

# FACT SHEET

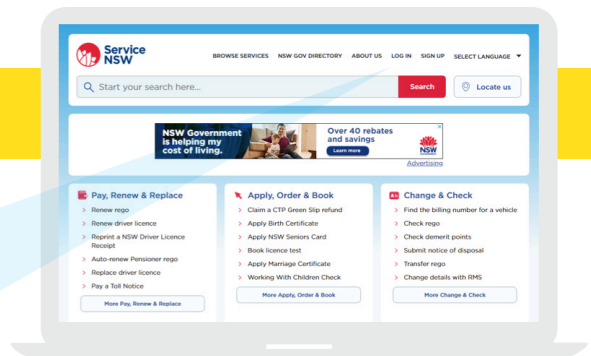
## How to Activate your Active Kids Account

### A guide for Surf Life Saving Clubs

#### Step 1

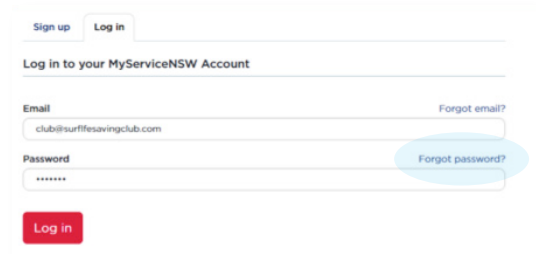
**Log in** to Service NSW using the email address listed in the Organisation tab in SurfGuard.

LOG IN



#### Step 2

If you have not used this account before, then you will need to select **Forgot Password** and follow the steps to reset your password.



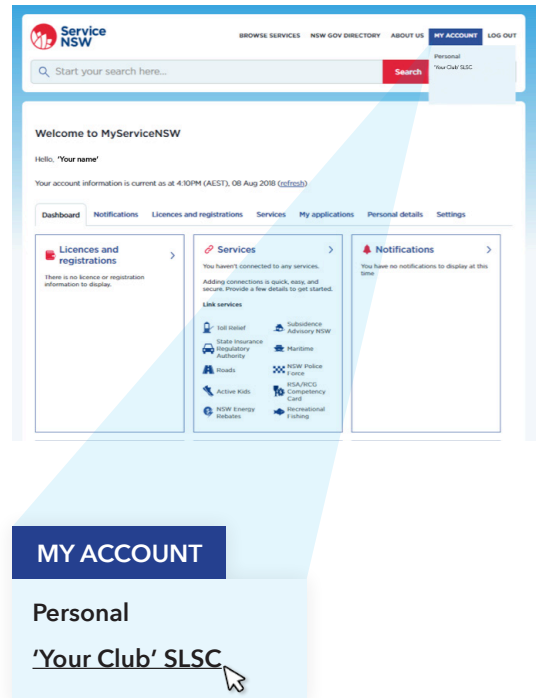
#### Step 3

Once you have successfully logged in to your account you will need to navigate to your club's Business Profile. To do this, hover over My Account at the top of the page.

*\*Please note the Active Kids logo on this page is a link for you to apply for a voucher for your child and not a link to your club.*

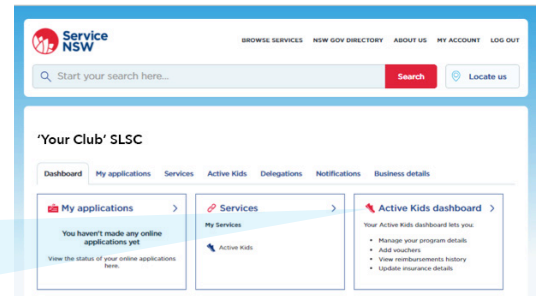
Your club should appear in the dropdown list. Select your club from this list. Accept the Terms and conditions. Once you have accepted it will take you to your Business Profile.

If there is no club on your dropdown list, first make sure you have logged in using the correct email address. If still not there, contact Claire Bevis at SLSNSW (cbevis@surflifesaving.com.au) to have your club details updated by the Office of Sport.



## Step 4

From here you can go to your **Active Kids dashboard** to check that your details (including bank and provider details) are all correct. Then you will be ready to add your Surf Life Saving program.

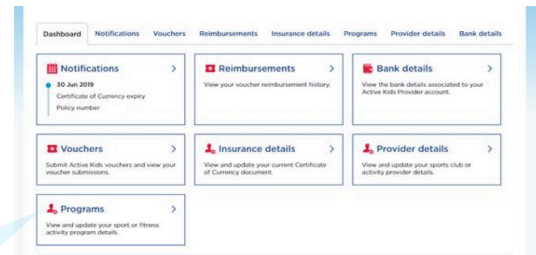


## Step 5

### Add a program

You will need to add your Surf Life Saving program activity details (such as Nippers or Cadets) so that the program will show up in the Active Kids website search.

From your Active Kids Dashboard select **Programs**.



## Step 5

On the Programs tab select 'Add another program' – select **Surf Life Saving** from the dropdown list in Sport/Activity.

Start typing your club location (e.g. Bronte) and it should bring up the location and postcode for you to click on. If you have a website you can list it here for parents to find your club online.

Agree to the Terms and Conditions and click on the red 'Add Program' button at the bottom of the page. Your club will now appear in the search function on the Active Kids website.

