



Racing Queensland

How to use FTP to submit Wagering Data

Version 1.3: May 2026

1. Summary

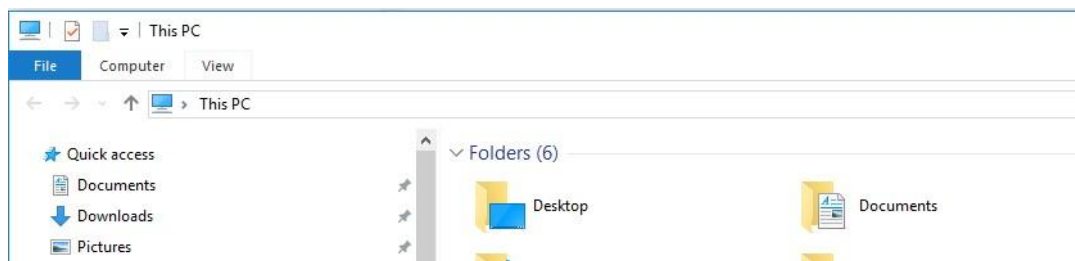
As part of Racing Queensland's (RQ) conditions, all Authorised Operators will be required to submit monthly data, within five business days of the end of each month.

This document details the FTP (File Transfer Protocol) option for submissions. This method is an electronic form of submission.

If you have any questions, please contact **wagering@racingqueensland.com.au**

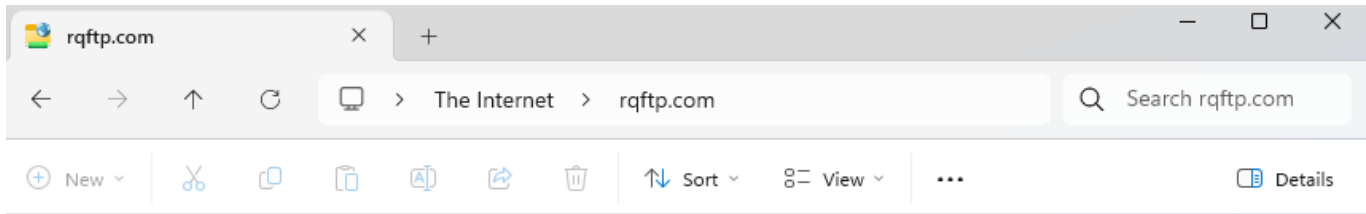
2. Steps

- 1) Before starting, make sure you have received a username and password from RQ. If you don't have this, please email wagering@racingqueensland.com.au.
- 2) Ensure you have entered your data in the template you received from RQ. If you don't have this, also, please email RQ using the email address above. The filename should be of the format: YYYYMM_ NameofAuthorisedOperator_Monthly.
- 3) Make sure you are connected to the Internet. Open a File Explorer window (right click on the Windows Icon at the bottom left of the screen, and click File Explorer. Alternatively, press **Windows key +E**). **Do not open Internet Explorer or any other internet browser**

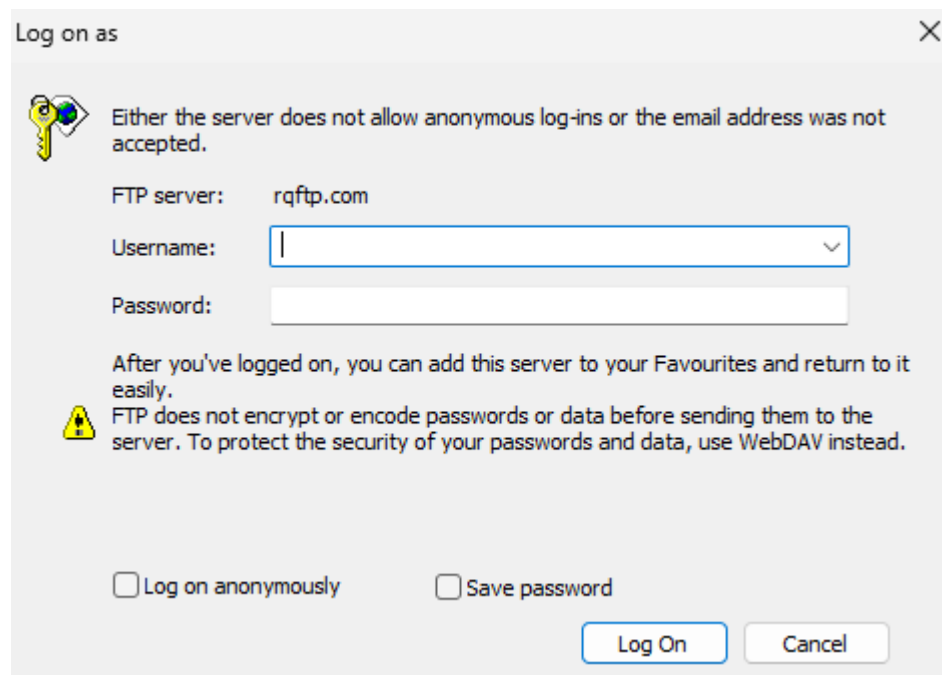


- 4) In the Address section, type in <ftp://rqftp.com/>

FTP SUBMISSION INSTRUCTIONS

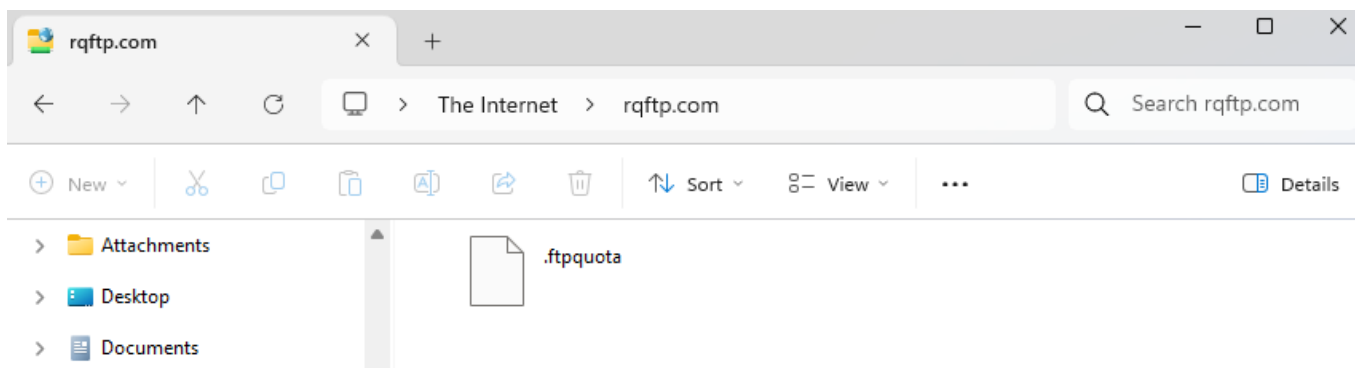


5) Enter your username and password provided by RQ



6) In the Window that opens, copy and paste the file that you wish to submit.

FTP SUBMISSION INSTRUCTIONS



7) Close the window.

NOTES:

- Please use the template that you got from RQ when populating your data. **Do not create your own template or make any changes to the header, otherwise this will be rejected.**
- The system will automatically notify you via email if there is an error with your file. For example, if you submit an incorrect Venue name, or a non-existent Meeting date in your file, the system will reject it, and send you an email informing you of the problem.
- When entering the Code, please use either **Thoroughbred**, **Harness** or **Greyhound** (and not eg. Gallops or Trots)