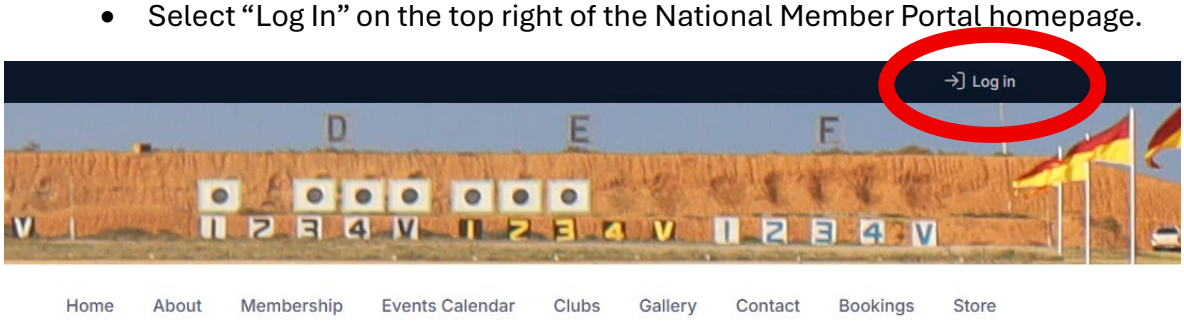
SARA Membership – How to Log In and Pay Fees (Password Reset Guide)

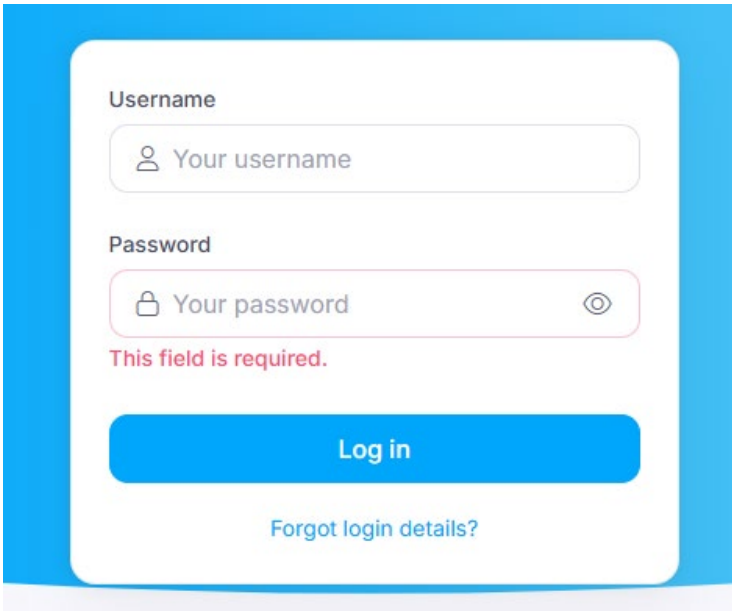
You now have a profile in the SARA/NRAA National Member Portal, but most members won't know their username the first time they access it. This guide shows you how to log in using the password reset option and then how to pay your fees online.

Part 1 – Access the Portal and Start Password Reset

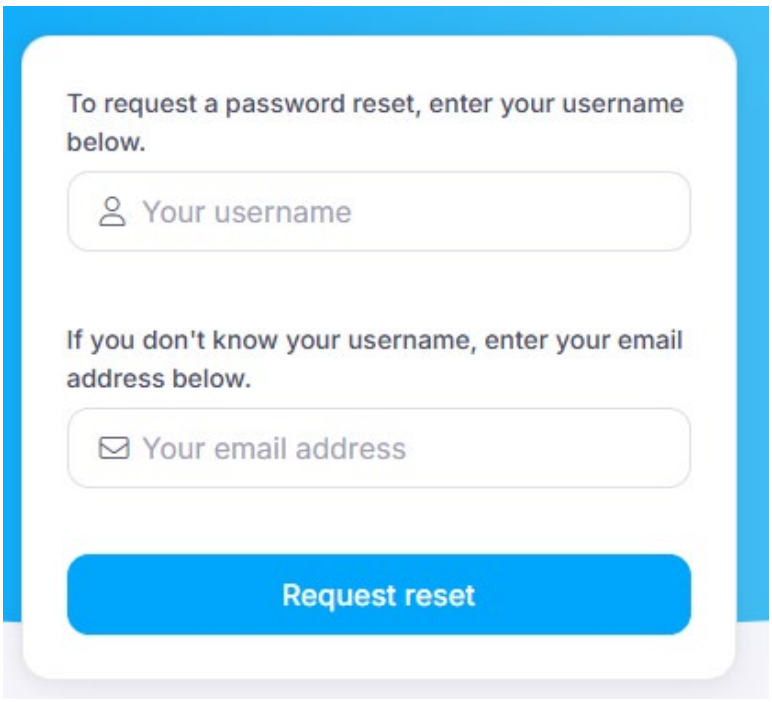
1. **Go to the National Member Portal**
    - Open your browser (Chrome, Edge, Safari etc.).
    - Go to: <https://www.revolutionise.com.au/riflesa/registration> or click the link in your registration/invoice email.
    - Select "Log In" on the top right of the National Member Portal homepage.



2. **Click "Forgot login details"**
    - On the login page, look for the link under the username/password boxes that says something like "Forgot login details".
    - Click this link to start the reset process.



3. **Enter your email address**
    - You will not know your username the first time you access the Member Portal, so leave the Username field blank.
    - Use the same email address that you use for SARA communications.
    - If you're not sure which email is on your profile, try the one you most commonly use; if it doesn't work, contact SARA for help.
    - Once you enter your email and click "Request reset", an email with your username and password reset instructions will be sent to you.



Part 2 – Set Your Password and Find Your Username

4. **Check your email inbox**
    - Open your email and look for a message from the NRAA/SARA Member Portal about password reset.
    - If you don't see it, check your junk/spam folder.

5. **Open the reset email and click the link**
    - Take note of your National Member Portal Username in this email. Write it down somewhere safe for future use.
    - The email will contain a button or link called "Reset your password".
    - Click that link – it will take you to a secure page in the portal.

Hi Porscha,

You have requested a password reset for your **South Australian Rifle Association** account.

Your username is: **psinoch**

Reset your password →

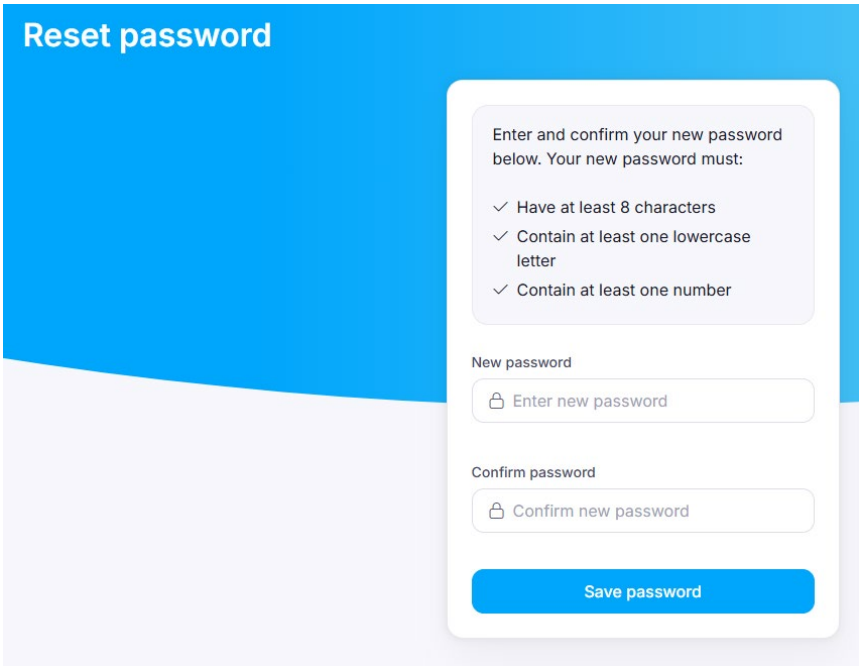
The password reset link is valid for the next 24 hours.

If you did not request this password reset, please ignore this email, or you can contact us by replying to this email.

Kind regards,

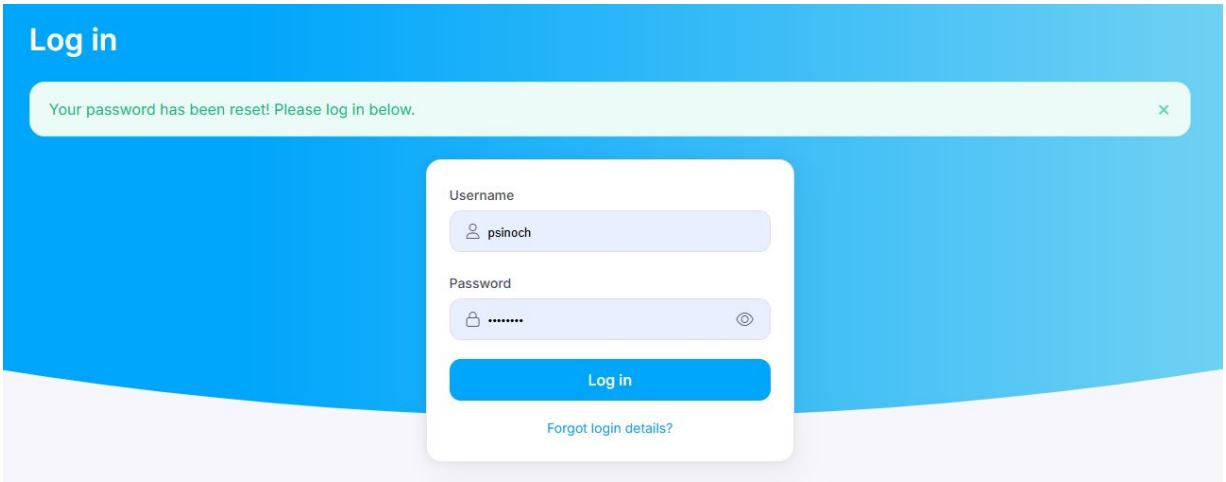
South Australian Rifle Association

6. **Create a new password**
    - Enter a strong password (for example: at least 8 characters, including letters and numbers).
    - Confirm the password in the second box, then click Save or Update.

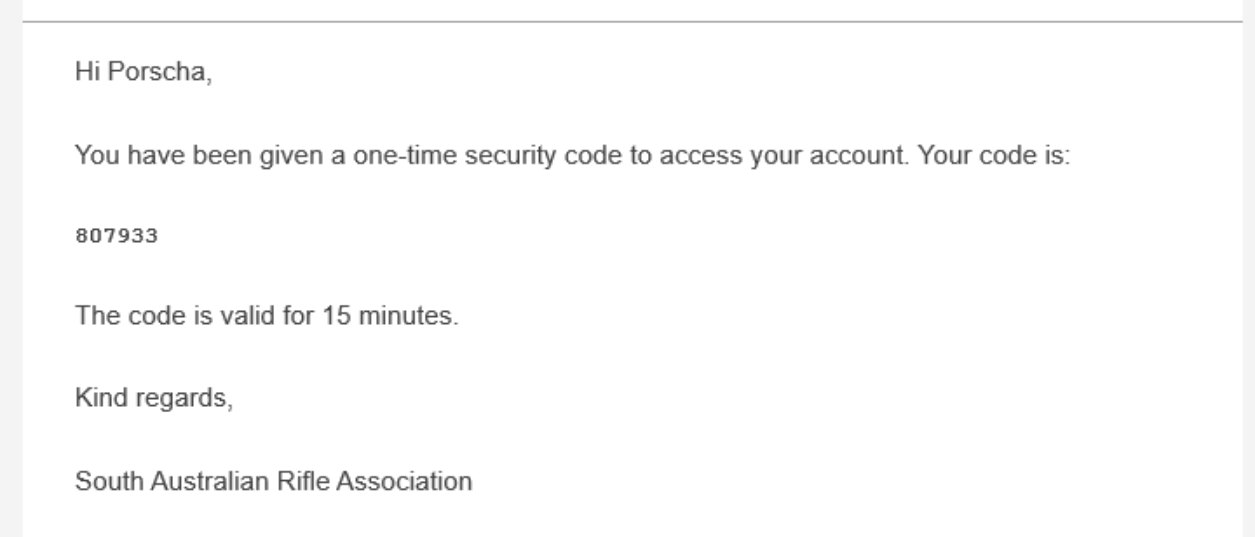


Part 3 – Log Into Your Profile with Two Factor Authentication

7. **Return to the login page**
    - Go back to the portal login screen (use the link or button provided after reset or open the portal again in your browser).
8. **Enter your username or email and new password**
    - In the Username field, enter the username provided in your password reset email.
    - In the Password field, enter the new password you just set.

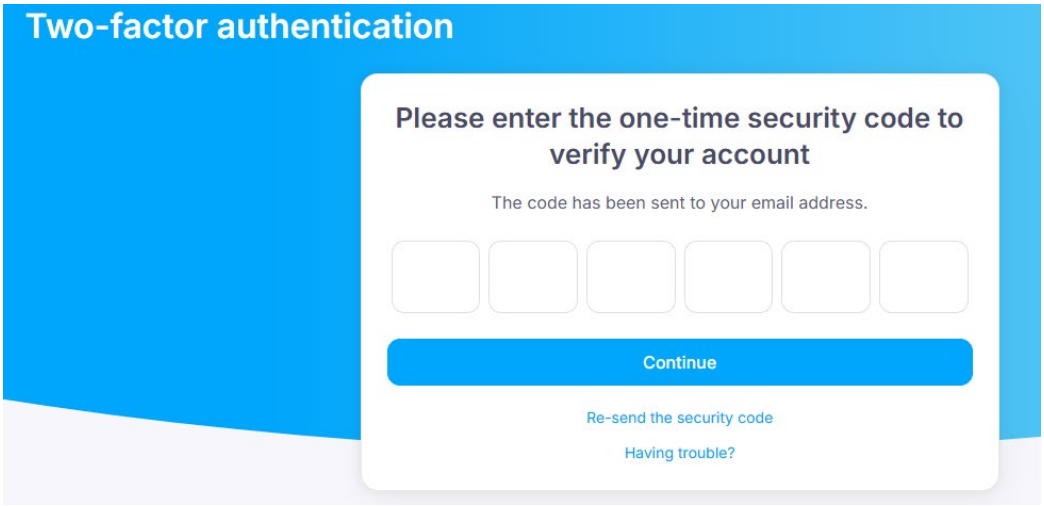


9. **Click "Log In" and complete Two-Factor Authentication (2FA)**
    - After you enter your username and new password, the portal may ask you to complete Two-Factor Authentication (2FA). This is an extra security step to make sure it is really you logging in.
    - Once you click Log In, the system will send a verification code to your email address. You will see a screen asking you to enter this code.



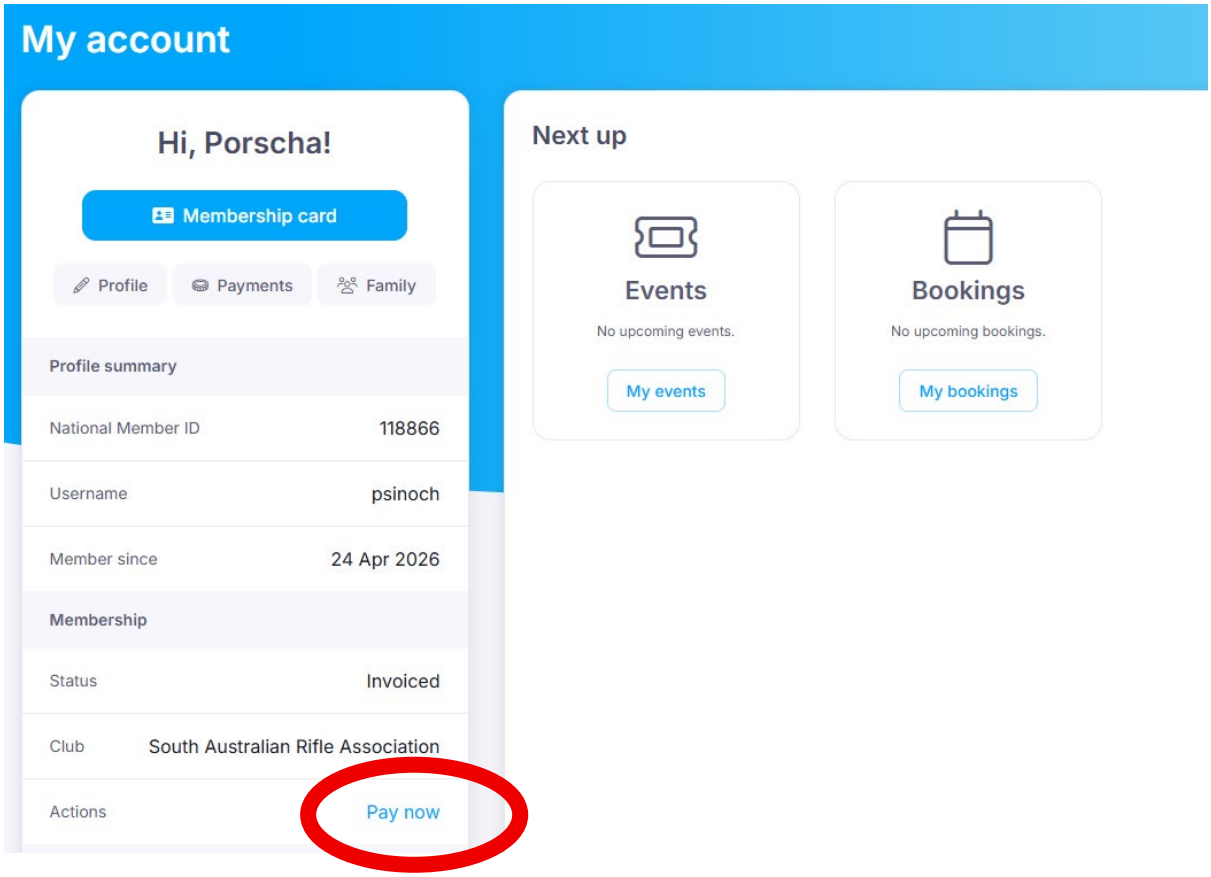
10. Enter your verification code

- Check your email for the verification code (and your junk/spam folder if needed).
- Type the code into the box on the portal screen as shown, click Continue.
- If the code doesn't arrive within a couple of minutes, use the "Resend code" option or contact SARA for assistance.



11. Access your profile – Review and pay Invoices

- Once the code is accepted, you will be logged into your member profile page.
- Look for a menu button labelled "Pay Now". Click this option to view what you need to pay (annual fees, competition entries, etc).



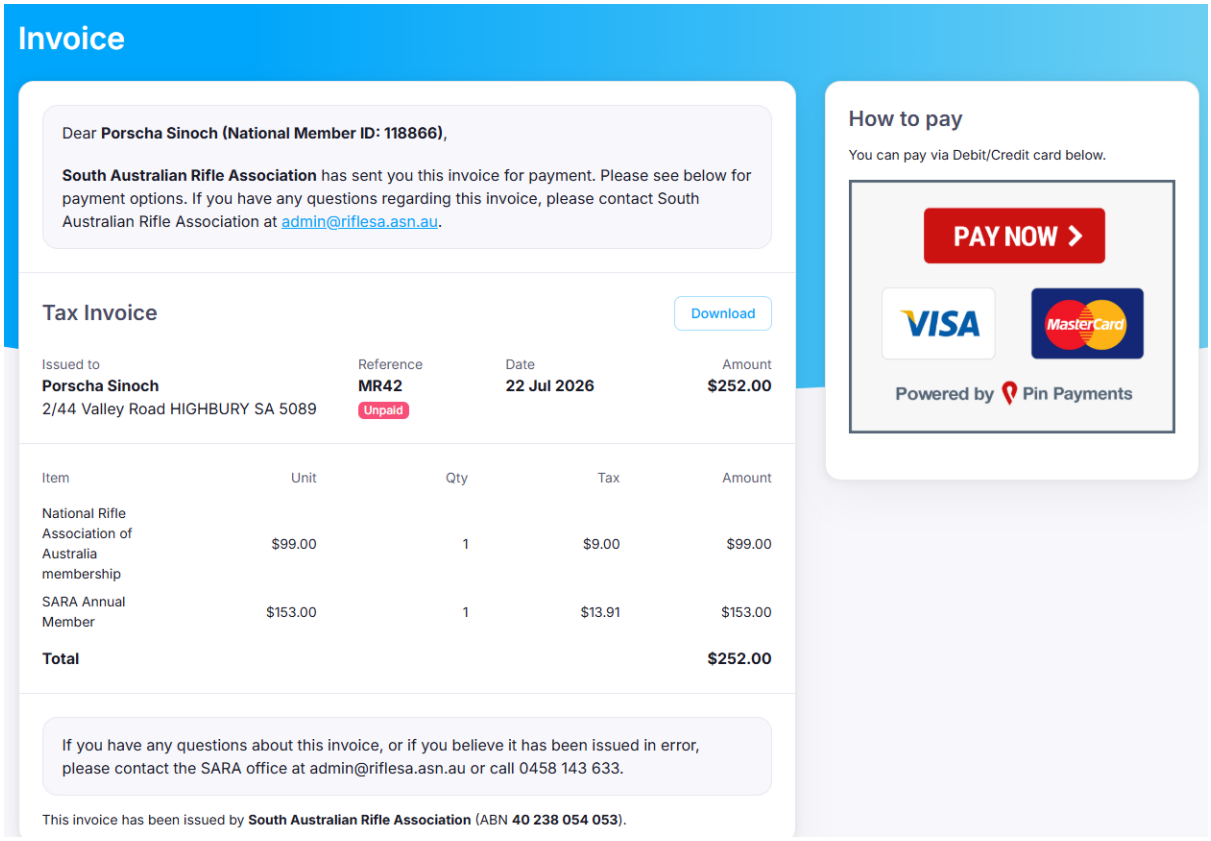
Part 5 – Complete Your Online Payment

12. **Review the amount and details**

- Check the fee amount and description to make sure it's correct.

13. **Click "Pay now"**

- This will open a secure payment window for credit/debit card.



14. **Enter your payment details**

- Fill in your card number, expiry date, and security code as requested.
- Confirm your name and billing details if the portal asks.

15. **Confirm and submit payment**

- Click Pay, Confirm, or Submit to finalise your payment.
- Wait until you see a confirmation message; do not close the window early.

16. **Save your receipt or confirmation**

- The portal may email you a receipt or show one on screen.
- Save or print this for your records.

Part 6 – If You Need Help

If you have any issues with logging in, password reset, or payment, please contact:

- SARA Office: admin@riflesa.asn.au
- Provide your full name, club, and the email address you're trying to use.