



Surf Life Saving Australia IT System User Account Application Form 049

Systems Available

Please only tick systems that you actually require access for – if you are a surf club administrator then this is typically only Surfguard, IRD and Members Portal.

Relevant SLSA Policies

By apply for and/or using any Surf Life Saving Australia IT system you are governed by and agree to abide by SLSA Constitution, By-Laws, Regulations and Policies including (but not limited to): **6.2 SLSA Privacy Policy, 6.19 Terms of Use Policy, 6.20 Use of Social Media, 6.1 Intellectual Property.** Such policies and procedures can be viewed on the SLSA website. www.sls.com.au Click on *Members – Club & Member Resources – SLSA Policies & Award Criteria – SLSA Policy*. It is important that you keep your log in passwords to SLSA IT systems secure, you should never give out your password. Any misuse of data or systems will lead to disciplinary action.

Please return completed form by Fax, Email or Post (details at top of page and below)

Fax the form to: (02) 92158180 or email it to ithelp@slsa.asn.au

Support for Surfguard can be found at surfguardhelp@slsa.asn.au or 1300724006

Support for all other systems can be found at ithelp@slsa.asn.au or 1300724006

Club/Branch/Service Name: _____ **State** _____

Authorising Officer Details (Committee Members Only)

First Name:	_____	Last Name:	_____
Position (Committee)	_____		
Daytime Phone:	_____	Do you verify the information below is correct	_____ Yes/No
Signature	_____	Date:	_____
Email	_____		

User Signatory Agreement

Please ensure that all users who are applying for a SLSA Systems log in account sign below against their names

Name	Signature	Date



Please circle one New Account Amending Account Reactivate Account Deactivate Account			
Name:			
Position:		Phone:	
Email:			
Start Date of Access: / /		End date: / / No end date (circle)	
<i>Please tick which system(s) is required along with permission/access level required</i>			
System	Permission	Tick	Access Function Descriptions
Surfguard	Basic Access Level/Competition	<input type="checkbox"/>	Minimum access level for all users is Read only to all sections with Messaging functions
	Club Administrator/Directors	<input type="checkbox"/>	Access to all functions
	Registrars /Memberships	<input type="checkbox"/>	Manage Members, Transfers, Organisational Details, Officers & Committees, reports, Gear
	Education	<input type="checkbox"/>	Award Assessments, reports
	Lifesaving	<input type="checkbox"/>	Manage Patrols teams, patrol Stats, reports
	Incident Reporting	<input type="checkbox"/>	IRD view and edit functions in Surfguard
	Lifeguard Management	<input type="checkbox"/>	Access to all Lifeguard information
Surfcom	Operator	<input type="checkbox"/>	Surf Rescue Communications
	Admin	<input type="checkbox"/>	Surf Rescue Comms & administration
Members Portal	Admin	<input type="checkbox"/>	Grant approval for administrative functions
Mobile Device Applications	Water Safety Risk iPhone App	<input type="checkbox"/>	General Water Safety Risk Assessment App.
	Event Risk iPhone App	<input type="checkbox"/>	Surf Carnival Risk Assessment App.

Please circle one New Account Amending Account Reactivate Account Deactivate Account			
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SLSA IT Office Use Only

Received: ____/____/____ Processed: ____/____/____ Processed by: Initial: _____