"Inspired to Play" Grant 2021

User Guide

Contents

1. Creating an Application

Click on 'Create application' button.

Pick your organisation from the drop-down menu and then click 'Continue'.

2. Filling in the Application

Choose Inspired to Play from 'Application Type' dropdown menu and start your application.

Then Click 'Save and Continue'

Cancel   Save and Exit   **Save and Continue**

On the Documents section, use the down arrows to see the required documents.

Application for Liberal CC   Help   Not Submitted

Contact	To Review
Organisation	To Review
Application	To Review
Documents	To Review
Actions	

Documents

Mandatory *[0 of 1]*   ⌄

Supporting Evidence (if applicable) *[0 of 1]*   ⌄

Organisation Documents *[1 of 1]*   ⌄

Cancel   Save and Exit   **Save and Continue**

○ To be reviewed
● Approved
● Reviewed
● Rejected
Controller: Agent

Upload the required documents by clicking on the 'plus' icon.

Manually enter the bank details then click 'Save'.

Once uploaded click 'Save and Continue'.

You can 'Save and Exit' to return to complete your application later. You will find your application in 'Unsubmitted Applications' on the dashboard

You can add any comments and 'Save Comment'. When you have completed all the required sections you can click 'Submit'.

3. Tracking Progress of your application

You can return to your application at any time to check the progress. The left side of the screen will show each section that has been approved, reviewed or rejected.
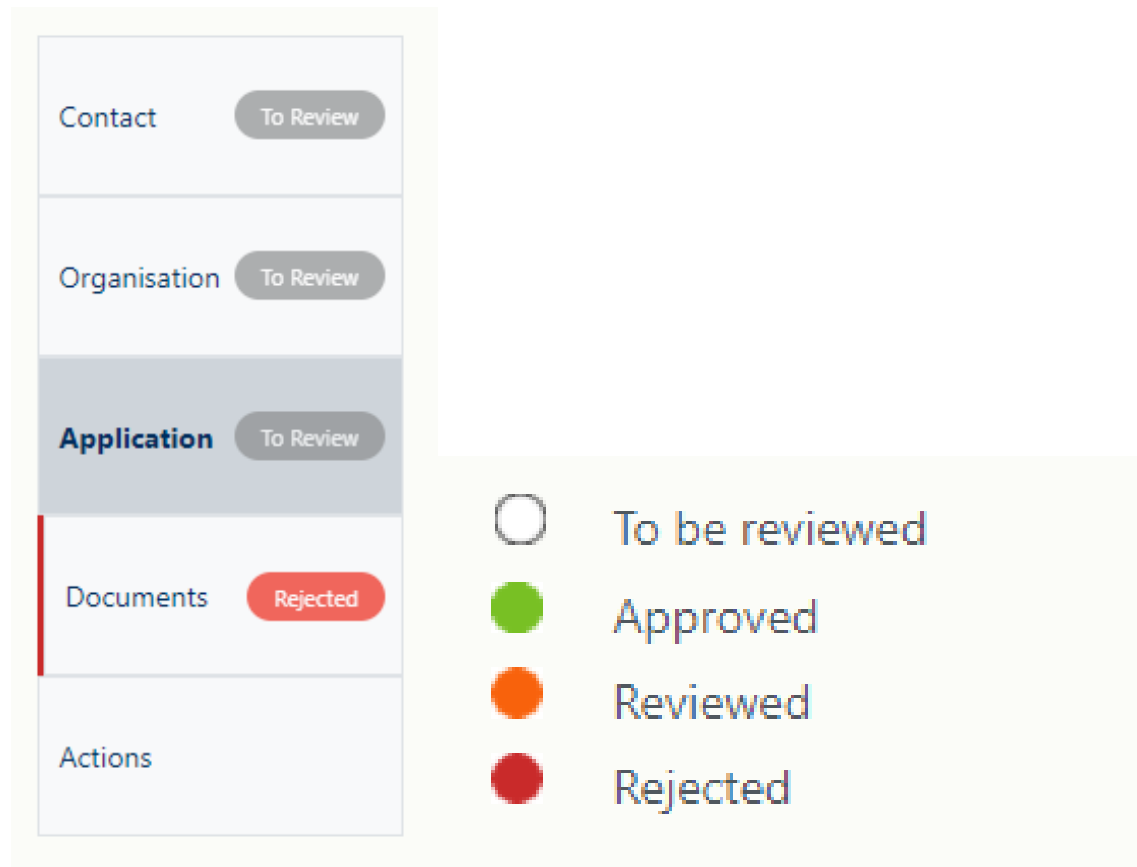
4. Providing Feedback

You will find your application in 'Submitted Applications' on the dashboard.

Click on the 'feedback' section to input feedback.

You can upload supporting evidence by clicking 'Add Feedback'.

Word, PowerPoint, PDF, .jpeg are all supported.