

# **STEP BY STEP GUIDE**

How to redeem your Active Kids vouchers via the Members Area

## A guide for Members

Members renewing their club membership using an Active Kids voucher can do so through the <u>Members Area</u>. The following information highlights the steps to be taken to complete the membership renewal and redeem an Active Kids voucher.

If a member has completed their renewal online and is only waiting to make their payment, the membership renewal will need to be rejected by the club so that the member can complete both the renewal and Active Kids voucher redemption in the same process online.



## Step 1

Login to Members Area (https://members.sls.com.au/) and renew your membership.

## Step 2

Click on the Memberships tab on your Home page and select either:



Update the relevant details and click on "Submit". After completing the above renewal steps, click the Make a Payment button.

## Step 3

If you are renewing an U18 member, the Active Kids screen will be displayed. Enter your voucher details, PIN and club membership fee to start the voucher redemption process.

#### Click Next

The Members Area will then connect with Service NSW to check the validity of your Active Kids voucher.

## Step 4

Once your voucher has been confirmed, the following page will display asking that you pay any outstanding membership fees online using a credit card.

If the verification of your Active Kids voucher is rejected you will be presented with an error screen. If this occurs, please recheck your voucher and PIN details and reenter them. Should you receive this error message again, please contact your club to ensure they have activated their Active Kids Account with Service NSW.

If after ensuring that the club has activated their Active Kids Account you still receive this error message, please contact Service NSW directly who will be able to review your Active Kids voucher details and advise what action can be taken. Service NSW can be contacted on 13 77 88.

### ACTIVE KIDS VOUCHERS

Enter voucher details i	I you have the active voucher or just leave the fields empty to continue to the payment d					
Sarah Smith	(Member ID: 1234567 )					
Voucher barcode	12345678123456					
Voucher pin	1706 Child's Date Of Birth in the format DDMM. i.e. 1503					
Membership fee	\$ 130					
Next	Please enter the Club membership fee for your child. This voucher will be deducted fin					

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#### PAYMENT

Use the button below to pay now using your credit card.

PAY ONLINE

Bronte SLSC Phone Number(s) 0293896500 0411795256 0293896500 Email Address tklerck@slsa.asn.au Website www.brontesurfclub.com.ai

Physical Address

## Notes for clubs:

Every time a voucher is redeemed, the voucher details will be sent to the club's admin/office email address. The voucher number will also display in the payment gateway description when the payment is made.

