

KidSport – Club – How to Guide

December 2020

Contents

Apply to be a KidSport club	2
Set up an administrator account	2
Register your club for KidSport	2
Logging into the KidSport portal	3
Update details of an existing approved KidSport club	3
Changing the KidSport primary contact	3
Navigating the portal	4
Update your registration fees	4
Update your bank details	4
Redeeming a KidSport voucher	5
Viewing claimed vouchers	5
Payment of KidSport funding	6
Viewing invoices	6
Refund Process	6
Promotional Material	7
Contact Us	7



Apply to be a KidSport club

1. Browse to www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/kidsport/information-for-clubs
2. Click the Register button

Information for clubs

KidSport club eligibility.

KidSport portal

Sign in to manage your KidSport portal.

Sign in >
Register

If applying for KidSport you are required to meet the [club eligibility criteria](#)

Set up an administrator account

1. Register your email address to log in as the club admin
2. Complete your profile by entering the relevant details and clicking Update.
3. Wait for your confirmation email and follow the email instructions.
4. Wait a few moments and then refresh your profile page/ and or log in again.

Register your club for KidSport

5. On the left-hand side of your profile page, click the **My Clubs** button.

Profile

My Clubs
6. On the Club Home page click **Add Club**. Add your club's details and Save.
7. On the Club Home page use the chevron drop down to now **Click Register for KidSport**

Registered Name ↑	Preferred Name	Main Sports	KidSport Approved?
Test Swim School	Swim School Mighty Dolphins	Swimming	N/A

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▼
 Club Fees
 Bank Details
 Register for KidSport
 Invoices

8. Use the link under Registration Fees. Add all your Club registration/membership fees using the Create button. Please note that KidSport vouchers can only be approved to match a listed fee.
9. Enter bank details and upload evidence of your account such as a bank statement so your account can be verified.
10. Double check all your information is correct then click **Save and Register for KidSport**.

All clubs who want to register as a KidSport club will also be listed on the Find a KidSport club search portal once approved.

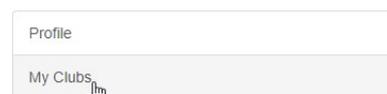
Logging into the KidSport portal

1. Go to kidsport.dlgsc.wa.gov.au
2. In the top right-hand corner, click “Sign in”



KidSport Portal

3. This will take you to your profile page, on the left-hand side, click the **My Clubs** tab



Update details of an existing approved KidSport club

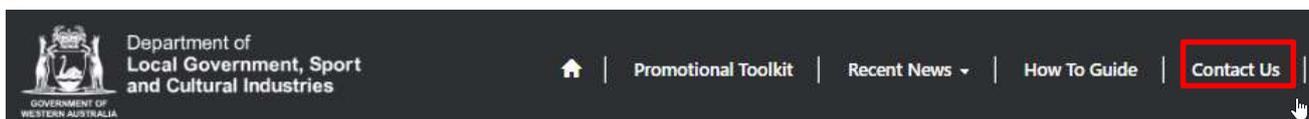
After you have logged on, click the clubs Registered Name (underlined in blue).

Click Edit to update any of your club details.

Please note: Updating your club details may result in your club being set back to pending

Changing the KidSport primary contact

There can only be one primary contact per club, user accounts must not be shared between individuals. To amend the primary contact for your club, please click the Contact Us page.

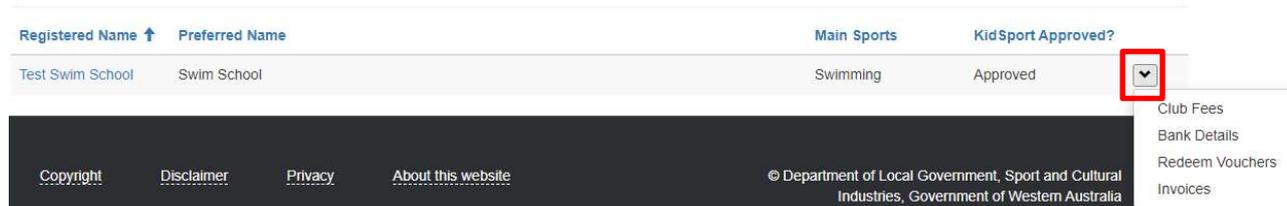


Click the Change Club Primary Contact link.

Complete the form and upload evidence of the new contact’s position within the club. This can be the minutes from an AGM or meeting where they were appointed to the position. The KidSport team will review your request and set up a new log in account for the portal. The new account will replace any existing log in account.

Navigating the portal

You can navigate through the portal by using the chevron drop down menu.



Registered Name ↑	Preferred Name	Main Sports	Kid Sport Approved?
Test Swim School	Swim School	Swimming	Approved

- Club Fees
- Bank Details
- Redeem Vouchers
- Invoices

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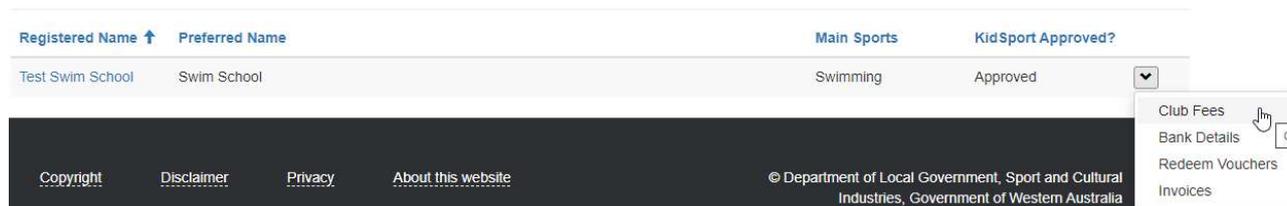
Once you have opened a view, you can switch between the views by using the tab bar



Club Home Club Fees Voucher Redemption Club Invoices

Update your registration fees

On the club home page; click the chevron drop down to select “**Club Fees**”



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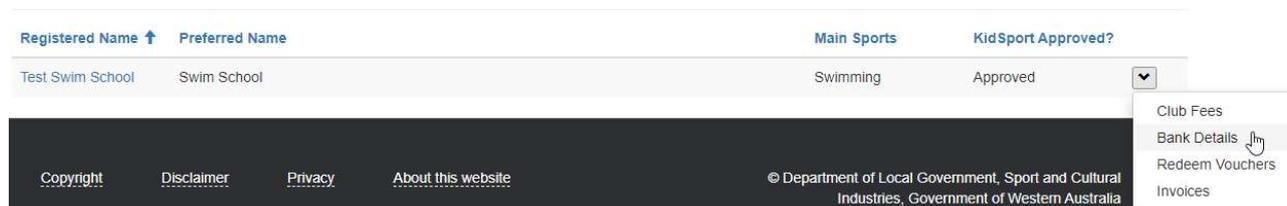
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- To add a new fee; click the Create button.
- To edit an existing fee; click on the name of the fee.
- To remove an existing fee; click on the name of the fee and then click remove

Helpful Hint: KidSport vouchers can only be matched against the club’s registration fees. Please ensure these fees reflect all the fees associated with being registered with your club.

Update your bank details

On the club home page; click the chevron drop down to select “**Bank Details**”



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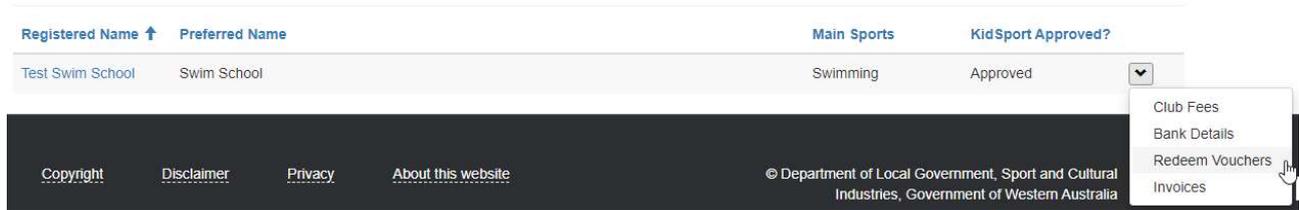
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Update all details then attach evidence of your bank details. This can be in a form of a bank statement, transaction record, or blank deposit slip that clearly displays the BSB, Account Number and Registered Name. Click Save to submit changes for verification by the KidSport team.

Please note: These bank details will be used for all payments from the Department of Local Government, Sport and Cultural Industries.

Redeeming a KidSport voucher

On the club home page; click the chevron drop down to select “Redeem Vouchers”



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To claim a child's KidSport voucher; you will need to validate the voucher with the unique code (received by the parent, the code will be a combination of letters and numbers) by clicking on the child's first name.

Enter the code in the Voucher Code field and click Send Validation Code



Voucher Code *

The applicant will then move from the ‘approved’ view to the ‘validated’ view.

Helpful Hints:

- The Quick Search function allows you to search all fields. To search on partial text, use the asterisk (*) wildcard character.
- You can export the two views to an excel spreadsheet by clicking the Export button
- A child will only appear in your list if they have selected your club on their application form. If you cannot see a child's name;
 - Check your “validated view” section (see below) to check you haven't already claimed the voucher
 - Contact the parent and ensure they have applied for KidSport and chosen your club.

To search on partial text, use the asterisk (*) wildcard character.



Viewing claimed vouchers

You can switch between each view by using the drop-down menus

Validated view shows vouchers that have been processed with a valid code and are pending payment.

Paid and Claimed view shows vouchers that have been paid to the club. This view also includes the invoice number attached to the paid voucher.



Paid and Claimed ▾

Approved

Validated

Paid and Claimed

Helpful Hints: Don't forget you can use the Search buttons to find a specific child or use the Export button to move the list to excel.

Payment of KidSport funding

All clubs will receive direct payments from the department. Clubs need to validate the child's voucher with the unique code to receive funding.

After validation:

1. The voucher will be automatically attached to an invoice in a weekly process. **Clubs do not need to create an invoice.**
2. Once the invoice has been created a PDF copy will be emailed to the club from the KidSport team. The invoice will list the names of the children's voucher included in the batch payment.
3. The department will make a payment to the club's bank account. This will appear as a payment from DLGSC – Culture.
4. A PDF remittance advice will be emailed to the club from accountspayable@dlgsc.wa.gov.au once the payment has been paid. This remittance will list the KidSport invoice numbers that have been paid.

Viewing invoices

On the club home page; click the chevron drop down to select "Invoices"

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Club Fees

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Redeem Vouchers

Invoices 

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Click on the invoice number that you are wanting to review. This will show you the details of the invoice, the total amount and the PDF attachment of the invoice. By clicking on the attachment, you will be able to download the PDF copy of your invoice. This is the same attachment sent out via email when club vouchers are sent for payment.

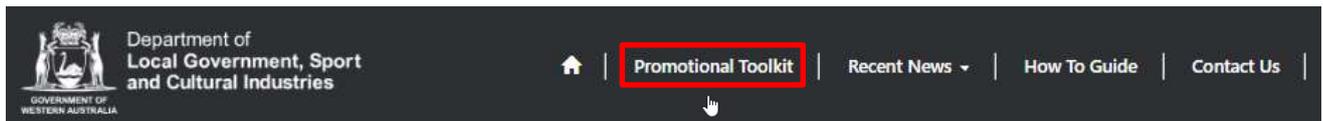
Refund Process

Please view the [Refund Guidelines](#) found on the KidSport website.

To initiate a refund, a club must follow the below steps;

1. Club must contact KidSport if parent contacts club directly requesting a refund.
2. KidSport team will contact parent and assess refund request.
3. If request is approved KidSport will send an invoice to the club for the agreed amount to be refunded.
4. Club required to email a payment receipt to Kidsport once refund payment processed. Details of the department's account and email will be on the invoice provided.
5. Kidsport receives refund and contacts the parent to confirm voucher can now be reused if required.

Promotional Material

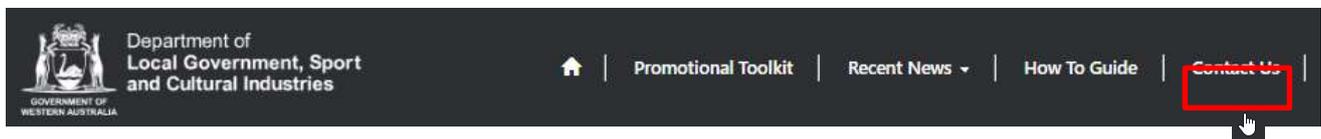


You can view the Promotional Toolkit from the top banner.

Promote KidSport in your community through using the images and content on the website to share the KidSport program in your newsletter, website and on social media.

If you would like any further material or have any suggestions on how else we can support you to promote KidSport; please don't hesitate to contact the team.

Contact Us



If you have any questions or would like the team to provide further training, please don't hesitate to contact the **KidSport Team** or use the Contact us button in the top banner.

(08) 9492 9911 kidsport@dlgsc.wa.gov.au