

# KidSport – Club – How to Guide

September 2021

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## Apply to be a KidSport club

1. Browse to [www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/kidsport/information-for-clubs](http://www.dlgsc.wa.gov.au/funding/sport-and-recreation-funding/kidsport/information-for-clubs)
2. Review all information then click the Register button.

### Information for clubs

KidSport club eligibility.

**KidSport portal**  
Sign in to manage your KidSport portal.

Sign in >
Register

Clubs applying to be KidSport approved are required to meet the [club eligibility criteria](#).

## Set up an administrator account

1. Review the disclaimer and [KidSport policy](#), then register your email address to log in as the club admin.
2. Enter your name, position, and contact number/s then click **Update** to save.

Your Information

**Title**

**First Name \***  **Last Name \***

**Position**

**Mobile Phone**  **Business Phone**

**E-mail**

Update

3. Once updated, click the **Confirm Email** button. Follow the instructions in the email to confirm your account.

🔔 Your email requires confirmation.
✉ Confirm Email

Your profile has been updated successfully.

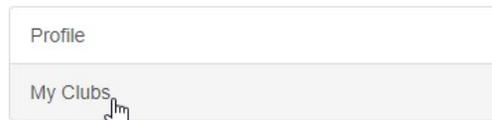
4. Refresh the page or sign back in to continue with registration.

By accessing the KidSport portal the nominated contact acknowledges they are authorised to act on behalf of the registered organisation, and have read and understood the [Information for Clubs](#) and the [Kidsport Policy](#). The nominated contact agrees to the [terms and conditions](#) and [privacy statement](#).

Information accessed through the KidSport portal can only be used in the process of claiming KidSport funding as outlined in this how-to guide.

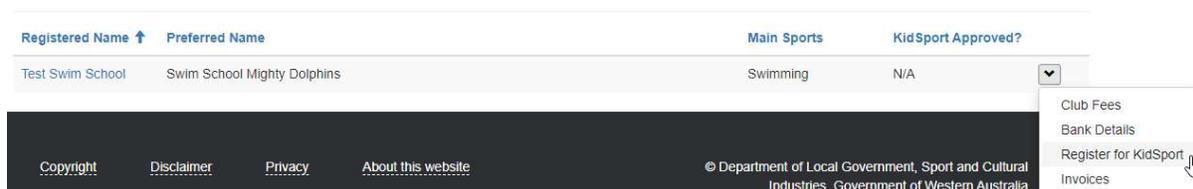
## Register your club for KidSport

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



- On the Club Home page click **Add Club**. Enter all your club's details and **Save**.
- Once the club has been created successfully review details onscreen. To continue with registration click **Register for KidSport**.

If you need to return to registration at a later date, you will now be able to access the Register for KidSport page from the Club Home page as shown below.



- Enter Registration Fees.** Use the link under Registration Fees, to add all Club registration/membership fees (see page 5 for example).

Once all fees have been added click the Return to KidSport Club Registration Page link.

### Registration Fees

To add registration fees, for this club, go to [Club Registration Fees](#)

Name ↑	Club	Ages	Amount (xxx)	Type	Created On	Modified On
There are no records to display.						

Note: KidSport vouchers can only be approved to match a listed fee. The name of the fee should be descriptive, e.g. AusKick, Junior membership, Yearly membership fee, etc.

- Enter bank details** then upload evidence of your account. This can be in a form of a bank statement, blank deposit slip or other document issued by your bank, that clearly displays the BSB, Account Number and Registered Name.
- Double check all your information is correct then click **Save and Register for KidSport**.

Completed applications will be reviewed by the KidSport team within 10 business days. The team will contact you with any questions or if information is missing.

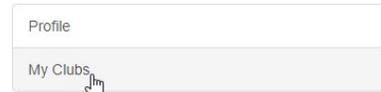
All approved KidSport clubs will be listed on the Find a KidSport club search portal. The primary contact will be contacted by the KidSport team with updates on the program, information on approved vouchers and when conducting random audits.

# Navigating the portal

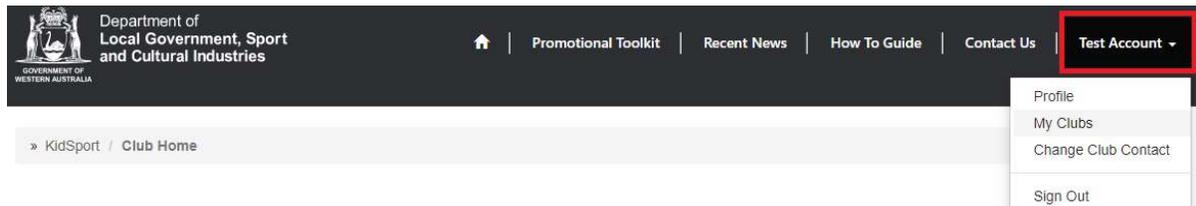
## Logging into the KidSport portal

Navigate to the KidSport portal to sign in - <https://kidsport.dlgsc.wa.gov.au/signin>

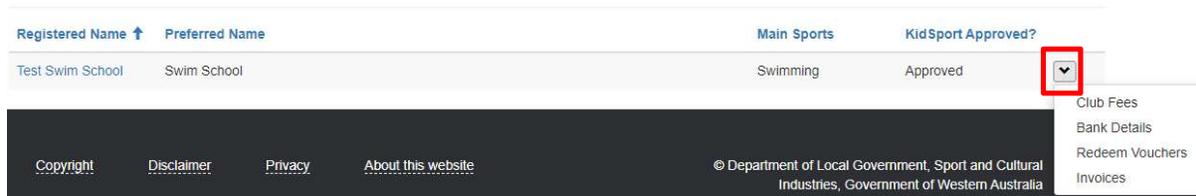
Once signed in you will be taken to the profile page. Access the Club Home page by clicking **My Clubs** tab on the left-hand side of the screen.



You can also access the Club Home page by clicking your name in the top right corner.



Navigate through the portal by using the chevron drop down menu next to the club approval status.



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



## Update details of an existing approved KidSport club

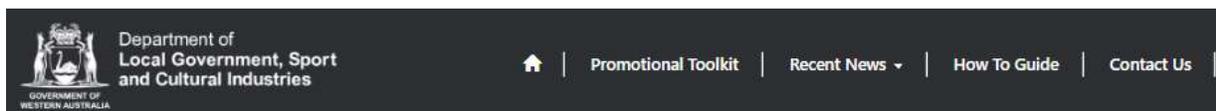
After you have logged on, click the clubs Registered Name (underlined in blue).

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.

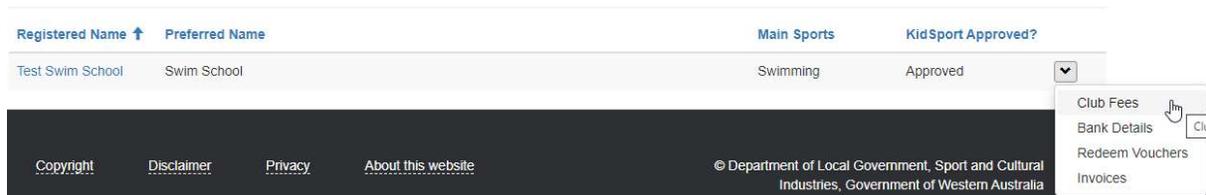


Click the [Change Club Primary Contact](#) link.

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.

## Updating registration fees

On the club home page, click the chevron drop down to select **Club Fees**.



Registered Name ↑ Preferred Name Main Sports KidSport Approved?

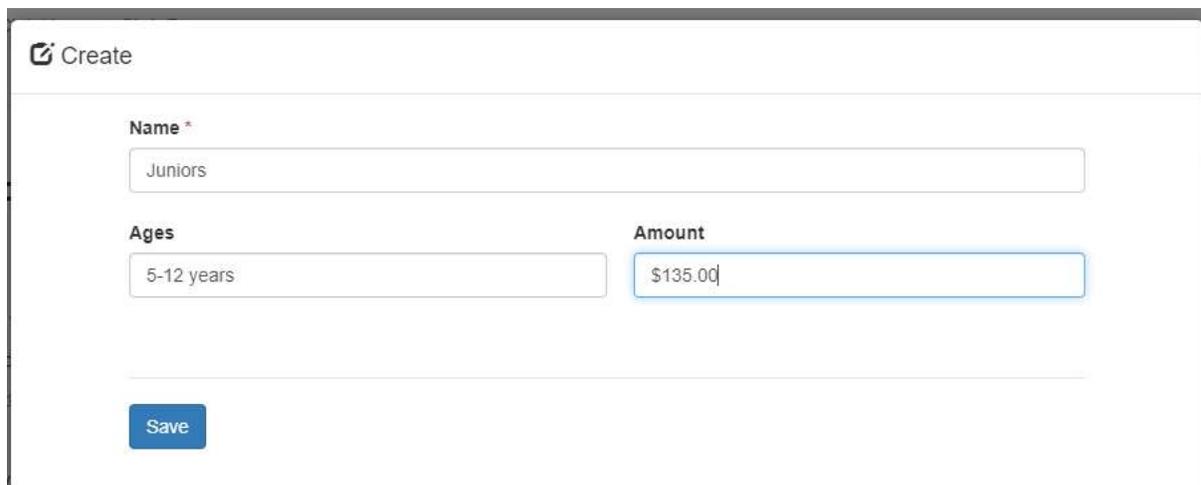
Test Swim School Swim School Swimming Approved

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Club Fees  
Bank Details  
Redeem Vouchers  
Invoices

### Adding a new fee

- Click the **Create** button. Enter details of the fee in the pop-up box. The name of the fee should be descriptive, e.g. AusKick, Junior membership, Yearly membership fee, etc.



Create

Name \*  
Juniors

Ages  
5-12 years

Amount  
\$135.00

Save

### Editing or removing an existing fee

- Click on the name of the fee in blue from the fee list.

[Create](#)

Name ↑	Type	Ages	Amount
Juniors - Year 1-2	Registration Fee	5-7 years old	\$150.00
Juniors - Year 3-6	Registration Fee	8-12 years old	\$170.00
Seniors - High School	Registration Fee	13-18 years	\$185.00

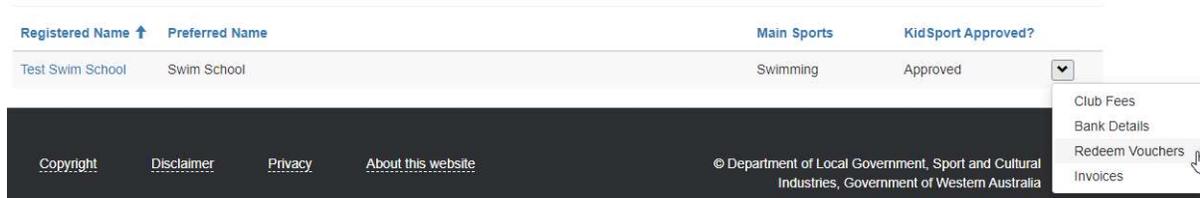
- To **edit the fee**, update details in the pop-up window then click **Update**.
- To **remove the fee**, click on the name in blue then click **Remove** in the pop-up box.

**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 to participate in an approved program.



# Redeeming a KidSport voucher

On the club home page, click the chevron drop down to select **Redeem Vouchers**.



To claim a child's KidSport voucher, validate the voucher with the unique code by **clicking on the child's first name**. KidSport voucher codes are sent to the parent/guardian only, the code will be a combination of letters and numbers (e.g. 123ABC).

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


 A screenshot of the voucher validation form. It features a text input field labeled 'Voucher Code \*' with a blue border and a blue cursor. To the right of the input field is a blue button with white text that says 'Send Validation Code'. A mouse cursor is pointing at the button.

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

## Viewing claimed vouchers

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

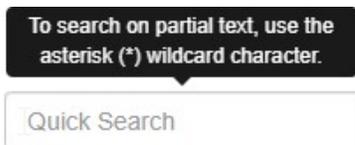
**Validated view** shows vouchers that have been processed with a valid code and are pending payment.

**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.



### Helpful Hints:

1. The **Quick Search** function allows you to search all fields.
2. Use the filter options to narrow down any view. You can export the displayed view to an excel spreadsheet by clicking the **Export button**.
3. A child will only appear in your list if they have selected your club on their application form.  
**If you cannot find a child's voucher:**
  1. Check your **validated view** section to check you haven't already claimed the voucher.
  2. Contact the parent and ensure they have applied for KidSport and chosen your club.



## Payment of KidSport funding

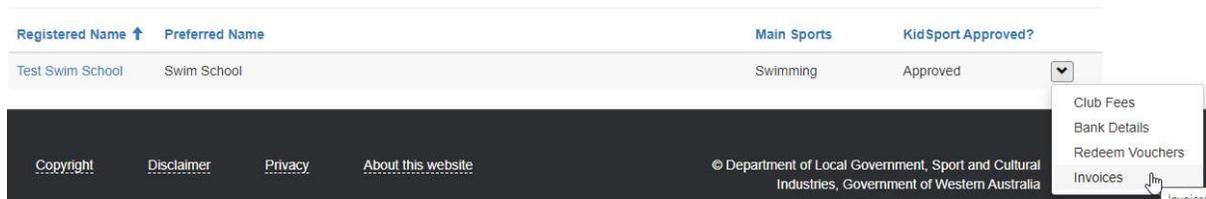
All clubs will receive direct payments from the department. Clubs need to validate the child's voucher with the unique code to receive funding.

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. This invoice will list the names of the children's vouchers 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](mailto: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**.



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

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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 a PDF attachment of the invoice. By clicking on the attachment, you will be able to download the PDF copy of your invoice.

## Refund Process

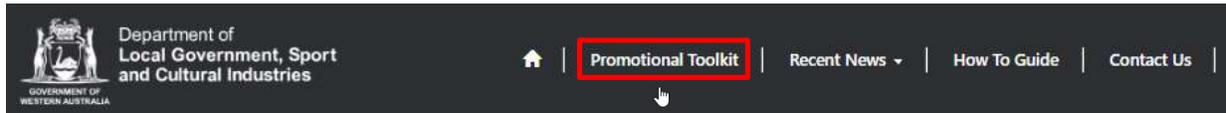
Prior to arranging a refund, please view the [Refund Guidelines](#) found on the KidSport website. In no circumstance can the club provide a monetary KidSport voucher refund to the child, parent or guardian. Funds should only be exchanged between the department and a club. Please note the department will adhere to all individual club's refund policies.

To initiate a refund:

1. Contact the KidSport team to notify of the parent's request for refund.
2. KidSport team will contact the 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. Details of the department's account and email will be on the invoice provided.
4. Club is required to email a payment receipt to Kidsport once refund payment is processed.\*
5. Once Kidsport receives the refund, the parent is advised of available funds for their child.

\*Clubs who fail to make payment of invoices may be placed on hold from receiving further KidSport funding.

## Promotional Material

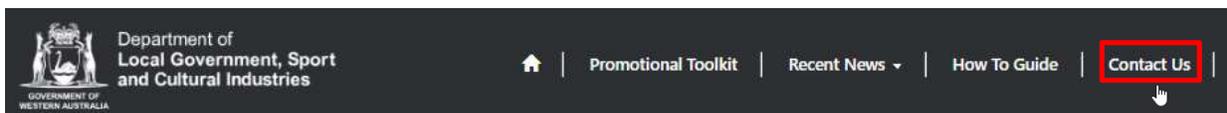


You can view the Promotional Toolkit from the top banner.

Promote KidSport in your community using the images and content on the [website](#). Use the sample text online 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 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](mailto:kidsport@dlgsc.wa.gov.au)