

Instructions for Zanda

CAUTION

**BEFORE YOU REGISTER,
PLEASE READ INSTRUCTIONS ON PAGE 7**

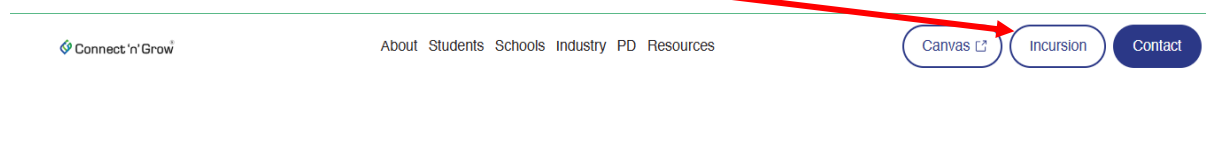
Difference between Incursion and Excursion.

INCURSION: Our EHT visits your school.

EXCURSION: You travel to our Health Hub.

Step 1: In your web browser, type: <https://connectngrow.edu.au/>

Step 2: Our website will appear, click on the School Incursion Bookings button at the top right-hand side of the page.



You will be taken to the School Incursion page. If you like to book an **INCURSION**, please follow from step 3. If you would like to book an **EXCURSION**, please email training@connectngrow.edu.au

Step 3: You will be taken to the **School Incursion Page**, click on the **Book Now** button at the bottom of the page.

School Incursions

Book your School Incursion with our Expert Health Trainer

Incursions are designed for our Expert Health Trainers (EHT) to engage students in specialised health learning experiences. These incursions allow students to gain practical knowledge and engage with industry experts. Incursions provide hands-on learning, exposure to new ideas, and interactions with health professionals, designed to inspire and deepen students' understanding of health beyond the classroom.

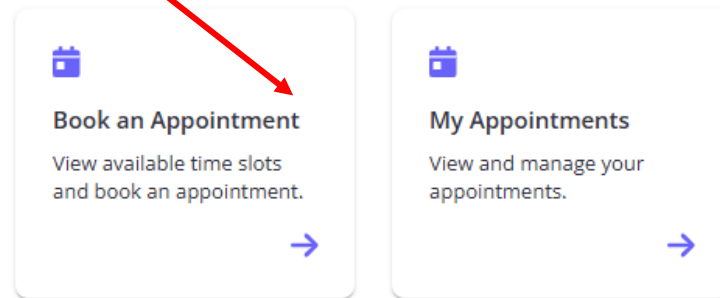
Certificate II Health (VETIS) classes will participate in 3 x Incursions over the year (normally in Terms 1-3) for the delivery and assessment of clinical units in the HLT23221 Health Services Support. A catch-up training day is also provided in Term 4 for schools where students were unable to attend previous incursion training days and training was unable to be caught up at another incursion day.

Bookings are made through the incursion booking button below. To secure preferred dates booking should be made early.

[Book Now](#)



Step 4: You will be taken to the Connect 'n' Grow Client Portal. **Click on Book an Appointment.**

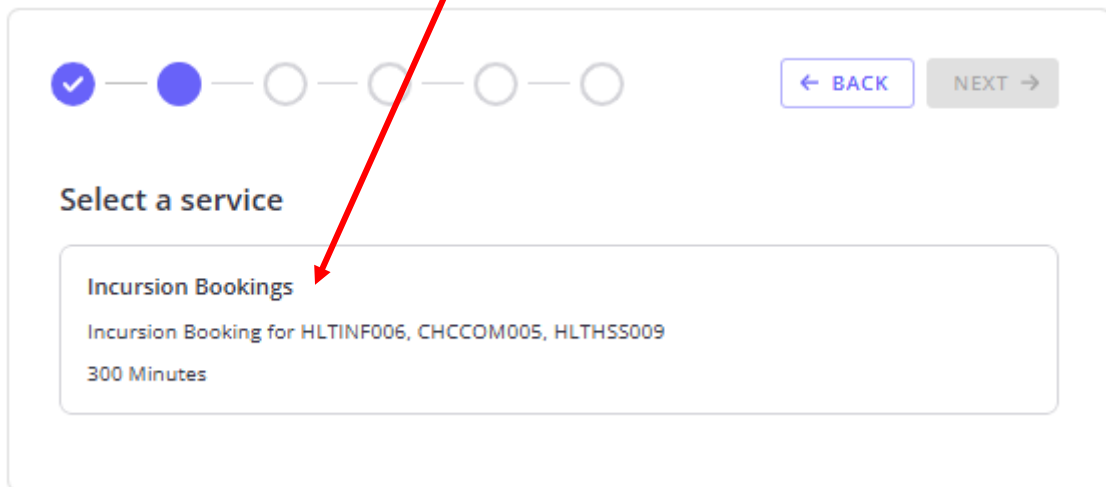


Step 5: You will automatically be taken to **Select a location** page. **Click on the location you require.**

The screenshot shows a web form titled 'Select a location'. At the top, there is a progress indicator with six circles; the first circle is filled with blue, and the others are empty. To the right of the progress indicator are two buttons: '← BACK' and 'NEXT →'. Below the title, there is a list of eight location options, each in a white rectangular button with rounded corners. A red arrow points from the text 'Click on the location you require.' to the 'Connect n Grow Sunshine Coast' button.

- Connect n Grow Brisbane North
- Connect n Grow Sunshine Coast
- Connect n Grow Cairns
- Connect 'n' Grow Mackay
- Connect n Grow Brisbane South
- Connect n Grow Brisbane West
- Connect n Grow Rockhampton
- Connect 'n' Grow Townsville
- Connect n Grow Brisbane Central

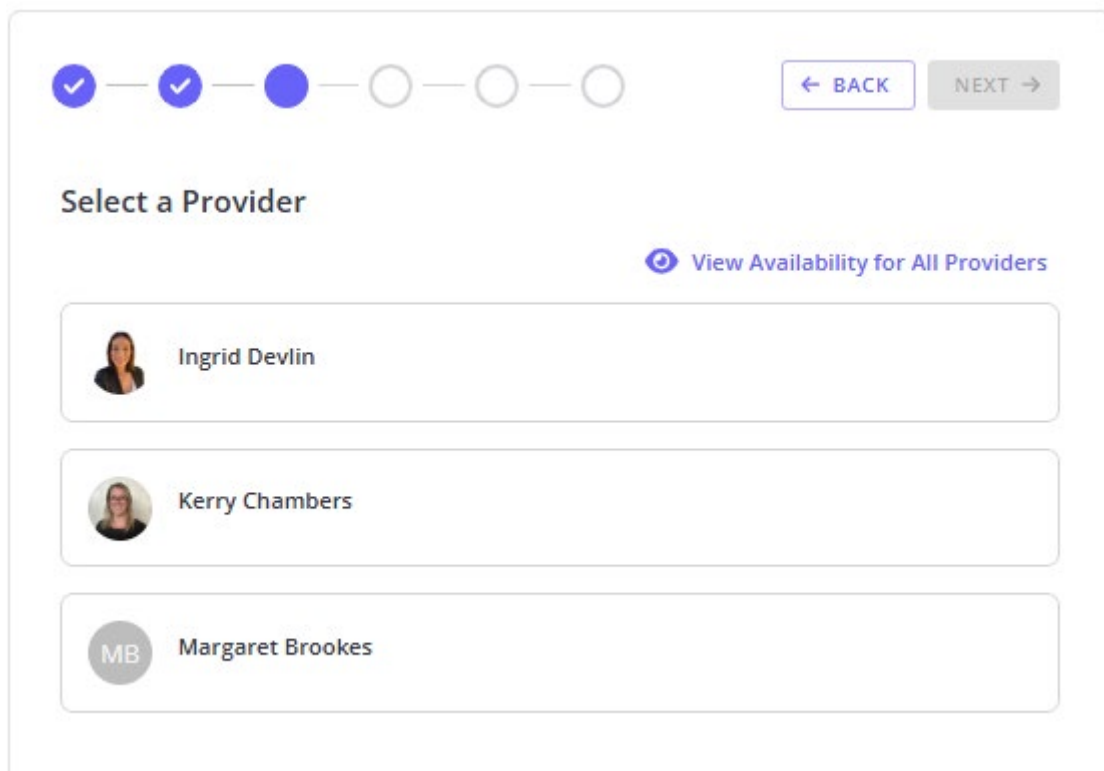
Step 6: You will automatically be taken to the **Select a service** page. Click on the button that says **Incursion Bookings**.



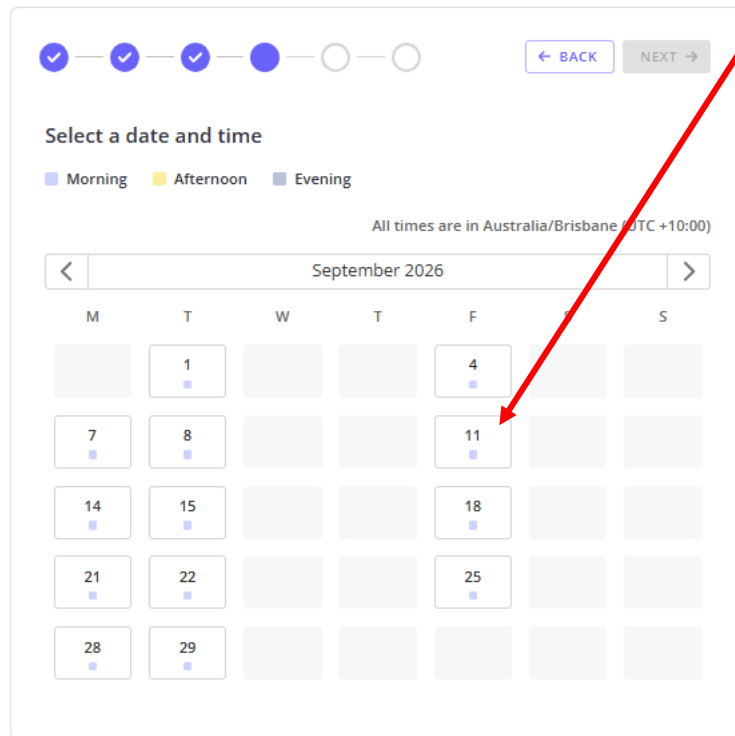
Step 7: You will automatically be taken to **Select a Provider** page, click on the EHT you would like to come and teach the incursion.

Please note:

If only one EHT is allocated to your region, you will automatically be directed to the Select a date and time page.



Step 8: You will automatically be taken to **Select a date and time** page. Select the date you wish to book your incursion, (this example 11 September 2026).



The screenshot shows a web interface for selecting a date and time. At the top, there are six circular progress indicators, with the first three being blue and the last three being grey. To the right of these are two buttons: '← BACK' and 'NEXT →'. Below this is the title 'Select a date and time' followed by three radio buttons for 'Morning' (blue), 'Afternoon' (yellow), and 'Evening' (grey). A note states 'All times are in Australia/Brisbane (UTC +10:00)'. Below this is a calendar for September 2026. The calendar has a header with days of the week (M, T, W, T, F, S, S) and a grid of dates. The date 11 is highlighted with a purple dot. A red arrow points to the date 11.

Please note:

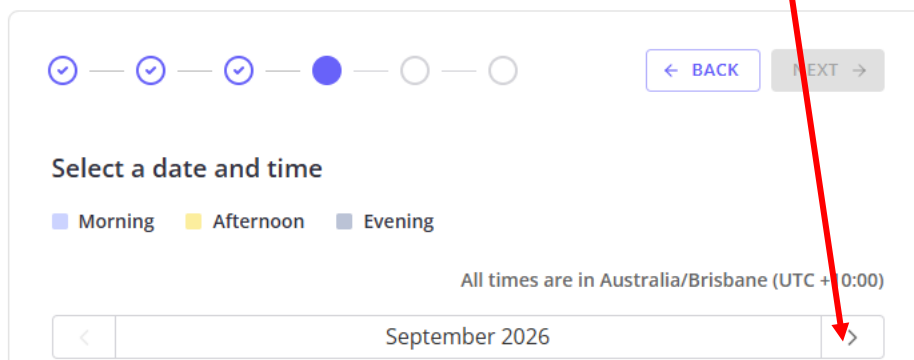


The shaded boxes in the calendar, our EHT's are not available.



The boxes with the date and purple dot are still available to book your incursion.

To select a future date, click on arrows displaying the month.



The screenshot shows the same 'Select a date and time' page as above, but with a red arrow pointing to the right arrow in the month navigation bar. The month navigation bar is located at the bottom of the page and contains a left arrow, the text 'September 2026', and a right arrow.

Step 9. Click on the **Date** you would like to book for your incursion a time bar will appear under the date you selected with the start time.

The screenshot shows a booking interface with a calendar for September 2026. At the top, there are navigation buttons: a blue circle with a checkmark, a blue circle with a checkmark, a blue circle with a checkmark, a blue circle with a checkmark, a blue circle with a checkmark, a blue circle with a checkmark, and a blue circle with a checkmark. Below these are buttons for 'Morning' (blue), 'Afternoon' (yellow), and 'Evening' (grey). The text 'All times are in Australia/Brisbane (UTC +10:00)' is displayed. The calendar shows the days of the week (M, T, W, T, F, S, S) and the dates (1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30). A red arrow points from the '9:00 AM' button to the date '11'.

Step 10. Click on the purple button displaying the start time.

The screenshot shows the same booking interface as above. A red arrow points to the '9:00 AM' button, which is a purple button with the text '9:00 AM'.

Step 11. You will automatically be taken to the **Book an appointment** page. If you are already registered with Zanda, **click** on the **LOG IN** button and go to step 18.

Book an appointment

The screenshot shows the 'Book an appointment' page. At the top, there is a progress bar with six steps: the first four are completed (blue checkmarks), the fifth is the current step (blue circle), and the sixth is pending (grey circle). Below the progress bar are two input fields for 'Email' and 'Password', each with a red eye icon to toggle visibility. There is a checkbox for 'Remember me'. Below these fields are two large blue buttons: 'LOG IN' and 'REGISTER HERE'. To the left of the 'LOG IN' button is a link 'Forgot Password?' and to the right is a link 'First time here? Register'. Below the 'REGISTER HERE' button is the text 'First time on our client portal?'. To the right of the main form is an 'Appointment summary' panel. It contains four sections: 'Location' with the text 'Connect n Grow Sunshine Coast', 'Service' with 'Incursion Bookings', 'Provider' with 'Kerry Chambers', and 'Date & Time' with 'Sep 11, 2026 at 9:00 AM'. At the bottom of the summary panel is a 'CANCEL' button with a red 'X' icon. A red arrow points from the top right towards the 'LOG IN' button.

Please note:

If you do not have an existing login to the client portal, follow steps 12 to 18.

Step 12. Click the **Register Here** button.

Book an appointment

This screenshot is identical to the one above, showing the 'Book an appointment' page. However, a red arrow points from the top center towards the 'REGISTER HERE' button, indicating the action for Step 12.

You will automatically be taken to the **Register account page**.



In the **First name** field: please type your **FULL NAME**.

In the **Last name** field: please type your **SCHOOL'S NAME**

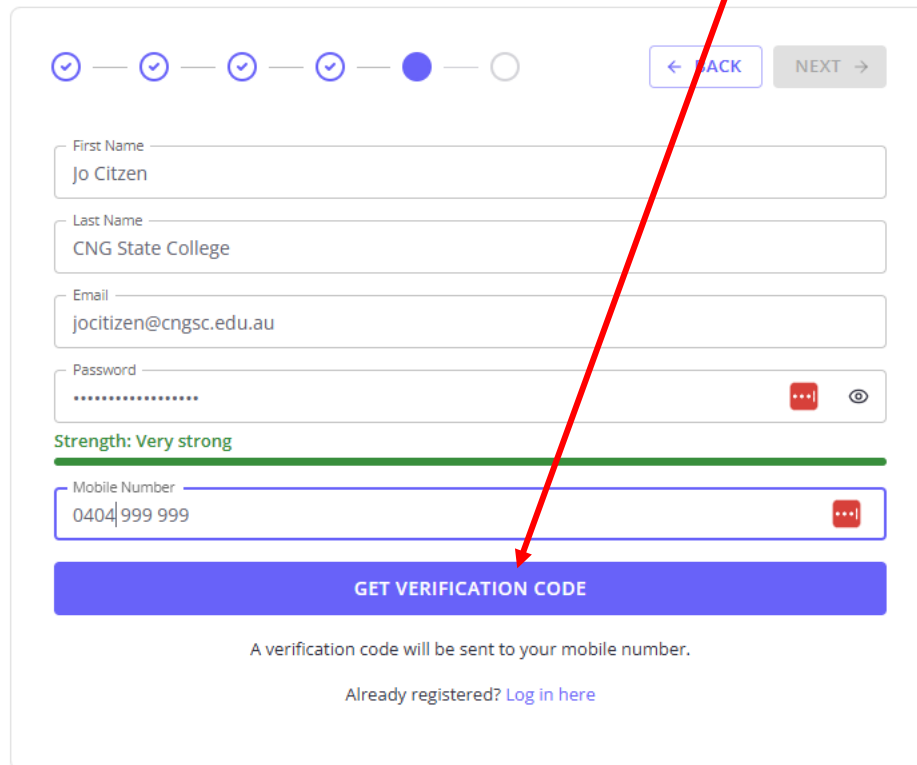
Please see example below:

Complete your **details** as shown below.

Book an appointment

Step 13. Click on the button that displays **GET VERIFICATION CODE**.

Book an appointment



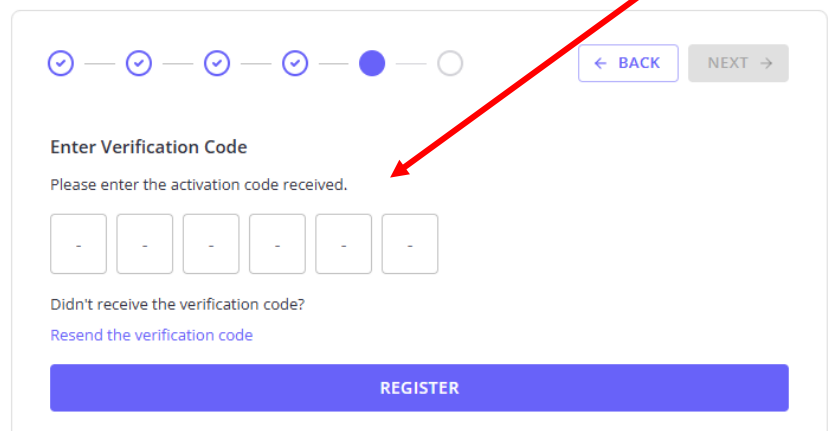
The screenshot shows a registration form titled "Book an appointment". At the top, there is a progress bar with six circles; the fifth circle is filled blue, and the sixth is empty. To the right of the progress bar are "BACK" and "NEXT" buttons. The form contains the following fields: "First Name" (Jo Citizen), "Last Name" (CNG State College), "Email" (jocitizen@cngsc.edu.au), and "Password" (masked with dots). Below the password field is a green strength indicator that says "Strength: Very strong". The "Mobile Number" field contains "0404 999 999". A large blue button labeled "GET VERIFICATION CODE" is positioned below the mobile number field. A red arrow points from the top right of the page down to this button. Below the button, it says "A verification code will be sent to your mobile number." and "Already registered? [Log in here](#)".

Please note:

The verification code will be sent to the mobile number you nominated in step 12.

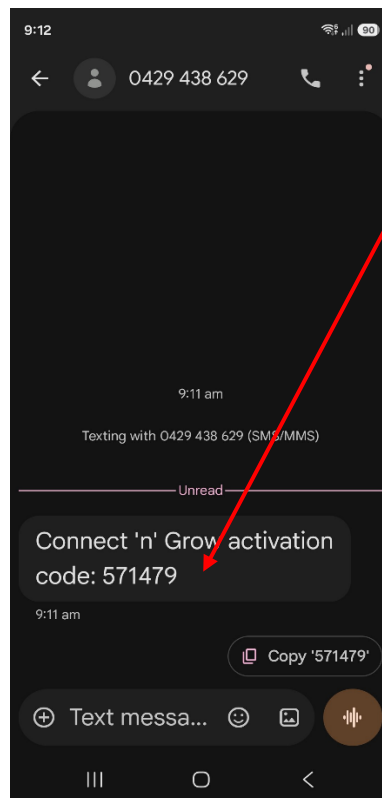
Step 14. You will automatically be taken to **Enter Verification Code** page.

Book an appointment



The screenshot shows the "Enter Verification Code" page. The progress bar at the top now has the sixth circle filled blue. The "BACK" and "NEXT" buttons are still present. The main heading is "Enter Verification Code" with the instruction "Please enter the activation code received." Below this are six input boxes, each containing a hyphen. A red arrow points from the top right of the page down to these input boxes. Below the input boxes, it says "Didn't receive the verification code?" and provides a link "Resend the verification code". At the bottom is a large blue button labeled "REGISTER".

Step 15. You will receive a code via text message, see example below:



Step 16. Retrieve and Enter the six-digit code number that was sent to you via text message

A screenshot of a web-based verification screen. At the top, there is a progress bar with six circles; the first five are blue with checkmarks, and the sixth is white. To the right are 'BACK' and 'NEXT' buttons. The main heading is 'Enter Verification Code' with the instruction 'Please enter the activation code received.' Below this are six input boxes containing the digits '5', '7', '1', '4', '7', and '9'. A red arrow points from the text 'Retrieve and Enter the six-digit code number' in Step 16 to the first input box containing '5'. Below the input boxes is a link that says 'Didn't receive the verification code? Resend the verification code'. At the bottom is a large blue 'REGISTER' button.

Step 17. Click on the REGISTER BUTTON

The screenshot shows a registration verification screen. At the top, there is a progress bar with five circles; the fifth circle is filled with blue, and a red arrow points to it. Below the progress bar, there are buttons for '← BACK' and 'NEXT →'. The main heading is 'Enter Verification Code', followed by the instruction 'Please enter the activation code received.' Below this is a row of six input boxes containing the digits '5', '7', '1', '4', '7', and '9'. Underneath the input boxes, there is a link that says 'Didn't receive the verification code?' and a sub-link 'Resend the verification code'. At the bottom, there is a large blue button labeled 'REGISTER'.

Please note:

You will automatically receive an email confirming your registration to the email address you nominated.

Step 18. You will automatically be taken back to **Book an appointment page**, listing details about your incursion.

Book an appointment

The screenshot shows the 'Book an appointment' page. At the top, there is a progress bar with five circles; the fifth circle is filled with blue, and a red arrow points to it. Below the progress bar, there are buttons for '← BACK' and 'CANCEL ×'. The main heading is 'Take a moment to review your booking details'. Below this heading, there are four boxes: 'Location' (Connect n Grow Sunshine Coast), 'Service' (Incursion Bookings), 'Provider' (Kerry Chambers), and 'When' (Sep 11, 2026 at 9:00 AM GMT+10). Below these boxes, there is a 'Notes' section with a link 'Add notes'. At the bottom, there is a link 'By proceeding you accept the Terms & Conditions of use' and a large blue button labeled 'CONFIRM BOOKING →'.

Please Note:

Take a moment to review your booking details are correct:

- Location
- Provider
- When (date and times)
- Notes – If you wish to add notes for your provider, please click on Add notes and a pop-up window will appear for you to add your notes.

Step 19. Booking details are correct, click on **CONFIRM BOOKING**

Book an appointment

Progress indicator: 4 checked circles, 1 unchecked circle.

Navigation: [← BACK](#) [CANCEL ×](#)

Take a moment to review your booking details

Location Connect n Grow Sunshine Coast	Service Incursion Bookings
Provider Kerry Chambers	When Sep 11, 2026 at 9:00 AM GMT+10
Notes Add notes	

By proceeding you accept the [Terms & Conditions of use](#) [CONFIRM BOOKING →](#)

Step 20. You will automatically be taken to **Your appointment booking is confirmed page.**

Your appointment booking is confirmed

Booking Details

Location Connect n Grow Sunshine Coast
Provider Kerry Chambers
Service Incursion Bookings
When Sep 18, 2026 at 9:00 AM GMT+10

✓

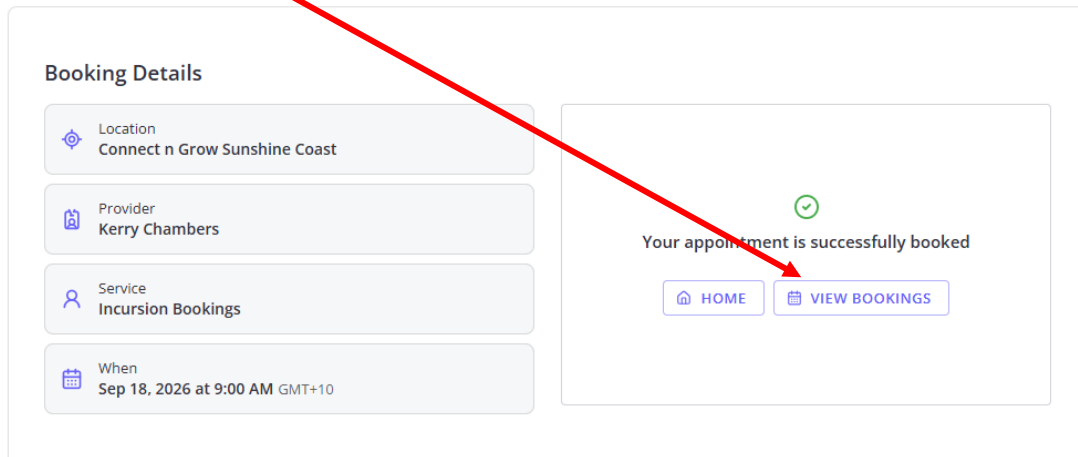
Your appointment is successfully booked

[HOME](#) [VIEW BOOKINGS](#)

Please note:

If you wish to view your booking details, click on the **VIEW BOOKINGS** Button. You will automatically be taken to the **Appointments page**, detailing your information about your incursions

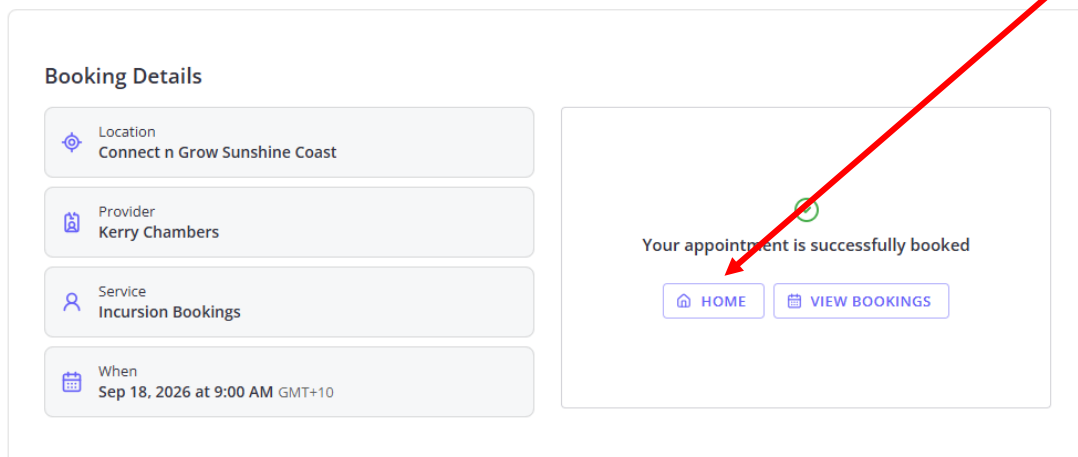
Your appointment booking is confirmed



The screenshot shows a booking confirmation interface. On the left, under the heading "Booking Details", there are four stacked boxes: "Location: Connect n Grow Sunshine Coast", "Provider: Kerry Chambers", "Service: Incursion Bookings", and "When: Sep 18, 2026 at 9:00 AM GMT+10". On the right, a green checkmark icon is above the text "Your appointment is successfully booked". Below this text are two buttons: "HOME" and "VIEW BOOKINGS". A red arrow originates from the text "VIEW BOOKINGS Button" in the instruction above and points directly to the "VIEW BOOKINGS" button.

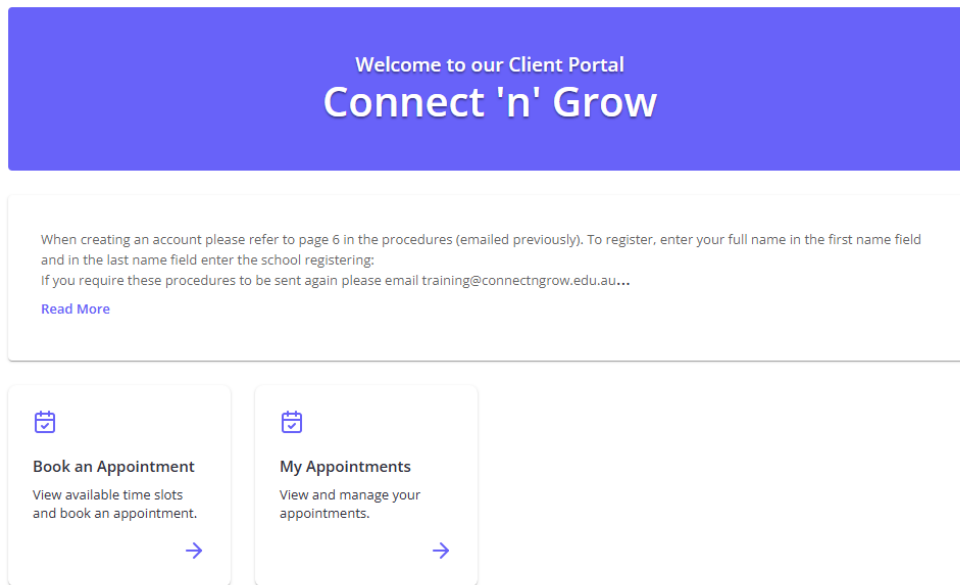
If you wish to go back to the **Welcome to our Client Portal Page**, click on the **HOME** Button

Your appointment booking is confirmed

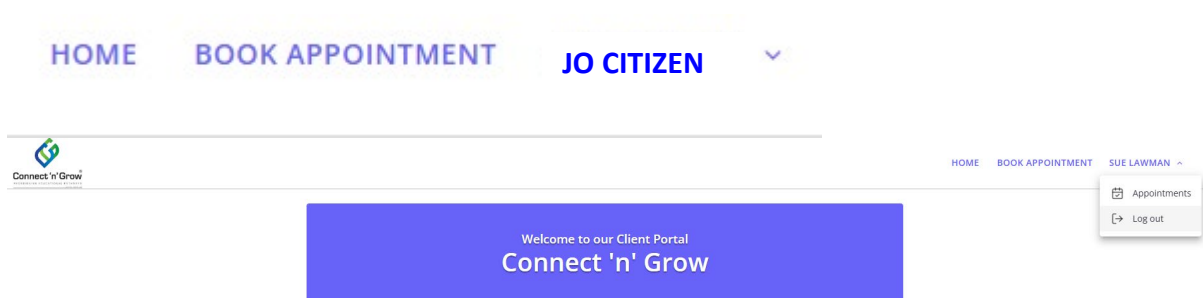


This screenshot is identical to the one above, showing the booking confirmation page. It includes the "Booking Details" section on the left and the confirmation message with "HOME" and "VIEW BOOKINGS" buttons on the right. A red arrow originates from the text "HOME Button" in the instruction above and points directly to the "HOME" button.

Step 21. Click on the **HOME** Button to take you back to the **Welcome to our Client Portal Page**



Step 22. Click on the down arrow beside your name in the top right-hand corner, drag cursor to **LOGOUT** and **click**. You are not logged out of the client portal.



Zanda will automatically send you an email as confirmation of the booking, and you will also receive a list of health resources that needs to be provided by your school.

A text message will be sent to the mobile number you used when registering confirming your appointment closer to the date of incursion. Please ensure you confirm your appointment via this text message.