



19 June 2017

Please find enclosed Tugun SLSC 2017-2018 Membership renewal forms. Please check carefully and update as required. Please return with full payment to the Administrator by either returning enclosed form or updating and paying online as per instructions below:

Existing Members can now renew for the online at <https://portal.sls.com.au/> for the easy step by step instructions:

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

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).

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.



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.

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.

If it does NOT allow you to set up your account, contact the Club Amin Office - email surfadmin@tugunslsc.com.au to check that all of your current details i.e. name, date of birth, email address and mobile number, are correct within SurfGuard. Once this is checked we will advise you and you should be able to create your account starting at Step 1 above.

6. Once account has been set up, login and go to Lifesaving Online.
7. Select Renew Your Membership
8. Complete the form and Submit.
9. Click the link which will take you to the On Line Payment page and complete the form. Click the View Price List, to see the amount required to pay and follow the instructions.

NB: If paying for a family, renew all members of your family first but only pay once putting all family names in the Complete name/Meaningful payment details section

***Please remember when renewing your membership click Renew on the screen that appears, this will bring up your personal details and form for you to tick and submit, please confirm your personal details are correct and make any changes that are required and tick the necessary declarations and click Submit.

If you are renewing for a family please register each person in your family and then login in and renew each family member.



PO Box 537 Tugun Q 4224
P: (07) 5534 2888 F: (07) 5534 4138
E: surfadmin@tugunslsc.com.au
W: tugunslsc.com.au
3 216

10. The request will be sent to the club and once payment has been confirmed, a confirmation email will be sent to you from the club.

If you are over 18 or turning 18 in the next 6 months, you will require a Blue Card.

MEMBERSHIP CATEGORY	FEE
ACTIVE SENIOR	\$ 75.00
ACTIVE RESERVE	\$ 75.00
LONG SERVICE	\$ 75.00
AWARD	\$ 75.00
PROBATIONARY	\$ 75.00
ASSOCIATE	\$110.00
ACTIVE JUNIOR with BM	\$ 75.00
ACTIVE CADET	\$ 75.00
NIPPER MEMBER U8-U14	\$ 75.00
NIPPER MEMBER U7	\$ 60.00
NIPPER FAMILY (U6 – U14 + 2 Adults Associates)	\$300.00