PLAY FOOTBALL ADMIN

SPORTS VOUCHERS
sportsvouchers.sa.gov.au

How to set up Sports Vouchers in Play Football

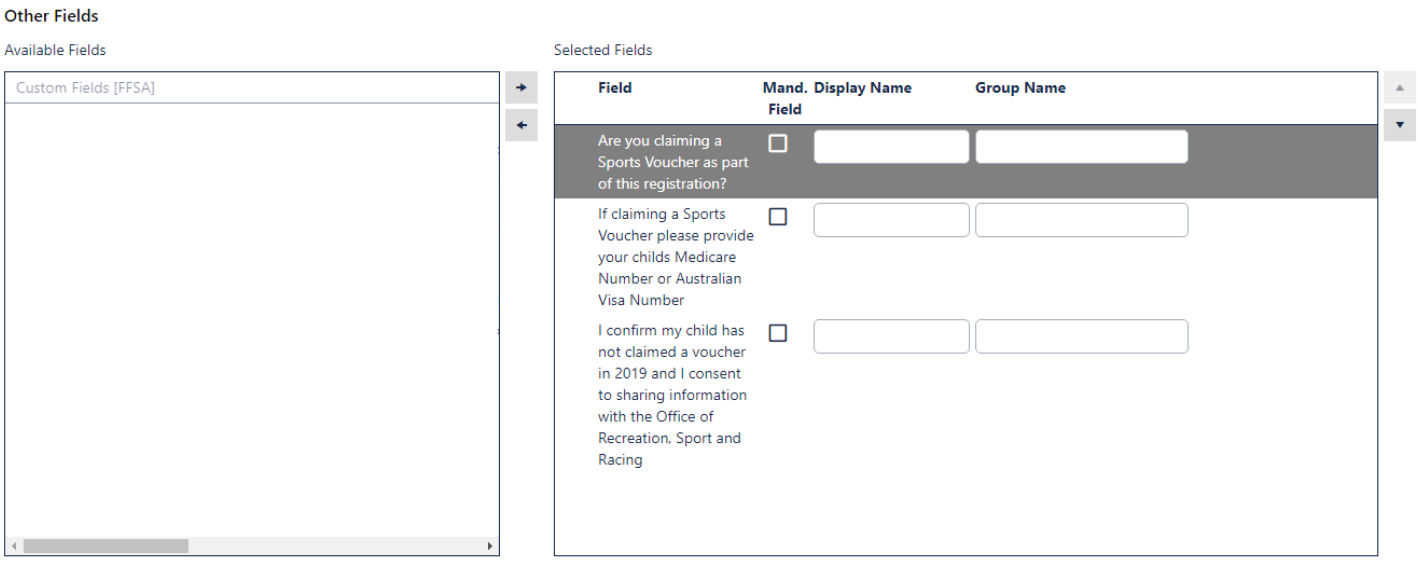
Step 1

- Create the below Additional Questions to obtain the information that needs to be submitted to the Office of Recreation, Sport and Racing
- Log into the Clubs Play Football Admin Account and go to People>Custom Person Lists>Custom Fields Management
- Ensure the relevant year/season is entered into the questions

Name Sports Voucher 1 **Description** For children enrolled in Reception to Year 7 in 2019 Only: Are you claiming a Sports Voucher as part of this registration?	**Type** Radio Button List **Options** Yes, No,N/A	PLAYER	Y
Name Sports Voucher 2 **Description** If claiming a Sports Voucher, please provide your childs Medicare Number and Reference or Australian Visa Number: (write n/a if not claiming)	**Type** Text Box	PLAYER	Y
Name Sports Voucher 3 **Description** I confirm my child has not claimed a voucher in 2019 and I consent to sharing information with the Office of Recreation, Sport and Racing	**Type** Radio Button List **Options** Yes,No,N/A	PLAYER	Y

Step 2

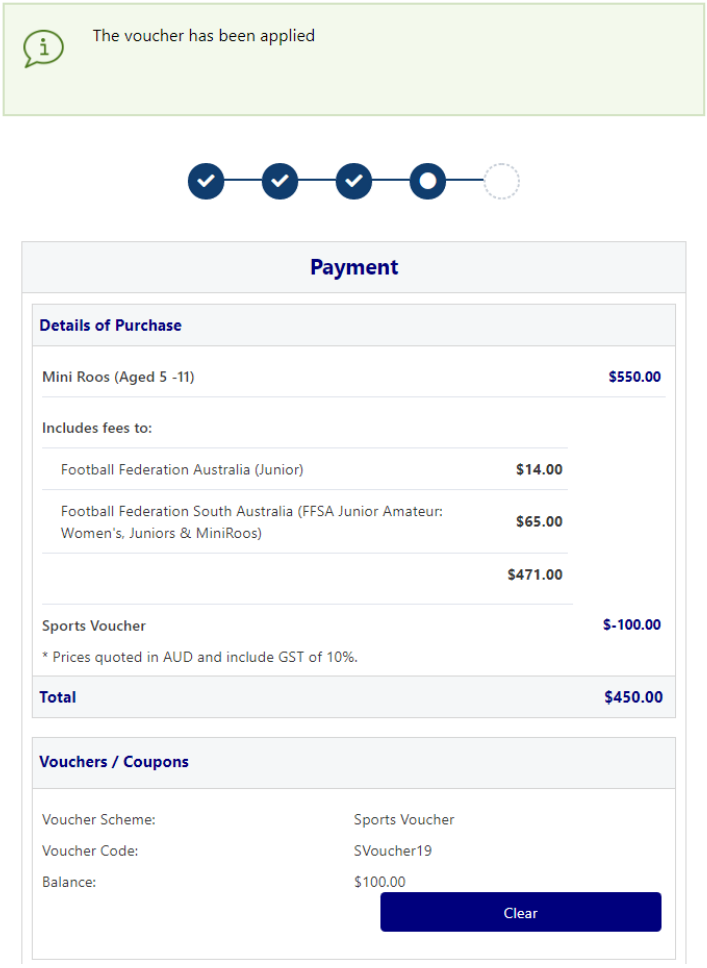
- When creating/editing the clubs junior sign up form, add the additional questions to the report



Step 3

- When the player/guardian registers ensure they complete the additional questions and at the payment screen select the following options,
    - "SA Sports Voucher" and enter the code SVoucher20 in the Voucher section

- This will then apply the $100 discount to the total price and the below screen will verify the voucher has been applied



Step 4

- An Additional Questions Report can be found via Play Football Admin > Reports > Additional Questions Report
- Download this into an excel document and use this information to complete the Claim Template and submit this to the Office for Recreation, Sport and Racing.