

# **How to Create a Members Area Account**

## What's in the Members Area?

- Lifesaving Online submit membership renewal, update your personal details, request club transfers and make payments
- The ability to view your awards, patrol hours and request and accept patrol substitutions
- Keep up to date with the latest news, events and information from your club, SLSSA and SLSA
- A resource library containing, club, SLSSA and SLSA information
- The ability to apply for recognition awards

# Please complete the following steps to create a Members Area account:

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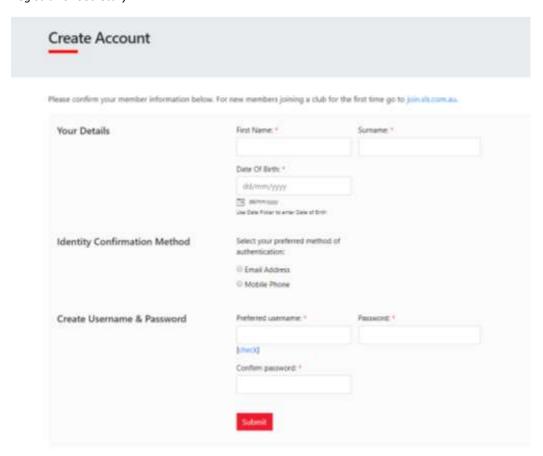
Not a member of a surf club? City have to join

**Step 1.** Go to members.sls.com.au and select 'Click here to create one'.



### **Step 2.** Enter your first and last name and date of birth.

NOTE: these need to match what is recorded on Surfguard for you so if unsure, please check with your Club Registrar or Secretary



**Step 3.** Choose an Identity Confirmation Method, either email or mobile phone number, to which a unique code or link will be sent. Click 'Next'

# **Step 4.** Enter a preferred username and password for your account

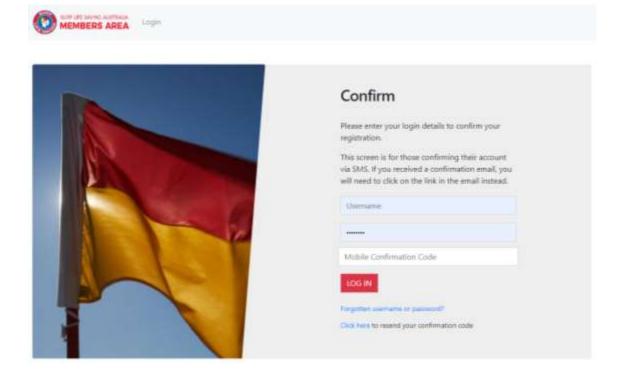
NOTE: your password should be between six and 12 characters long and contain at least one number, one lower case and one upper case letter.

Click 'Submit'.



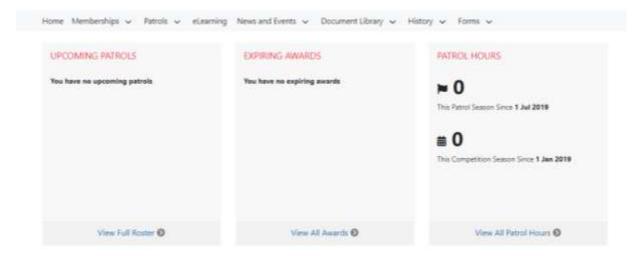
**Step 5.** Your account must be activated before it can be accessed. You will receive a confirmation code or link by either email or SMS depending on which method you chose earlier.

- a. Email Activation you will receive an email from <u>noreply@sls.com.au</u>
   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 received by SMS.



**Step 6.** You can land on the SLSA Members Area Dashboard where it will show any Upcoming Patrols, Expiring Awards & Patrol Hours accrued (if applicable) as well as any Pending Requests.

From here you can also explore the dropdown menus across the navigation bar.





# **Further Tips**

#### Do I need to create Member Area accounts for family members?

Families will only require one Members Area account for a primary contact (parent/guardian) to renew their family's memberships. All active patrolling members will need to create an account so they can complete their skills maintenance for annual award (SRC/BM) proficiency.

#### My details don't match any records in the system.

To create a Members Area Account, your details must match the information in the National Membership Database. You will need to contact your club to see what details they have in the database.

#### I didn't receive my SMS or Email to confirm my account.

Please click the 'Resend Your Confirmation Code' option on the Area home page members.sls.com.au.

If you do not receive an email, please also check your spam/junk folder as it may appear in there.

#### I have forgotten my password for the Members Area?

Click the reminder link on the main login page members.sls.com.au. Enter you first name, last name, DOB and select email or SMS to receive your reminder.

#### I require further assistance.

If you are unable to create a Members Area account or encounter any 'error' messages please email <a href="mailto:ithelp@slsa.asn.au">ithelp@slsa.asn.au</a> or call the SLSA IT Helpdesk 1300 724 006

