

FACT SHEET

Active Kids Reporting

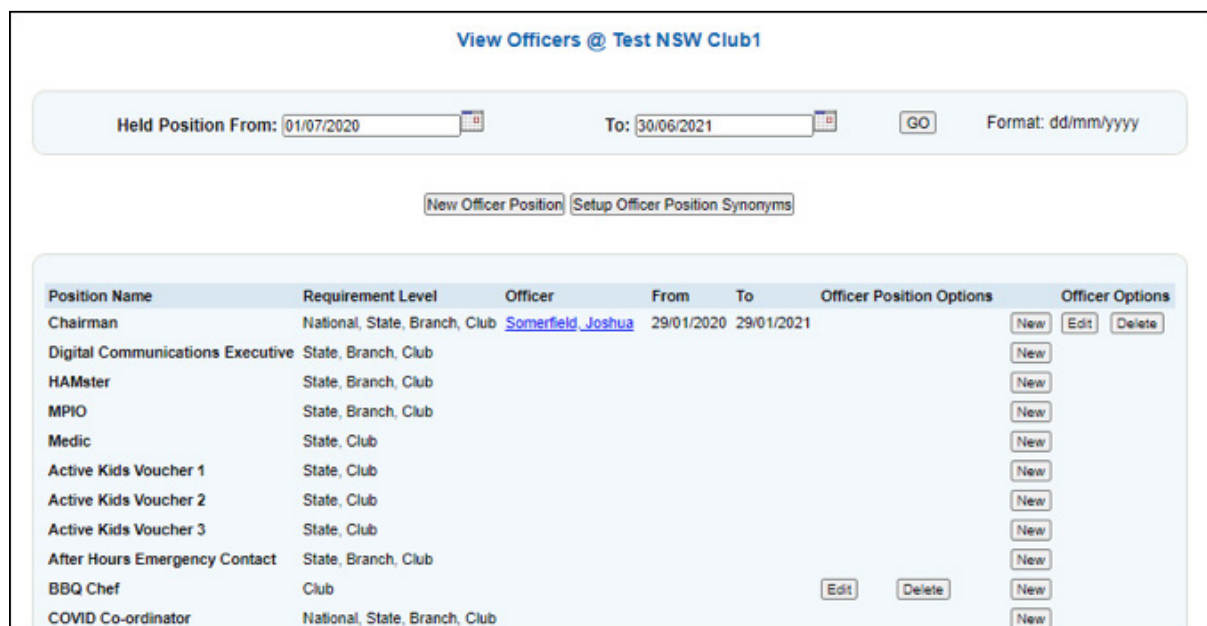
A guide for Surf Life Saving Clubs

There are three Active Kids Voucher Officer positions in SurfGuard. These positions have been created to enable members involved in Active Kids reporting (secretary/registrar etc) to do so via their members area. These reports show which member have paid using an Active Kids vouchers, as well as details such as voucher number, amount, and date. can now run a report in their Members Area account to view who has paid using an Active Kids voucher.

Create or edit Officer positions in SurfGuard

To appoint a member to the Active Kids Officer Position, click on 'new' in the Officer Position, click on 'New Officer Position' in the Officers drop down menu in SurfGuard.

The following SLSA [webinar](#) has more detailed instructions on this process.



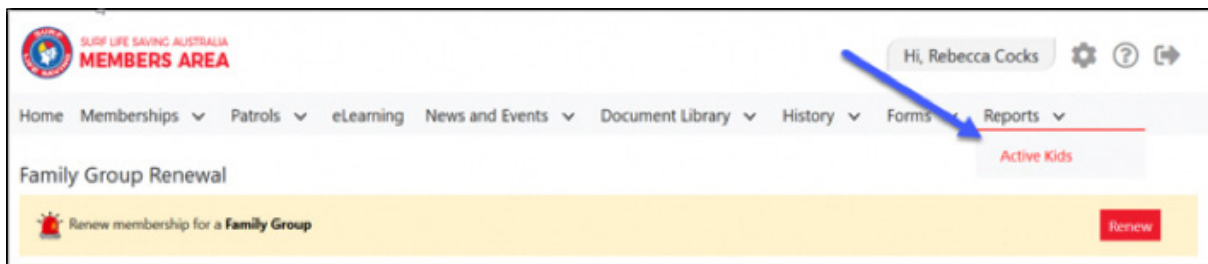
Position Name	Requirement Level	Officer	From	To	Officer Position Options	Officer Options
Chairman	National, State, Branch, Club	Somerfield_Joshua	29/01/2020	29/01/2021		New Edit Delete
Digital Communications Executive	State, Branch, Club					New
HAMster	State, Branch, Club					New
MPIO	State, Branch, Club					New
Medic	State, Club					New
Active Kids Voucher 1	State, Club					New
Active Kids Voucher 2	State, Club					New
Active Kids Voucher 3	State, Club					New
After Hours Emergency Contact	State, Branch, Club					New
BBQ Chef	Club				Edit Delete	New
COVID Co-ordinator	National, State, Branch, Club					New

Running an Active Kids report

Members appointed as an 'Active Kids Voucher' Officer in SurfGuard can run reports in their Members Area account to view who has paid their membership using an Active Kids voucher.

Step 1:

Under the 'Reports' Tab – click on Active Kids. This will create a report of all the redeemed Active Kids vouchers.



Step 2:

A report will be produced listing all those members who have redeemed their voucher. The report will show barcode number, pin number, amount redeemed, member name and date of redemption.

The screenshot shows the 'ACTIVE KIDS REPORT' page. The report title is 'ACTIVE KIDS REPORT'. Below the title, there is a 'Filter dates' section with input fields for '01/09/2019' and '30/09/2019', and a 'Filter' button. The report table has the following columns: Club, Barcode, Pin, Amount Redeemed, Redeemed By, Redeemed For, and Redeemed On. The first row shows a redemption by 'Rebecca Cocks' (5571224) for an 'Existing Member' (5571224) on 24 September 2019 at 1:58pm. The second row shows a redemption by 'Liam Cocks' (5701387) for a 'New Member' (5868917) on 23 September 2019 at 4:58pm. Callouts explain that the 'Redeemed By' column indicates who was logged in to the Members Area, and the 'Redeemed For' column indicates the member type (Existing Member or New Member).

Club	Barcode	Pin	Amount Redeemed	Redeemed By	Redeemed For	Redeemed On
Clovelly	5421133141817080	0403	\$100.00	Rebecca Cocks 5571224	Rebecca Cocks 5571224	24 September 2019 1:58pm
Clovelly	5401063178328052	2410	\$100.00	Liam Cocks 5701387	Member not found 5868917	23 September 2019 4:58pm