



SLSA Portal Account Guide - Getting Started

The SLSA Portal is a one-stop shop for all of the organisation's member's online needs. It is designed to unify what are currently entirely separate websites and databases into one online; soon every single SLSA service will be available through the Portal. The Portal is located at portal.sls.com.au. It is for use by active, registered members of surf clubs, support organisations and Lifeguards. If you are not a member of the organisation you will not be able to create Portal account.

What's in the Portal?

- News, Announcements, Events and Jobs across the entire organisation
- An organisation document library including Branches and Clubs
- Lifesaving Online – Renew and/or Update Membership Details, View Awards and Patrol Roster/Patrol Hours
- Apply for Service awards and YEP awards
- Member's Forum
- Ability to add your own content (once approved)
- Other features for Club Administrators

Getting a Portal account is easy, follow the steps below.

The screenshot shows the 'Create Account' form with the following fields and options:

- First Name*:** [Text input field]
- Last Name*:** [Text input field]
- Date Of Birth*:** [Date picker] (format: dd/mm/yyyy)
- Gender*:** Male Female Indeterminate
- Identity Confirmation Method*:** Email Mobile Phone Number

Buttons: **Next** (highlighted with a red arrow), [Contact your organisation to check email and mobile number](#)

Step 1. Go to portal.sls.com.au and click "Create Account" located on the menu tab next to "Login"

Step 2. Enter Details Correctly

You will now have to enter your First and Last Name, Date of Birth and gender.

Note: a separate account is required for each and every member - there is no 'family' membership linkage available. Choose a confirmation method - either email or mobile phone number, to which a unique code/or link will be sent. The email

or mobile you use must be the same as the email/mobile in our National Membership database (Surfguard).

The screenshot shows the 'Create Account' form with the following fields and options:

- Username*:** [Text input field with 'johnsmith'] **Check Username** (button highlighted with a red arrow)
- Password*:** [Password input field]
- Confirm password*:** [Password input field]

Text: "Now choose your username and password. Remember usernames must be unique." "Your password must be 6-12 characters in length and must contain at least one number, one lower case letter and one uppercase letter. It cannot contain your first name, surname or username."

Buttons: **Create Account**, **Cancel**

Step 3. Choose a Username

Enter a username for your account and click the 'Check Username' button to ensure that your choice is available. Enter a password. It should be between six and 12 characters long and contain at least one number, one lower case and one upper case letter.

Step 4. Activating Your Account

All accounts must be activated before they can be accessed. You will receive a confirmation code/ link by either email or SMS depending on the choice you made earlier.

Email Activation – you will receive an email from noreply@portal.sls.com.au either click the link or paste the URL at the bottom of the email into your web browser to activate your account.

Mobile Activation – the next screen displayed will ask you to enter your username and password exactly as you chose it earlier, followed by the confirmation code you receive by SMS.

If you do not receive an SMS or Email, please click the “Resend Your Confirmation Code” option on the Portal home page portal.sls.com.au

Step 5. Using Your Account

You can now see the Homepage of the Portal where News, Events, Announcements and Jobs & Opportunities are listed. You should also have access to the “My Forms” and “Library” tabs.

The screenshot shows the SLSA Members Portal homepage. At the top, there is a navigation bar with the SLSA logo and the text "SURF LIFE SAVING AUSTRALIA MEMBERS PORTAL". Below this, there is a secondary navigation bar with various menu items like "Home", "My Tasks", "My Forms", "Library", etc. The main content area is divided into four columns: "News", "Events", "Announcements", and "Jobs and Opportunities". Each column contains a list of items with titles, dates, and brief descriptions. For example, the "News" section includes "Surf lifesavers go from Beach to Bush to spread water safety messages" and "Calling all participants for the Coolangatta Gold Youth Challenge". The "Events" section lists "Coolangatta Gold Youth Challenge", "SLSA National Awards of Excellence", and "2014 Xcel Cudgen Classic - 25th October @ Kingscliff Beach". The "Announcements" section has "Update - Circular 17/14-15 Beach Safety Equipment Fund" and "New Circular 27/ 14-15 SLSA Annual General Meeting". The "Jobs and Opportunities" section lists "SLSA Support Officer" and "Beach Coach - Burleigh Heads Mowbray Park SLSC".

Password and Account Issues

If you forget either your username or password, click the reminder link on the main login page. Enter your First and Last Name and Date of Birth and select either Email or SMS to receive your Username & Password reminder.

Note: Once you have logged in with your temporary password you can always change your Password by clicking “Edit My Profile” at the top right corner of the screen.

The screenshot shows the SLSA login page. It has a "Login" heading and two input fields for "Username*" and "Password*". Below the fields are "Login" and "Clear" buttons. At the bottom, there is a link "Click here" for account creation, which is highlighted by a red arrow. Other links include "Click here" for forgotten username/password, "Click here" for resend confirmation code, "Click here" for SMS confirmation code, and "Click here to join" for non-members.

Club, Branch & State Officers/Administrators

If you require additional Administrative Functions in the Portal, eg Content Approver, Forms & Workflow Approver, please complete a Form49 and return to the SLSA IT Department for processing.

Need Help?

If you are unable to create a Portal account or encounter any ‘error’ messages please email ithelp@slsa.asn.au or call us at the Helpdesk 1300 724 006.