FACT SHEET

How to Activate your Active Kids Account

A guide for Surf Life Saving Clubs

Step 1

MyServiceNSW Account

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

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.



Forgot email?	mail
	club@surfifesavingclub.com
Forgot password?	assword

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.



Choose a dashboard	
Personal	
Your Club SLSC	



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.



Home Browse services Business Find loca

NSW Service

Surf Life Saving NSW da

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 6

Add Program

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.

sport/activity type	
Surf Life Saving	•
Location of sport/activity	
BRONTE 2024	
Start typing the suburb or post (ode and select from the list that appears.
Add another location	
I certify, as an authorised organisation (including ar child protection legislation Protection (Working with the Children's Guardian.	representative of the provider organisation, that y delegates) comply with current New South Wa n, including any requirements under the NSW Ch Children) Act 2012 as recommended by the Offic

