

## VICTORIAN GOVERNMENT - GET ACTIVE KIDS VOUCHER

### STEP 1 - CLUBS AND ASSOCIATIONS - REGISTER AS AN ACTIVITY PROVIDER

[Register your Club or Association](#) as a Get Active Kids activity provider.

To register as a Get Active Kids activity provider your club or association must:

- be affiliated with Netball Victoria.
- have an Australian Business Number (ABN).
- have an incorporation number or Australian Company Number (ACN).
- provide a copy of your Public Liability Certificate of Currency.
- provide your bank account details.

### STEP 2 - CLUBS AND ASSOCIATIONS – ENABLE GET ACTIVE KIDS DISCOUNT

Enable the Get Active Kids voucher in Netball Connect.

**NOTE** to enable Get Active Kids vouchers in Netball Connect the association and the club **MUST** set up a Stripe Withdrawal account.

Login to Netball Connect.

Go to Finance > Payment Gateway > Set Up Stripe for Withdrawals.

Provide all relevant details.

Enable Get Active Kids Voucher on active registration forms.

Login to Netball Connect.

Go to Registration and select the name of the relevant competition(s).

Go to Competition > Discounts.

Under Government Vouchers select Victoria Get Active and click Save.

### STEP 1 - PARENTS AND GUARDIANS – APPLY FOR A VOUCHER

To be eligible for a Get Active Kids Voucher a child must be:

- aged 0 to 18 years at the time of application.
- a resident in Victoria.
- named on a valid and issued Australian Government Health Care or Pensioner Concession Card (or the child named on their own valid Health Care Card).
- named on a valid Australian Government Medicare card.

Apply for a [Get Active Kids voucher](#).

- complete the eligibility check.
- provide your contact details.
- provide the child's Medicare Card details.
- choose the club or association where your child will participate.

If eligible, you will receive a voucher code via email.

### STEP 2 - PARENTS AND GUARDIANS – REGISTER

Your chosen club or association must be a registered activity provider.

Find a list of [registered activity providers here](#)

Nominate your chosen club or association when you apply for a voucher.

The voucher code must be presented to the Get Active Kids activity provider that was nominated when applying for the voucher.

- If registering online via Netball Connect, the Get Active Kids Voucher code can be added to the online registration form.
- Click + Add Government Voucher to the payment page of the online registration form.

Registration(s)  
Junior Player - Junior

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What would you like to pay for?

Full Competition - Upfront <sup>?</sup>

One Match only <sup>?</sup>

+ Add Discount Code

+ Add Government Voucher

**Government Voucher**

Voucher Type

Code

Apply Code

- If paying registration fees by cash or card directly to your club or association, present the voucher code at the point of registration.

### STEP 3 - CLUBS AND ASSOCIATIONS – CHECK THE VOUCHER CODE

The participant will provide the club or association with a voucher code either online via the registration form, or physically at the point of registration.

Each voucher is valued up to \$200 per child.

Check your club or association is the activity provider named on the voucher.

Check that the voucher code is valid before you redeem the voucher through Service Victoria.

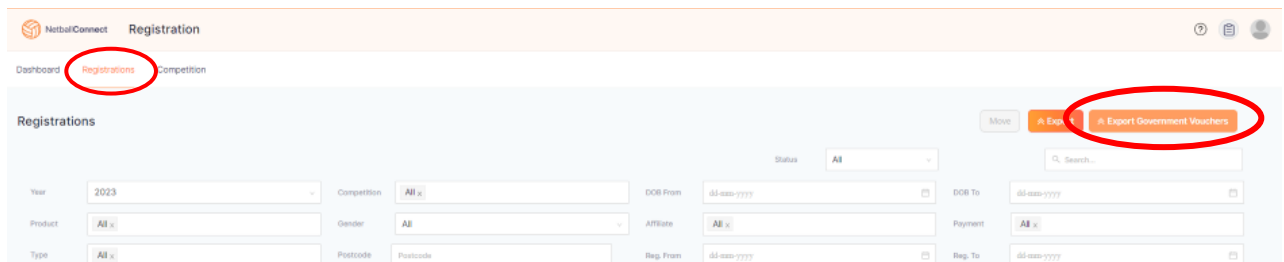
### STEP 4 - CLUBS AND ASSOCIATIONS – COLLECT VOUCHER CODES

Login to Netball Connect to collect all voucher codes used by participants.

Go to Registration > Registrations > Registrations

Find and click Export Government Vouchers.

Download the spreadsheet to find the name of the participant, voucher type, voucher code used, and voucher marked as paid status.



NetballConnect Registration

Dashboard **Registrations** Competition

Registrations

Move  **Export Government Vouchers**

Status: All

Year: 2023 Competition: All x DOB From: dd-mm-yyyy DOB To: dd-mm-yyyy

Product: All x Gender: All x Affiliate: All x Payment: All x

Type: All x Postcode: Postcode Reg. From: dd-mm-yyyy Reg. To: dd-mm-yyyy

**IMPORTANT NOTE** – the Victorian Get Active Kids voucher code is an alphanumeric code (G6-0123456-7AB8). If the Voucher Code entered by your member is invalid, or they have entered an incorrect code, you will be unable to redeem the funds for that participant. You can choose to cancel the individual's registration, or you may discuss another payment option with that member.

To cancel a registration, follow Step 6. Instead of marking voucher payment received, select cancel registration and instruct the member to register again and re-enter the correct voucher code, or pay the full fee upon registration.

## STEP 5 - CLUBS AND ASSOCIATIONS – REDEEM VOUCHERS

Log in to your [Service Victoria](#) account to redeem the voucher.

You will need:

- your Service Victoria login details.
- the Get Active Kids voucher code (you may redeem more than one voucher at a time).
- name of the participant.
- amount you want to claim back.
- the type of activity the voucher will be used for.

Service Victoria will reimburse the cost of the registration fee (up to \$200).

Vouchers MUST be redeemed by the due date.

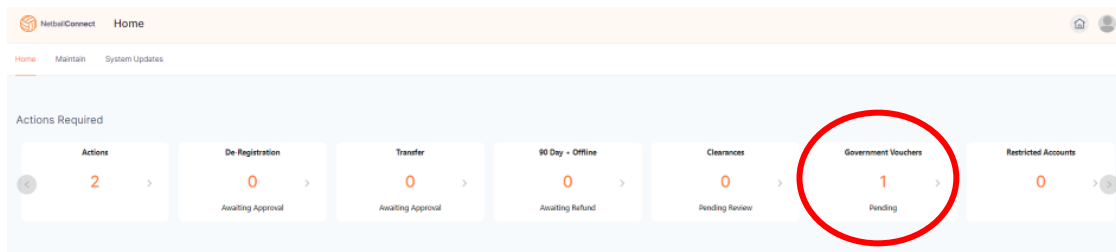
## STEP 6 - CLUBS AND ASSOCIATIONS – MARK VOUCHER PAYMENT RECEIVED

**IMPORTANT NOTE** - all voucher payments must be marked as received in Netball Connect.

Go to Netball Connect and mark the voucher payment received.

Login to Netball Connect.

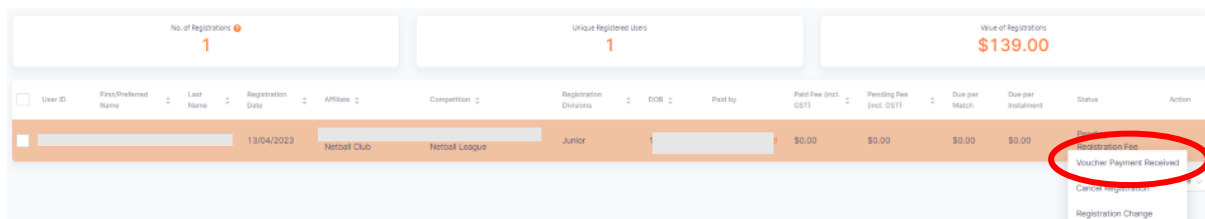
On the Home screen you will see the number of Government Vouchers pending.



Click on Government Vouchers.

Click on Actions and select Voucher Payment Received.

Confirm the detail in the pop-up box before you click yes.



**IMPORTANT NOTE** - if this step is not completed by the club or association, Netball Victoria may mark any outstanding Government Vouchers as paid. This will result in the amount of the Government Voucher being withdrawn from the club or association's account.

## GENERAL INFORMATION

Each Get Active Kids Voucher is valued up to \$200.

Registered activity providers can reduce the participant's registration fee by up to \$200.

The Get Active Kids Voucher code must be presented at the point of registration.

The Get Active Kids Voucher can only be used on uniform and equipment if the costs are included in the registration fee.

Each Get Active Kids voucher code can only be used once.

The Get Active Kids voucher can only be applied to one transaction.

Before the club or association accepts the Get Active Kids voucher code, check that you are the activity provider named on the voucher.

Log on to your Service Victoria account to check valid voucher codes.

There is no limit to the number of vouchers your club can redeem.