

DOCUMENT NAME: HOW TO UPLOAD YOUR PROOF OF PURCHASE**VICTORIAN DINING AND ENTERTAINMENT PROGRAM: PROOF OF PURCHASE****PROOF OF PURCHASE REQUIREMENTS**

We accept the following proofs of purchase: <ul style="list-style-type: none"> • receipt • tax invoice • confirmation email 	The proof of purchase must include: <ul style="list-style-type: none"> • business name • purchase date • Item description (your entertainment experience) • Total price (including GST) 	Accepted file types: <ul style="list-style-type: none"> • JPG • PDF • PNG • HEIC
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HOW TO CONVERT A PROOF OF PURCHASE EMAIL INTO A PDF

DESKTOP COMPUTER	GMAIL <ol style="list-style-type: none"> 1. Open the proof of purchase email you want to convert to PDF. 2. Click the Print icon in the top right-hand corner. 3. When the Print window pops up, find the Destination field and select Save as PDF. 4. Confirm the change of destination by clicking the Save button. 5. Your computer file directories are now visible in the Save As dialogue box. Select the folder where you want to save your file, change the File name if needed, then click the Save button. 6. The PDF is now in the selected folder and can be uploaded. OUTLOOK <ol style="list-style-type: none"> 1. Double-click to open the proof of purchase email you want to save. 2. In the File menu, click Print. 3. In the Print dialog box, find the Printer field and choose Print to PDF. 4. Click Print. 5. Your computer file directories are now visible in the Save Print Output As dialogue box. Select the folder where you want to save your file, change the File name if needed, then click the Save button. 6. The PDF is now in the selected folder and can be uploaded.
	IPHONE GMAIL APP

	<ol style="list-style-type: none"> 1. Open the proof of purchase email you want to convert to PDF. 2. Click the three dots (...) in the very top right-hand corner. Do not select the three dots (...) slightly lower down at the top of your email. 3. Choose Print all. 4. Choose AirPrint. 5. You will see a preview of what your email would look like if you were to print it at the bottom of the screen. Press firmly or do a pinch-to-zoom gesture on the image preview of the email (the same gesture you would use to zoom in on an image). 6. The preview will now take the entire screen. What you are seeing is a PDF. Tap the Share icon at the bottom left-hand corner of the screen (a square containing an arrow point up). 7. Hit Save to Files or email to the file to yourself using your preferred email app. <p>OUTLOOK APP</p> <ol style="list-style-type: none"> 1. Open the proof of purchase email you want to convert to PDF. 2. Click the three dots (...) in the very top right-hand corner. Do not select the three dots (...) slightly lower down at the top of your email. 3. Select Print or Print Conversation. 4. You will see a preview of what your email would look like if you were to print it at the bottom of the screen. Press firmly or do a pinch-to-zoom gesture on the image preview of the email (the same gesture you would use to zoom in on an image). 5. The preview will now take the entire screen. What you are seeing is a PDF. Tap the Share icon at the bottom left-hand corner of the screen (a square containing an arrow point up). 6. Hit Save to Files or email to the file to yourself using your preferred email app.
ANDROID	<ol style="list-style-type: none"> 1. Open the proof of purchase email you want to convert to PDF. 2. Choose the three vertical dots (⋮) in the top right-hand corner. 3. Choose Print. 4. Tap the down-arrow in the top-left corner of the screen next to the printer and choose Save as PDF. 5. Tap the PDF icon in the top-right corner of the screen. 6. Choose where you want to save your PDF. If you do not see a list of folders, tap ≡ at the top-left corner of the screen, select your internal or external storage, and then select a folder. 7. Tap Save. 8. The PDF is now in the selected folder and can be uploaded.

If you cannot create a PDF of your proof of purchase using the instructions above, you can take a screenshot using your computer or smartphone.

Ensure the screenshot clearly shows:

- business name
- purchase date
- Item description
- transaction total (including GST)

Please note that only **ONE** file or screenshot can be uploaded with each claim.