



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 location and while it is still under development; 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 use this first release of the Portal.

What's in the Portal?

- News, Announcements, Events and Jobs across the who organisation
- Member's Forum
- An organisation document library including Branches and Clubs
- Lifesaving online features (in November 2014)
- Ability to add your own content (once approved)
- Other features for Club Administrators
- Apply for Service awards and YEP awards

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

Create Account

Please confirm your membership details

First Name*:

Last Name*:

Date Of Birth*:

dd/mm/yyyy

Gender*: ☐ Male ☐ Female ☐ Indeterminate

Identity Confirmation Method*: ☐ Email ☐ Mobile Phone Number

Next

Having trouble matching your details?
[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).

Create Account

Now choose your username and password. Remember usernames must be unique.

Username*: johnsmith

Password*:

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.

Confirm password*:

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's a header with the SLSA logo and navigation links like Home, My Tasks, My Forms, Library, Comms Management, User Administration, Merge Tool, Content Administration, Person Management, and Forum. Below the header, there are four main content areas: News, Events, Announcements, and Jobs and Opportunities. Each section has a list of items with titles, dates, and brief descriptions. For example, under News, there's an article about surf lifesavers going from beach to bush to spread water safety messages. Under Events, there's the Coolangatta Gold Youth Challenge. Under Announcements, there's an update about beach safety equipment. Under Jobs and Opportunities, there's a position for a SLSA Support Officer. Each section also has a 'Create' button and a page indicator.

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 title 'Login' and two input fields for 'Username*' and 'Password*'. Below the fields are 'Login' and 'Clear' buttons. At the bottom, there are several links: 'Don't have an account yet? Click here to create a new portal account.', 'Click here if you have forgotten your username or password.', 'Click here to resend your confirmation code.', 'Click here to enter your SMS confirmation code.', and 'Not a member of a surf club? Click here to join.' A red arrow points from the text in the previous block to the 'Click here if you have forgotten your username or password.' link.

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.