

Flying Start for kids

EC Connect

How to submit enrolment data



Government of
South Australia

Flying Start
for kids

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About this guide

This guide explains how to submit preschool enrolment data to the Office for Early Childhood Development (OECD) through EC Connect. It is intended for EC Connect users at Flying Start Partner Providers and Partner Services.

The guide includes instructions for:

- adding child enrolments manually or in bulk
- entering Teacher information
- reviewing and submitting quarterly enrolment data
- viewing submitted enrolment records
- resolving common submission issues

Understanding the submissions process

EC Connect is used to provide enrolment, service and Teacher information to the OECD as part of the quarterly data submission process. Confirmed data supports funding calculations, reporting and reconciliation.

Only include children who are eligible for the relevant reference period. Do not include a child whose preschool program start date is outside the reference period.

You can enter enrolment data manually or in bulk. EC Connect validates all enrolment data before it is added to the submission.

Important: This guide explains how to complete the submission in EC Connect. Refer to the current [Policy-and-Funding-Guide](#) for eligibility, consent, reporting and funding requirements.

Before you start

Before submitting enrolment data through EC Connect, make sure:

- you have **Contributor** or **Authoriser** access for the relevant service
- the enrolment and Teacher information is ready to submit
- the submission period is open
- each child being submitted is eligible for the relevant reference period
- a completed declaration and consent form has been obtained for each child enrolled in the preschool program

Note: Funding cannot be claimed for a child if a completed declaration and consent form has not been obtained.

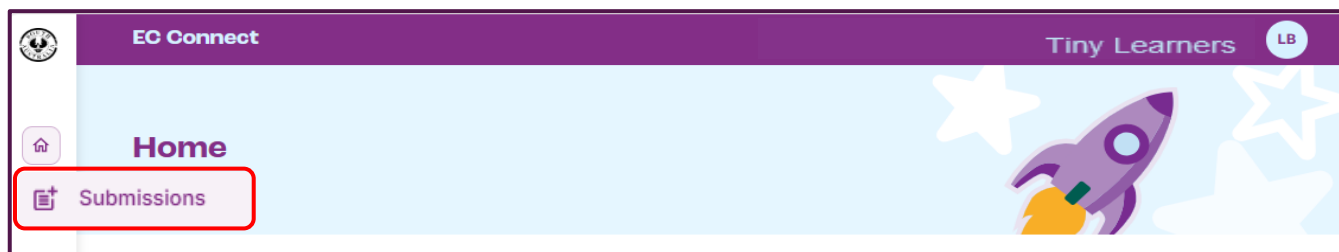


Submissions

Open the Submissions page

The **Submissions** page is available to users with the **Authoriser** or **Contributor** role. From this page, you can access Quarterly Data Submissions for the services you are assigned to.

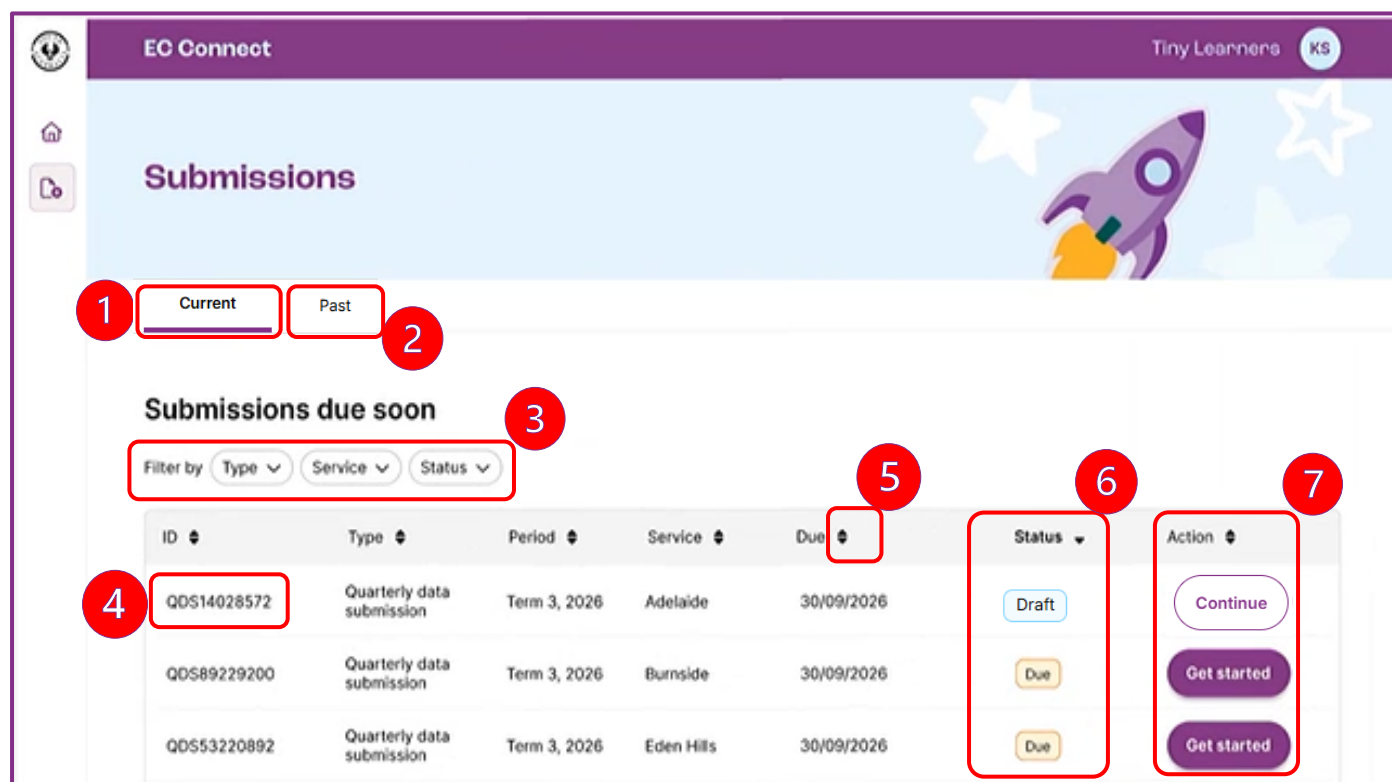
1. From the EC Connect home page, select **Submissions** from the menu.



Navigating the Submissions page

The **Submissions** page opens on the **Current** tab. From this page, you can view and manage Quarterly Data Submissions for the services you are assigned to.

1. **Current:** View submissions for the current reference period.
2. **Past:** View submissions for previous reference periods.
3. **Filters:** Filter the list by **Type**, **Service** or **Status**.
4. **Submission ID:** The unique identifier assigned to each submission.
5. **Sort:** Use the arrows in a column heading to sort results in ascending or descending order.
6. **Status:** Displays the current status of each submission.
7. **Action:** Displays the available action for each submission.



Submission status

The **Status** column shows the current stage of each submission. The option displayed in the **Action** column depends on the submission status and whether the submission period is open.

Status	What it means	Available action
Due	The submission has not been started.	Get started
Draft	The submission has been started but not submitted.	Continue
Draft, in use	Another user currently has the submission open.	No action until the other user closes the submission.
Submitted	The submission has been completed and submitted.	View only, using the Submission ID link
Overdue	The submission was not completed by the due date.	Contact EC Connect help and support
Expired	The submission period has ended.	No action available

Note: A lock icon displays when another user has the submission open. The submission becomes available when the other user selects Save and close. If the submission is left open, the session will time out after 10 minutes.

Current submissions

Filter by Type ▾ Service ▾ Status ▾

ID ↕	Type ↕	Period ↕	Service ^	Due ↕	Status ↕	Action
QDS101315264	Quarterly data submi...	Term 4, 2026	Tiny Learners Bowden	14/10/2026	Submitted	
QDS101304264	Quarterly data submi...	Term 4, 2026	Tiny Learners Brighton	14/10/2026	Draft	Continue
QDS101305264	Quarterly data submi...	Term 4, 2026	Tiny Learners Broadview	14/10/2026	Draft	In use
QDS101306264	Quarterly data submi...	Term 4, 2026	Tiny Learners Burton	14/10/2026	Due	Get started

Current submissions

Filter by Type ▾ Service ▾ Status ▾

ID ↕	Type ↕	Period ↕	Service ▾	Due ↕	Status ↕	Action
QDS101312264	Quarterly data submi...	Term 4, 2026	Tiny Learners Whyalla	30/09/2026	Overdue	
QDS101311264	Quarterly data submi...	Term 4, 2026	Tiny Learners Underdale	30/09/2026	Expired	



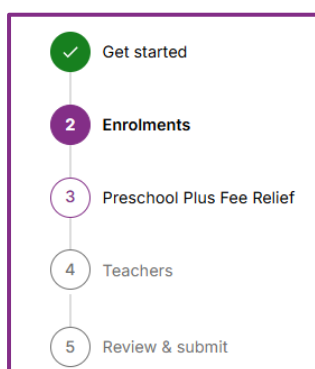
Quarterly data submission

A quarterly data submission can include the following 5 steps. The **Preschool Plus Fee Relief** step only displays when it applies to the submission.

1. Get started
2. Enrolments
3. *Preschool Plus Fee Relief (if applicable)*
4. Teachers
5. Review and submit

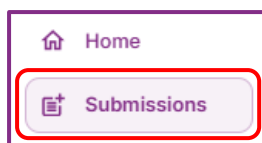
The progress tracker on the left of the screen shows your current step and identifies the steps you have completed. A green tick appears next to each completed step.

You can return to a previous step at any time before submitting by selecting the relevant step number in the progress tracker.



Start or continue a submission

1. Select **Submissions** from the menu.



2. From the **Current submissions** table, find the Quarterly data submission for the relevant service.

3. Select:

- **Get started** to begin a new submission
- **Continue** to return to a submission already in progress.

Current submissions						
Filter by Type ▾ Service ▾ Status ▾						
ID ▾	Type ▾	Period ▾	Service ▾	Due ▾	Status ▾	Action
QDS101315264	Quarterly data submi...	Term 4, 2026	Tiny Learners Bowden	14/10/2026	Draft	Continue
QDS101304264	Quarterly data submi...	Term 4, 2026	Tiny Learners Brighton	14/10/2026	Due	Get started

Step 1: Get Started

The **Get started** page provides information about the data required for the submission, consent requirements, the submission due date, and available support.

Important: Review all information on the **Get started** page before continuing. Make sure the data is ready, you have obtained family consent and each child is eligible for the relevant reference period.

1. Review the information on the **Get Started** page.

If required, download the **Preschool Plus Fee Relief Calculator template** or access the **Policy and Funding Guide**.

Get started

 **What you will need to provide for this submission**

- Details of children enrolled in a 3- and 4-year-old preschool program during the reference period at your Partner Service. This includes:
 - Any children that were enrolled during the term
 - Changes to enrolments since the last submission, such as moving from a 2 Years Before Full-time School (2YBFS) to a Year Before Full-time School (YBFS) preschool program, being approved for Preschool Plus and/or becoming eligible for Preschool Plus Fee Relief; and
 - If you have Preschool Plus children enrolled that are eligible for Preschool Plus Fee Relief, upload a completed Preschool Plus Fee Relief Calculator (Excel file)

[Download Preschool Plus Fee Relief Calculator template \(xlsx\)](#)

- Information of children that have withdrawn their enrolment since your previous quarterly data submission and who were not enrolled during this submission's reference period.
- Details of Early Childhood Teachers (ECT) and educators with a Special Authority to Teach as an ECT (ECT SAT) delivering preschool programs at your service during the quarter, and/or number of days an ECT/ECT SAT has not been in place during the previous quarter.

2. Select:

- Next** to continue
- Save and Close** to exit.

 **Consent from families to share personal information with the OECD**

The data that Partner Services provide to the Office for Early Childhood Development (OECD) includes personal information of children enrolled at the service, and their families.

Partner Services must ensure that parents/ guardians have consented to the sharing of this information prior to submission, in line with the requirements in the [Policy and Funding Guide](#).

The OECD may request Partner Services to provide evidence of consent received outside of this submission. Partner Services must retain copies (either hard or electronic) of this consent as part of a child's enrolment record at your service.

 **Submission due date**

The Term 4, 2026 submission is due by **14 October 2026**.

All submissions will be closed after the due date. Once you have submitted your data, you will not be able make any changes.

 **Getting help**

Partner Providers and Services requiring assistance throughout the data submission process, including for any technical issues, can contact the OECD at OECD.FlyingStartPreschoolData@sa.gov.au.

[Save & close](#)

[Next](#)

Step 2: Enrolments

You can add enrolments manually, one at a time in EC Connect, in bulk using the Bulk Upload template, or using a combination of both methods. You can upload multiple templates to add enrolments in separate batches. Each upload adds records to the submission and does not overwrite earlier uploads.

1. Choose how you want to provide your enrolment data. You can either:

- [add enrolments manually](#), or
- [upload enrolment records in bulk](#) using the Bulk Upload template.

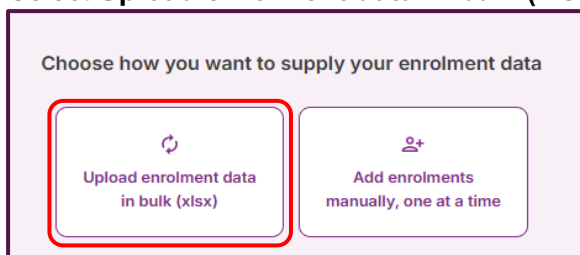
Note: Consider the number of enrolments you need to add when choosing how to enter your data:

- **manual entry** may be more suitable for a small number of enrolments.
- **bulk upload** may be more suitable for if you have a large number of enrolments to add.

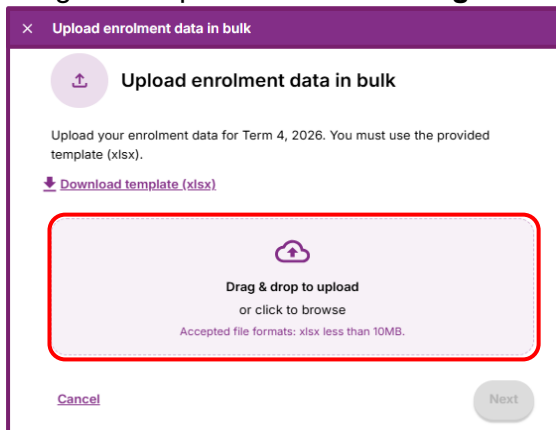
Upload enrolment records in bulk

Before you begin, make sure you have your enrolment data saved to the bulk upload template. For instructions on how to use the template, go to [Download and complete bulk enrolment data upload template](#).

1. Select **Upload enrolment data in bulk (xlsx)**



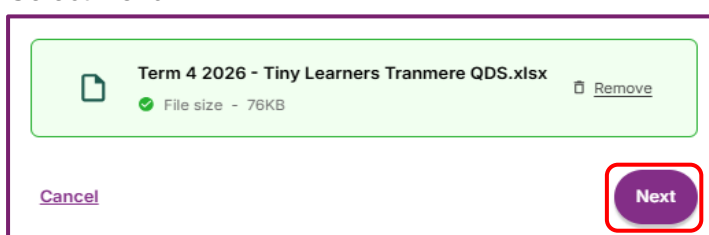
2. Drag and drop the file into the **Drag and drop to upload** window.



3. Check that the correct file appears in the upload window.

- If you have uploaded the incorrect file, select **Remove** then upload the correct file.

4. Select **Next**.



Review upload results

After the file is uploaded, EC Connect uses the data in the uploaded file to populate the enrolment records and check the information.

If there are errors, a notification displays the number of issues found.

! 6 issues found. Please fix the highlighted cells to proceed.

Note: The validation checks in the Bulk Upload template provide basic guidance only. EC Connect completes additional checks when the file is uploaded, so errors may appear in EC Connect even if they did not appear in the template.

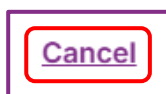
- If there are no errors, select Proceed. Go to [Review and manage enrolments](#).



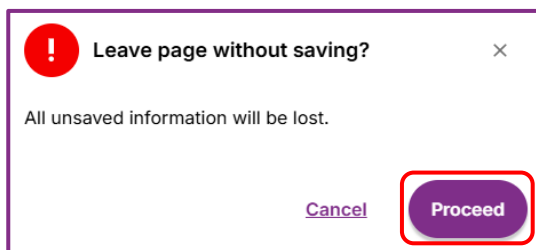
- If there are **only a few errors**, correct them directly in EC Connect. Go to [View and correct enrolment errors](#)
- If there are **many errors**, cancel the upload, then correct the errors in the Bulk Upload template and upload the updated file. Follow the **Cancel the upload** steps below:

Cancel the upload:

- Select **Cancel** at the bottom of the page.



- Select **Proceed** to confirm that you want to cancel the upload.



View and correct enrolment errors

Enrolment data errors are highlighted in red in EC Connect with a red alert icon. You can filter the enrolment records to show only records containing errors, then update the affected fields directly in the system.

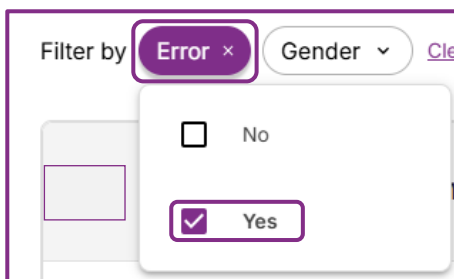
Important: Do not change information only to clear a validation error. Check that the information is correct and that the child is eligible for the reference period before making a change.

Some fields are connected. For example, the available Preschool program start dates are based on the child's date of birth. If either field displays an error, check both fields.

You can correct validation errors in EC Connect, but you cannot remove an enrolment record during this process. If a child is not eligible, cancel the upload, then remove or correct the enrolment record in the Bulk Upload template before uploading the file again.

View enrolment data errors

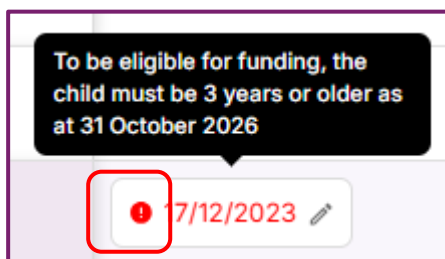
1. Select the **Error** filter.
2. Select **Yes** to display only enrolment records containing errors.



3. Use the horizontal scroll bar to view all fields in the enrolment record.

	Liam	Patrick	O'Connell	18/06/2023
	Kai	Tan	Ngata	17/12/2023

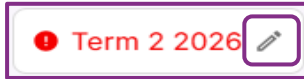
4. Hover over the **Information** icon to view details about the error.



Correct enrolment data errors

Note: Before correcting an error, read the message displayed from the information icon and check the information against the child's enrolment record.

1. Find the field containing the error, then select the **Edit** icon.



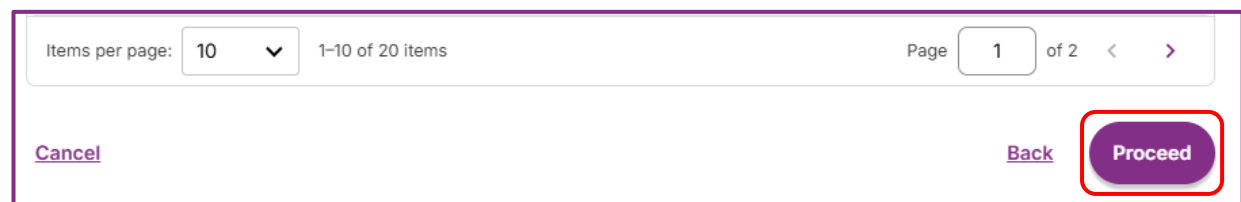
2. Enter or select the correct value.
3. Repeat these steps for each remaining error.

Note: As errors are corrected, the issues found results update. When all errors have been resolved, the issues found notification no longer displays.

4. When all errors have been corrected, select **Clear all** to remove the **Error** filter.



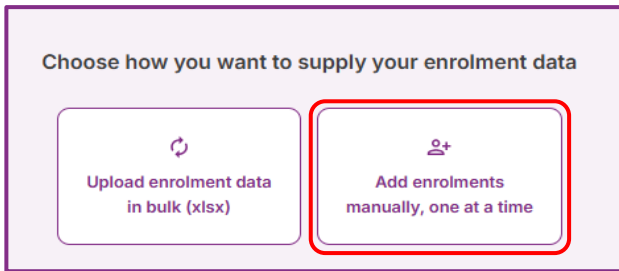
5. Select **Proceed** to add these records to your Quarterly Data Submission.



- If you have more enrolments to add, either manually or in bulk, go to [Add more enrolments](#).
- If you have finished adding enrolments, go to [Review and manage enrolments](#) to check the records, make any required changes and review the enrolment summary.

Add enrolments manually

1. Select **Add enrolments manually, one at a time**.

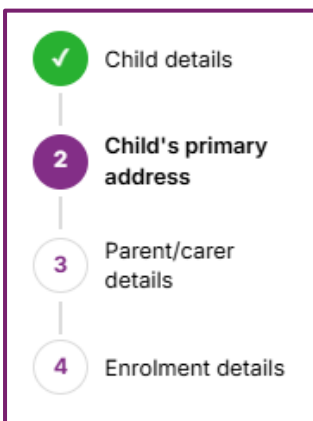


Each child enrolment is entered through four steps:

1. Child details
2. Child's primary address
3. Parent/carer details
4. Enrolment details

The progress tracker on the left of the screen shows your current step and identifies the steps you have completed. A green tick appears next to each completed step.

You can return to a previous step at any time before submitting by selecting the relevant step number in the progress tracker.



Note: You must complete and submit the child's enrolment in one session. You cannot save a partially completed enrolment and return to it later. Make sure you have all the required information before you begin to avoid losing your work.

Note: Fields marked with an asterisk [*] are mandatory and must be completed to submit the enrolment.

Child details

1. Complete the required fields on the **Child details** page.
2. Select **Next**.

Child details

First name*

Enter first name

Middle name

Enter middle name

First name is required

Surname*

Enter surname

Date of birth*

DD/MM/YYYY

Gender*

Select gender

Is the child from a non-English speaking background?*

Yes

No

Does the child have a disability?*

Yes

No

Is the child in out-of-home-care?*

Yes

No

Is the child Aboriginal and/or Torres Strait Islander?*

Select response

Does the parent/carer hold any of the following?

Select all that apply

Health care card

Concession pension card

Humanitarian or refugee visa

Veteran gold card

Next

Child's primary address

1. Complete the required fields on the **Child's primary address** page
2. Select **Next**.

Child's primary address

Address line 1*

Address line 2

Suburb* State/territory*

Postcode*

Parent/carer details

1. Complete all fields on the **Parent/carer details** page.
2. To add details for another parent or carer:
 - select **+Add parent/carer**
 - complete all fields for **Parent/carer**
3. Select **Next**.

Parent/carer details

Parent/carer 1

Parent/carer type* First name* Surname*

+ Add parent/carer

Enrolment details

The questions and options displayed on the **Enrolment details** page may change based on the answers you provide. For example, additional questions may appear for some 2YBFS, Priority of Access or Preschool Plus enrolments.

Hover over the information icon next to a field for more information.



1. Complete the required fields on the **Enrolment details** page.
2. Select **Add enrolment**.

Enrolment details

Preschool program enrolment start date*

Select enrolment start term

Selection is required

Preschool program enrolment end date

DD/MM/YYYY

Intended school start date*

Select intended school start term

Enrolment category* ⓘ

Select category

Is the child enrolled in Year Before Fulltime School (YBFS) or Two Years Before Fulltime School (2YBFS)?* ⓘ

☒ YBFS
☐ 2YBFS

How many hours per week was the child enrolled in the preschool program during the reference period dates of 30 Sep 2026 to 5 Oct 2026?*

Enter number of hours

Is the child's enrolment an approved Preschool Plus enrolment?*

☐ Yes
☒ No

Number of hours the child attended their enrolled preschool program from 30 Sep 2026 to 5 Oct 2026*

Enter number of hours

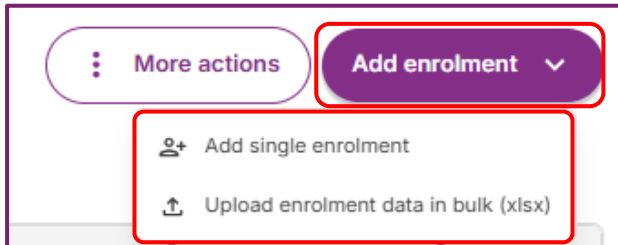
Back

Add enrolment

- If you have more enrolments to add, either manually or in bulk, go to [Add more enrolments](#).
- If you have finished adding enrolments, go to [Review and manage enrolments](#) to check the records, make any required changes and review the enrolment summary.

Add more enrolments

1. Select **Add enrolment**.
2. Select either:
 - **Add single enrolment.** Go to [Add enrolments manually](#)
 - **Upload enrolment data in bulk (xlsx).** Go to [Upload enrolment data in bulk](#)



Note: EC Connect allows you to upload more than one Bulk Upload file. Each additional upload adds enrolment records to the records already displayed. It does not overwrite the previous upload.

Review and manage enrolments

Before continuing, review the enrolment records added to the submission and make any required changes.

The **Enrolments** page includes the **Enrolments list**, which displays each child's enrolment record, and the **Enrolments summary**, which displays the enrolment totals for the submission. From this page, you can view, edit or delete individual enrolments, or clear all enrolment records and start again.

View individual enrolment

1. Select the required child name.

Name ^	DOB ^	Program ⓘ ^	Preschool Plus ⓘ ^	Preschool Plus Fee Relief ⓘ ^	More actions
Al-Masri, Amira	24/04/2022	YBFS	–	–	⋮
Cohen, Noah	06/05/2022	YBFS	–	–	⋮

From the **View enrolment** page, you can:

1. Select **Edit** to edit the enrolment record
2. Select the **+ icons** to expand and collapse sections to view details

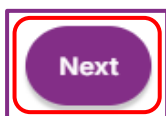
3. Select **Close** or the **X** in the top left to close the **View enrolment** page

Edit an enrolment

1. Select the **More actions** icon.
2. Select **Edit**.

Name ^	DOB ^	Program 1 ^	Preschool Plus 1 ^	Preschool Plus Fee Relief 1 ^	More actions
Al-Masri, Amira	24/04/2022	YBFS	-	-	
Cohen, Noah	06/05/2022	YBFS	-	-	 Edit  Delete

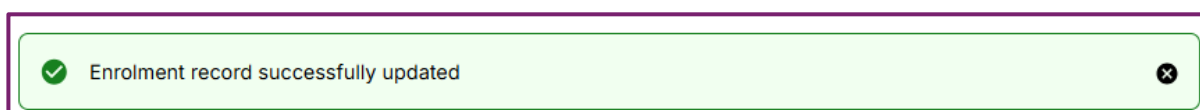
3. Update the required fields in the relevant sections.
4. Select **Next** to proceed through each section.



5. Once all changes have been made, select **Save changes**.



An Enrolment record successfully updated confirmation message displays.



Delete an enrolment

1. Select the **More actions** icon.
2. Select **Delete**.

Name ^	DOB ^	Program ⁱ ^	Preschool Plus ⁱ ^	Preschool Plus Fee Relief ⁱ ^	More actions
Al-Masri, Amira	24/04/2022	YBFS	–	–	
Cohen, Noah	06/05/2022	YBFS	–	–	 Edit  Delete

3. Review the warning and select **Delete**.


Delete enrolment record
×

Are you sure you want to delete this enrolment record?
This action cannot be undone.

Cancel
Delete

Delete all enrolment data

Use **Clear all enrolment data** only if you need to remove every enrolment record from the submission and start again.

Note: This action removes all enrolment records from the submission, including records entered manually and records added through bulk upload. To remove only one record, follow the steps in **Delete an enrolment**.

1. Select **More actions**.
2. Select **Clear all enrolment data**.

 **More actions**
Add enrolment ^

 Clear all enrolment data

3. Review the warning and select **Delete**.


Clear all enrolment data
×

Are you sure you want to clear all enrolment data? This will remove every enrolment record and cannot be undone.

Cancel
Delete

Review the enrolment summary

Review the **Enrolments list** and **Enrolments summary** to confirm that all required enrolments have been added and the totals match the service's enrolment records.

Note: You can return to Enrolments using the progress tracker and make changes at any time before submitting the Quarterly Data Submission.

1. Review the enrolments summary.
2. Select:
 - **Save and close** to save your work and return later.
 - **Next** to proceed.

Enrolments summary

Type	2YBFS	YBFS	Total
Enrolments	9	11	20
Preschool Plus enrolments	2	2	4
Preschool Plus Fee Relief enrolments	2	2	4

Save & close

Back

Next

Step 3: Preschool Plus Fee Relief

Services must upload a completed **Preschool Plus Fee Relief Calculator** so the OECD can confirm the Fee Relief funding amount.

For instructions on how to complete the template, go to [Download and complete Preschool Plus Fee Relief template](#)

Note: If there are no Preschool Plus Fee Relief enrolments in the submission, this step does not display. Continue to [Step 4: Teachers](#).

EC Connect will pre-fill selected children based on the enrolment details you entered in Step 2.

In the **Enrolment checklist** section of the page, users must review the list of enrolments and select the checkbox for each child to ensure they are included in the Fee Relief Calculator to be attached.

Review the enrolment checklist

The **Enrolment checklist** displays children identified as eligible for Preschool Plus Fee Relief from the enrolment information entered in Step 2.

Note: Make sure the children selected in the **Enrolment checklist** match the children included in the uploaded calculator.

1. Review the children displayed in the Enrolment checklist.
2. Select the **checkbox** for each child included in the Fee Relief Calculator attached.

Enrolment checklist

 We have pre-filled selected children based on the enrolment details you entered in Step 2

Review the list of enrolments and mark off each child to ensure they are included in the Fee Relief Calculator

Name ↕	DOB ↕	Included in Fee Relief Calculator
Patel, Arjun	22/08/2023	☒
Rodriguez, Sofia	09/10/2023	☒

Items per page: 10 ▼ 1-2 of 2 items
 Page 1 of 1 < >

Upload the Fee Relief Calculator template

1. Drag and drop the completed calculator into the **Drag and drop to upload** window.

Upload Fee Relief Calculator

For the OECD to confirm the amount of Preschool Plus Fee Relief funding that eligible services are owed, partner services will need to populate separate tabs in the calculator for each preschool plus enrolment during the reference period.

Before inputting information into the calculator, make sure you have:

- Read the overview tab to understand the use and intent of the calculator.
- Followed the flow chart on the Preschool Plus Fee Relief tab to confirm whether the enrolment is eligible for Preschool Plus Fee Relief.

[Download Fee Relief Calculator template \(xlsx\)](#) [Learn more about Preschool Plus Fee Relief](#)



Drag & drop to upload
or click to browse
Accepted file formats: xlsx less than 10MB.

2. Check that the correct file name appears in the upload window.
 - If you have uploaded the incorrect file, select **Remove** then upload the correct file.

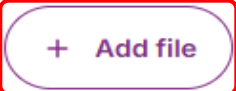


Term 4 2026 - Tiny Learners Tranmere - Fee Relief Calculator .xlsx

File size - 431 KB

[Remove](#)

3. To upload another calculator, select **Add file**, then repeat the upload process.



4. Select the confirmation **checkbox** to confirm that:
 - you used the approved calculator template provided
 - all eligible children are included in the calculator

5. Select **Next**.

☒ I confirm that I have uploaded the Preschool Plus Fee Relief Calculator using the supplied template and have included all children eligible for Preschool Plus Fee Relief*

[Back](#) [Next](#)

Step 4: Teachers

The Teachers page has two sections: **Teacher details** and **Teacher hours**. Complete both sections for the reference period.

Note: Fields marked with an asterisk [*] are mandatory and must be completed to submit the enrolment.

Add teacher details

Add the details of each Early Childhood Teacher (ECT) and each Teacher with a Special Authority to Teach as an ECT (ECT SAT) who delivered a preschool program at the service during the reference period.

1. Select **Add teacher**.

Teacher details

Enter details for all ECT and ECT SAT delivering preschool programs at your service during the quarter

+

Add teacher

2. Complete all required fields in the **Add teacher** window.

- Registration number must be 6 or 7 alphanumeric characters

 **Add teacher** ×

Enter teacher details

First name*

Enter first name

Surname*

Enter surname

Is the teacher a qualified ECT or ECT SAT?* 

☐ ECT

☐ ECT SAT

What is the name of the completed or in-progress qualification(s)?*

Enter qualification(s)

Registration number*

Enter registration number

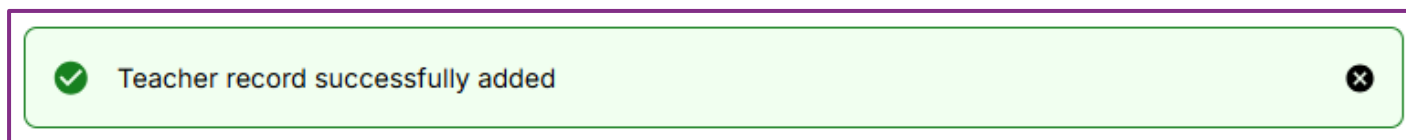
Cancel

Save

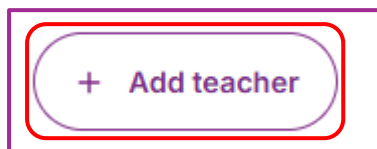
3. Select **Save** to add the teacher details.



A **Teacher record successfully added** confirmation message displays.



4. To add another teacher, select **Add teacher** and repeat these steps.



Complete teacher hours

1. Complete all required fields in the **Teacher hours** section.

Note: The number entered in **Total number of ECT/ECT SAT staff delivering preschool programs during the reference period** field must match the number of individual Teachers added in the **Teacher details** section. If the numbers do not match, an error will display.

Teacher hours

Enter details about teachers and hours worked

The number of hours per week during the reference period dated 10 Sep 2026 to 15 Sep 2026 that the service will be delivering preschool programs with an ECT/ECT SAT*

Total number of ECT/ECT SAT staff delivering preschool programs during the reference period*

ECT/ECT SAT full-time equivalency during the reference period* ⓘ

Number of days that an ECT/ECT SAT has not been in place since the last quarterly data submission* ⓘ

2. Select:

- **Next** to continue to go to **Review and submit**, or
- **Save and close** to save your progress and return later.



Review and edit Teacher details

You can edit or delete individual Teacher records from the **Teacher details** section before continuing.

Edit teacher details

1. Select **Edit** for the teacher record you want to update.

Teacher details
Enter details for all ECT and ECT SAT delivering preschool programs at your service during the quarter

Teacher 1

Edit

Name	Lucas, Ebony
Is the teacher a qualified ECT or ECT SAT?	ECT
What is the name of the completed or in-progress qualification(s)?	Bachelor of Education
Registration number	1234567

2. In the **Edit teacher** window, either:

- update the required information, or
- select the **Teacher is no longer delivering preschool at this service** checkbox.

3. Select **Save**.

Edit teacher ×

Enter teacher details

First name*

Ebony

Surname*

Lucas

Is the teacher a qualified ECT or ECT SAT?* ⓘ

☒ ECT

☐ ECT SAT

What is the name of the completed or in-progress qualification(s)?*

Bachelor of Education

Registration number*

1234567

☐ Teacher is no longer delivering preschool at the service

DeleteCancelSave

A **Teacher record successfully updated** confirmation message displays.

✓ Teacher record successfully updated ×



Delete teacher details

1. Select **Edit** for the teacher record to be deleted.

Teacher details
Enter details for all ECT and ECT SAT delivering preschool programs at your service during the quarter

Teacher 1 Edit

Name	Lucas, Ebony
Is the teacher a qualified ECT or ECT SAT?	ECT
What is the name of the completed or in-progress qualification(s)?	Bachelor of Education
Registration number	1234567

2. On the **Edit teacher** window, select **Delete**.

Edit teacher ×

Enter teacher details

First name*
Ebony

Surname*
Lucas

Is the teacher a qualified ECT or ECT SAT?* ⓘ
☒ ECT
☐ ECT SAT

What is the name of the completed or in-progress qualification(s)?*
Bachelor of Education

Registration number*
1234567

☐ Teacher is no longer delivering preschool at the service

Delete Cancel Save

A **Teacher record successfully removed** confirmation message displays.

✓ Teacher record successfully removed ×

Step 5: Review and Submit

The **Review and submit** page displays a summary of the **Enrolments**, **Preschool Plus Fee Relief** and **Teachers** sections. Review the information and make any required corrections before submitting the quarterly data submission.

Note: You cannot make changes after submitting the quarterly data submission.

Review quarterly submission details

1. Review the summary for each section.
2. If required, to make a correction, select Edit for the relevant section.
 - Update the information, then return to **Review and submit** using the progress tracker.

Review & submit

Review your details for Term 4, 2026 and submit for assessment. Click 'edit' if you need to correct any details.

Enrolments

Edit

Summary

Type	2YBFS	YBFS	Total
Enrolments	9	11	20
Preschool Plus enrolments	2	2	4
Preschool Plus Fee Relief enrolments	2	0	2

Complete the Declaration and Submit

1. Read the declaration.
2. Select the **declaration checkbox** to confirm that you:
 - are authorised to submit the data on behalf of the service
 - have checked that the information is complete and accurate
 - can provide the required declaration and consent forms if requested by the OECD



3. Select **Submit**.

Declaration

Confirm you are satisfied that all information contained in the submission is complete and accurate

I certify that:

- I am authorised to submit data on behalf of the Partner Provider and Service listed in this submission; and
- ☒ • The information provided in this submission, including the information provided in any uploaded files, is true and correct; and
- There are completed and signed 3- and 4-year-old Declaration and Consent forms (including Preschool Plus where relevant), for all children listed in the submission, and these forms can be provided if requested by the OECD

BackSubmit

A **Quarterly data submission successfully submitted** confirmation message displays.

 Quarterly data submission successfully submitted 

The submission now:

- has a status of **Submitted**
- no longer has an action available because it cannot be edited
- displays the **Submission ID** as a link that you can use to view the submitted information.

View submitted data

You can view the submitted information for the current reference period from the **Current** tab on the **Submissions** page.

1. Find the submitted Quarterly data submission.

Current submissions						
Filter by Type ▾ Service ▾ Status ▾						
ID ↕	Type ↕	Period ↕	Service ^	Due ↕	Status ↕	Action
QDS101315264	Quarterly data submi...	Term 4, 2026	Tiny Learners Bowden	14/10/2026	Submitted	
QDS101304264	Quarterly data submi...	Term 4, 2026	Tiny Learners Brighton	14/10/2026	Due	Get started

2. Select the **Submission ID** link.

QDS101315264	Quarterly data submi...	Term 4, 2026	Tiny Learners Bowden	14/10/2026	Submitted
------------------------------	-------------------------	--------------	----------------------	------------	-----------

3. Review the submitted information.
4. Select **Close** or **Back to Submissions and Reporting** to return to the **Submissions** page.

[← Back to Submissions & Reporting](#)

Quarterly data submission

Submitted

Tiny Learners Bowden
Term 4, 2026

Last updated by Jamie Parker at 5.03pm 3 October 2026

Enrolments

Preschool Plus Fee Relief

Teachers

Enrolments

Enrolments list

Common questions and answers

Who receives quarterly data submission reminder emails?

Reminder emails are sent to all active Authoriser and Contributor user accounts linked to a service if its Quarterly Data Submission has not been submitted.

If the submission is completed within the submission period, no further reminder emails are sent for that service.

Why didn't I receive an email about the Quarterly Data Submission?

To receive EC Connect emails, your user account must be active before the Quarterly Data Submission period begins.

Reminder emails are only sent for submissions that have not been completed. If the submission has already been submitted, you will not receive further reminder emails for that submission.

Can I save my work and come back later?

Yes. Select Save and close to save your progress and return later to continue working on your submission. The submission will remain in Draft until it is submitted.

Exception: When adding a child enrolment manually, you must complete and add the enrolment in one session. You cannot save a partially completed child enrolment and return to it later.

Why have I been logged out of EC Connect?

For security reasons, EC Connect automatically logs you out after 10 minutes of inactivity. Save your progress regularly to avoid losing your work.

Can different users work on the same submission?

Yes. Multiple users with access to the service can work on the same submission while it remains in Draft status.

Only one user can have the submission open at a time. Other users will see the submission as In Use until it is closed.

Why is my submission showing as "In Use"?

A submission will display an In Use status with a lock icon when another user has the submission open.

Wait until the other user closes the submission before opening it.

Does EC Connect prevent duplicate enrolments?

No. EC Connect does not prevent duplicate enrolments when records are added. This is because different children may have very similar details, such as twins or triplets.

If the same enrolment is entered or uploaded more than once, duplicate records will appear in the submission. Review your enrolments carefully and remove any duplicate records before submitting.

What happens if I upload the enrolment spreadsheet more than once?

If you upload the same spreadsheet more than once, the enrolments will be added again and may appear as duplicate records. Review the enrolment list after uploading and remove any duplicate records before submitting.



Will my previous quarter's data automatically appear in EC Connect?

No. Data from the previous reference period does not automatically appear in a new Quarterly Data Submission.

Future enhancements are planned to support carrying forward data from previous submissions.

Can I make changes after submitting my quarterly enrolment data?

No, you cannot edit any details once submitted.

Once quarterly enrolment data has been submitted, you can open and view the submission.

What can I do if the submission period is closed?

You cannot submit your submission once the submission period is closed.

If you need assistance, contact the OECD support team.



Download and complete bulk enrolment data upload template

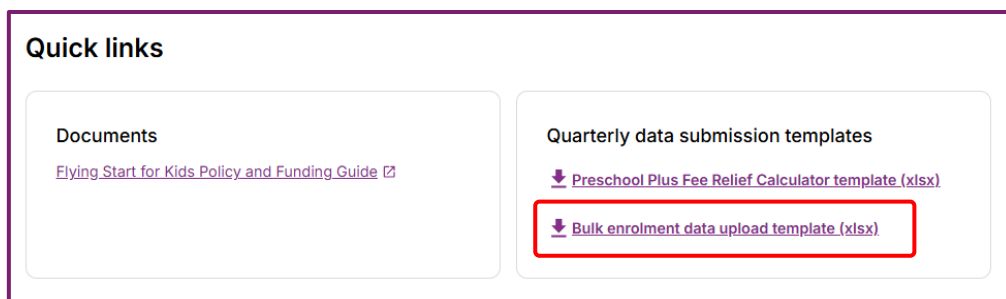
Download Bulk enrolment data upload template

Note: For every Quarterly Data Submission, download the latest Bulk Upload template. Do not reuse an older template, create a new workbook, or change the worksheets, columns, formulas, formatting, validation rules or hidden configuration. These elements must remain unchanged for the upload to work correctly.

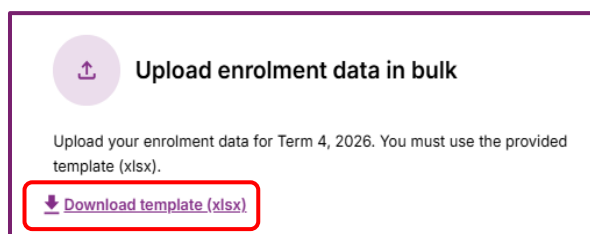
The **Bulk enrolment data upload template** is available to download from the **Quick links** on the EC Connect home page or from the **Upload enrolment data in bulk** page in the **Enrolments** step of the Submission process.

1. To download the template, either:

- select **Bulk enrolment data upload template** from the home page quick links, or



- select **Download template** from the **Upload enrolment data in bulk** page within the submission



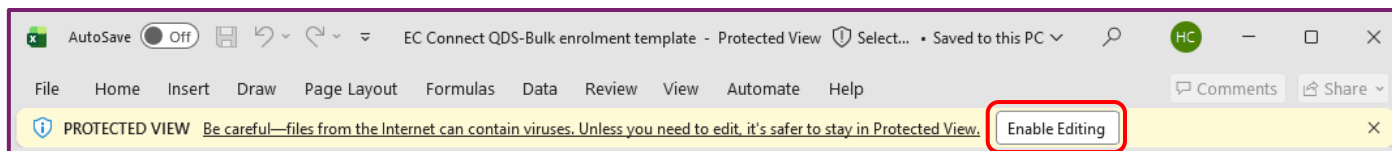
2. Save the file in an approved location where you can easily find it when you are ready to upload.
3. Give the file a clear name that identifies the service and reporting period.

Complete the Bulk enrolment data upload template

Note: Validation messages in the Bulk Upload template provide basic guidance only and may not cover every validation rule. The validation results displayed in EC Connect after the file is uploaded are the definitive results. This means that EC Connect may identify errors that were not displayed in the Excel template.

1. Open the saved Bulk Upload template from where you have saved it.

2. If required, select **Enable Editing**.



3. Enter the enrolment data in the designated fields.
4. Use the available drop-down lists and accepted values.
5. Complete all mandatory fields.
6. Save the file regularly as you work.
7. Review the completed data.
8. **Save and close** the file before uploading it to EC Connect.

Note: You can copy data from another spreadsheet, but use **Paste Values** and ensure the data matches the formats and accepted values required by EC Connect. If copying data causes errors, enter the affected values manually.

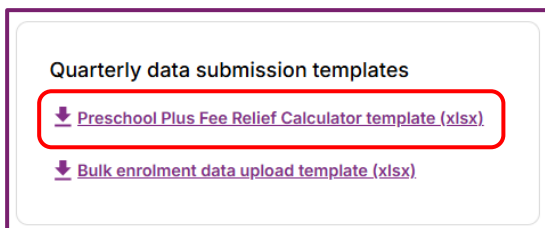
Download and complete Preschool Plus Fee Relief template

Download the Preschool Plus Fee Relief Calculator template

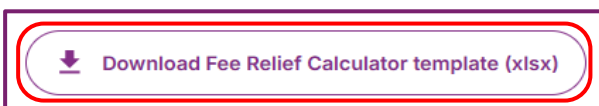
The **Preschool Plus Fee Relief template** is available to download from the **Quick links** on the EC Connect home page or from the **Preschool Plus Fee Relief** step of the Submission process.

1. To download the template, either:

- select **Preschool Plus Fee Relief Calculator template** from the home page quick links, or

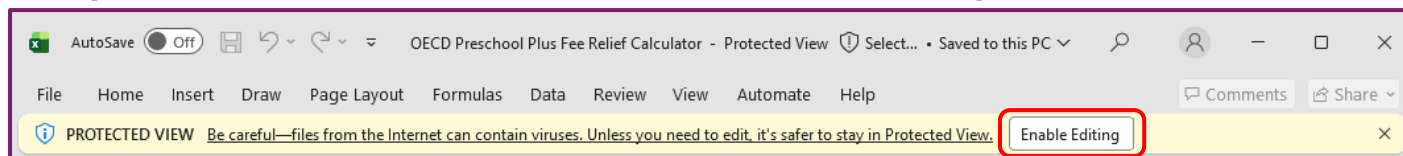


- select **Download Fee Relief Calculator template** from the **Preschool Plus Fee Relief** page within the submission



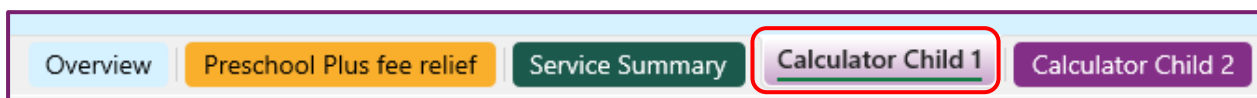
- Save the file** in an approved location where you can easily find it when you are ready to upload.
- Give the file a clear name** that identifies the service and reporting period.

Complete the Preschool Plus Fee Relief Calculator template



Users can complete 1 calculator per child, or up to 10 children per template.

- Select the Calculator Child 1 tab to open the sheet.



- Complete all cells.
- To enter details for additional children, select the next Child Calculator tab to open the sheet.
- When finished, select File, then Save to save your document.
- Make sure all details are completed before uploading into EC Connect.