

## **Government Voucher Process**

If a participant has registered using a Government Voucher, the process to redeem the voucher depends on if they have provided the voucher to the **club** or the **association**.

If the participant has provided the voucher details to the **club** directly:

1	The <b>club</b> needs to redeem the funds for the voucher through the <b>Government</b> <b>Portal</b>	Queensland Government For Queenslanders - Contact us
2	Once the club has received the funds from the Government, the club will need to log on to BasketballConnect	BasketballConnect   Username/Email   Password   Password   Forgot/ Reset Password
3	In the Registrations module, select Registrations > Registrations	BasketballConnect       Registration         Dashboard       Registrations         Vear:       2022         Team Registrations       ns         Registration Change       ns



4	Enter the participant's name in the <b>Search Bar</b> then tap <b>Enter</b>	Registrations	Status AB Store All X DOB From dd em-y232 All V Affision All X Pestcade Beg From dd em-y332 Usigue Registered Ukers	More A Copert
5	Select the <b>3 dots</b> on the right hand side and select <b>Voucher Payment</b> <b>Received</b>	<ul> <li></li></ul>	Paid Fee (incl. GST)     Pending Fee (incl. GST)     Due per Match       \$141.61     \$0.00     \$0.00	Due per Instalment Status Action Pending \$0.00 Competition ••• Voucher Payment Received Registration Change

The participant's registration status is updated from **pending** to **registered**.

Any funds that need to be paid up to either the association or BQ will be deducted from the **club's** account and paid forward.

If the **association** is redeeming the Government Voucher funds through the Government portal on the club's behalf, the association then needs to wait until the funds are received by the Government.

If the participant has registered to the club, the association needs to deposit all of the funds received by the Government into the club's bank account.

The club will then need to complete steps **2 to 5** above.

If the participant registers directly to the association, then the association needs to complete steps **1** to **5** above then any funds owing up to BQ will be taken from the association's account and paid forward to BQ.

If you are processing multiple government vouchers through BasketballConnect at once, please see more below:



If you are processing multiple government vouchers at a time:

1	In the <b>home</b> screen of BasketballConnect, you will see a box for <b>Government</b> <b>Vouchers</b>	90 Day + Offline O > Awaiting Refund	Clearar O Pending F	ices Gove > veview	Pending	Restricted Accou	unts
2	Once you select the <b>arrow</b> in the box, it will take you to the registrations screen with a list of the participants who have registered with a voucher N.B. Names have been removed for privacy reasons	User /D         First Hame         Last Last Hame         e         Registration Date           114415         02/10/2           201212         15/10/2           107561         15/10/2	ation <sub>2</sub> Affiliate () Compactition /2022 Basketball 2022/23 Juniors 22/23 Und 10 20222 Basketball 2022/23 Juniors	<ul> <li>Bregistration Divisions</li> <li>DOB 0</li> <li>Junior Boys</li> <li>30/03/2011</li> <li>Under 10</li> <li>O4/11/2013</li> <li>Junior Boys</li> <li>12/07/2010</li> </ul>	Paul by Paul (011) 2 (011) 2 \$141.61 \$35.81 \$0.00	Preding (not.)         Due (not.)         Due (not per) (not.)         Due (not per) (not.)           \$0.00         \$0.00         \$0.00           \$0.00         \$0.00         \$0.00           \$0.00         \$0.00         \$0.00           \$0.00         \$0.00         \$0.00	Datus Ac Pending Competition Fee Pending Competition Fee Pending Competition Fee
3	Select the <b>3 dots</b> on the right hand side then select <b>voucher payment</b> <b>received</b> for each participant	1	Pending Fee (Incl.         Due per (Incl.           1         \$0.00         \$0.0           1         \$0.00         \$0.0           \$0.00         \$0.0	Due per Instalment Statu 0 \$0.00 Com Voucher Pay Registration 0 \$0.00 Com Fee 0 \$0.00 Com	s Action		