



ClubGRANTS

Adding a New User to Existing Account



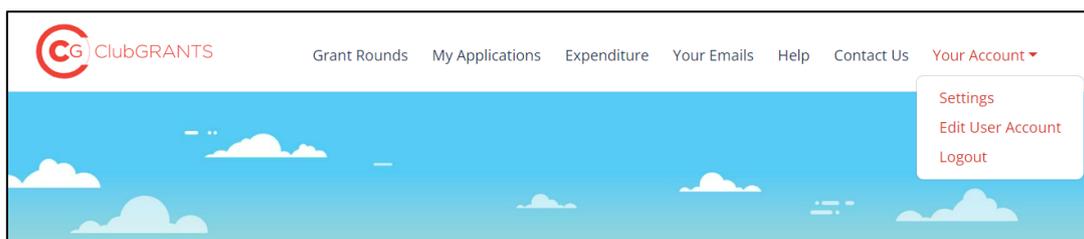
## About ClubGRANTS

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

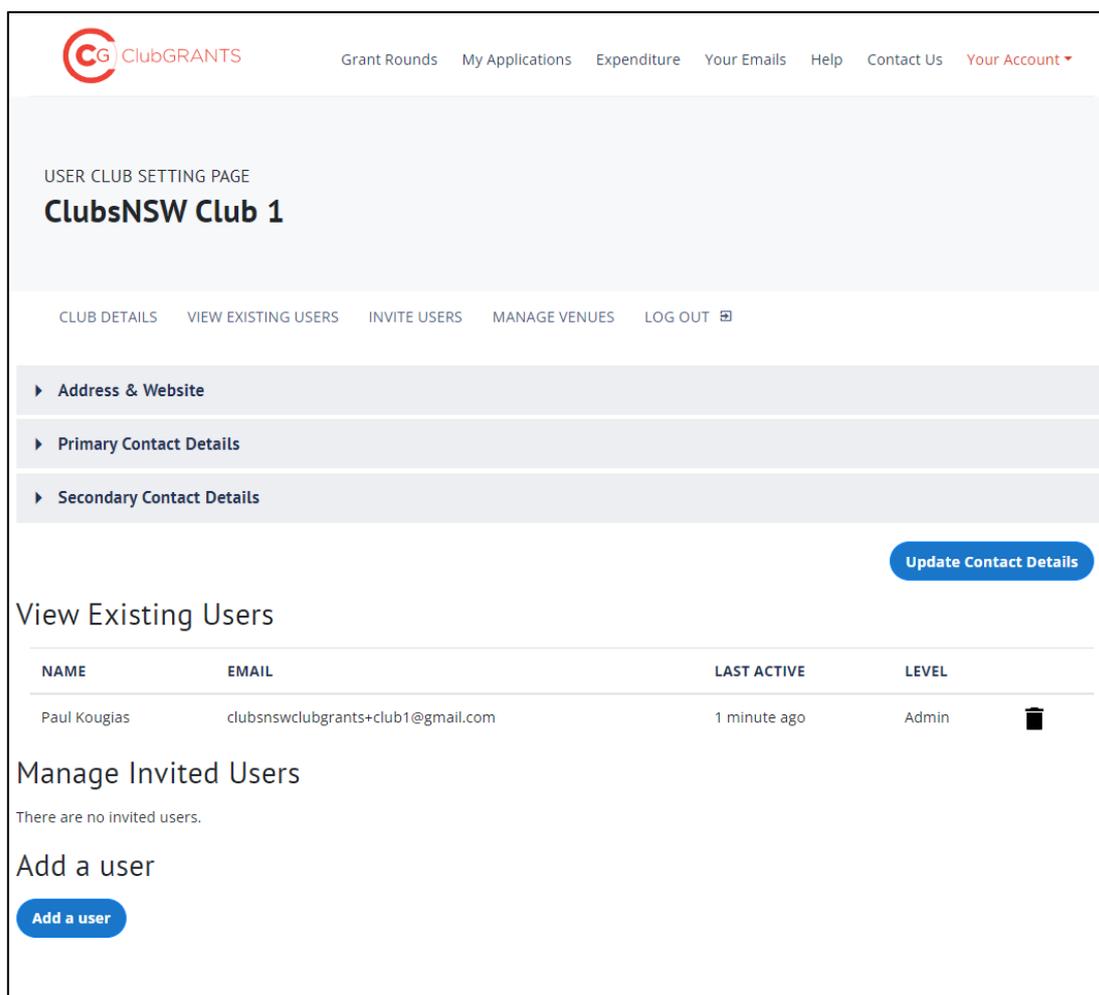
Charities, sporting organisations and not-for-profit community groups are among tens of thousands of worthy causes funded through the program each year.

**Note: Only use this process if your organisation does have 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.**

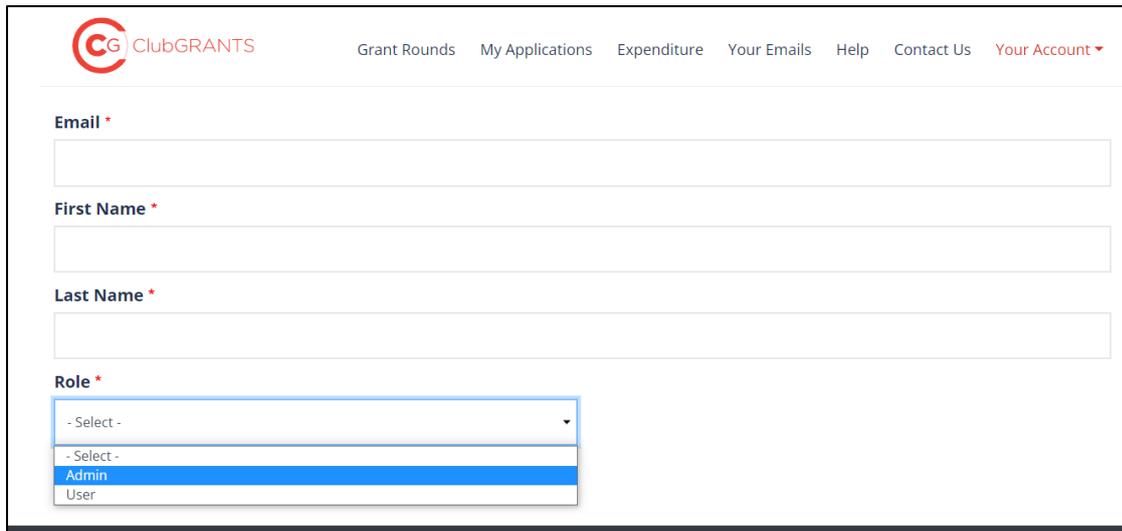
1. Visit <https://www.clubgrants.com.au> and click on "Login/Sign Up" and then sign into your account.
2. Click on "Your Account" and then "Settings"



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.



The screenshot shows the ClubGRANTS user registration form. At the top left is the ClubGRANTS logo. To the right of the logo are navigation links: Grant Rounds, My Applications, Expenditure, Your Emails, Help, Contact Us, and Your Account (with a dropdown arrow). The form contains the following fields:

- Email \***: A text input field.
- First Name \***: A text input field.
- Last Name \***: A text input field.
- Role \***: A dropdown menu with the following options: - Select -, - Select -, Admin (highlighted in blue), and User.

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.

