DYSLSC Membership Renewals – Brief Overview

It is preferred that memberships are renewed online via the member's portal available through the Surf Lifesaving Website: <u>https://sls.com.au/join/</u>.

The same webpage may also be used for joining the club. To **JOIN** choose the JOIN option under '**No**' on the left side of the screen in answer to the question 'Have you or the person you're signing up on behalf of (e.g. your child) been a member of a surf club or surf life saving organisation within the last two years?' as shown in Figure 1 below. There is a detailed user guide below the 'No' which will assist you with this process.

To **RENEW** your membership online select the CREATE AN ACCOUNT option under '**Yes**' on the right hand side of the screen, shown in Figure 1 below. (There is also a very informative user guide on this process available under Create an Account.) This option is also the correct one if you already have an account. This will take you to the member's portal area shown in Figure 2. If you already have an account, enter your username and password and click login. This will take you directly to the screen shown in Figure 5. If you have forgotten your username or password, use the prompts below the login button to access the information. If you do not have an account use the option to create a portal account - this will take you to Figure 3 where you set up your portal account. Please also ensure you read the information on the right hand side of the screen shown in Figure 2.



Figure 1

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

Not a member of a surf club? Click here to join.

About the Members Portal This system is for members of Surf Life Saving Clubs and affiliated entities. Creating an account is a multi-stage process that requires First Name, Last Name, Date of Birth, Gender, Email and/or Mobile to match the members details recorded in the National Membership database (Surfguard).This portal currently contains access to your surf lifesaving records (including memberships, patrol hours/rosters, awards and personal details), a file library, a central news and information area, and a forms and workflow area

To renew your membership you must fill out the Membership Form AND Pay = you MUST perform BOTH, please.

If you have never been here before you will need to create an account, if you have and can't remember your login details click the forgotten username/password link on this page.

RENEWING - Login to your Members Portal account, select the Lifesaving Online tab and select Renew next to the organisation you want to renew

Figure 3

SURF LIFE SAVING AUSTRALIA MEMBERS PORTAL	
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	Getting the Following Error? "The information you have entered does not match any records in the system" To create a Portal account the system will verify your details against those stored in SLSA's national member You must use the exact details that are currently in the database:- First Name: - eg Michael in the database you need to enter Michael to create a Portal account (not Mike for Last Name: - eg maiden name in database then use your maiden name to create a Portal account. Date of Birth: - must be the DOB in the database. Email Address: - must be the DOB in the database. Mobile Phone Number: - must be the mobile number in the database. Please contact your club to check your membership details. Contact details for your club can be found in the Never Been a Member of the Organisation? If you are intending to join a surf life saving organisation for the very first time, please go to Join and apply f membership has been approved you will be able to create a Portal account.
Having trouble matching your details? <u>Contact</u> your organisation to check email and mobile number	NEW and Lapsed members: if you're not sure if you're a member or if you haven't been a member for two to Getting Started with the Portal Guide There is a short two page guide to creating an account located on our website - click this link to download it If a member of the IT Helpdesk is remotely connecting to your computer - please go here.

Once you have selected create account as above, you will see the New Account Confirmation screen shown at Figure 4, and receive a confirmation email or sms, which should be used to activate the account.

Figure 4

Your nev	v account h	as been ci	reated.					
You requ containir account You can page fro activatio	ested confi ng your activation c enter this co m the Login n code.	rmation v ode. Click ode at a la page and	ia SMS. Ye here to d iter time I entering	ou will sh lisplay th by going your use	ortly red e SMS Ad to the SM rname, J	ceive a te ccount Co MS Accou password	xt message onfirmation nt Confirm and SMS	e n page. nation
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After entering your confirmation you will be directed to the portal screen, where you should choose Lifesaving Online tab on the top row, and the Memberships tab below as per Figure 5. Your membership details will show on the screen with a **Renew** option on the right hand side of the screen.

You will then move to a screen where you will need to confirm all details for the current season. All information is valuable, however information on clothing sizes education and enrolment/background details is not imperative at this stage. Please ensure you tick the 2 boxes ensuring you have read the declarations and once submitted please also ensure you make your payment. Memberships will not be approved by the club until payment has been received. Payment amounts are available on the AGM notice posted to members, or on the DYSLSC website.

If you do not have a credit card to use the online facility, payments may be made by transferring to the Club's account: BSB: 062155 Account No: 10425496, Account Name: Dee Why SLSC

If you have any problem with this process, please feel free to contact: secretary@dyslsc.org.au

Paper registration forms are available via the website or at the club if you are unable to access the member's portal on the SLSA website.

It is important to note that Lifesaving Online provides access to an individual person's membership record in Surfguard (the national membership database) and so there is no such thing as a family account. Each member of the family needs to be created as a separate membership. You can still pay for the whole family in one go, but because we patrol as individuals, earn awards as individuals, and have individual personal details - everyone needs their own Lifesaving Online account. Note: There's nothing stopping you from using the same email address and password for everybody.