



# SLSGB Online Database Feedback Form

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with SLSGB

The information we hold on our members has been taken from previous membership, award and training forms sent in to the office. We apologise for any discrepancies you may find in your information, please help us to correct this by using this form to let us know what needs updating.

## Your Current Details

Name

Membership No.

Club Name

Address

Phone No

Email Address

## Member Details

Your club secretary, or nominated club user of the online database, should be able to access and update your member record. If they cannot do this, please use the box below to let us know which details are incorrect, and what the correct information you would like to record is.

If your club would like to nominate an officer to have training and access to this online database, please ask them to contact Katie at [kmiddleton@slsgb.org.uk](mailto:kmiddleton@slsgb.org.uk)

## Awards

Awards are correct as per the assessment forms which are sent to the office by the course Trainer. Please follow this check list before sending information about missing awards:

1. Have you received a certificate for your award? If yes, please send a copy of your certificate by email or post to our Exeter office. We will then update your records.
2. If you have not received a certificate, please ask your Course Trainer/Organiser and your RLSO (Regional Life Saving Officer) if they can provide you with a copy of the assessment form. There are three copies of the assessment form, one is sent to the office and one is retained by both the Trainer and the RLSO. Please send this copy to the office and we will update your records.
3. If your Trainer/RLSO cannot provide you with a copy of the assessment form, please use this box to detail: when and where you took the award; confirmation of payment for fees; the name of your course Trainer. We will seek confirmation of your award from the Assessor and RLSO, and update your records.

### Award Details

Date of Award

Location

Club Award taken through

Confirmation of fees paid (i.e. cheque number)

Name of Course Trainer/Organiser

Name of RLSO

## Checks & Training

If you have taken additional courses with SLSGB, such as the 'Time to Listen' or 'Good Practise' training, and your profile does not show this information correctly, please enter it here:

### Training Details

Name of Course

Date Completed

Copy/Evidence of Certificate provided

*Thank you for completing this feedback form, and for updating us with your details.  
If we have any problems with updating your information we will be in touch within four  
weeks of receiving this form.*