

**DOCUMENT NAME: HOW TO UPLOAD YOUR PROOF OF PURCHASE**

**VICTORIAN DINING AND ENTERTAINMENT PROGRAM: PROOF OF PURCHASE**

**PROOF OF PURCHASE REQUIREMENTS**

<p><b><i>We accept the following proofs of purchase:</i></b></p> <ul style="list-style-type: none"> <li>• receipt</li> <li>• tax invoice</li> <li>• confirmation email</li> </ul>	<p><b><i>The proof of purchase must include:</i></b></p> <ul style="list-style-type: none"> <li>• business name</li> <li>• purchase date</li> <li>• Item description (your entertainment experience)</li> <li>• Total price (including GST)</li> </ul>	<p><b><i>Accepted file types:</i></b></p> <ul style="list-style-type: none"> <li>• JPG</li> <li>• PDF</li> <li>• PNG</li> <li>• HEIC</li> </ul>
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**TAKE A SCREENSHOT OF YOUR PROOF OF PURCHASE**

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.

**HOW TO CONVERT A PROOF OF PURCHASE EMAIL INTO A PDF**

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

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