MINISTRY OF EDUCATION
TE TĀHUHU O TE MĀTAURANGA

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.

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.

Step	Action
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.

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.

Note: If you are running a session that is not displayed, or the hours you are open are displayed incorrectly, please contact your Playgroup's Education Advisor before continuing with the request.

Step	Action
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.

We **shape** an **education** system that delivers **equitable** and **excellent outcomes**
*He mea **tārai** e mātou te **mātauranga** kia **rangatira** ai, kia **mana taurite** ai ōna **huanga***

Last saved: 23/11/2018 8:33:00 a.m.