

Guide to using the Project Request Forms

Step One

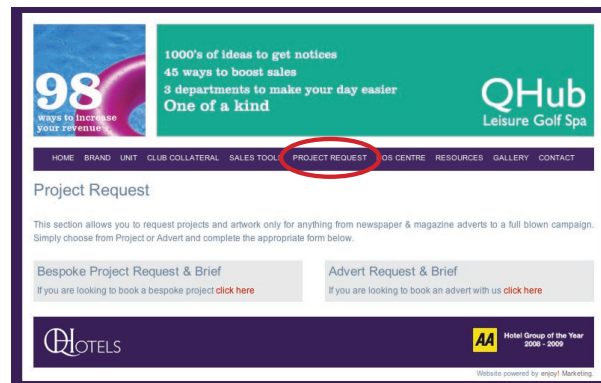
Log onto the QHUB www.yourdraftportal.co.uk

Username: Qleisure

Password: QHL1999

Step Two

On the homepage tool bar you will see project request. Select this.



Step Three

If you would like to submit an order for a project – select project request form for anything from a PDF to a poster to a full blown campaign, select Advert for a press / magazine advert.



Example of project request form

Example of advert request form

Please ensure that you complete all fields on the form to provide our creative team as much information as possible. You can attach supporting documents and visuals by selecting the browse button and attaching the relevant files. Once you are happy that you have completed your request form, click submit and your request will be sent directly to the enjoy! team.

