![GAMEDAY logo]

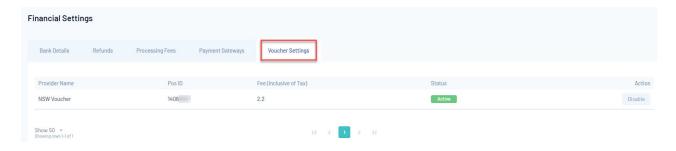# Active Kids Voucher Set Up & Reporting

GETTING SET UP

If organisations wish to become an Active Kids voucher provider, they will need to visit the NSW Government website and register.

Once the organisation has been set up via Service NSW, you will need to send through a support request to the GameDay support team so we can set your organisation up within the system.

Please send through a support ticket to support@mygameday.app with the following information:

- Organisation name
- Provide Code/Provider ID (POSID)
- Organisation SFID

Once we have set you up within the system, you will see a **VOUCHER SETTINGS** tab within the FINANCIAL SETTINGS of your organisation, which will list this information and show you are an active provider.

> **NOTE: If your POS ID happens to change at any time please be sure to send through an email informing us of this new ID so we can make the relevant change and so the correct information gets sent to Service NSW.**

For general FAQ's related to the Active Kids Vouchers, please click here.

ACTIVE KIDS VOUCHER REPORTING

Admins have the ability to report on those members who have used the Active Kids vouchers to purchase products.
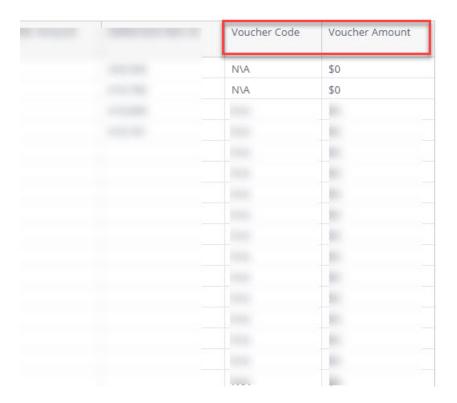
The information can be found within the tabular report called **TRANSACTION REPORT (BASIC**

DETAILS).

1. Go to Reports

2. Under tabular reports click on the TRANSACTION REPORT (BASIC DETAILS).

3. Scroll down the page to find the scroll bar for the report itself and scroll across to the end of the report.

4. You will see two fields related to the vouchers

- Voucher Code
- Voucher Amount

These two columns will display the voucher code that the member used and the amount of the voucher. This will be either $100 or less (depending on the price of your products and what products the member purchased).

If the columns shows N/A or $0 it means that member didn't use an Active Kids Voucher to purchase products.

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