

How to Guide for clubs

Contents

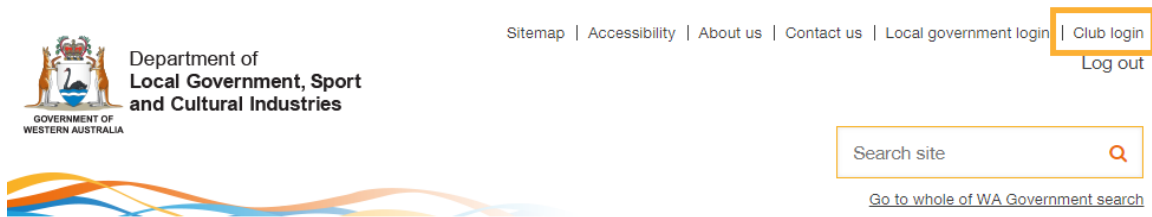
Apply to be a KidSport club	2
Changing the KidSport primary contact for the club.....	4
Update details of an existing approved KidSport club.....	5
Validate a KidSport voucher with the code	6
Trial local government payment.....	7
Create an invoice for payment.....	8

Apply to be a KidSport club

Before you start, check if your club is already registered with Sport and Recreation (WA) using the [find a club search](#).

If the club is in the system and you need to change the primary contact, follow the changing primary contact instructions on page 4.

If the club is not in the system, go to www.dsr.wa.gov.au click on the 'Club login' on the top right-hand side.



1. Click 'register'. This will check if your email address is not already listed with us.
2. Complete the form to register a find a club administration account and click 'create admin account'.
3. Log into the club portal using the new account username and password you have just created. Ensure you have your club ABN, incorporation number, bank details and registration information ready.
4. On the club homepage click 'add new'.

Clubs

Add a new club by clicking Add New or edit your existing club's details by clicking the pencil. Junior clubs can also register for KidSport.

 A screenshot of a web interface for managing clubs. At the top left, there is a button labeled 'Add New' which is highlighted with an orange box. Below this is a table with two columns: 'Registered Name' and 'Sporting Activity 1'. The table is currently empty.

5. Enter your club information. Ensure there are ticks in the age groups section for '12 and under' and '13 to 18'. If these are not selected, you will not be able to register the club for KidSport.

Age groups

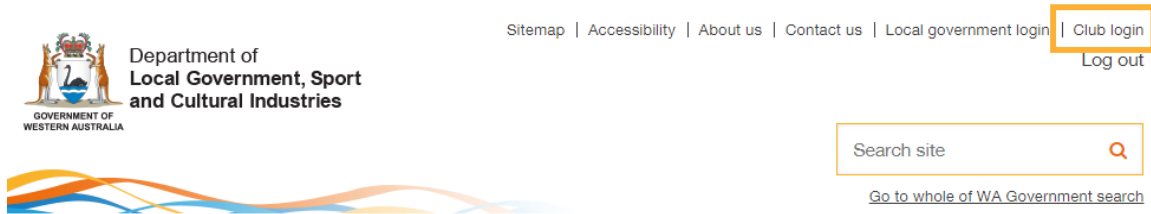
 A screenshot showing two orange buttons for saving club information. The first button is labeled 'Save club' and has a small checkbox icon to its left. The second button is labeled 'Save club and register for KidSport'. Above the first button, the number '12' is displayed, indicating the selected age group.

6. At the bottom of the page click 'save club and register for KidSport'. Key information from page one will be carried over to page two.
7. Confirm all details entered on the second page are correct and update for the current sporting season. At the bottom of the page click 'submit'.
8. A notification will be sent to the Sport and Recreation (WA) to assess the club's eligibility for KidSport. You will be notified of the outcome via email within 10 business days.

Changing the KidSport primary contact for the club

Each club has one primary contact. If this changes the KidSport team need to be notified.

To change the primary contact, go to www.dsr.wa.gov.au click on the 'Club login' on the top right-hand side.



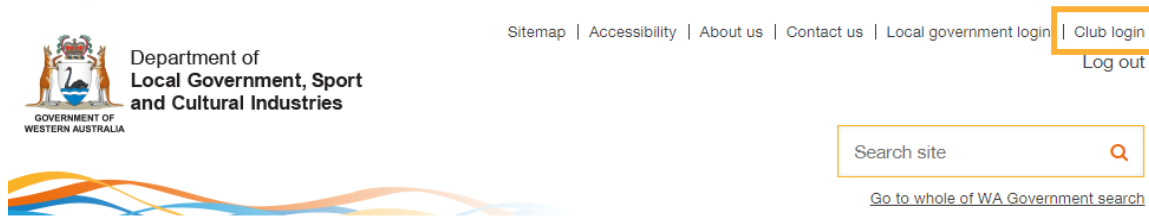
1. Click 'change club admin'. This page confirms:
 - a) you authorise the transfer to the new contact i.e. incoming club secretary
 - b) details for the new contact including:
 - club position
 - contact phone number
 - email address

Please note you will be asked to upload evidence to show the new contact is a certified representative from the club (e.g. copy of club minutes, website screenshot of roles).

The new club contact will be sent a new username and password to use for the club.

Update details of an existing approved KidSport club


To update your club details, go to www.dsr.wa.gov.au click on the 'Club login' on the top right-hand side.



1. Click on the pencil icon next to the club name you wish to edit and update the details:

Clubs

Add a new club by clicking Add New or edit your existing club's details by clicking the pencil. Junior clubs can also register for KidSport.

Add New	Registered Name	Sporting Activity 1
	CER Rovers Inc	Rugby Union

2. Enter your club information. Ensure there are ticks in the age groups section for '12 and under' and '13 to 18'. If these are not selected, you will not be able to proceed to the second page to edit your KidSport information.
3. At the bottom of the page click 'save and edit KidSport info'. Key information

Age groups

12 and under	13 to 18	19 to 30	31 to 50	50+
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

from page one will be carried over to page two.

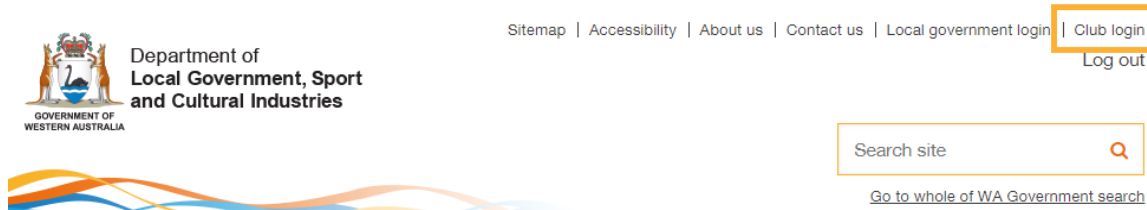


4. Edit and confirm information. To update registration fees click the pencil icon to edit, or click 'add new' to add new registration fee.
5. Click 'submit' to save.

Validate a KidSport voucher with the code

Parent/guardians of approved KidSport children receive a voucher code that they need to provide to the club. This code is used by the club to validate a voucher as payment for fees and ensures the club can receive payment.


1. Log in to your club portal on www.dsr.wa.gov.au via the 'club log in' on the top right-hand side.



2. On the club homepage, scroll to the 'KidSport Financials' table.
3. Click on the pencil icon to the left of the club name to open the page to validate a voucher:

KidSport financials

Click on the pencil icon next to the club name to validate KidSport vouchers and claim fees.

Registered Name	Sporting Activity 1
 CER Rovers Inc	Rugby Union

4. Go to the 'approved vouchers' table. This lists the names of all children who have been approved to use KidSport funding for your club. Click on the pencil icon to the left of the child's name to validate their voucher.
5. A new screen will open, type the code provided to you by the parent / guardian into the 'voucher code' box (the code will be a combination of letters and numbers).
6. Click the 'validate voucher button'. The applicant will then move from the 'approved vouchers' table to 'validated vouchers' table.

Trial local government payment

A number of local governments are part of a trial payment process and clubs with children from these areas will be paid directly from Sport and Recreation (WA).

You do however still need to create an invoice for children that reside in the local governments listed in your portal.

Payments from Sport and Recreation (WA)

For local governments **not** listed you will need to:

1. **Validate** the child's voucher.

After validation:

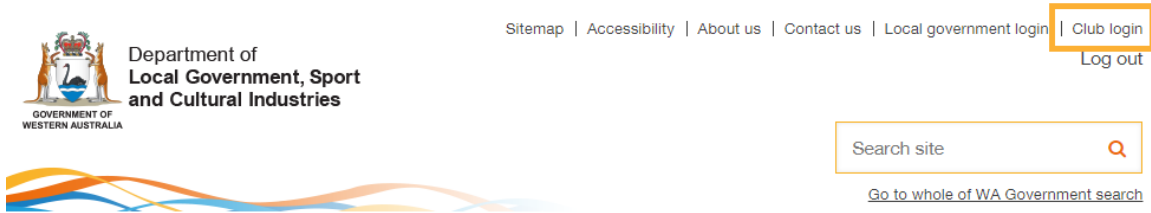
1. The voucher will be automatically attached to an invoice in a weekly process. **You do not need to create an invoice.**
2. A PDF copy of the auto invoice will be emailed to you once it has been submitted for payment.
3. Sport and Recreation (WA) will make a payment to your nominated bank account. This will appear as a payment from DLGSC – SR.
4. A PDF remittance advice will be emailed to you. This remittance will list the KidSport invoice numbers that have been paid.

To check which children's vouchers have been paid, you can either:

- Cross-check the KidSport invoice number/s on the remittance with the invoices that you were previously emailed
- Match the KidSport invoice number/s from the remittance with the corresponding invoice/s.

Create an invoice for payment


1. Log in to club account on www.dsr.wa.gov.au via the 'club log in' on the top right-hand side..



2. On club homepage, scroll to the 'KidSport Financials' table.
3. Click on the pencil icon to the left of club name to open the page


KidSport financials

Click on the pencil icon next to the club name to validate KidSport vouchers and claim fees.

Registered Name	Sporting Activity 1
 CER Rovers Inc	Rugby Union

4. Scroll to the bottom table 'Invoices' and click 'add new':

Invoices

Create new invoice by clicking on **Add New** or view existing invoices by clicking the pencil .

Add New							
Name	KidSport local gover	Club	Created On	KidSport invoice num	KidSport total invoic	KidSport invoice pai	

5. Select your club from drop down list on the left and select which local government you are invoicing on the right:

Note: Separate invoices will need to be created for different local governments

Validated vouchers to invoice

Select your club and the local government you wish to invoice.

KidSport club

Local government

If the local government you want to invoice isn't available it is part of the trial payment process. You will be paid directly from Sport and Recreation (WA) for vouchers from this local government.

5. Click 'create invoice'. This will pull all validated vouchers for that local government onto the invoice.
6. Go back to the KidSport Vouchers and Invoice page, scroll down to the invoice table and find the invoice you just created.
7. Click the pencil to the left of the invoice to view it. Ensure all details are correct (e.g. bank details, amount of the voucher, GST).
8. If details are correct press 'send invoice'.
Note – if the details are incorrect, please edit these before pressing send

The local government will receive an email that the invoice has been sent to them to pay, the email listed as the primary contact will be CC'd into this email.