

How to create a QGrants Account

Click on 'Create a QGrants account'

Click on 'Sign up here' under Quick links

1. Enter your personal details

- Given name
- Surname
- Email

Choose a password (between 8-20 characters long, using numbers and letters)

IMPORTANT

Remember the email address and password you enter so you can log back into your QGrants account

2. Enter ALL the re-CAPTCHA text (both sets)

If you cannot read the text clearly you can refresh the field any number of times

3. Click on 'Register' to create your account

An activation email will be sent to the email address you registered with

You must open this email and click on the link to activate your QGrants account BEFORE applying for a voucher

The screenshot shows the QGrants registration page. The form is titled '1. Complete your personal details' and includes fields for 'Given name:', 'Surname:', 'Email:', 'Password:', and 'Re-enter password:'. Below these is a reCAPTCHA section titled '2. Please enter the text below (why?)' with two sets of numbers: '39' and '3533332'. At the bottom of the form is a green 'Register' button. To the right of the form, there is a text block: 'The QGrants site is where you can apply for and manage selected Queensland Government Grants.' Below this are three icons with labels: 'Apply for grants' (with a person icon), 'Check the status of your application' (with a document icon), and 'Manage claims and acquittals' (with a clipboard icon). Arrows from the instructions on the left point to the 'Given name' field, the reCAPTCHA input field, and the 'Register' button.

If you already have an account, you can skip this page

Apply for a *Get Started* Voucher

Log into your **QGrants account** (if you haven't already done so)

Check the details are correct on the following pages, clicking 'next' to proceed

- Account Details (*name details*)
- Address (*street and mailing address*)
- Contact Details
- Account Summary (account details)

Do you have a valid Health Care Card or Pensioner Concession Card with the child or young person's name on it?

Yes, I have a valid Health Care Card or Pensioner Concession card

Select 'Yes' from the drop down list

Enter your Health Care Card or Pensioner Concession Card number without spaces or dashes

Read the authorisation statement & press 'Authorise' to provide your consent

No, I want to apply using two referral agents

Select 'No' from the drop down

Enter the details of two referral agents and select how you will upload the referral agent statements (one or two documents)

(The referral agents must hold different positions)

Upload the referral agent statements as specified in the previous step

Enter the Child/Young Persons details

(Tip: Use the calendar icon that appears to the right of the 'Date of Birth' cell to select the date)

If you indicated your child had played club sport before, read the pop up message & click ok

Complete the short questionnaire and click next

(Please note, this step is not applicable if you indicated your child had not played club sport before)

Declaration

Review the Terms and Conditions and click the check box to indicate the information supplied in this application is true and correct

Summary

Ensure the details noted on this screen are correct and click Submit

If you have been successful, a copy of the voucher will generate on your screen

- Please save a copy of the form for your own records
- A copy will also be emailed to you
- Print the voucher and present to a registered club prior to the expiry date