



Approve Request for Playgroup Operational Funding

Follow the steps below to approve a request for Playgroup Operational Funding using the Education Resourcing System (ERS).

Step	Action						
1	From the home page or dashboard click View All Requests .						
2	Click on the request ID of the request that has the status 'Pending Acceptance'.						
4	Click on the Request tab and review the information provided. <table border="1" data-bbox="263 761 1013 918"> <thead> <tr> <th>If the information is...</th> <th>then...</th> </tr> </thead> <tbody> <tr> <td>true and correct</td> <td>go to step 6.</td> </tr> <tr> <td>not true and correct</td> <td>go to the next step.</td> </tr> </tbody> </table>	If the information is...	then...	true and correct	go to step 6.	not true and correct	go to the next step.
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not true and correct	go to the next step.						
7	Can you correct the information? <table border="1" data-bbox="263 974 1372 1265"> <thead> <tr> <th>If you...</th> <th>then..</th> </tr> </thead> <tbody> <tr> <td>can correct the information</td> <td> <ul style="list-style-type: none"> edit the appropriate field(s). go to the next step. </td> </tr> <tr> <td>cannot correct the information</td> <td> <ul style="list-style-type: none"> select I don't agree – delete. click I don't agree – delete. <p>Note: this will delete the request and a new one will need to be created.</p> </td> </tr> </tbody> </table>	If you...	then..	can correct the information	<ul style="list-style-type: none"> edit the appropriate field(s). go to the next step. 	cannot correct the information	<ul style="list-style-type: none"> select I don't agree – delete. click I don't agree – delete. <p>Note: this will delete the request and a new one will need to be created.</p>
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8	Select I agree .						
9	Click Agree & submit request .						