

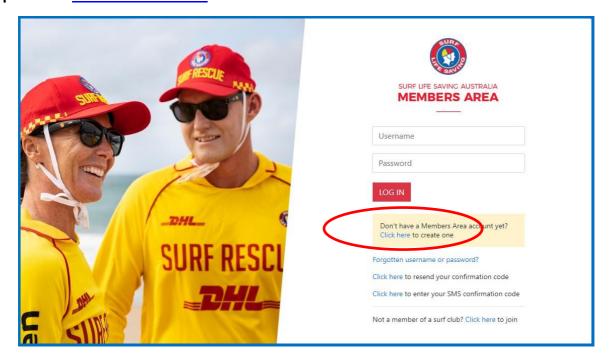
How to Create a Members Area Account

What's in the Members Area?

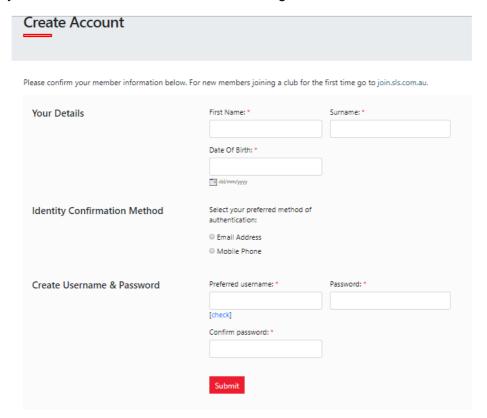
- Submit membership renewal, update your personal details, request club transfers, and make payments
- The ability to view your awards, patrol hours and request and accept patrol substitutions
- . Keep up to date with the latest news, events, and information from your club, LSV and SLSA
- A resource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

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

Step 1. Go to members.sls.com.au and select 'Create Account'.



Step 2. Enter your first and last name, date of birth and gender.



- **Step 3.** Choose a confirmation method, either email or mobile phone number, to which a unique code or link will be sent. Click 'Next'
- **Step 4.** Enter a username for your account and click the 'Check Username' button to ensure that your choice is available.
- **Step 5.** Enter a password. 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 'Create Account'.
- **Step 6.** 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 noreply@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.
 - b. **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 7.** You can now see the Homepage of the Area where your Membership, News, Events, Patrols eLearning, Document library, and your history are listed.

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. Please see the **How to Renew a Club or Family Membership** instructions on the <u>LSV Membership User Guides</u> page. However, if the other family members patrol, they may also wish to create an account so they can view their information on awards, patrol rosters and manage their own account.

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 your 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 <u>members.sls.com.au</u>. 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 ithelp@slsa.asn.au or call the SLSA IT Helpdesk 1300 724 006.

