

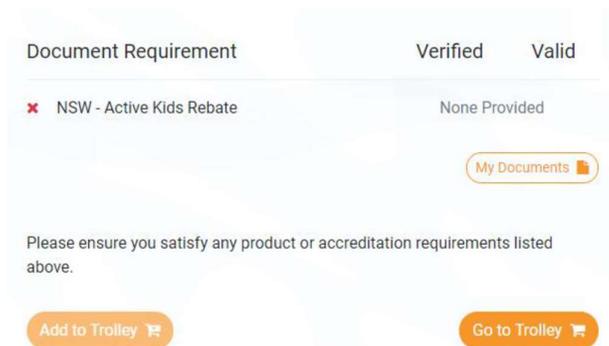
Using Active Kids Voucher for Swim Club Membership Purchase

In order for a member to purchase the Active Kids Voucher Membership Product, they must have first obtained their voucher from **Service NSW**. Please note that for swimmers 9 years and over an additional manual payment of \$25.00 will be required to complete the payment process. These monies can be placed inside an envelope with the swimmers name marked on the outside of the envelope along with the words "Membership payment" clearly displayed and dropped in the NACSC box at NAC reception.

The member will purchase the Active Kids membership product in Swim Central just as they would any other membership product. The member will need to search for the product called "**NACSCI Active Kids Voucher...**" following the instructions provided in document titled "**How do I purchase a membership product in Swim Central?**".

When the member attempts to purchase the Active Kids Membership Product via the shopping icon, they will be notified that they need a 'Voucher- Active Kids Rebate' document to be able to add the product to their trolley for purchase.

Click on **My Documents**.



The screenshot shows a notification box with the following content:

Document Requirement	Verified	Valid
✘ NSW - Active Kids Rebate		None Provided

Below the table is a button labeled "My Documents" with a document icon. A message reads: "Please ensure you satisfy any product or accreditation requirements listed above." At the bottom are two buttons: "Add to Trolley" and "Go to Trolley".

This will take the member to their document library, where they can upload their 'Active Kids Voucher' verification document.

The document SNSW recommends for members is a screenshot of the members Active Kids Voucher, which should contain their full name and voucher number.



Hi John Smith

Your Active Kids voucher details are below.

Transaction details

Service NSW receipt number: SN-138279725
Transaction date: 25/01/2019

Voucher details

Voucher number: 5412xxxxxxxx0546
Full name: Michael Smith

Applicant details

First name: John
Last name: Smith

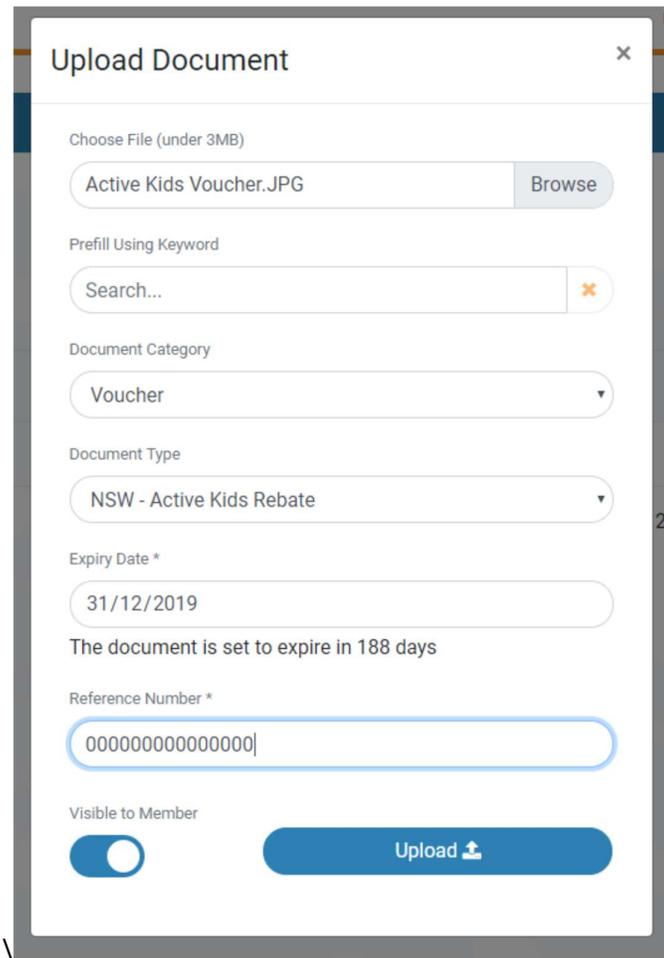
Click the Upload button and complete using the following details.

Document Category: Voucher

Document Type: NSW- Active Kids Rebate

Expiry Date: Date that the voucher will expire. In most cases it will be 31st December.

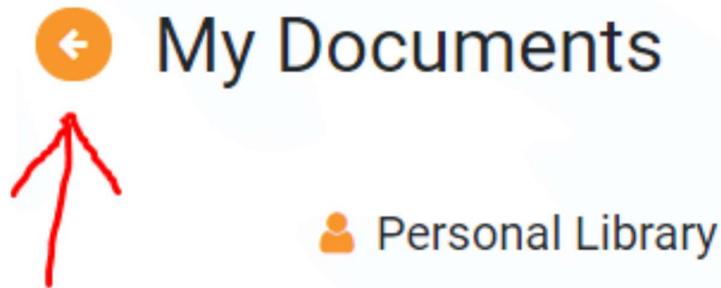
Reference Number: Active Kids Voucher Number



The screenshot shows a mobile application interface for uploading a document. The form is titled "Upload Document" and includes the following elements:

- Choose File (under 3MB):** A text input field containing "Active Kids Voucher.JPG" and a "Browse" button.
- Prefill Using Keyword:** A search input field with the placeholder text "Search..." and a clear button (X).
- Document Category:** A dropdown menu with "Voucher" selected.
- Document Type:** A dropdown menu with "NSW - Active Kids Rebate" selected.
- Expiry Date *:** A date input field containing "31/12/2019". Below it, a message states "The document is set to expire in 188 days".
- Reference Number *:** A text input field containing "00000000000000".
- Visible to Member:** A toggle switch that is currently turned on.
- Upload:** A blue button with an upload icon.

Once the document is uploaded, click the back button on the page, which will take you back to your product purchase.



The member now meets the requirements for the product and can proceed with payment.

Please note, the member may still be asked to input their credit card details, despite it being a \$0 transaction.

Once payment is made; the member will receive the following message that the approval of their purchase is pending.

