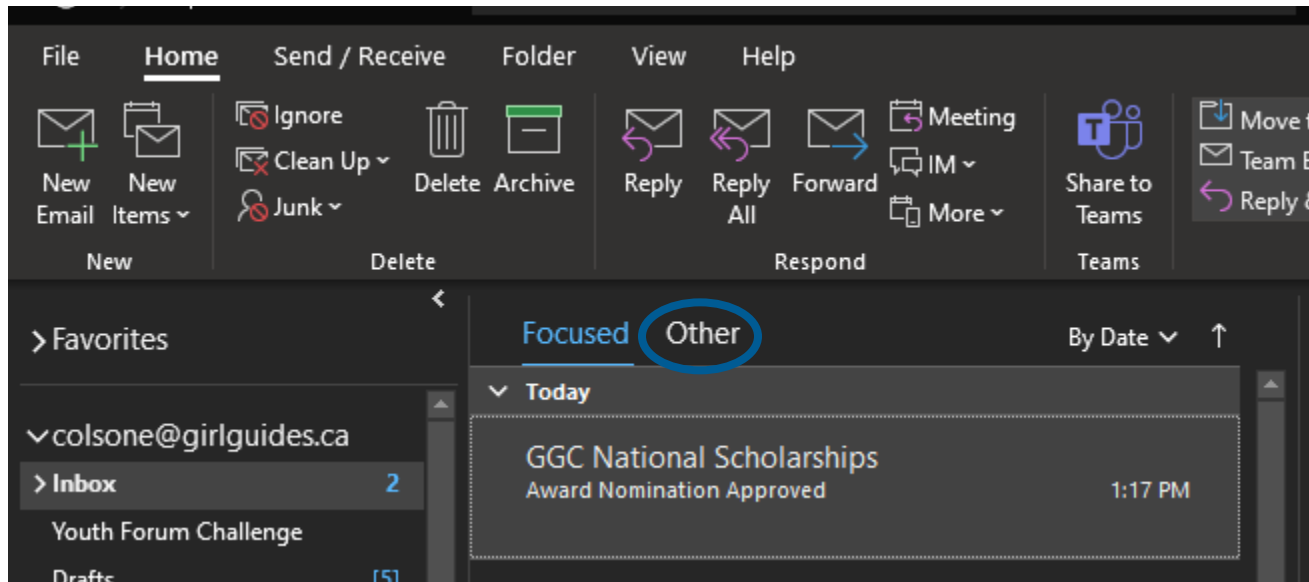


SurveyMonkey Apply – GGC, Ontario Council Award  
Nomination Site  
Reviewer User Manual



## Receiving Award Nominations

If a nomination has been assigned to you, a notification email will be sent to your inbox. It is important you sign into SurveyMonkey Apply (SMA) frequently to avoid missing any award notifications. These notifications may show up in the “Other” tab of your inbox.



## Logging in to your Reviewer Account

Go to <https://ggcportal.smapply.ca/>.

To Log in, Click the “Log In” Button in the top right corner of the page.



GGC Portal

You will be brought to the log in screen prompting you to enter your email and password.

Note: The email account used for your reviewer account should not be used to submit award nominations. Please follow the instructions in the [Award Nomination PDF](#) for more information on creating a new account.

## Forgotten Password

If you've forgotten your password, go to <https://ggcportal.smapply.ca/acc/p/>.



Enter the email associated with your reviewer account. Within 5 minutes, an email prompting you to reset your password will arrive in your inbox.

Use the link in the email to reset your password. This will be the email and password combination you will use to gain access to your new SMA reviewer account.

## Understanding your Review Dashboard

Once you have logged into your account, you will be brought to your account home page. Here you can view the awards awaiting your review.

### Award Categories

There are 3 categories of awards:

1. Category 1: Letter of Commendation, Gold Thanks Pin, Bronze Unit Guider, Silver Unit Guider, Gold Unit Guider
2. Category 2: Bronze Merit, Silver Merit, Gold Merit, Silver Thanks Pin, Team Award, Administrative Community Leader (ACL) Award
3. Category 3: Medal of Merit, Ontario Award, Outstanding Youth Award

Here is a reminder of awards you will review based on your role:

Awards Review Committee: Merit Awards, Silver Thanks Award and Team Award, Medal of Merit, Ontario Award, Outstanding Youth Award

ACL: Letter of Commendation, Gold Thanks Pin, Bronze Unit Guider, Silver Unit Guider, Gold Unit Guider

Elected Member: Outstanding Youth Award

DPC: ACL Award

Provincial Commissioner: Medal of Merit, Ontario Award

The awards will be organized in these categories in your review dashboard.



The red circle indicates the award category.  
The blue circle indicates the stage in which the award is in  
The orange circle indicates how many awards are awaiting review (i.e., you have completed 0 of 2 outstanding award reviews)

<b>GGCOC Awards - Category 3</b>	Awards Committee Review	0/1 Reviews completed	START
<b>GGCOC Awards - Category 2</b>	Awards Committee Review - Merit, Silver Thanks, Team	0/2 Reviews completed	START
<b>GGCOC Awards - Category 1</b>	ACL Review	0/1 Reviews completed	START




You can return to the Review Dashboard by clicking “Review Dashboard” in the top bar.

GGC Portal [Review Dashboard](#) EN Emma Colson







## Reviewing an Award

When you are ready to review, click the green “Start” button beside any of the award category of your choosing.

<b>GGCOC Awards - Category 3</b>		
Awards Committee Review	0/1 Reviews completed	
<b>GGCOC Awards - Category 2</b>		
Awards Committee Review - Merit, Silver Thanks, Team	0/2 Reviews completed	
<b>GGCOC Awards - Category 1</b>		
ACL Review	0/1 Reviews completed	

From here, you will be taken to a different summary page that lists the awards awaiting review within the category you just selected.

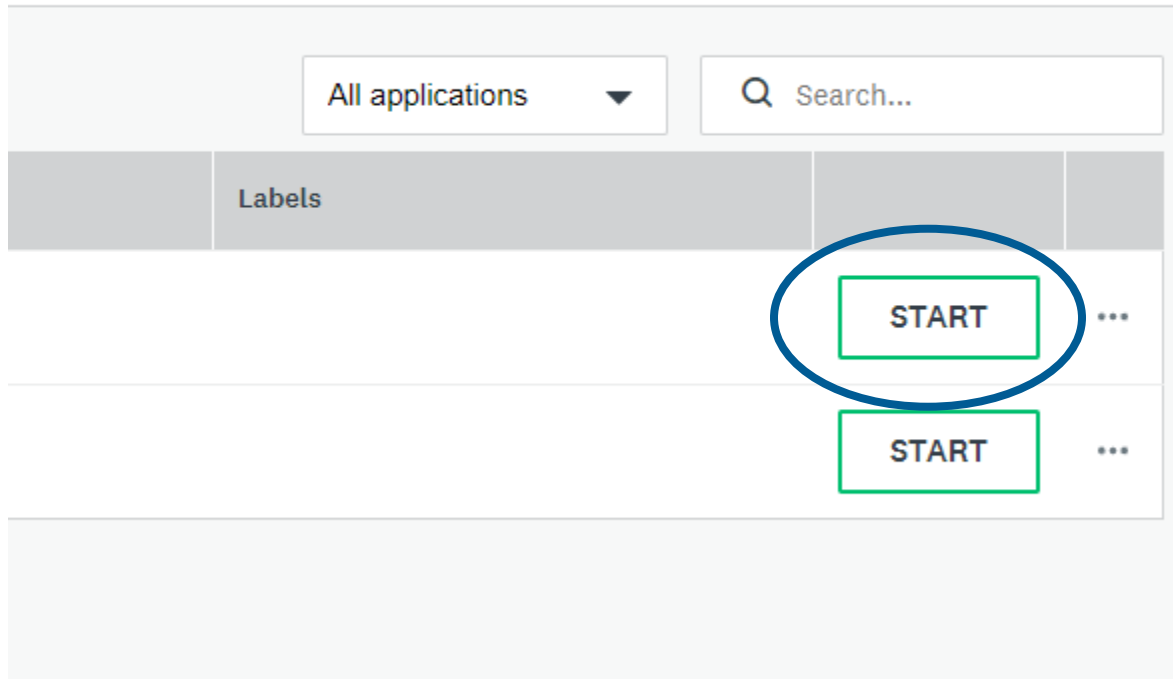
Actions		0 selected		All applications		Q Search...	
ID	Full Name	Last Submitted	Labels				
<input type="checkbox"/>	<a href="#">GN-0000000009</a>	Emma Colson					
<input type="checkbox"/>	<a href="#">GN-0000000010</a>	Emma Colson					

Showing 1 - 2 of 2    10 per page    Page 1



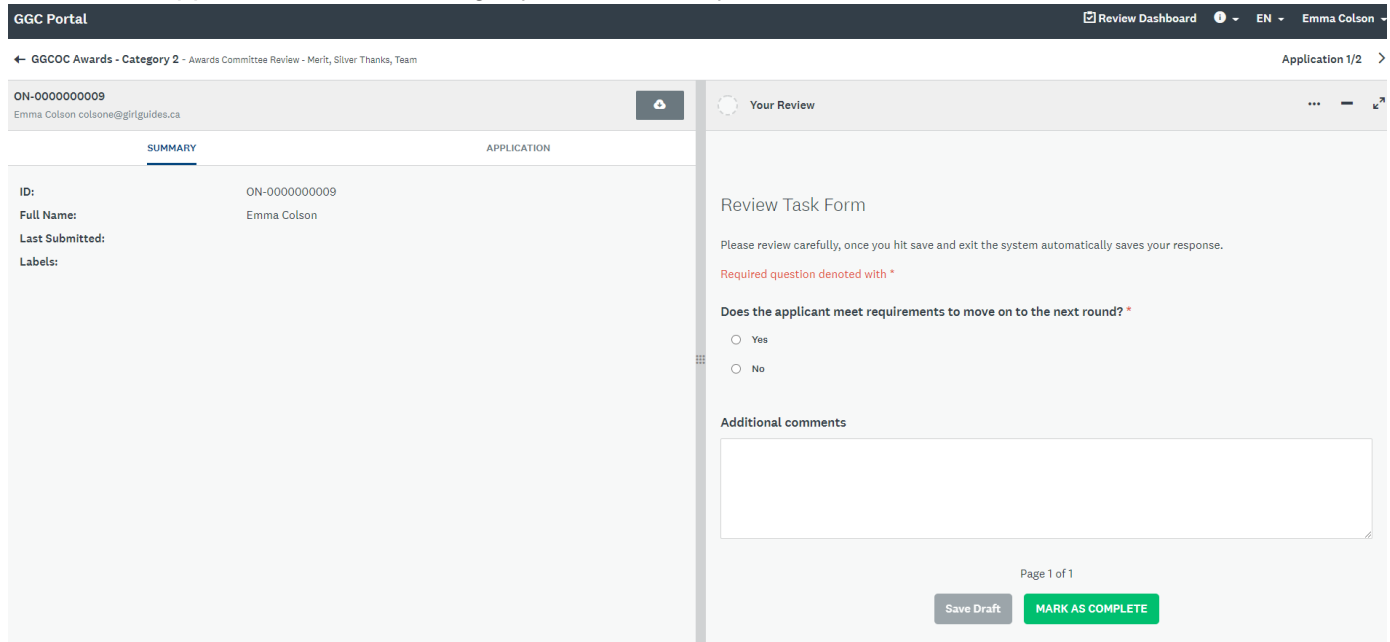
Click “Start” beside any of these applications to begin the review process.

**Continue reviewing**



## Completing the Review Task Form

Once you've clicked start, you will be brought to a split screen of the application. On the left you can view the application and on the right you can fill out your review form.



There are two options when reviewing the application.

1. Click the “Application” tab to see the full application in the current internet browser window. Scroll down to see the application, letters of support, iMIS profile, etc.

The screenshot displays the GGC Portal interface for reviewing an application. At the top, a dark header reads "GGC Portal". Below it, a breadcrumb trail shows "← GGCOC Awards - Category 2 - Awards Committee Review - Merit, Silver Thanks, Team". The main header area includes the application ID "ON-0000000009" and the reviewer's name "Emma Colson colson@girlguides.ca". A navigation bar contains two tabs: "SUMMARY" and "APPLICATION", with the latter circled in blue. A "Jump to..." dropdown menu is visible on the left. The main content area shows the "Award Application" form, which is 0% complete and last edited on Oct 26 2021. The form includes sections for "Award Application Form" (with instructions and a link), "Award Applying For" (set to "Gold Merit"), and "Recipient Information". On the right, a sidebar titled "Your Review" contains a "Review Task Form" section with a "Please review carefully, on Required question denote" note, a question "Does the applicant mee" with "Yes" and "No" radio buttons, and an "Additional comments" text area.



2. Download the application, including the application form, letters of support and the iMIS profile by selecting the cloud icon.

GGC Portal

← GGCOC Awards - Category 2 - Awards Committee Review - Merit, Silver Thanks, Team

ON-000000009  
Emma Colson colsonsone@girlguides.ca

Summary APPLICATION

Jump to... ▾

Application Stage 0% complete  
Last edited: Oct 26 2021 01:00 PM (EDT)

Award Application In Progress - Last edited: Oct 26 2021

**Award Application Form**

This step captures all of the information collected on the R3.P and R3.N paper application forms. For Team award applications only one application is required for the entire team. Please do not submit a separate application for each team member.

For more information regarding the award criteria, please click [here](#).

All fields are required.

**Award Applying For**  
Gold Merit

Recipient Information

Your Review

Review Task Form

Please review carefully, on  
Required question denote

**Does the applicant mee**

Yes  
 No

**Additional comments**

Once you have read through the application and made your decision, use the right side of the page to select “Yes” or “No”. Please add additional comments decision to help the applicant understand your decision.





Once you have completed your review, click “Mark as Complete” to finish the review process.

Review Task Form

Please review carefully, once you hit save and exit the system automatically saves your response.

Required question denoted with \*

Does the applicant meet requirements to move on to the next round? \*

Yes

No

Clear

Additional comments

Page 1 of 1

Save Draft MARK AS COMPLETE

A box asking you to confirm your review will pop up. If you are sure you want to submit, click “Yes”.

Confirm review submission

You will not be able to modify this review after submitting  
Are you sure you want to submit?

NO YES



After your review is completed, navigate back to the award summary page using the arrow (see below) to complete the next review.

The screenshot shows the SurveyMonkey Reviewer interface. At the top right, the text "Application 1/2" is circled in blue. The interface is divided into two main sections. On the left, under the "APPLICATION" tab, there is a "SUMMARY" section with a heading "2021 Award Mailing FAQs" and a note: "Once this form is complete, click 'Mark as Complete' to complete this step and move onto step two." Below this are two application steps: "First Letter of Support" and "Secondary Letter of Support", both marked as "Not Started". On the right, the "Your Review" section contains a "Review Task Form" with instructions: "Please review carefully, once you hit save and exit the system automatically saves your response." A red asterisk indicates a required question: "Does the applicant meet requirements to move on to the next round?". Below this is a "Yes" radio button and an "Additional comments" field.

## Logging out of your account

If you wish to log out of your reviewer account, click your name in the top right corner. Click "Log Out".

The screenshot shows the top navigation bar of the SurveyMonkey Reviewer interface. The bar contains "Review Dashboard", a user icon, "EN", and the user name "Emma Colson". A dropdown menu is open under the user name, listing options: "Switch role to...", "Applicant", "Reviewer", "Admin", "My Account", and "Log Out". The "Log Out" option is circled in blue. Below the navigation bar, the text "m automatically saves your response." is partially visible.

