

# KIDSPORT HOW TO GUIDE

## - APPLICANTS -

### Applying for KidSport online

This online application process is **only available to applicants applying for KidSport who have a Health Care or Pensioner Concession Card.**

If you are NOT listed on a valid concession card, but believe you meet one of the KidSport Financial Exceptions, please contact your local government direct to access further information and the local [KidSport Financial Assessor](#) contact details.

Prior to completing the KidSport online application process below, please ensure you:

- Have an electronic copy of your Health Care / Pensioner Concession Card (scanned or photographed copy is fine). The file can then be uploaded onto the online form in any of the following formats – .doc,.docx,.pdf,.png,.jpg,.jpeg (Max: 5 MB).
  - Are joining a [club that is KidSport approved](#)
1. Go to the [Department of Sport and Recreation \(DSR\) homepage](#) and click on the KidSport link on the right-hand side.
  2. On the KidSport homepage, [click 'Apply online' link](#) in the right panel, to open online form.
  3. At the top of the form, make sure you mark 'yes' or 'no' as to whether your child has received KidSport before.

#### **If your child HAS received KidSport before:**

1. Mark 'yes' for the first question and click 'submit a voucher'
2. Complete all fields in the form (there will be a 1 page form to complete). Please note:
  - a. It is important that all details are entered accurately, particularly the first name, last name, date of birth of the child and local government (Council) that the child resides in.
3. Enter **the child's** Health Care or Pensioner Concession Card number (CRN). DO NOT enter the parent/guardian's CRN number.
4. Upload an electronic copy of the Health Care or Pensioner Concession Card by clicking 'select file'. The card must be valid and not expired. Although you have entered a CRN number, please still upload an image of the card or contact your local government so it can be uploaded.
5. Complete the remaining 'Parent Information' fields and click 'submit'.

#### **If your child HAS NOT received KidSport before:**

1. Mark 'no' for the first question and fill out all fields in the form (there will be a 2 page form to complete)
2. Complete each field in the online form (including the details of the child, parent/guardian)
  - a. It is important that all details are entered accurately, particularly the first name, last name, suburb and date of birth of the child.
3. Click 'next' and complete each field on the second page of the online application form. This includes sport/activity, the approved KidSport Club, and the amount being claimed for KidSport. Please note:
  - After selecting the club, the membership fee structures provided by the club will appear. Based on the figures listed, you can then indicate the amount you are requesting for KidSport, up to \$200. This amount can be lower than the amount listed, per age group, as you can always apply for a second sport later in the calendar year.

4. Upload an electronic copy of the Health Care or Pensioner Concession Card by clicking 'select file'. The card must be valid and not expired. Although you have entered a CRN number, please still upload an image of the card or contact your local government so it can be uploaded.
5. Click the 'submit' button.
6. A new page will appear confirming that your KidSport application has been submitted. If you do not see this message, it means an application may not have been submitted correctly, so you will need to submit the application again.
7. An automated confirmation of application will also be sent through to the email address that you provided in the form. **If you do not receive this email after a few hours, please contact your local government.**
8. The Local Government (Council) in which you reside will now assess the application and inform you, via email, if it has been approved or rejected.

## Contact Information

### Local Government – application status, reason for unsuccessful applications, general enquiries

- Local Government contact list (only lists those involved in KidSport):  
<http://www.dsr.wa.gov.au/funding/individuals/kidsport/local-governments>

### Department of Sport and Recreation KidSport Team

- Phone: (08) 9492 9911
- Email: [kidsport@dsr.wa.gov.au](mailto:kidsport@dsr.wa.gov.au)