



## *Sport or Recreation Club Guide*

A guide to:

1. Setting up a registered account 'Find a Club' (Clubs Online)
2. Adding and registering your club to Clubs Online
3. Registering a club to be a 2015 KidSport voucher receiving club



Government of Western Australia  
Department of Sport and Recreation

**SPORT**4**ALL**

**Purpose of this document:** This document provides guidance to sport and recreational clubs with detail on the process they must follow for registering the club on ClubsOnline, and registering and applying for KidSport.

<b>Step 1</b>	<b>Registering for an online account for ClubsOnline</b>
<b>Step 2</b>	<b>Adding and Registering a club to ClubsOnline</b>
<b>Step 3</b>	<b>Registering a club to be a 2014/2015 KidSport voucher receiving club</b>

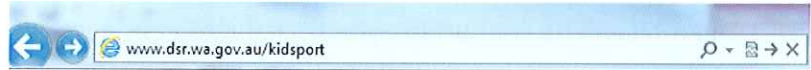
# 1

Don't have an account for ClubsOnline?

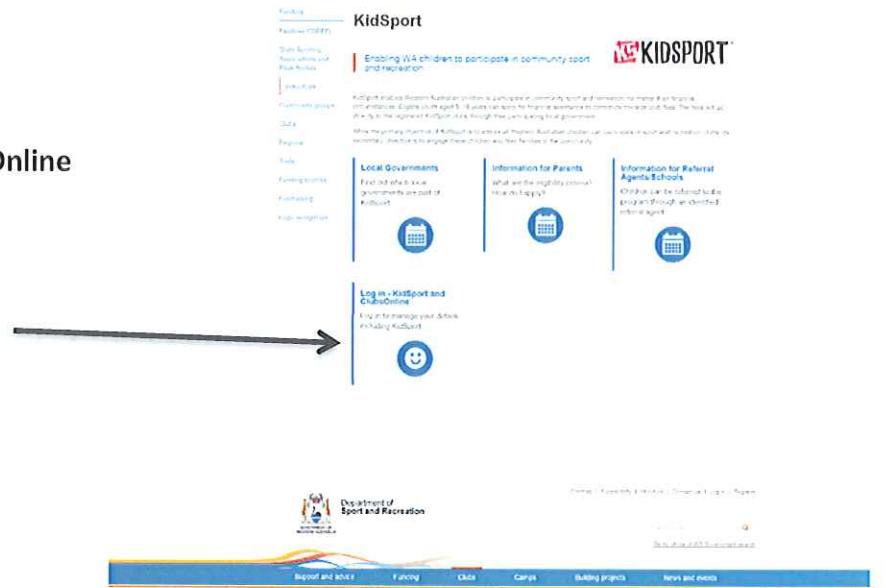
**You need to register for one here!**

Already have an account? Go to step 2

1.1 Open your internet browser and type in the following to the address bar:  
[www.dsr.wa.gov.au/kidsport](http://www.dsr.wa.gov.au/kidsport)



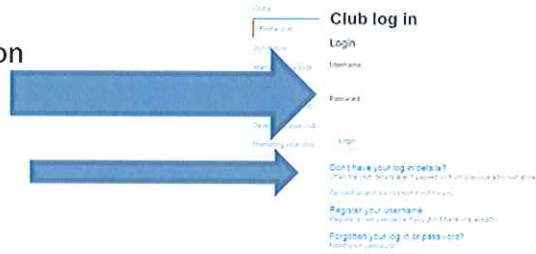
1.2 Click on Log in – KidSport and ClubsOnline



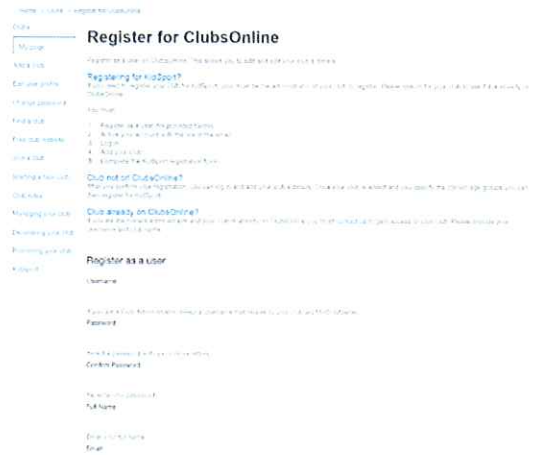
1.3 Click on either option **A** to log in or option **B** to register a new user name

**A**

**B**



1.4 Complete the online registration and save your users details at the bottom of the page



1.5 An automated message will advise your registration success.



An email will be sent asking you to activate your account by clicking on the link provided. Your account is now activated and ready to be used.



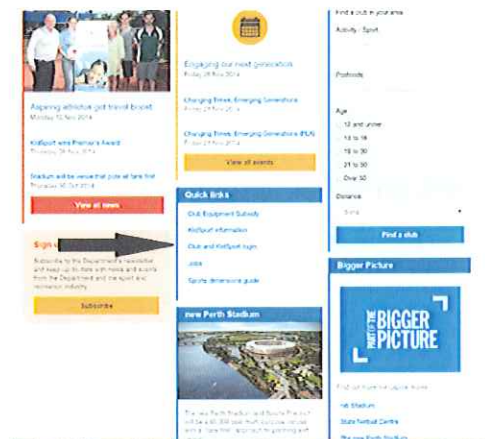
2

## Adding and registering a club to ClubsOnline

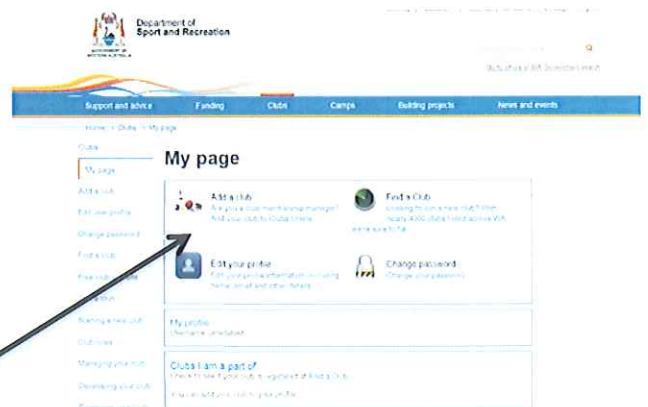
2.1 Log in via the DSR home page using your new credentials.

If you cannot remember your username or password to log in contact the team below:

(08) 9492 9700  
<mailto:clubsonline@dssr.wa.gov.au>



2.2 Click on the **Add a club** tab on your 'My page' which is now activated through log in. 'My page' is also where you can edit your profile, find a club and change your password



2.3 The Add a new club form will activate. Complete the following online form, clicking 'Save My Club's Details' at the bottom of the page.

Save My Club's Details

Join a club  
Starting a new club  
Club roles  
Managing your club  
Developing your club  
Promoting your club  
KidSport

Before adding a club, please make sure your club is not already on the database. Click here to find out more.  
Add a new club  
Required fields  
Club details  
Club name\*  
Postal address\*  
Club phone number  
Club mobile number  
Club fax number  
Email address  
Website  
Location of primary activity

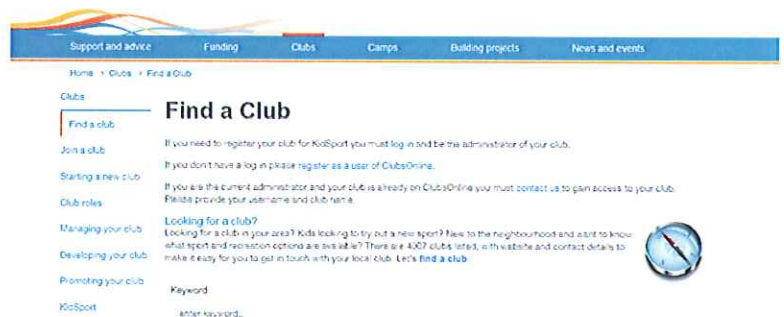
**NOTE:** Your club is now registered and added to the ClubsOnline database only. At this point you are not registered for KidSport yet.

On your 'My page' you can now see the clubs profiles that you have added and now administrate.

# 3

## Registering your club to be a KidSport 2014/2015 voucher receiving club

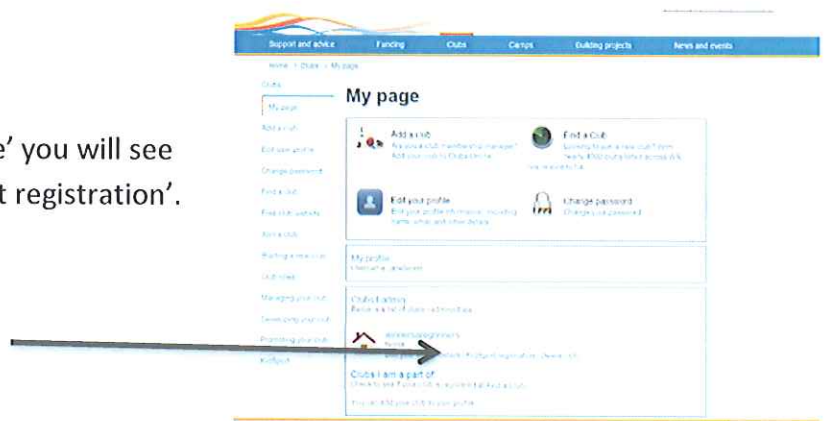
3.1 Click on the Find a Club link on your 'My Page' and login in with your details.



This link and registration will only be eligible if during the club registration process you selected the boxes '12 and under' and or '13 to 18' in the age category section of the form.

- Age groups**
- 12 and under
  - 13 to 18
  - 19 to 30
  - 31 to 50
  - Over 50

3.2 Once you have logged in on your 'My Page' you will see the clubs you admin with the link for 'KidSport registration'.



**3.3 Complete the KidSport registration form activated, filling in all spaces marked \***

**3.3.1 When selecting local governments, if there are multiple, hold down the CTRL key on your keyboard till all selections are highlighted blue.**

**3.3.2 When completing the club fees section, if one section does not apply, place 'N/A' in the box provided. It will not be processed if the box is left blank**

**3.3 Click on 'Save my club's KidSport details' to submit the KidSport Club registration form.**

**Declaration**

I agree that I have the authority to make this application/s on behalf of the above named organisation. I understand that when/if registering to be a KidSport club, the above named organisation will receive payment for successful applications upon invoicing the local government/shire/town and that only agreed fees for each applicant can be claimed.

**Copy KidSport contact information**

Check this box if KidSport contact and the person declaring this information is correct are the same.

**First name\***  
Paul

**Last name\***  
Goodley

**Role in club\***  
President

**Email\***  
paul.goodley@dssr.wa.gov.au

**Save my club's KidSport details**

Once saved you will receive the following message of success!

At this stage you have registered but not been approved to be a KidSport Club for 2015. Your details have been sent to all the local governments you selected the club would like to register with. One of the local governments will then either approve or reject your application for KidSport.

## ENQUIRIES

### **KIDSPORT**

**Paul Goodley**

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**94929740**

### **ClubsOnline**

**Crispin Roberts**

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