
### b. Enter required information in Club Details

Under your Club Profile tab, click on Club Details and select Surf School Affiliation requirements. Fill in the required details here.



## 5. Select and pay for your affiliation

Affiliation is a simple process for Clubs in Go Memberships. You access Affiliation through the Affiliation tile under My Club.





From here, you will select Surf School Club category, which will take you to your affiliation.

These affiliation options each have different benefits and are managed by your State. For more information on your specific affiliation, contact your local State branch. Once you have selected your affiliation, click through to Checkout and Proceed to Cart.



Upon Checkout, you will see a breakdown of your affiliation costs and benefits between Surfing Australia and you respective State body. This is displayed because your affiliation payment is split to cover the respective costs associated with servicing our surfing community. For more information on this, please contact your local State branch or Surfing Australia directly.

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <p><b>SA Silver Tier (Alexandra Headland Malibu Club Inc.)</b> Azolve Gomembership</p> <p>To support our boardrider clubs to enable them to lead and develop their members, strengthening the foundation of the surfing pathway.</p>	1	\$454.55	\$45.45	\$500.00
 <p><b>QLD Silver Tier (Alexandra Headland Malibu Club Inc.)</b> Azolve Gomembership</p> <p>To support our boardrider clubs to enable them to lead and develop their members, strengthening the foundation of the surfing pathway.</p>	1	\$454.55	\$45.45	\$500.00

6. Your COC will be uploaded into the portal once it's received by your State

