**KIDSPORT HOW TO GUIDE**

**- CLUBS -**

# Add a new club account

**If you or a previous member from your club has created a club, you DO NOT need to register your club again – please proceed to the ‘Accessing the club homepage’ section.**

1. Go to the Department of Sport and Recreation (DSR) homepage – [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au).
2. Click on the ‘Club login’ link – at the top right hand side of the DSR homepage.
3. Click ‘Register’, complete the form and click ‘create admin account’ button.

# Accessing the club homepage

1. Go to the Department of Sport and Recreation (DSR) homepage – [www.dsr.wa.gov.au](http://www.dsr.wa.gov.au).
2. Click on the ‘Club login’ link – at the top right hand side of the DSR homepage.
3. The username and password boxes will appear.
4. Type in your club’s username and password and click ‘login’. This will bring you to the main KidSport Club Homepage. Please note:
	1. You can reset your club’s password by clicking on ‘Forgot your password’. Follow the instructions to reset your password. You will have a one-hour window to use the reset password link before it expires.
	2. If you have misplaced your club’s username/password, please contact DSR via KidSport@dsr.wa.gov.au or (08) 9492 9911, to reset these details.

# How to update club details

1. On the club homepage, the name of your registered club will be listed in the ‘clubs’ table.
2. Click on the pencil icon, to the left of the club name, to edit existing club details. Clicking on this icon will open your club’s details that were previously entered into the system.
3. Check that all of the club details entered are up to date (N.B. Please ensure the correct junior player age group/s for your club are ticked, otherwise you will not be able to proceed to another KidSport-specific registration page).
4. Complete all fields and click the ‘save and register/edit KidSport’ button at the bottom of the first page. Please note – if at least one of the juniors age groups are not ticked (‘12 and under’ and/or 13 to 18), this button will not appear.
5. Once you click the ‘save and register/edit KidSport info’ button, this will open the KidSport registration and declaration page. On this page, you will be able to enter/update KidSport-specific details such as key KidSport contacts at your club, club fees and club bank details.
6. Under the KidSport ‘club fees and costs’ section, you can click on any previous fees listed and edit these each season (click pencil icon), or ‘add new’ fee items. It is important that the amounts entered are as accurate as possible (N.B. Only uniform or equipment, that are compulsory to participate in the sport, and purchased by the club, can be included here).
7. Click submit. This saves all of your club’s relevant details and sends an update to the local government, if any changes are made.

# How to redeem KidSport vouchers

**All applicants approved by their local government are provided with a unique voucher code, which the system will automatically email to the applicant. This code must then be provided to the club so that the applicant can receive KidSport support. It is therefore the applicant’s responsibility to provide a correct/complete email address.**

1. Once a code is received, the club logs into their account to redeem the code via the club homepage.
2. On the club homepage, scroll down to the table titled ‘KidSport approved clubs’.
3. Click on the pencil icon, to the left of the club name, to edit and redeem the voucher.
4. A list of local government-approved applicants is listed in the top box titled ‘approved vouchers’. These applicants are awaiting the code to be validated/redeemed by the club
5. To select a child, that you have the unique code for, click on the pencil to the left.
6. A new screen will open and there will be a ‘voucher code’ box that will allow you to type in the unique code provided to the applicant by the local government. The six-digit code will have a combination of letters and numbers.
7. Click the ‘redeem voucher’ button.
8. The applicant’s details will then move from the ‘approved vouchers’ box to the next one called ‘validated vouchers’.
9. Invoices can now be generated by the club, for the relevant local government/s, now that the vouchers have been redeemed (N.B. do not proceed with the ‘how to create an invoice for a local government’ step, until all voucher codes received so far, have been validated).

# How to create an invoice for a local government

1. On the club homepage, scroll down to the table titled ‘KidSport approved clubs’. Click on the pencil icon, to the left of the club name.
2. Scroll down to the ‘invoices’ header, click on ‘add new’.
3. This opens a ‘validated vouchers to invoice’ page. Select your club **FIRST** from the drop-down box and then the local government/s you wish to invoice.
4. Click on ‘create invoice’. The invoice will be displayed in the ‘invoices’ table, back on the ‘KidSport vouchers’ page (N.B. When selecting your club from the drop-down box in step 3, you will notice that multiple local governments may be listed. If so, repeat steps 3 and 4).
5. To view, check and send the details on the invoice, click on the pencil (left of the invoice) – this is on the ‘KidSport vouchers’ page.
6. If all is correct on the invoice, click on the ‘send invoice’ button at the bottom of the page. The invoice will be emailed directly to the nominated local government.

# Contact Information

**Local Government – application status, invoicing, voucher codes**

* Local Government contact list (this only lists those involved in KidSport): <http://www.dsr.wa.gov.au/funding/individuals/kidsport/local-governments>

**KidSport Team**

* Phone: (08) 9492 9911
* Email: kidsport@dsr.wa.gov.au