



Create New Request for Playgroup Operational Funding

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

Step	Action								
1	From the home page or dashboard click New Request .								
2	Select 'Playgroup Operational Funding' in the request type field.								
3	Click Create Request .								
4	Check the contact details and bank account details for your Playgroup. <table> <tr> <th>If the details are...</th><th>then...</th></tr> <tr> <td>correct</td><td> - select 'The details displayed above are correct. Note: if the details are not correct, your payment may be delayed.' </td></tr> <tr> <td>not correct</td><td> - select 'Some of these details are incorrect - you will be phoned to have these changed. Please proceed with your funding request. It will be accepted, but your payment may be delayed until your details are updated.' - type your name and phone number into the fields provided. </td></tr> </table>	If the details are...	then...	correct	select 'The details displayed above are correct. Note: if the details are not correct, your payment may be delayed.'	not correct	- select 'Some of these details are incorrect - you will be phoned to have these changed. Please proceed with your funding request. It will be accepted, but your payment may be delayed until your details are updated.' - type your name and phone number into the fields provided.		
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5	Click Agree & Continue .								
6	Select the date you were last open. Your last 10 weeks of full operation will be displayed.								
7	Enter the session attendance details for each session. <table> <tr> <th>Enter...</th><th>if...</th></tr> <tr> <td>C</td><td>you were closed, for example: school holidays.</td></tr> <tr> <td>SH</td><td>it was a statutory holiday.</td></tr> <tr> <td>0 (zero)</td><td>you were open and no-one attended.</td></tr> </table> Note: If you are running a session that is not displayed, or the hours you are open are displayed incorrectly, please contact the ECE Resourcing team before continuing with the request.	Enter...	if...	C	you were closed, for example: school holidays.	SH	it was a statutory holiday.	0 (zero)	you were open and no-one attended.
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8	Click Continue .								
9	Select the open and close dates for your future playgroup sessions.								
10	Reduce the number of sessions if necessary, for example: you plan to be closed during the school holidays and click Continue .								
11	Review the information you have provided and make corrections if necessary.								
12	Click Send to Authoriser and tell the Approver the request is ready for them to approve and submit.								