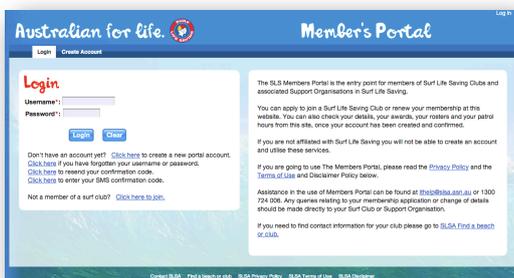




# SLSA Portal User Guide

The SLSA Portal is a one-stop shop for all of the organisation's members online needs. It is designed to unify what are currently entirely separate websites and databases into one online location and while is still under development, soon every single SLSA service will be available through the portal. Getting a portal account is easy - here's how:

- 1 > Be a member of a surf club or support ops group
- 2 > Create an account. You only have to do this once.
- 3 > Activate your account by confirming your details.
- 4 > Log-in to your account and enjoy.



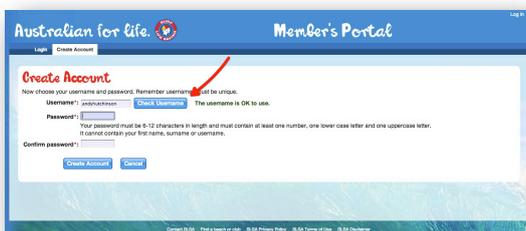
## 1. Make an Account

The portal is located at [portal.sls.com.au](http://portal.sls.com.au) or in the home-screen of your iPhone app - you only need to do this once - the same login works on web and app. It is for use by members of surf clubs and associated support organisations. If you are not a member of a surf club then (at this stage) you will not be able to use this first release of the portal. If you are not a member of a club or support organisation, click the link at the bottom of the page to join one.



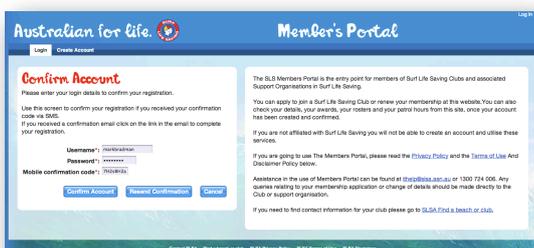
## 2. Enter Details Correctly

You will now have to enter your first and last names, date of birth and gender. **Note:** a separate account is required for each and every member - there is 'family' membership. Now choose an authentication confirmation method - either email or mobile phone number, to which a unique code will be sent.



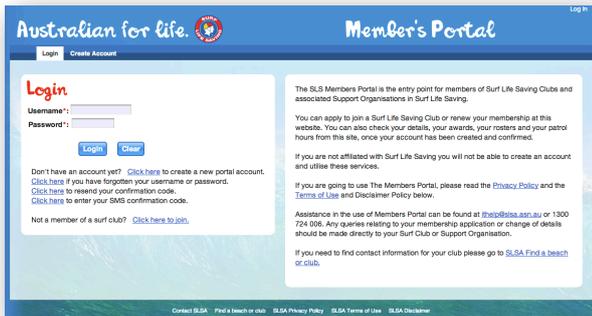
## 3. Choose a Username

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.



## 4. Confirm Your Account

All accounts must be confirmed before they can be accessed. You will receive a confirmation code by either email or SMS depending on the choice you made earlier. To confirm your account, enter your username exactly as you chose it earlier, followed by your password and the confirmation code you received. If you do not receive your SMS or Email confirmation code, then please click on the Resend Confirmation button.



## 5. Login to Your Account

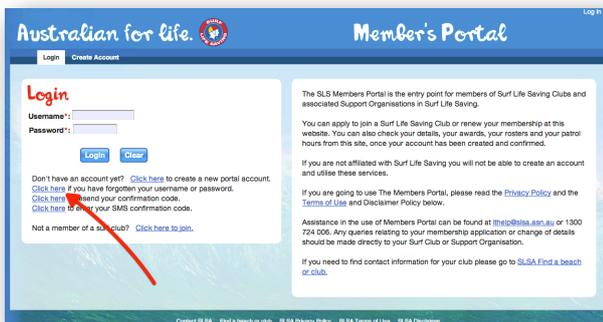
Enter the username and password you chose and click the Login button. Remember that your password is case sensitive, so please ensure you are entering it exactly as you chose it when the account was created.



## 6. Using Your Account

You can now see the homepage of the portal. The items shown on the homepage will vary depending upon whether you are a club member or an official of some kind.

## Password and Account Issues



If you forget either your username or password, click on the reminder link on the main login page. Enter your First and Last names and date of birth and select either Email or SMS to receive your password or username reminder. **Note:** If you wish you can change your password at any time by clicking on the link at the top of the screen.



If you encounter an error, then please email [ithelp@slsa.asn.au](mailto:ithelp@slsa.asn.au) with your details and the helpdesk will get in touch with you.