



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**, [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 value 'johnsmith'] **Check Username** button
- 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: Home, My Tasks, My Forms, Library, Comms Management, User Administration, Merge Tool, Content Administration, Person Management, and Forum. A search bar is located on the right side of this bar. The main content area is divided into four columns: News, Events, Announcements, and Jobs and Opportunities. Each column has a filter bar with dropdown menus for Level, State, and Type, and a "Set" button. The News section contains several articles with titles and dates. The Events section lists various competitions and challenges. The Announcements section includes updates on equipment funds and general meetings. The Jobs and Opportunities section features a support officer position and a beach coach role.

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 login page of the SLSA Members Portal. It features a "Login" heading and two input fields for "Username*" and "Password*". Below the input fields are two buttons: "Login" and "Clear". At the bottom of the page, there is a link for "Don't have an account yet?" and three links for account recovery: "Click here to create a new portal account.", "Click here if you have forgotten your username or password.", and "Click here to resend your confirmation code." There is also a link for "Click here to enter your SMS confirmation code." and a link for "Not a member of a surf club? Click here to join."

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.