



ClubGRANTS Quick Start Guide

Welcome to ClubGRANTS Online! This guide will help you set up your online account and get your team ready for 1 September 2022.

Before you start

Ensure you have the following information ready:

- ClubGRANTS Online login and password
- Web browser and WiFi access (ClubGRANTS Online is currently not mobile friendly).

If any of the above is missing please contact ClubASSIST on **1300 730 001** or enquiries@clubsnsw.com.au.

1

Log into ClubGRANTS Online

- Visit www.clubgrants.com.au and log in with your supplied credentials
- Click the 'Your Account' tab and update your club's account details.

2

Review ClubGRANTS Online Marketing and Training Resources

- Read the *ClubGRANTS Online Club/Convenor User Manual*
- Watch the ClubGRANTS Online video guides
- Update all ClubGRANTS references/instances within the club to the current 'ClubGRANTS' including logos, website references and how to apply resources.

3

Open or schedule a grant round online

- From the 'Grant Round' tab, select the 'Create Grant Round' button to begin
- Refer to the 'ClubGRANTS Online Club/Convenor User Manual' if required
- Once completed, use the green 'preview' button to review your grant round
- Once a grant round has been opened or scheduled, use the 'grant round link' to promote the grant round to applicants.

Need support? Contact ClubASSIST on **1300 730 001** or enquiries@clubsnsw.com.au.

ClubGRANTS Online Key Features

ClubGRANTS Online is mandatory for all ClubGRANTS eligible clubs from 1 September 2022. Here are a few points that you can use when speaking to organisations who want to learn more about ClubGRANTS Online.

Feature	What to tell organisations
ClubGRANTS Online is FAST	Once you create a ClubGRANTS Online account and complete your profile, you can apply for live grant rounds instantly.
ClubGRANTS Online is EASY	Applicants have access to a variety of online resources including fact sheets, user manuals and video guides, and can contact ClubASSIST for support Monday to Friday, 9am–5pm.
ClubGRANTS Online is FOR YOU	ClubGRANTS Online is the ONLY way for organisations in NSW to apply for and receive ClubGRANTS funding from 1 September 2022. Organisations can no longer apply for grants via any other platform including via paper.

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