

Exporting SLSNZ Member Portal Logins

Surf Life Saving New Zealand members can now login to their Member Portal and, with one click, access all of their online learning as well – without the need for an additional login!

Clubs can export a report from CRM that shows most of the information a member needs to know in order to login. This includes:

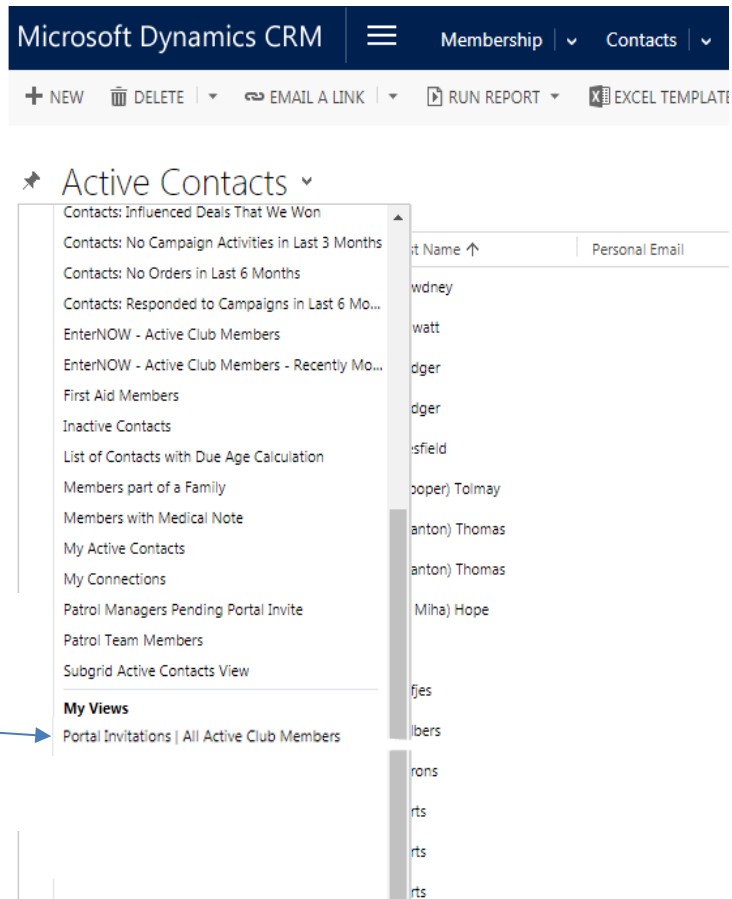
- The member’s first and last names.
- The personal email address stored in the database for the member.
- Their SLSNZ membership number.
- Their username for the Member Portal.

Please note, due to security settings the password column does not populate the members password – the administrator will need to open the members record to view this field.

To export this report:

Log into the CRM database and head to MEMBERSHIP > Contacts.

Drop down the list of reports:



Look under 'My Views'.

Open this report to see anyone who was a member last season, and/or has been rolled over into the current season.

'Portal Invitations | All Active Club Members' this is everyone who is active this season, plus those who were active in the season before.

Click 'Export to Excel' to create a list which can then be appropriately distributed with members (via email, private Facebook groups, etc).