



**HAND  
HEART  
POCKET**  
THE CHARITY OF  
FREEMASONS QUEENSLAND

## How to apply online for Matched Giving

### Step 1: Register with Good2Give

#### Before registering make sure you have the following:

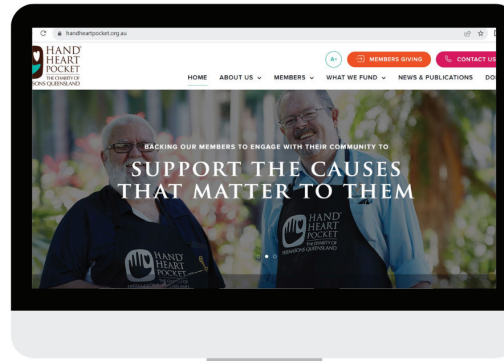
##### To register your Lodge (for Lodge Secretaries)

- A Lodge email address (not a personal one)
- Your Lodge Number

##### To register yourself (personal)

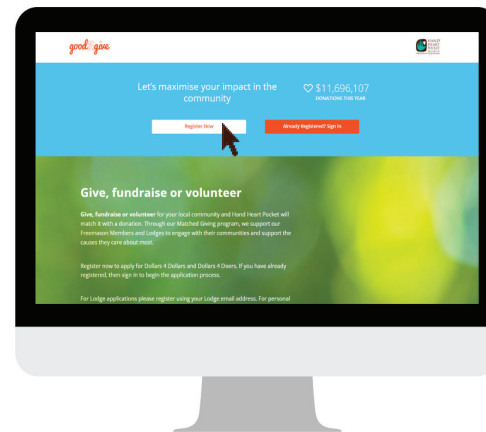
- A personal email address
- Your UGLQ Member ID (not compulsory)

**NB: Work email = Lodge or Personal email**  
**Employee ID = Lodge No or UGLQ Member ID**



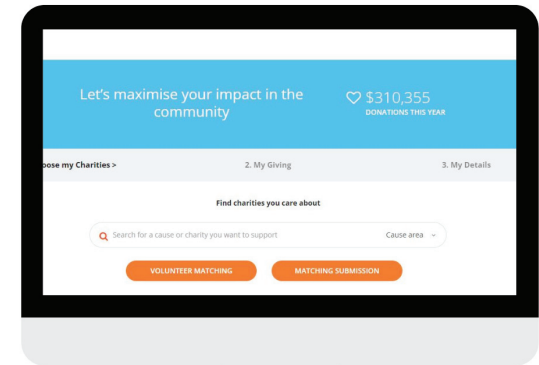
1

Go to the Hand Heart Pocket website [www.handheartpocket.org.au](http://www.handheartpocket.org.au) and click on the orange **Members Giving** button in the top-right-hand corner of the homepage.



2

This will take you to the Good2Give website. Now click on the white **Register Now** button on the left-hand-side.



3

Click on the **My details tab** (third tab from the left) and register yourself or your Lodge.

**To register  
your Lodge  
for \$4\$ or  
\$4Doers  
please enter:**

- N/A for Title
- The Lodge name for the First Name and the word Lodge for the Surname
- The Lodge email address, then create a password
- **The Lodge No.** in the Employee/Payroll ID field. Then click submit.

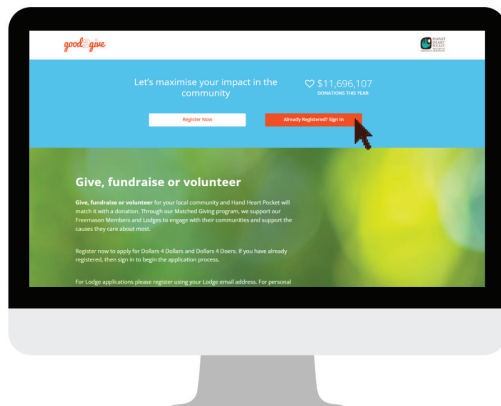
**To register  
yourself for  
Personal \$4\$  
or \$4Doers  
please enter:**

- Your First and Surname
- Your personal email address and create a password.
- **Your UGLQ Member Number** if known in the Employee/Payroll ID field. Then click submit.

You will then receive an email from Good2Give advising that your registration is pending. HHP will confirm your registration usually within 24 hours, Monday-Friday. You can then apply.

## Step 2: Apply for Dollars 4 Dollars or Dollars 4 Doers

### Login to Good2Give



1

Go to the Hand Heart Pocket website [www.handheartpocket.org.au](http://www.handheartpocket.org.au) and click on the orange **Members Giving** button in the top-right-hand corner of the homepage.

This will take you to the Good2Give website. Now click on the orange **Already registered Sign in** button and sign in using the login details you used when registering.

### Glossary

Post-tax matching = Dollars 4 Dollars

Volunteer matching = Dollars 4 Doers

Employer = Hand Heart Pocket

Team = Lodge

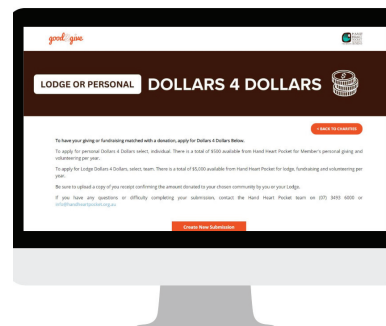
Individual = Personal

## How to apply for Dollars 4 Dollars



2

Select the Matching tab in the top selection bar.



3

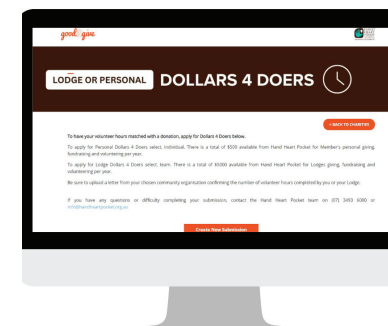
Then click on the orange Create a new submission button and follow the prompts to complete your submission. You will need to attach a copy of the receipt from your chosen charity as evidence. The receipt can be in any of the following formats: .doc, .docx, .jpg, .jpeg, .png or .pdf.

## How to apply for Dollars 4 Doers



2

Select the Volunteering tab in the top selection bar.



3

Then click on the orange Create a new submission button and follow the prompts to complete your submission. You will need to attach a letter from your charity which confirms the charity ABN, time period when you volunteered, and the number of hours completed. The letter can be in any of the following formats: .doc, .docx, .jpg, .jpeg, .png or .pdf.