

# 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. These three officer positions 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.

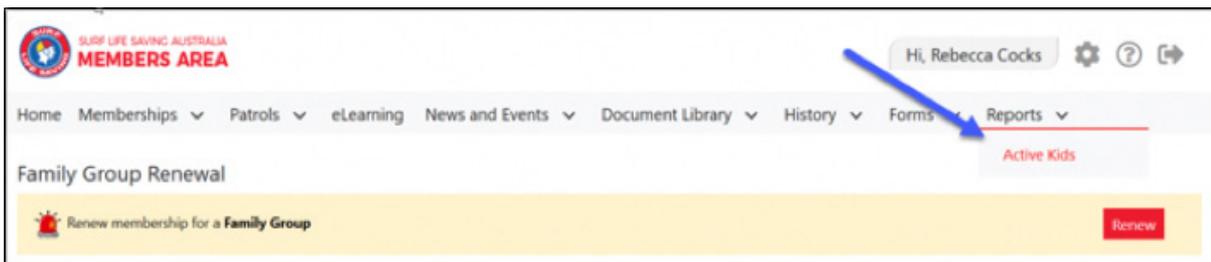
Position Name	Requirement Level	Officer	From	To	Officer Position Options	Officer Options
Chairman	National, State, Branch, Club	<a href="#">Somerfield_Joshua</a>	29/01/2020	29/01/2021		<a href="#">New</a> <a href="#">Edit</a> <a href="#">Delete</a>
Digital Communications Executive	State, Branch, Club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

### 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. It features a 'Filter dates' section with input fields for '01/09/2019' and '30/09/2019', and a 'Filter' button. A red callout bubble points to the 'Filter' button with the text 'Indicates who was logged in to the Members Area'. Below the filter is a table with columns: Club, Barcode, Pin, Amount Redeemed, Redeemed By, Redeemed For, and Redeemed On. Two rows of data are shown. The first row has 'Redeemed For' 'Roy' and 'Existing Member' callout. The second row has 'Redeemed For' 'Member not found' and 'New Member' callout.

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