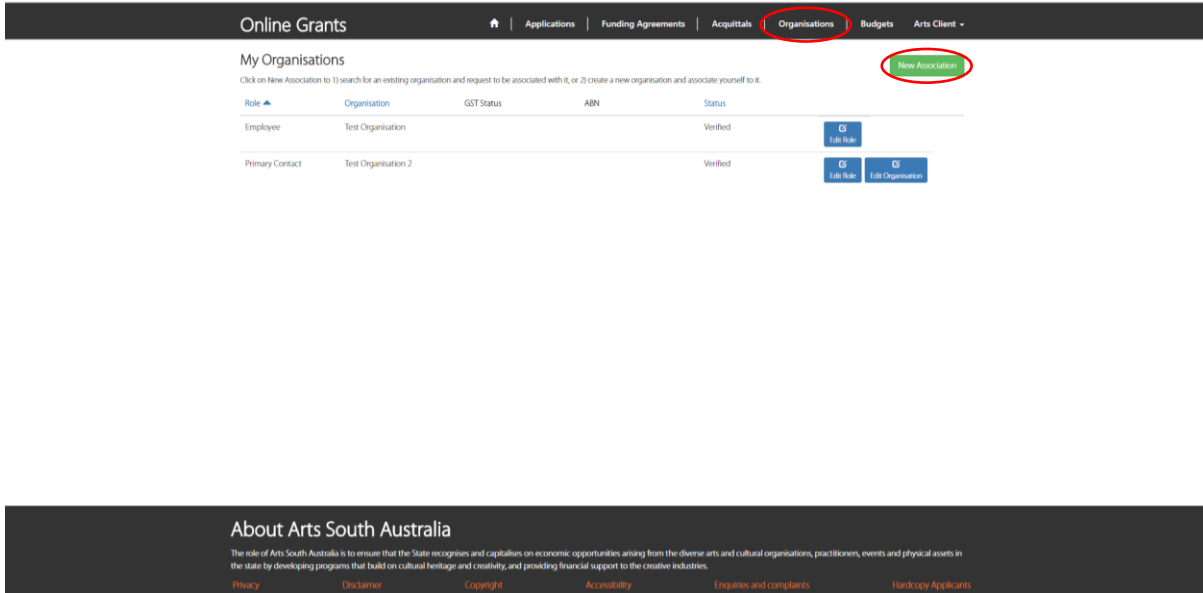


Arts South Australia Grants Portal FAQ

How do I add a new organisation?

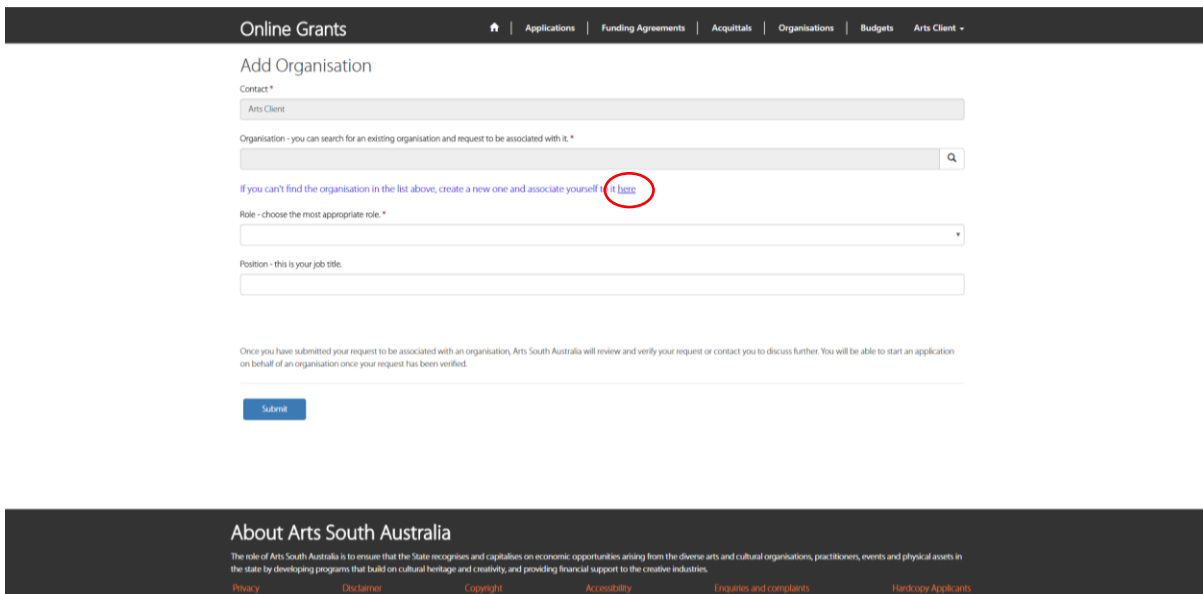
1. Go to the Organisations tab then click on the 'New Association' button:



The screenshot shows the 'Organisations' tab selected in the top navigation bar. Below the navigation bar, there is a 'My Organisations' section with a table listing existing organisations. A 'New Association' button is highlighted with a red circle in the top right corner of the 'My Organisations' section.

Role	Organisation	GST Status	ABN	Status	
Employee	Test Organisation			Verified	G Use Role
Primary Contact	Test Organisation 2			Verified	G Use Role G Edit Organisation

2. Click on the hyperlink in blue:



The screenshot shows the 'Add Organisation' form. The 'Organisation' field is highlighted with a red circle, and the text 'If you can't find the organisation in the list above, create a new one and associate yourself' is also highlighted with a red circle. The 'Save' button is visible at the bottom left of the form.

Organisation - you can search for an existing organisation and request to be associated with it.*

If you can't find the organisation in the list above, create a new one and associate yourself [+ Add](#)

Role - choose the most appropriate role.*

Position - this is your job title.

Once you have submitted your request to be associated with an organisation, Arts South Australia will review and verify your request or contact you to discuss further. You will be able to start an application on behalf of an organisation once your request has been verified.

[Save](#)

3. Fill in all the necessary details on the form and click the blue Save button on the bottom left.

Your new organisation will now be visible in the Organisations tab and you will be able to apply as this Organisation.