

How-to Guide: GGC Portal

Safe Guide Applicants

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CREATE AN ACCOUNT

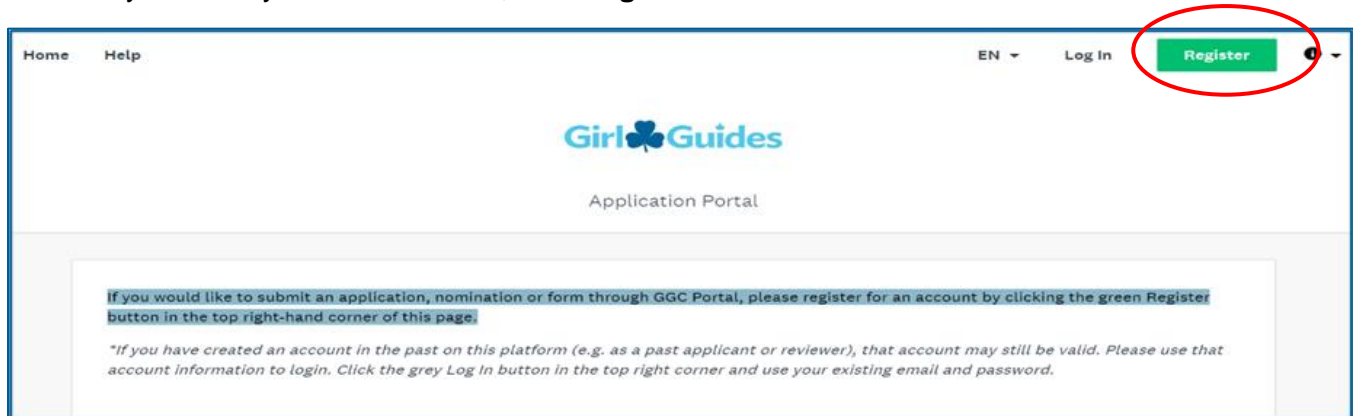
Guiders in most councils can submit most Safe Guide applications online using the GGC Portal. You will need an account for online submissions.

If you have an account with GGC Awards and Recognition or GGC Portal, you do not need to create an account.

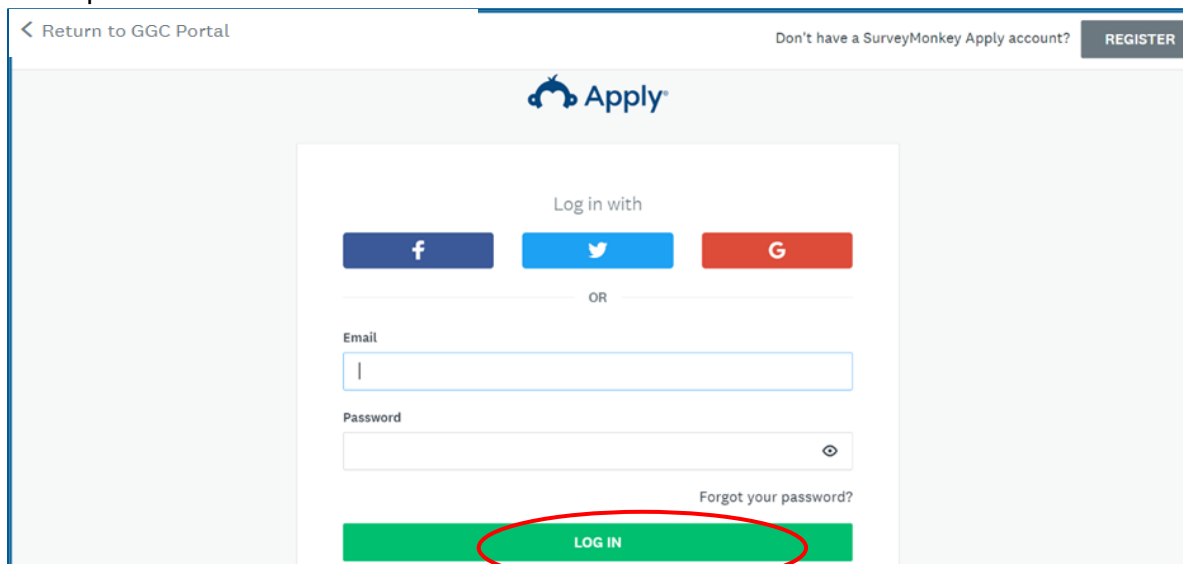
Click **Log In** and use the same email and password.

Visit the website: www.ggcportal.smapply.ca

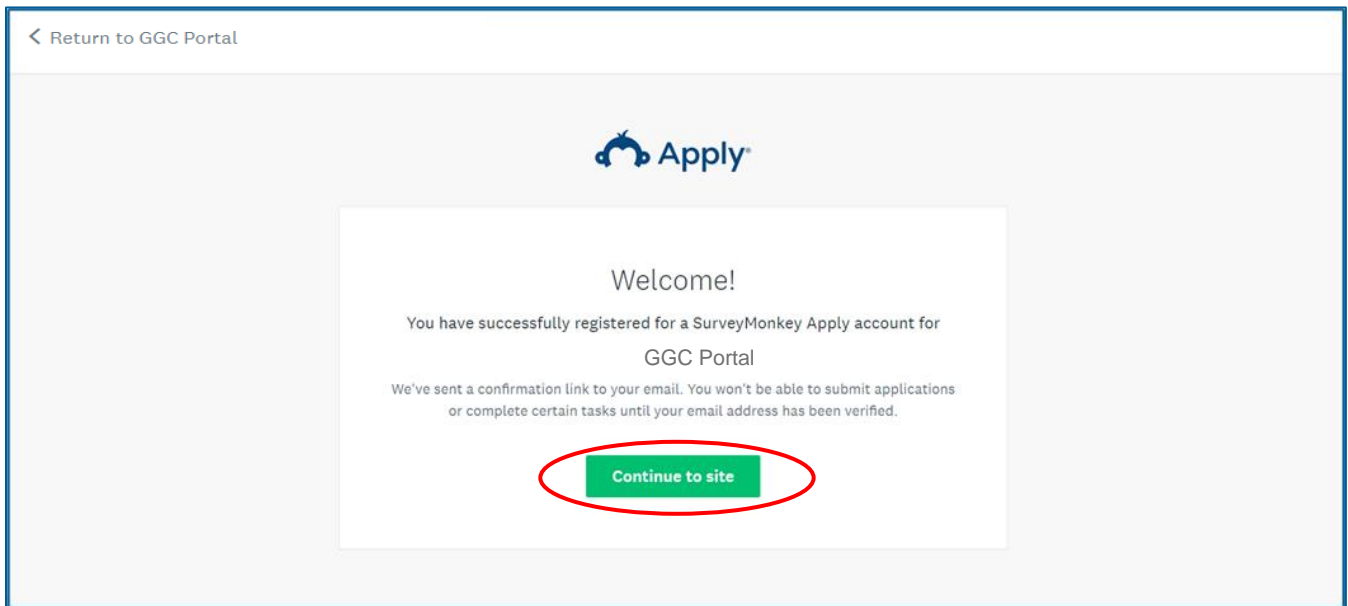
- Visit the website: www.ggcportal.smapply.ca
At the top right, click **Register** to create your account.
If you already have an account, click **Log In**.



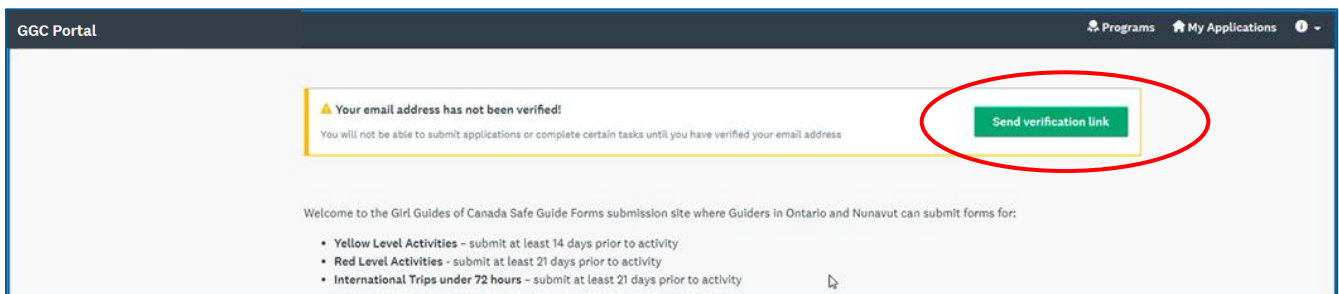
Provide the details requested. The email address you provide will be used for all online Safe Guide correspondence. Click **Create Account**.



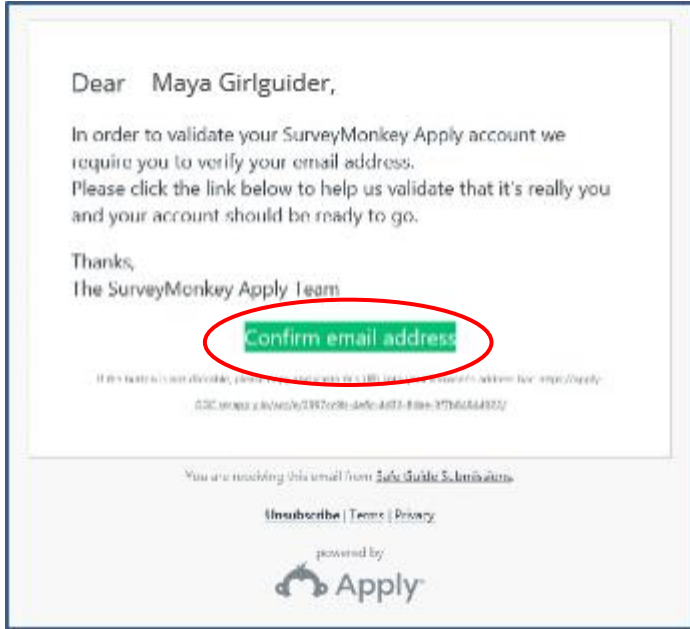
Next, click **Continue to site**.



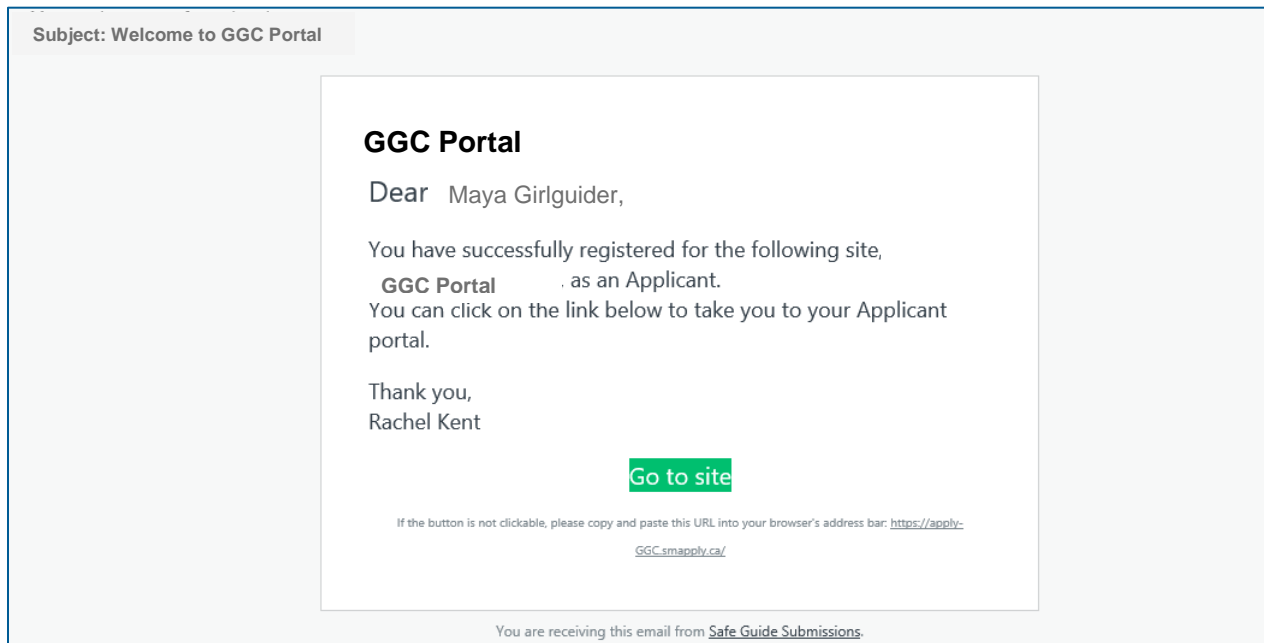
The first time you visit the site, you will be asked to verify your email address. To do this, click **Send verification link**.



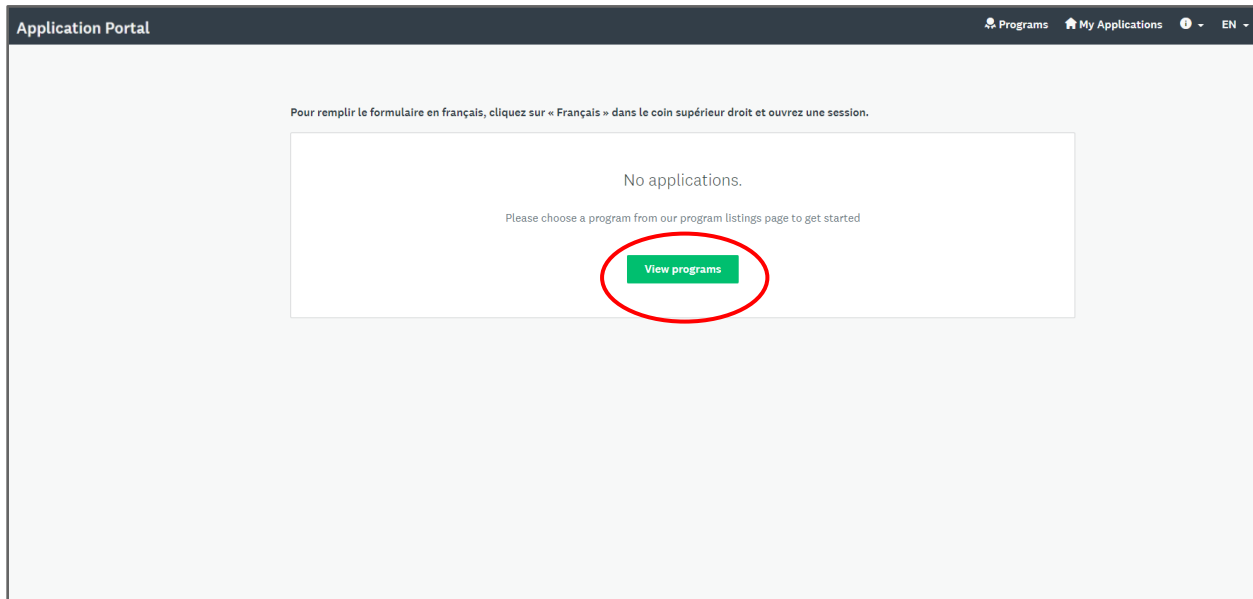
In your email account, open the verification email. You may need to check your junk folder and spam filters. Click **Confirm email address**.



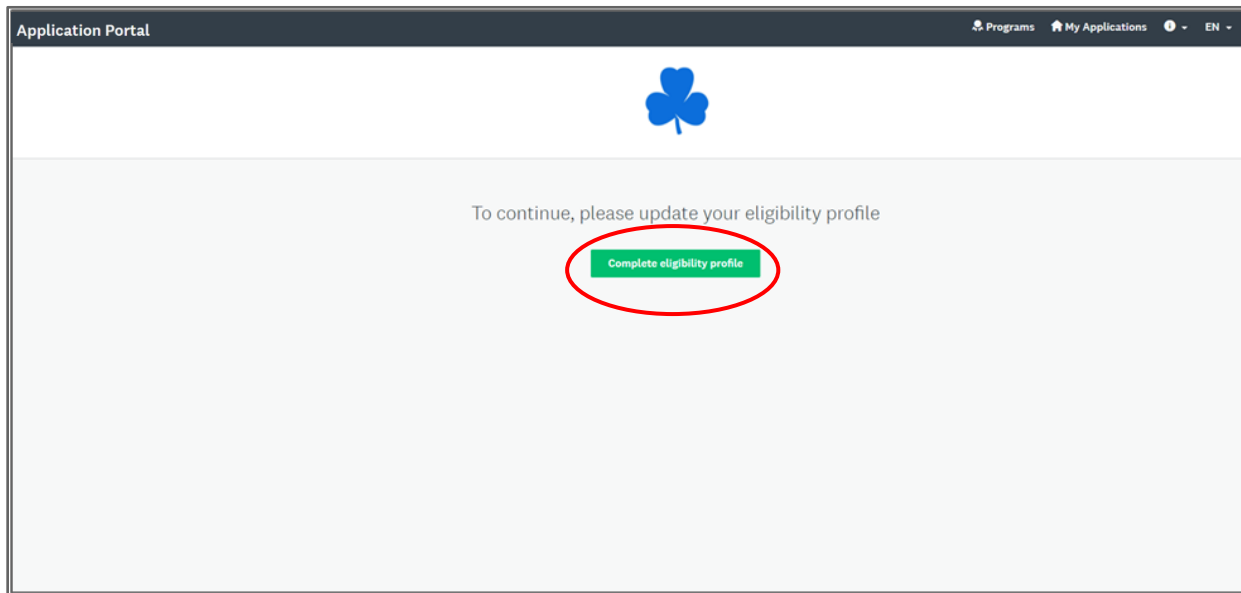
After you have successfully verified your email address, you will receive a welcome email letting you know you can begin using the program.



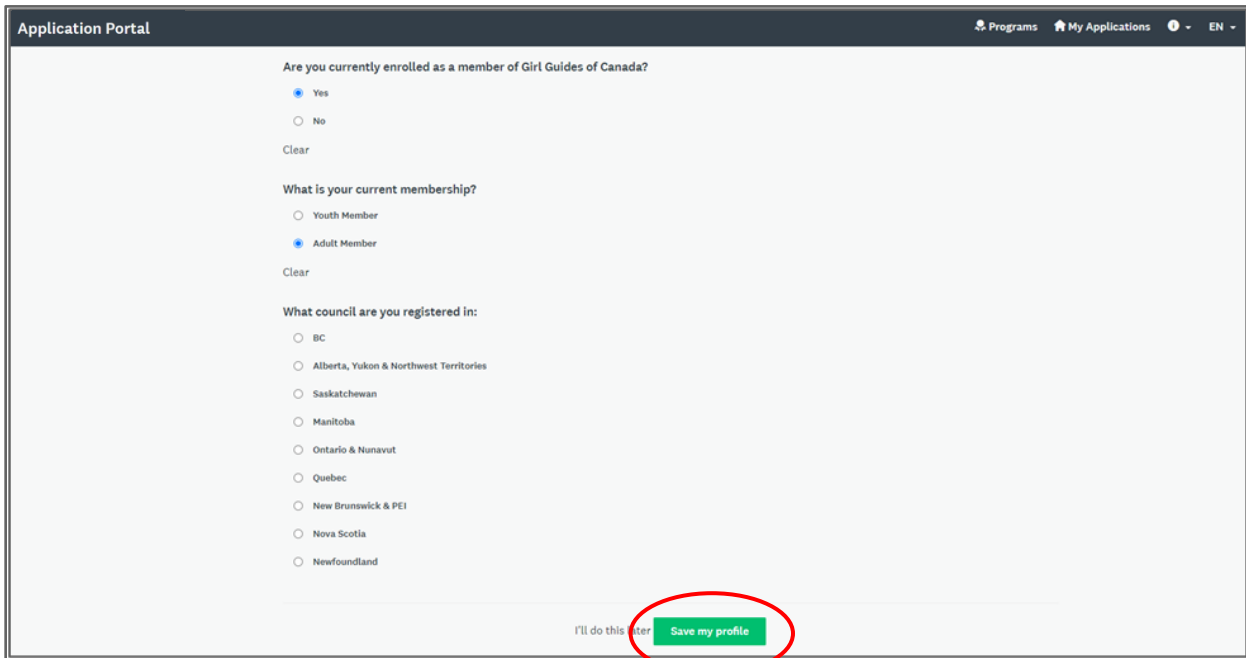
To begin, click **View programs**.



The first time you log in, click **Complete your eligibility profile** to tell the program if you are a youth or adult member and what council you are in.



Answer the questions and click **Save my profile**.



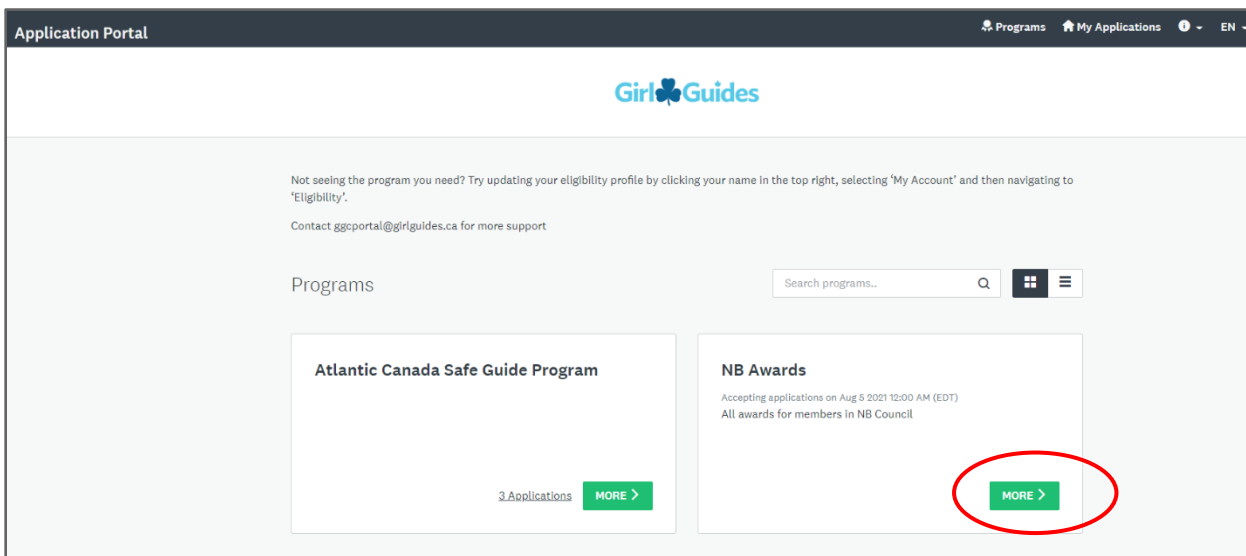
The screenshot shows the 'Application Portal' interface. At the top, there are navigation links for 'Programs', 'My Applications', and a language selector 'EN'. The main content area contains three sections of questions:

- Are you currently enrolled as a member of Girl Guides of Canada?**
 - Yes
 - No
- What is your current membership?**
 - Youth Member
 - Adult Member
- What council are you registered in:**
 - BC
 - Alberta, Yukon & Northwest Territories
 - Saskatchewan
 - Manitoba
 - Ontario & Nunavut
 - Quebec
 - New Brunswick & PEI
 - Nova Scotia
 - Newfoundland

At the bottom of the form, there are two buttons: 'I'll do this later' and 'Save my profile'. The 'Save my profile' button is circled in red.

Based on your responses, Programs tailored for you will appear on the next screen.

Choose a Program and click **More** to begin an application.



The screenshot shows the 'Application Portal' interface displaying the 'Girl Guides' logo at the top. Below the logo, there is a message: 'Not seeing the program you need? Try updating your eligibility profile by clicking your name in the top right, selecting 'My Account' and then navigating to 'Eligibility'. Contact ggcportal@girlguides.ca for more support.'

The 'Programs' section features a search bar with the text 'Search programs...' and a magnifying glass icon. Below the search bar, there are two program cards:

- Atlantic Canada Safe Guide Program**
 - 3 Applications
 - [MORE >](#)
- NB Awards**
 - Accepting applications on Aug 5 2021 12:00 AM (EDT)
 - All awards for members in NB Council
 - [MORE >](#)

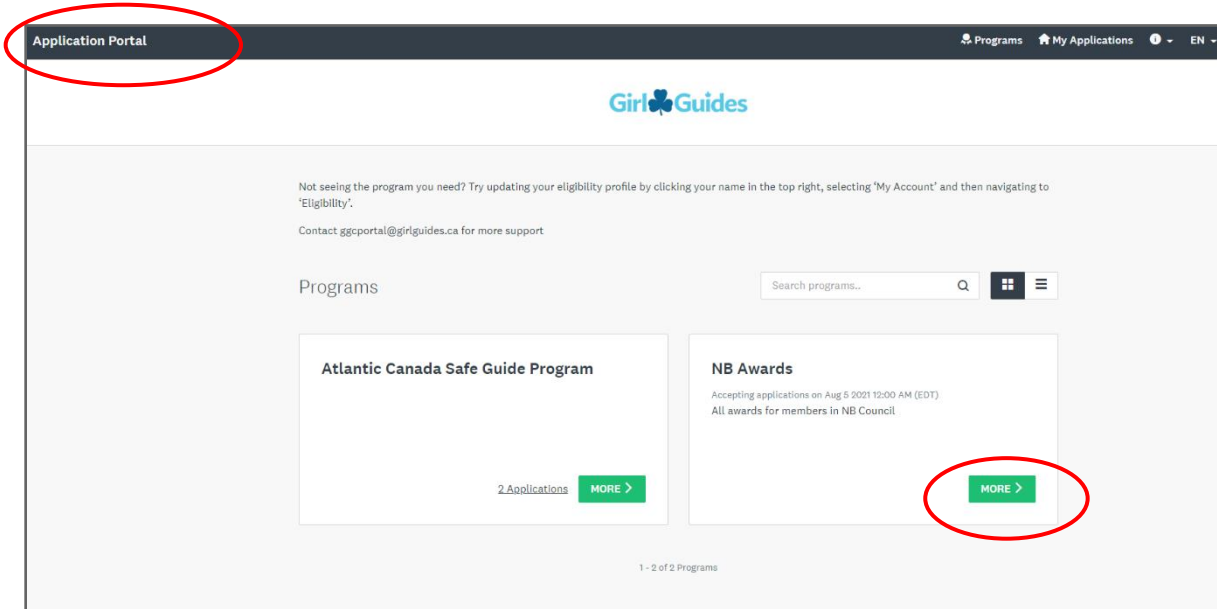
The 'MORE >' button for the 'NB Awards' program is circled in red.



START A NEW APPLICATION

Click **Application Portal** on the top left to go to your home screen.

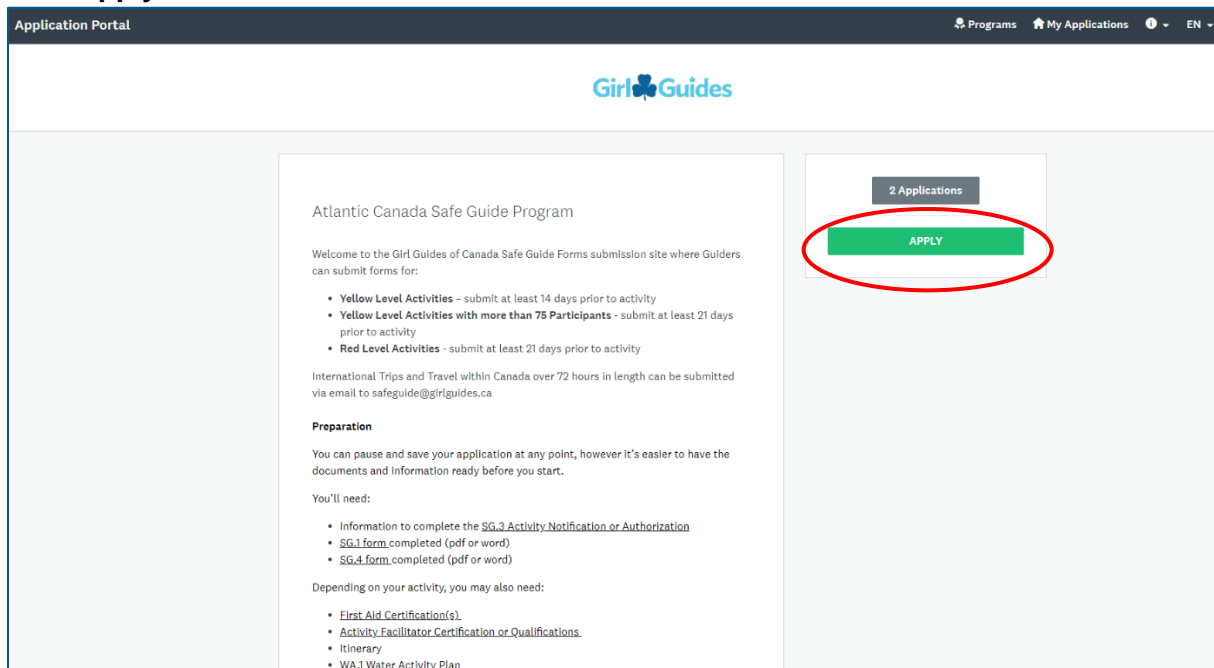
Choose a Program and click **More** to begin an application.



Review the **Preparation** instructions on this page.

Have your documents and information about the activity ready before you start to make the online application easier.

Click **Apply**.



You have now started a new Safe Guide application.
Ensure the **Applications** tab is selected.

The screenshot displays the 'Application Portal' interface. At the top, there are navigation links for 'Programs' and 'My Applications'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 4 required tasks complete', the last edit time 'Jan 10 2023 12:51 PM (EST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this, the user's profile is shown as 'Maya Girlguider (Owner)' with the email 'patrickj@girlguides.ca' and an 'Add collaborator' button. The right column displays the application details for 'Atlantic Canada Safe Guide Prog...' with the ID 'AC23-0000000446'. A red circle highlights the 'APPLICATION' tab, which is currently selected over the 'ACTIVITY' tab. Below the application details, a 'Your tasks' section lists four items: 'Activity Level Planning Chart', 'SG3 Application', 'Upload completed SG1 form' (marked as 'Cannot be started at this time'), and 'Upload completed SG4 form' (also marked as 'Cannot be started at this time').



ABOUT THE APPLICATION VIEW

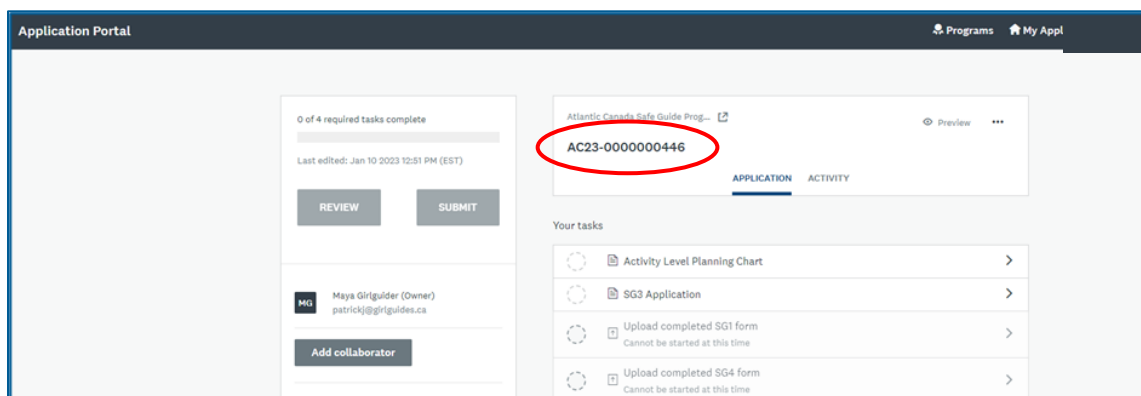
There are two screens you will see as you work on your application:

- Application Overview
- Task screen

Application Overview

This screen is an overview of your application and shows your progress on the application. Ensure the **Applications** tab is selected. You can tell you are on the overview screen because your application number will be in the middle at the top.

Use this Safe Guide file number to know which application you are working on. If you have started a new application by mistake, see FAQs for how to delete extra applications.



Application Overview features:

The screenshot displays the 'Application Portal' interface. At the top, there are navigation links for 'Programs', 'My Applications', and the user's name 'Maya Girlguider'. The main content area is divided into three sections:

- 1. Progress bar:** A horizontal bar at the top left shows '0 of 4 required tasks complete'. Below it, the text 'Last edited: Mar 3 2021 03:29 PM (EST)' is visible. Two buttons, 'REVIEW' and 'SUBMIT', are positioned below the progress bar.
- 2. Owner and Collaborators:** A section below the progress bar shows the user's profile: 'Maya Girlguider (Owner)' with the email 'on-safeguideforms@girlguides.ca'. An 'Add collaborator' button is located at the bottom of this section.
- 3. Your tasks:** A section on the right titled 'Your tasks' lists three tasks:
 - Activity Level Planning Chart (with a right arrow)
 - SG3 Application (with a right arrow and the note 'Cannot be started at this time')
 - Upload completed SG1 form (with a right arrow and the note 'Cannot be started at this time')

- 1. Progress bar** – This bar shows how far along you are in the application. Once you are finished all the tasks, you can Review or Submit your application.
- 2. Owner and Collaborators** – The Owner is the person who started the application. A collaborator is someone you have invited by email who can access your online application. You can choose if you want them to be able to view and edit the application or simply view it. You can change the settings for collaborators or remove collaborators at any time.
- 3. Your tasks** – This is a list of tasks you need to finish to submit your application. As you work through the tasks, you will see a half circle for partially completed tasks and a checkmark for completed tasks.



Task Screen features:

The task screen asks you to fill in information specific to your activity. You can tell you are on a task screen because the name of the task will be at the top.

The screenshot shows the 'Application Portal' interface. At the top, there are navigation links for 'Programs', 'My Applications', and 'Maya Girlguider'. The main content area is divided into two columns. The left column contains a 'Back to application' link and a list of tasks. The first task, 'Activity Level Planning Chart', is highlighted with a red box and a '1' next to it. The right column shows the details for the selected task, including a '2' next to the task name and a '3' next to a three-dot menu. The menu options are 'Download', 'Reset', and 'Edit'. The task details include the title 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)', instructions to check boxes for activity factors, and a table with two rows: 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event', both with 'x' marks.

- 1. Task list** – This is the list of tasks you need to finish to submit your application. As you work through the tasks, you will see a half circle for partially completed tasks and a checkmark for completed tasks.
- 2. Task name** – This heading shows the task you are currently working on.
- 3. Three dots** – Click for additional options about the task:
 - **Download:** Downloads and saves your responses for this task.
 - **Reset:** Deletes all responses you have entered for this task. You can restart with an empty form. This does not change any information you have entered on other tasks.
 - **Edit:** Opens the task so you can change information and resave.

To return to the Application Overview screen, click **Back to application** in the top left.

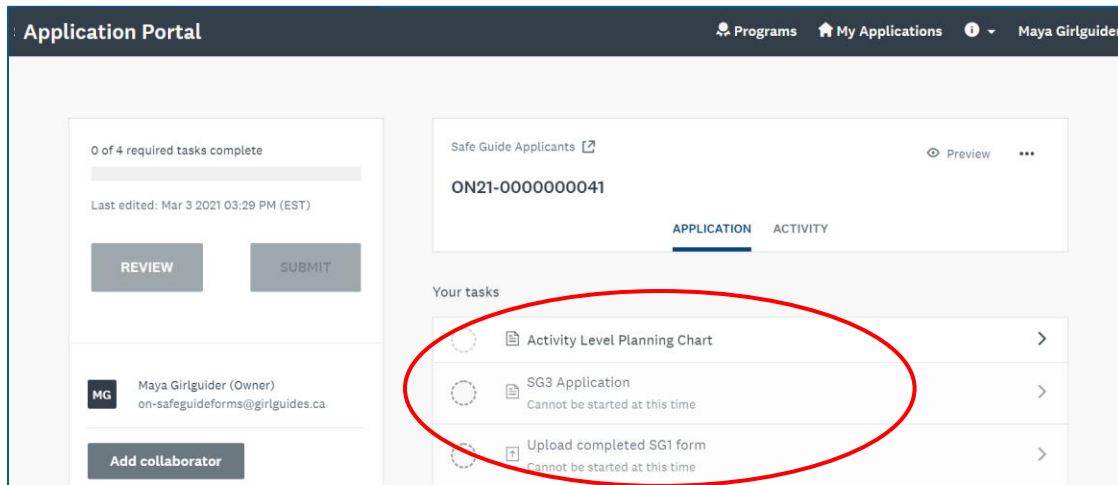
This screenshot is similar to the previous one, but the 'Back to application' link in the top left of the left column is circled in red. The task details on the right are the same as in the previous screenshot.



WORK ON YOUR APPLICATION

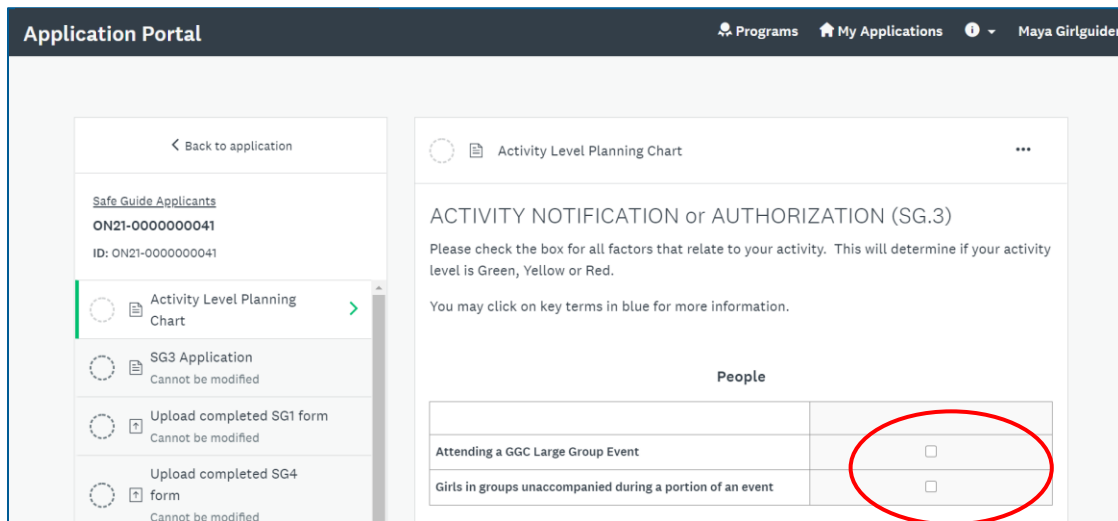
For instructions on opening an existing application or starting a new one, see the table of contents.

From the Application Overview screen, click on a task from **Your tasks** list.



The screenshot shows the 'Application Portal' interface. On the left, there's a progress bar for '0 of 4 required tasks complete' and buttons for 'REVIEW' and 'SUBMIT'. The main area displays 'Safe Guide Applicants' with ID 'ON21-0000000041' and tabs for 'APPLICATION' and 'ACTIVITY'. Below this is a 'Your tasks' list with three items: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG1 form'. The first item is circled in red.

You will be taken to a Task Screen and asked to fill in information.



The screenshot shows the 'Task Screen' for 'Activity Level Planning Chart'. It includes a 'Back to application' link and application details. The main content is titled 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' and asks the user to check boxes for various activity factors. Below this is a table titled 'People' with two rows and two columns. The second row, 'Girls in groups unaccompanied during a portion of an event', has its checkbox circled in red.

At the bottom of the page, you will have two options:

SAVE & CONTINUE EDITING

MARK AS COMPLETE

If you have **not** finished the task and wish to return to it another time, click **Save & Continue Editing**.

If you have **finished the task** and are ready to move on to the next task on the list, click **Mark as Complete**.

*Note: You still can make changes afterward even if you choose **Mark as Complete**. See "Make a Change" in the table of contents.*



You will be shown the information you just entered. Click **Back to application** to continue.

The screenshot shows the 'Application Portal' interface. At the top, there are navigation links for 'Programs', 'My Applications', and 'Maya Girlguider'. The main content area is divided into two columns. The left column contains a list of tasks: 'Safe Guide Applicants' (ON21-000000039), 'Activity Level Planning Chart' (marked with a green checkmark and circled in red), 'SG3 Application', 'Upload completed SG1 form', and 'Upload completed SG4 form'. The right column displays the 'Activity Level Planning Chart' details, including a section for 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' with instructions to check boxes for activity factors. A table lists activities like 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event', both marked with an 'x'.

You will be back at the Application Overview screen which shows the task marked complete with a checkmark. Continue to work through your application by clicking on the next task on your list.

The screenshot shows the 'Application Overview' screen. On the left, a progress bar indicates '1 of 4 required tasks complete' and shows 'Last edited: Feb 26 2021 10:27 AM (EST)'. Below this are 'REVIEW' and 'SUBMIT' buttons. The main content area shows the 'Safe Guide Applicants' details (ON21-000000040) with tabs for 'APPLICATION' and 'ACTIVITY'. Under the 'Your tasks' section, a list of tasks is shown: 'Activity Level Planning Chart' (marked with a green checkmark and circled in red), 'SG3 Application', 'Upload completed SG1 form', and 'Upload completed SG4 form'. The user's profile 'Maya Girlguider (Owner)' is visible at the bottom left.

You may complete the application in one session, or you may choose to work on the application over several sessions. Your work in progress will be saved automatically.



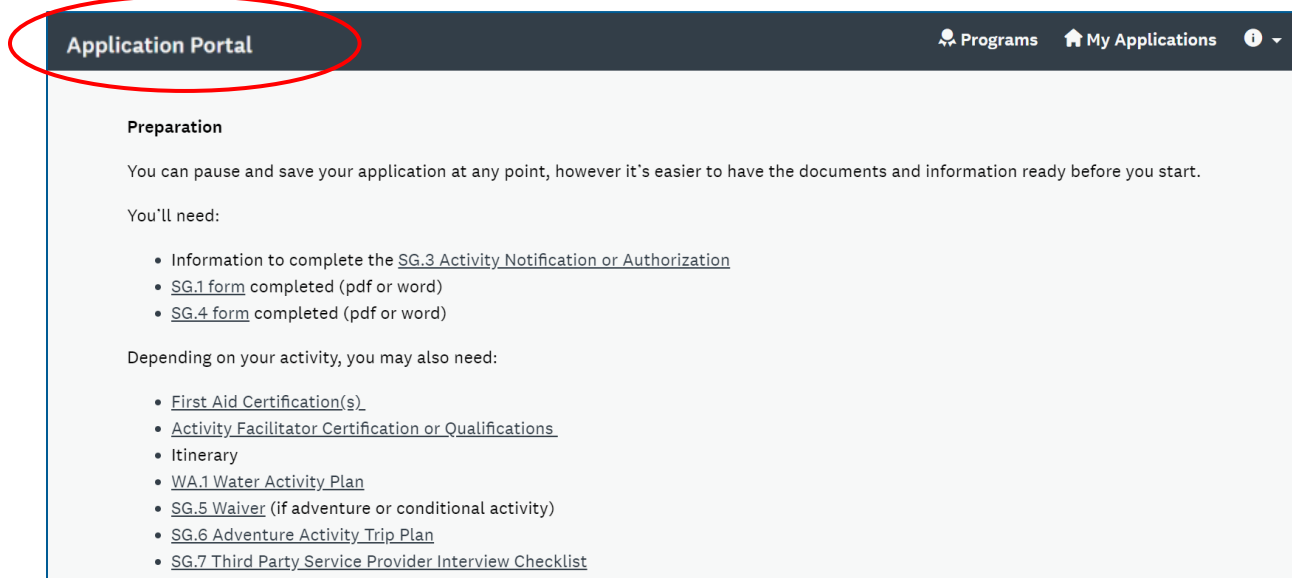
To exit the program, click your name in the top right and choose **Log Out**.

The screenshot shows the 'Application Portal' for Girl Guides. At the top right, the user's name 'Maya Girlguider' is displayed with a dropdown menu. The menu options are 'My Account' and 'Log Out', with 'Log Out' circled in red. The main content area features the Girl Guides logo, a search bar, and two program cards: 'Atlantic Canada Safe Guide Program' and 'NB Awards'. The 'NB Awards' card includes the text 'Accepting applications on Aug 5 2021 12:00 AM (EDT)' and 'All awards for members in NB Council'. Both cards have a 'MORE >' button.



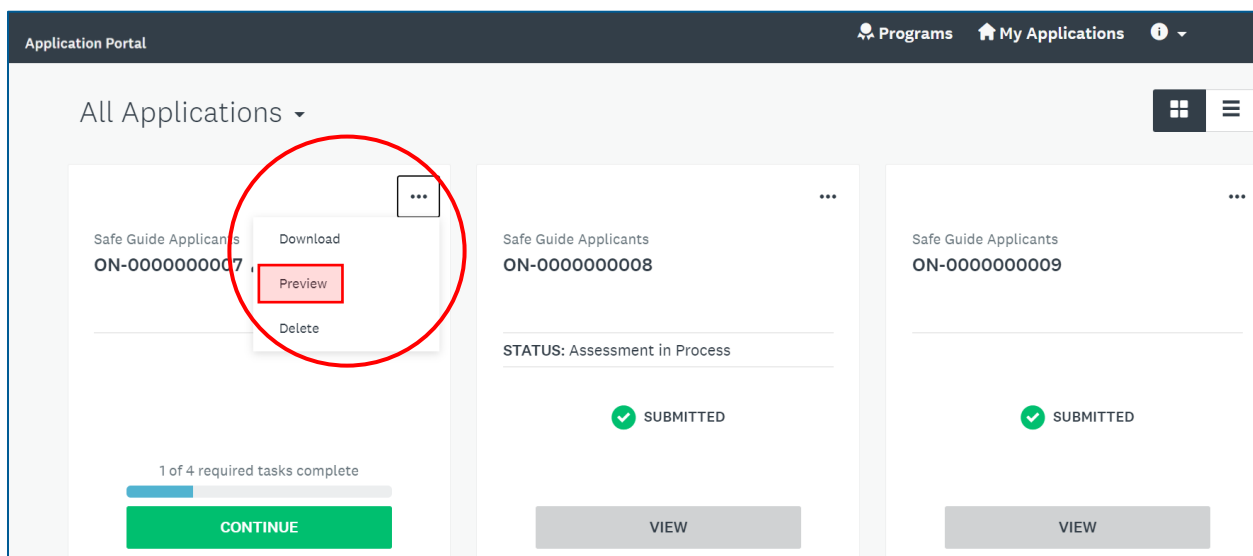
OPEN AN EXISTING APPLICATION

Click **Application Portal** on the top left to go to your home screen.



To find the application you want to open, you can:

- use the application number
or
- click on the three dots at the top of the application for an option to **Preview**. To exit the Preview screen, click on Safe Guide Submissions at the top right and return to your home screen.



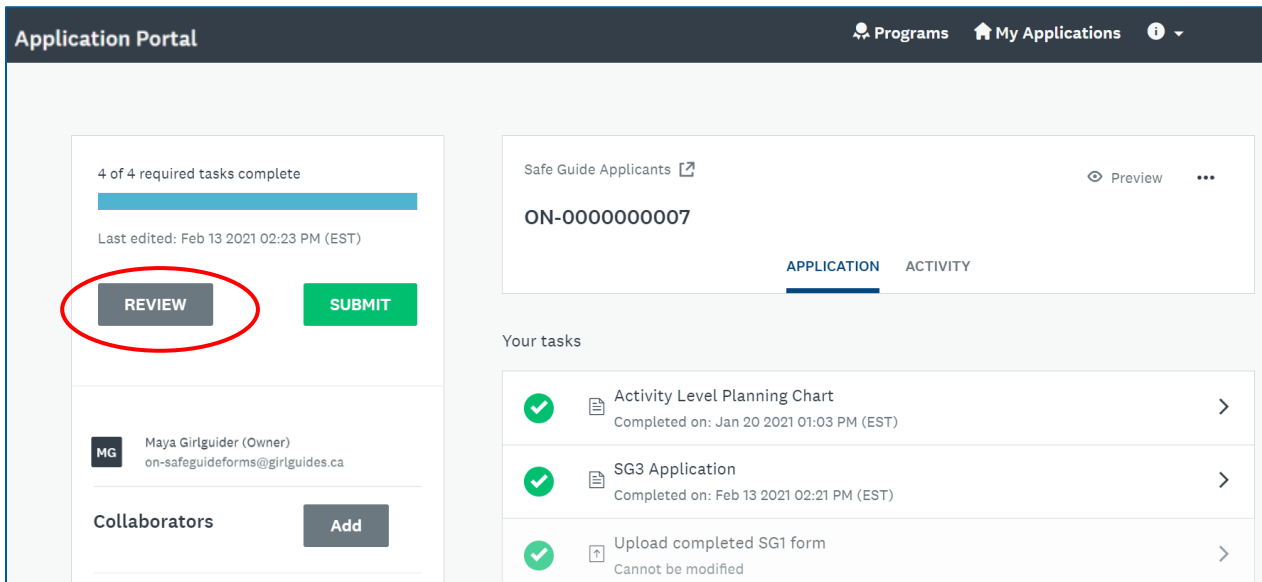
Once you have found the application you want to work on, click **Continue**.



REVIEW

Once you have completed all your tasks and uploaded all your documents, you will be able to look over your application in full.

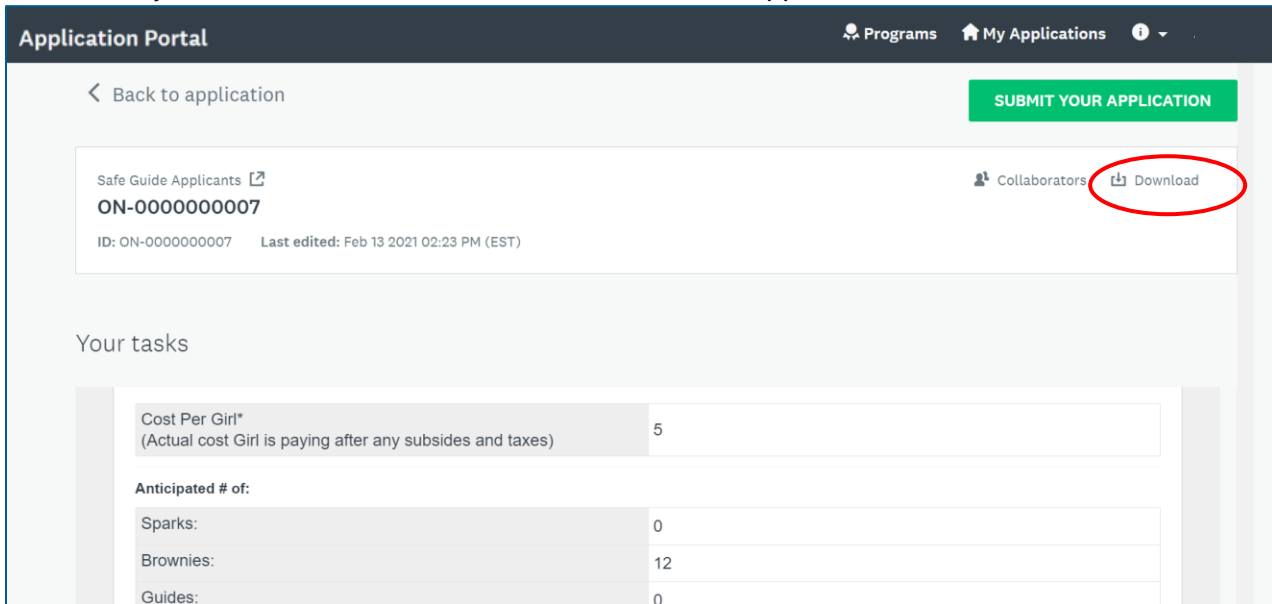
On the Application Overview screen, click **Review**.



The screenshot shows the 'Application Portal' interface. At the top, there are navigation links for 'Programs', 'My Applications', and a user profile icon. The main content area is divided into two columns. The left column shows a progress bar indicating '4 of 4 required tasks complete' and a 'Last edited' timestamp. Below this, there are two buttons: 'REVIEW' (circled in red) and 'SUBMIT'. The right column displays the application ID 'ON-0000000007' and tabs for 'APPLICATION' and 'ACTIVITY'. Below these tabs, a 'Your tasks' section lists three completed tasks: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG1 form'.

Using the scroll feature on the right, you can look over all the information you provided and documents you uploaded.

You can download a copy of the application here. Alternatively, a digital version will remain in your account so you can also choose to view or download this application later.



The screenshot shows the 'Application Portal' interface with a scrollable view. At the top, there are navigation links for 'Programs', 'My Applications', and a user profile icon. The main content area is divided into two columns. The left column shows a 'Back to application' link and a 'SUBMIT YOUR APPLICATION' button. The right column displays the application ID 'ON-0000000007' and a 'Collaborators' section with a 'Download' button (circled in red). Below these sections, a 'Your tasks' section lists three completed tasks: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG1 form'.

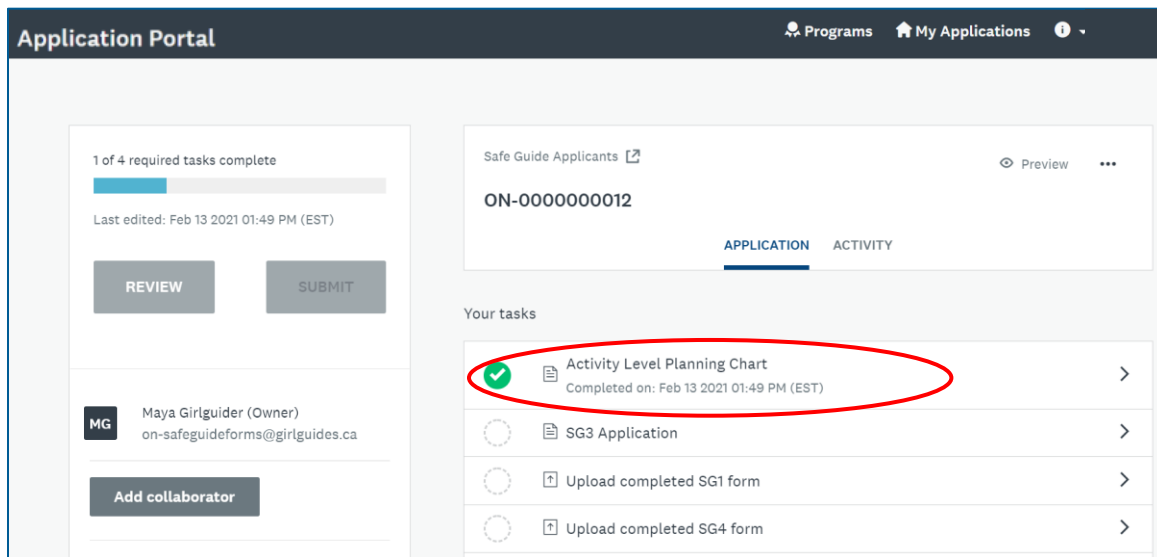


MAKE A CHANGE

You can make changes to your application at any time **before** you click “Submit”.

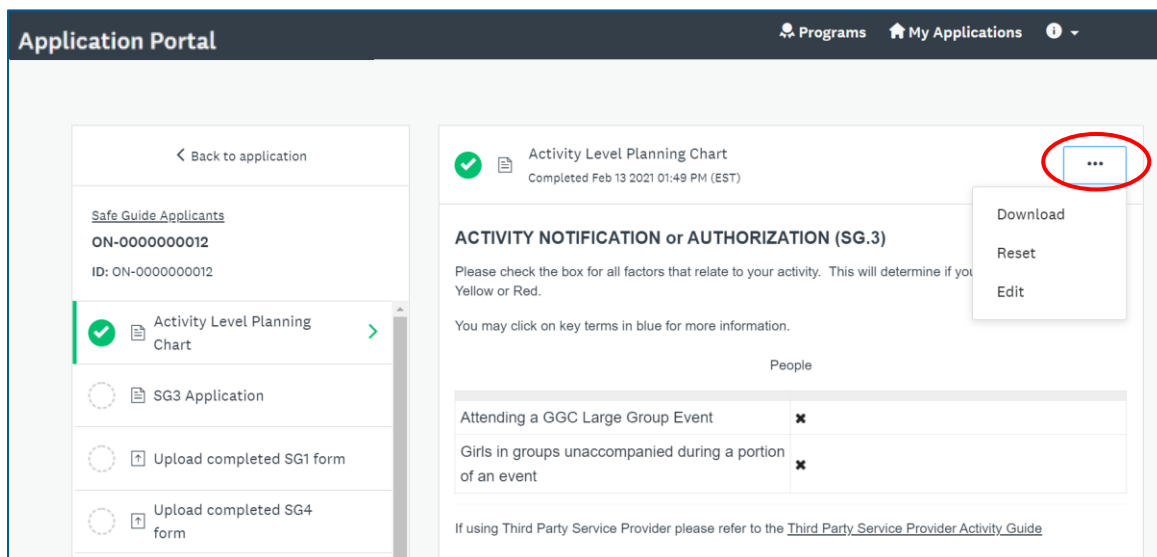
Note: To make changes after you click “Submit”, please email the Assessor who has been assigned to your application.

Open the application. Look at **Your tasks** list. Click on the task where you would like to make the change.



The screenshot shows the 'Application Portal' interface. On the left, there's a progress bar indicating '1 of 4 required tasks complete' and a 'Last edited' timestamp. Below that are 'REVIEW' and 'SUBMIT' buttons. The user's name 'Maya Giriguider (Owner)' and email are displayed. On the right, the application ID 'ON-0000000012' is shown. The 'Your tasks' list includes: 'Activity Level Planning Chart' (completed), 'SG3 Application', 'Upload completed SG1 form', and 'Upload completed SG4 form'. The first task is circled in red.

Click on the three dots on the top right.



This screenshot shows the details for the 'Activity Level Planning Chart' task. The task is marked as completed. A dropdown menu is open, showing options: 'Download', 'Reset', and 'Edit'. The 'Edit' option is highlighted. Below the menu, there's a section titled 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' with instructions to check boxes for activity factors. A table lists two activities: 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event', both with 'x' marks. A link to the 'Third Party Service Provider Activity Guide' is provided at the bottom.

If you have only a few changes to make, select **Edit**.

If you would like to restart the task with an empty form, select **Reset**.



SUBMIT

From the Application Overview screen, click **Submit**.

The screenshot shows the 'Application Portal' interface. At the top, there are navigation links for 'Programs' and 'My Applications'. The main content area is divided into two columns. The left column shows a progress bar indicating '4 of 4 required tasks complete' and a 'Last edited' timestamp. Below this are two buttons: 'REVIEW' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red circle. The right column shows the application ID 'ON-000000007' and tabs for 'APPLICATION' and 'ACTIVITY'. Below this is a 'Your tasks' section with a list of completed tasks: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG1 form'.

If you would like to Review your application another time, click **Review**. If you are ready to submit your application, click **Submit**.

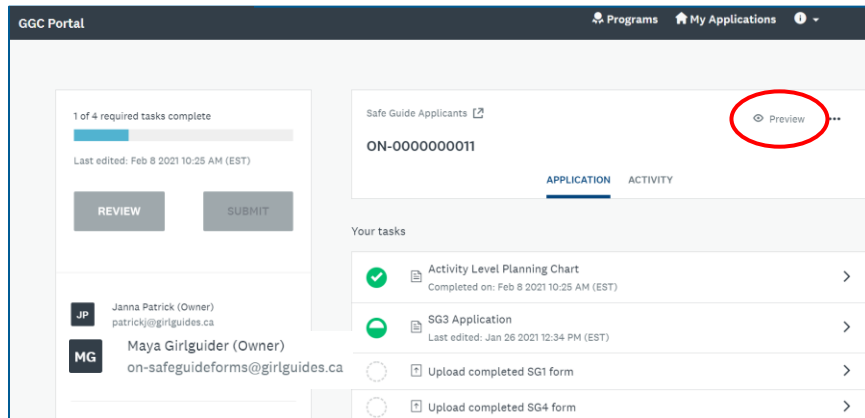
The screenshot shows a 'Submit application' dialog box. The dialog box has a title bar with a close button (X). The main text reads: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the dialog box, there are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. The 'REVIEW' and 'SUBMIT' buttons are highlighted with a red circle.



FAQs

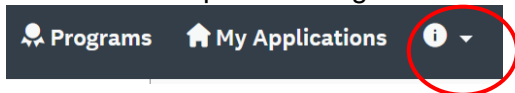
I can't click Review. What should I do?

- The Review button refers to reviewing the finished application in full and is only available once all the tasks have been completed and you have uploaded all the necessary documents.
- To look over parts of the application before it is finished, use the Preview button on the top right of the Application screen.



I can't click Submit. What should I do?

- The Submit button is only available once all the tasks have been completed and you have uploaded all the necessary documents.
- Check your role. Only Owners and Collaborators who can view and edit can submit an application.
- Contact the help desk using the information icon on the top right.



My Activity Level says Green. What should I do?

- You do not need to complete the online submission process.
- You may prepare an SG.1 for caregivers so that they have all the details of the activity and a SG.4 for all adults supervising the event.

How do I download an application?

- Click "Application Portal" at the top left.
- Go to the bottom of the screen where it says, "All Applications".
- Click the three dots at the top right of an application for more options including Download.

Can I duplicate an application if I'm running a similar event?

- No. However, depending on your computer settings, the form will remember and suggest information you have previously entered (names, addresses, phone numbers, etc...)

I uploaded a certification. Will it be updated automatically in iMIS for future applications?

- No. To add a certification in iMIS so it can be referenced for future applications, please email a copy to safeguide@girlguides.ca

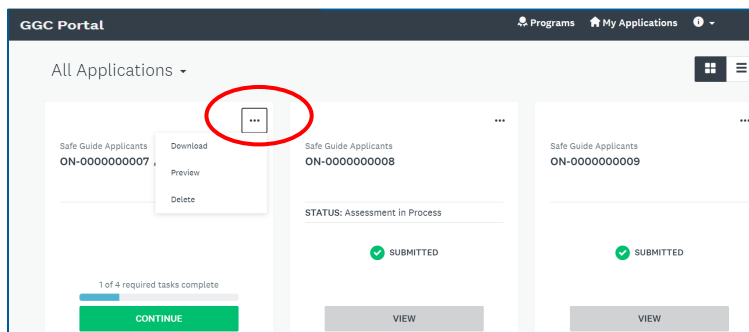


What is a collaborator? How do I add one? Why should I add one?

- A collaborator is someone you have invited by email who can access your online application.
- You can choose if you want them to be able to view and edit the application or simply view it.
- You can add a collaborator to a specific application from the application screen. See the section “About the application view”
- You can change the settings for collaborators or remove collaborators at any time.
- You may choose to add a collaborator because:
 - another person has knowledge about a specific part of the application
 - you want to share the work needed to an application
 - Someone has expressed interest in building this skill with support (a new Guider, older girls, unit assistants etc...)

How do I delete an application? I have started too many new applications by accident.

- Click “Application Portal” at the top left.
- Click the three dots at the top right of an application for options including delete.
- To prevent you from starting a new application by accident, review the section “Open an existing application”



What happens after I click Submit?

- You will get an email confirming your application has been submitted. It will be sent to the address you provided in your GGC Portal profile. Check your junk folders and spam filters if you do not receive this email.
- An Assessor will be assigned to your file and you will be contacted by her if she has any questions, needs additional information or is letting you know your next steps.

I still have questions. Who should I ask?

- For help understanding Safe Guide forms:
 - Alberta, Northwest Territories and Yukon: any-safeguideadviser@girlguides.ca
 - British Columbia: bc-safeguide@girlguides.ca
 - Ontario and Nunavut: on-safeguideadviser@girlguides.ca
 - New Brunswick: nb-safeguide@girlguides.ca
 - Newfoundland and Labrador: nl-safeguide@girlguides.ca
 - Nova Scotia: ns-safeguideadviser@girlguides.ca
- For help using the GGC Portal website: safeguide@girlguides.ca
- For technical issues with the website (page not loading, forms not uploading): use the information icon “i” at the top right of the page.

