Circular 137:10:07

To: **Surfguard Users** **Club Secretaries**

Cc: **Club Presidents**

From: **Richarda Goodwin**
Support Officer - Administration

Date: **18 October 2007**

Subject: **Surfguard Access and User Deactivation**

Action: **Ensure regular log-in to Surfguard**

Clubs are reminded that registered users of Surfguard must log in to their account on a regular basis to avoid deactivation of their account.

If registered users do not log into their account for 3 (three) months, the Surfguard system will automatically deactivate the account, effectively barring the user from accessing the membership database.

If this occurs with any of your clubs' users, please ring the Surfguard Helpdesk on 1300 724 006 or Richarda Goodwin, Support Officer – Administration (Life Saving Victoria) on (03) 9676 6934.

For additional detail on this Circular contact: Richarda Goodwin, Support Officer - Administration
Email richarda.goodwin@lifesavingvictoria.com.au or by phone (03) 9676 6934
Circulars are also available at **www.lifesavingvictoria.com.au**

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