ClubGRANTS

Adding a New User to Existing Account

About ClubGRANTS

ClubGRANTS is one of Australia's largest grant programs, providing more than $100 million in cash to a variety of worthy causes across NSW.

Charities, sporting organisations and not-for-profit community groups are among tens of thousands of worthy causes funded through the program each year.

Note: Only use this process if your organisation <u>does have</u> a ClubGRANTS Online Account. If there isn't an existing account, for Applicants see the manual on "Creating a New Applicant" and for Clubs or Local Councils please contact ClubASSIST.

1. Visit https://www.clubgrants.com.au and click on "Login/Sign Up"
   and then sign into your account.

2. Click on "Your Account" and then "Settings"
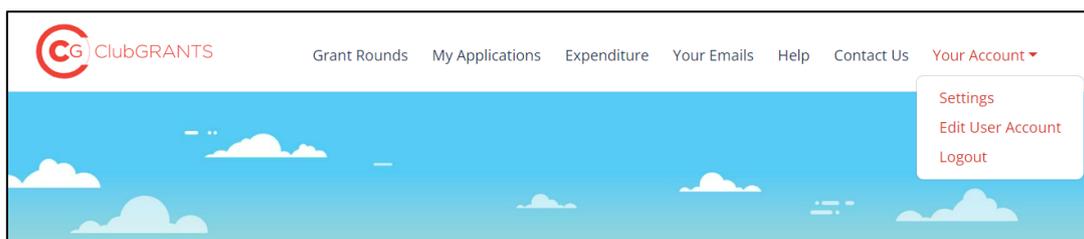
3. Scroll down to the bottom of the page and click on "Add a user" .
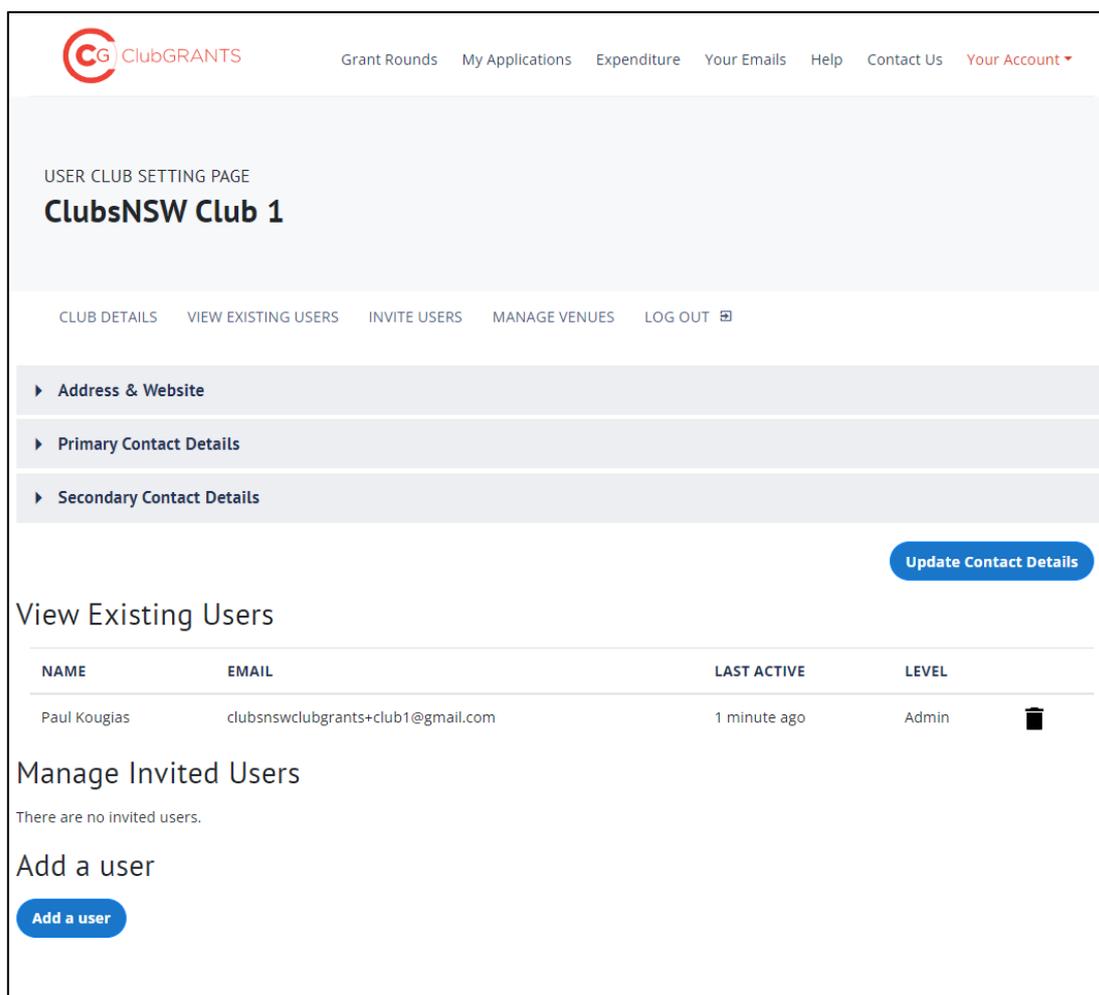
4. Fill in the short form and ensure you select "Admin" as the Role.
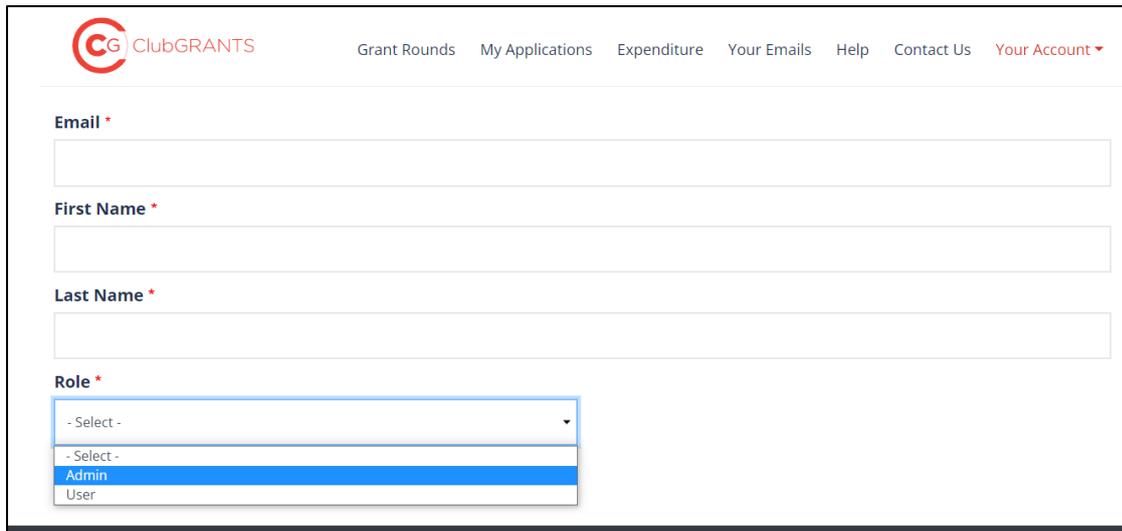
5. The email address used will receive a notification. Simply click on the "click here" link to activate your new account which will open up ClubGRANTS Online with this email being added to the existing account.