



## Surf Life Saving Australia IT Systems User Account Application Form 049

The IT Systems User Account Application Form 049 needs to be completed for any person requiring access to Surfguard, Surfcom or the Sport Event Management System (SEMS). **Please return completed form by logging a support ticket at <https://help.sls.com.au>, Fax or Post** (Details at top of page)

**Club/Branch/Service Name:** \_\_\_\_\_ **State**

**Service Type/s**      **Club**      **Support Ops**      **Lifeguards**      **Academy**

### Authorising Officer Details (Executive Committee Members or Staff Member Only)

Note: Applicants are not able to authorise their own Form 049

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Committee Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### User Agreement

Please ensure that all users who are applying for access to an SLSA System sign below.

Page 2 of this document needs to be completed for each person listed below.

Name	Signature	Date

### Relevant SLSA Policies

By applying for and/or using any Surf Life Saving Australia IT system you are governed by and agree to abide by SLSA Constitution, its By-Laws, Regulations and Policies including (but not limited to): **6.1 Intellectual Property, 6.2 SLSA Privacy Policy, 6.19 Terms of Use Policy, 6.20 Use of Social Media**. Such policies and procedures can be viewed on the SLSA Members Portal. It is important that you keep your login passwords to SLSA IT systems secure, you should never give out your password. Any misuse of data or systems will lead to disciplinary action.

Privacy notice: the collection of the below information is necessary for the performance of SLSA's duties. SLSA may also store information from individuals for statistical and reporting purposes and as required by law. All information is handled in accordance with the SLSA Privacy Policy. Individuals may correct or edit any of their details via Lifesaving Online or by contacting their club.



Select One	New Account	Amend Account	Reactivate Account	Deactivate Account
First Name:		Last Name:		
Officer Position:		Phone: (mobile preferred)		
Email:				
Start Date of Access:		End Date:	No End Date (tick)	

Surfguard – Please select ONE of the 3 permission levels below					
1. Full Access – Create/Edit/View					
2. Full Access – View Only					
3. Custom Access - Tick <b>1 or more</b> of the following: -					
Members	Assessments	Patrols	Organisational Management	Email/SMS	IRD (Incident Reports)
Please provide additional information if required: -					

Surfcom - (State & National Use Only)				
Access Type: (Select One)	Operator	Supervisor	Administrator	
Default Branch:				
Other Branches:				

Sport Event Management System (SEMS)
<p><b>Please select the Administrative function required: -</b></p> <p><b>Club Officer</b> – allows the operator to register competitors into Events on behalf of a club.</p> <p><b>Recorder</b> – this is for the carnival event recorders at a Branch/State/National level. Enables them to create draws, run rounds, add results and run reports on the event.</p> <p><b>Event Admin</b> – allows users to create events and includes the functions of Officer &amp; Recorder</p> <p><b>Super Admin</b> – this option is only available to SLSA &amp; State Centre staff. Enables access to the core SEMS configuration. Also includes Event Admin function.</p>

SLSA Office: Received: \_\_\_/\_\_\_/\_\_\_ Processed: \_\_\_/\_\_\_/\_\_\_ Processed by: Initial: \_\_\_\_\_



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