HAVE YOU CREATED YOUR MEMBERS PORTAL ACCOUNT?

From 01 July 2015, www.lifesavingonline.com.au will be replaced with the new portal.sls.com.au

(If you had a lifesaving online account last season, you will need to create new account on portal.sls.com.au)

Create your Portal account NOW and be ready to renew for the 2015/16 season.

What's in the Portal?

- News, Announcements, Events and Jobs across the whole organisation
- Member's Forum
- An organisation document library including Branches and Clubs
- Lifesaving Online - renew membership, update membership details, view Awards, patrol roster & patrol hours
- Ability to add your own content (once approved)
- Other features for Club Administrators
- Apply for Service awards and YEP awards

Creating a Portal account is easy, follow these steps:

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). If you do not have an email address or mobile number previously registered with the club, please advise the Secretary ASAP. This needs to be added to Surfguard before you can proceed.

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", "Library", "Forum" and "Lifesaving Online" tabs.

For members who already have account: To renew your membership, click the **'lifesaving online'** tab on the top left hand side of the page. This will take you straight to memberships. Click '**renew'** if you are an existing member.

If you are new and applying for membership: Click the '**Join / Transfer to a new organisation'** tab.

Once you have activated your account, you will be able to fill out your registration forms for the upcoming season electronically, saving on time and paper!

Once your account is activated follow the steps below:

1. Go to: **portal.sls.com.au**
2. Log in to your account.
3. Select the 'lifesaving online' tab on top left of screen.
4. You will be taken to the screen below:

SURF CLUBS

South Port (SA)			Renew
Branch:	Misc SA Clubs	Competition Rights:	Yes
State:	Surf Life Saving SA	Competition Age Category:	Masters 45-49
Registered Season:	2013	Child Protection Completed:	Yes (Expires 23/10/2015)
Membership Category:	Associate	Online Payments:	MAKE PAYMENT

5. Check the details for your club are correct (registered season may vary).
6. Click – Renew (Top right).
7. Complete the Membership Form Online for the 2015/16 Season – please fill out as much detail as possible.
8. Complete necessary declarations at the end of the page.

   NOTE – For parents registering a child under the age of 18 you must also complete parent/guardian declaration on the form.

   You will also need to complete family form, health form and photography consent form for children under 18. These will be available on the club website and down at the club on registration day.

   Once you have completed the registration you will see the following information below:

Success

Your renewal request has been recorded in the system and is pending approval.

MAKE A PAYMENT

Click MAKE PAYMENT if you wish online. This link will take you to Online Payments, a payment website operated by a third party on behalf of SLSA.

Follow the four easy steps to make your payment.

PLEASE NOTE: When paying family memberships online, even though each member is registered separately, family membership can be paid under one of those registered members only, however, the names of all members associated with that family membership must be entered into the payment details section on the step one page of making payment. This will allow us to

ensure all members are registered on Surfguard correctly.

This organisation will accept payment by direct debit from your own internet banking account using the details shown here.
BSB Number: 805050
Account Number: 02357010
Account Name: South Port Surf Life Saving Club Inc.

PLEASE NOTE: You MUST make payment of registration fees as well as complete registration forms before you will be entered into Surfguard as active for the upcoming season.

Need Help? If you are unable to create a Portal account or encounter any 'error' message contact your club or alternatively contact the SLSA Helpdesk T: 1300 724 006 E: ithelp@slsa.asn.au

PLEASE NOTE: If you are not currently a member of a surf club or if you used to belong to a club more than two years ago, then please go to http://www.sls.com.au/join to apply to join a club. Once your membership has been accepted by the club, you can return to the Portal and create your account.