

How-to Guide: GGC Portal

Travel in Canada Applicants – BC Council

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CREATE AN ACCOUNT

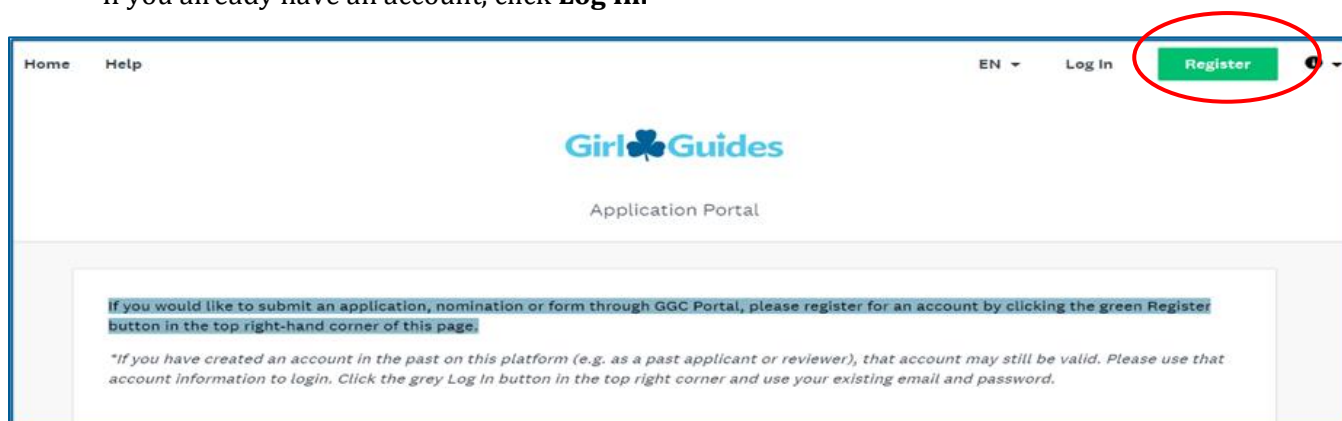
Guiders in most councils can submit most Safe Guide applications online using the GGC Portal. You will need an account for online submissions.

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

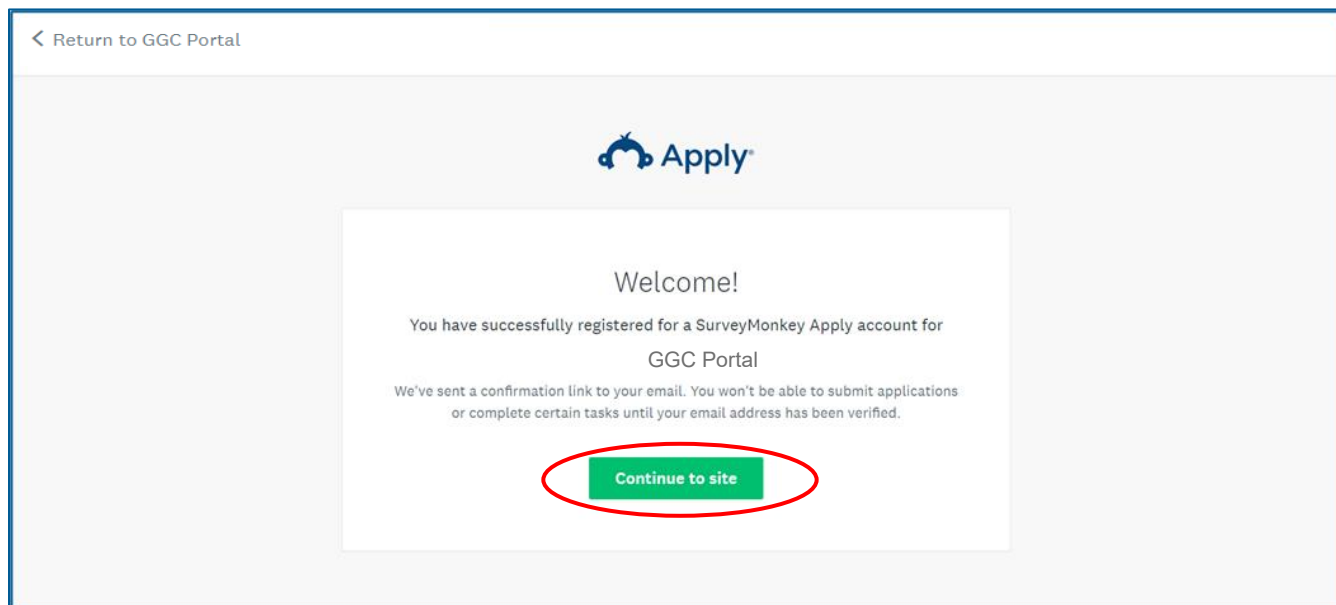
- Visit the website: www.ggcportal.smapply.ca
At the top right, click **Register** to create your account.
If you already have an account, click **Log In**.



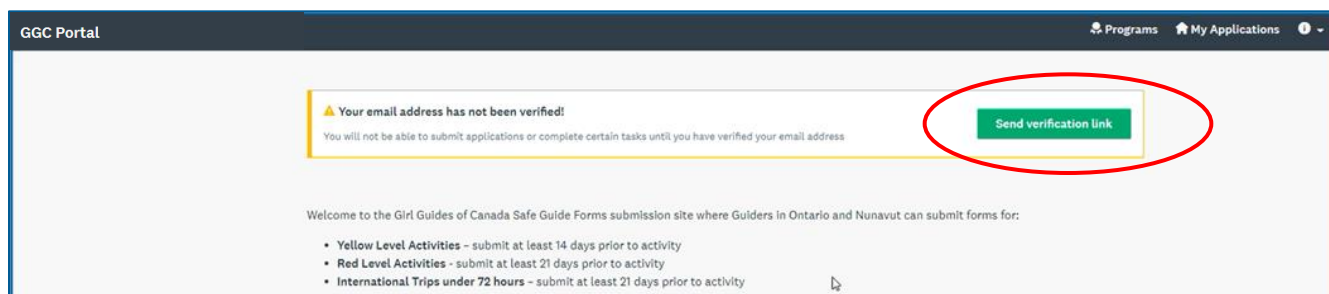
Provide the details requested. The email address you provide will be used for all online Safe Guide correspondence. Click **Create Account**.

The screenshot shows the 'Apply' login page. At the top left is a link 'Return to GGC Portal' and at the top right is a link 'Don't have a SurveyMonkey Apply account? REGISTER'. The main heading is 'Apply'. Below this, there are social media login buttons for Facebook, Twitter, and Google+. Below these is an 'OR' separator. Then there are input fields for 'Email' and 'Password'. Below the password field is a link 'Forgot your password?'. At the bottom, there is a green 'LOG IN' button which is circled in red.

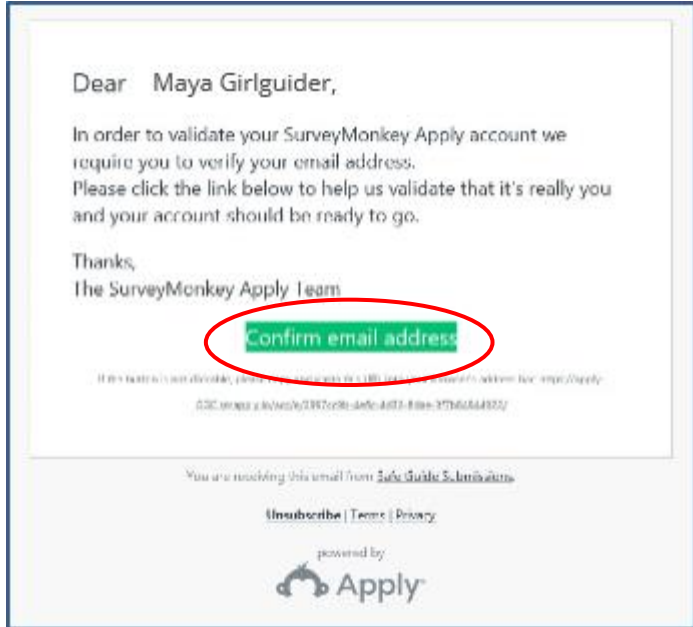
Next, click **Continue to site**.



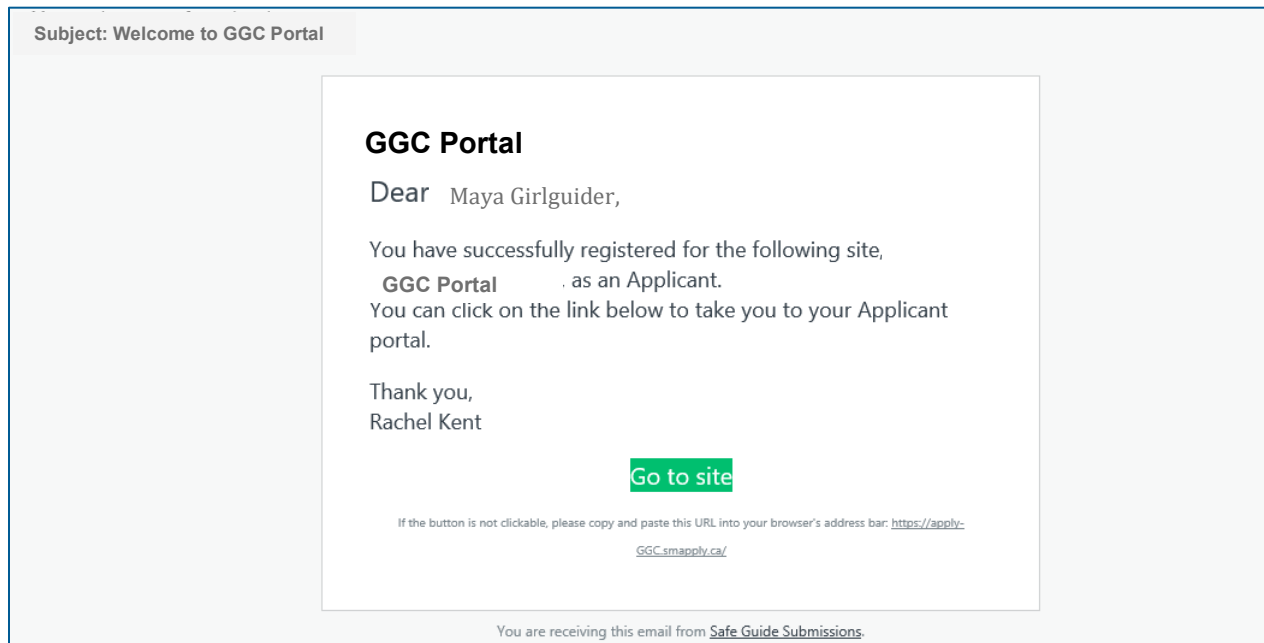
The first time you visit the site, you will be asked to verify your email address. To do this, click **Send verification link**.



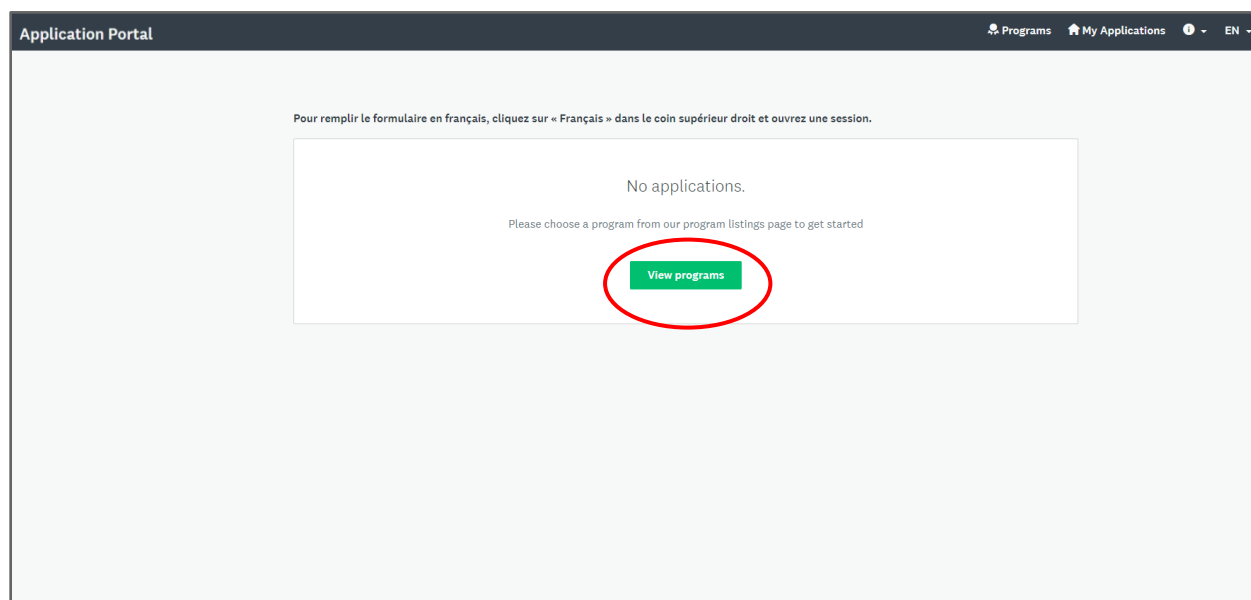
In your email account, open the verification email. You may need to check your junk folder and spam filters. Click **Confirm email address**.



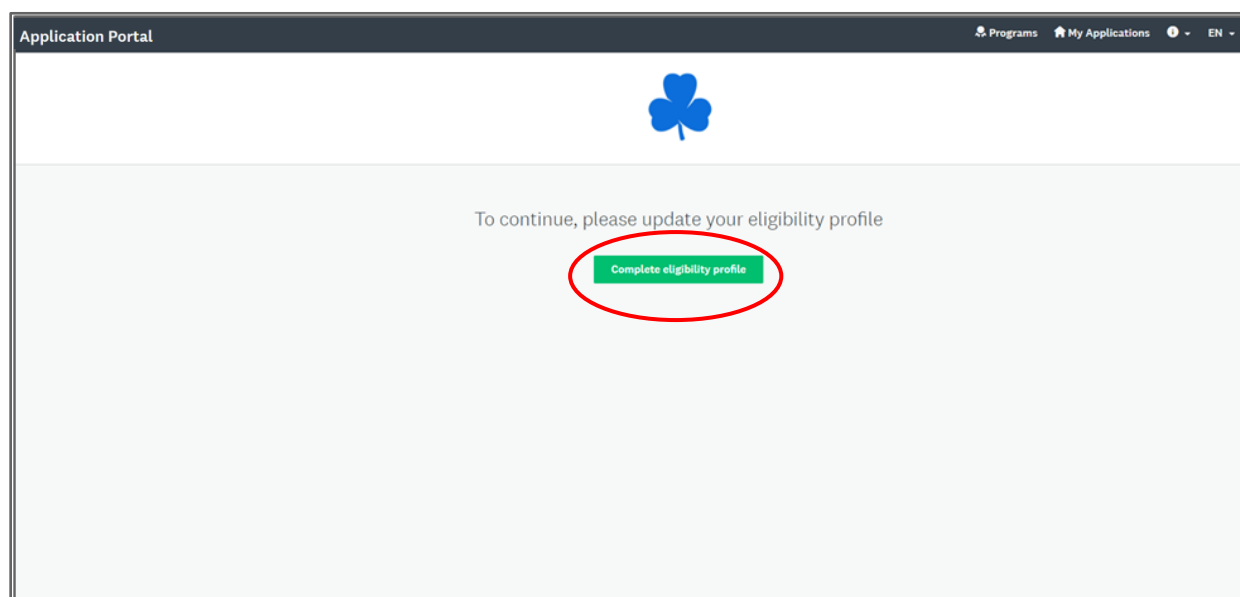
After you have successfully verified your email address, you will receive a welcome email letting you know you can begin using the program.



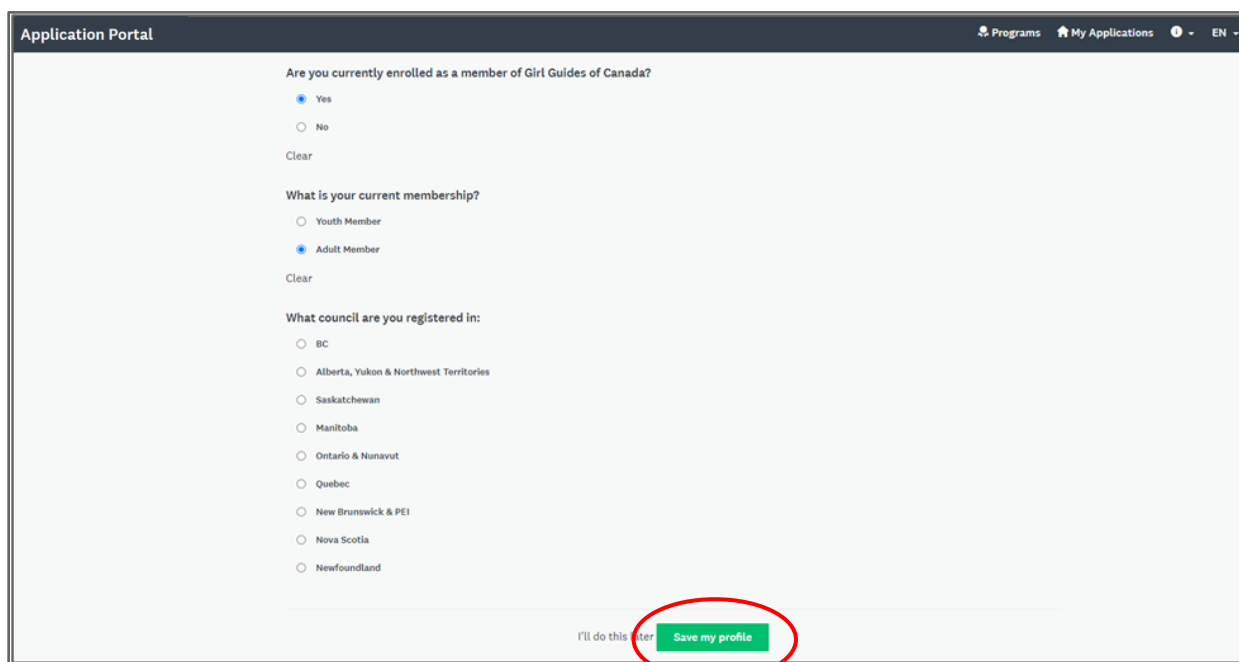
To begin, click **View programs**.



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**.



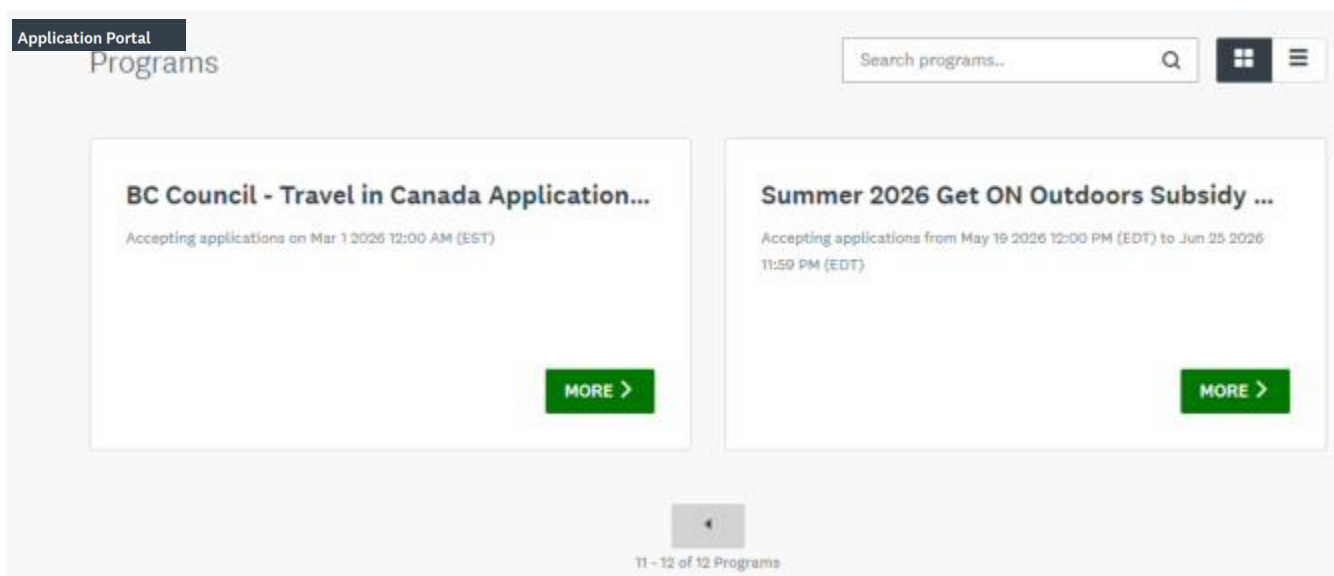
The screenshot shows the 'Application Portal' interface. At the top, there are links for 'Programs' and 'My Applications', along with a language selector set to 'EN'. The main form contains three sections of questions:

- Are you currently enrolled as a member of Girl Guides of Canada?**
 - ☒ Yes
 - ☐ No
 - Clear
- What is your current membership?**
 - ☐ Youth Member
 - ☒ Adult Member
 - Clear
- 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 highlighted with a red circle.

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

Choose BC Council's Travel in Canada program and click **More** to begin an application.



The screenshot shows the 'Application Portal' 'Programs' page. At the top, there is a search bar labeled 'Search programs...' and a menu icon. Below the search bar, there are two program cards:

- BC Council - Travel in Canada Application...**
Accepting applications on Mar 1 2026 12:00 AM (EST)
A green 'MORE >' button is at the bottom right.
- Summer 2026 Get ON Outdoors Subsidy ...**
Accepting applications from May 19 2026 12:00 PM (EDT) to Jun 25 2026 11:59 PM (EDT)
A green 'MORE >' button is at the bottom right.

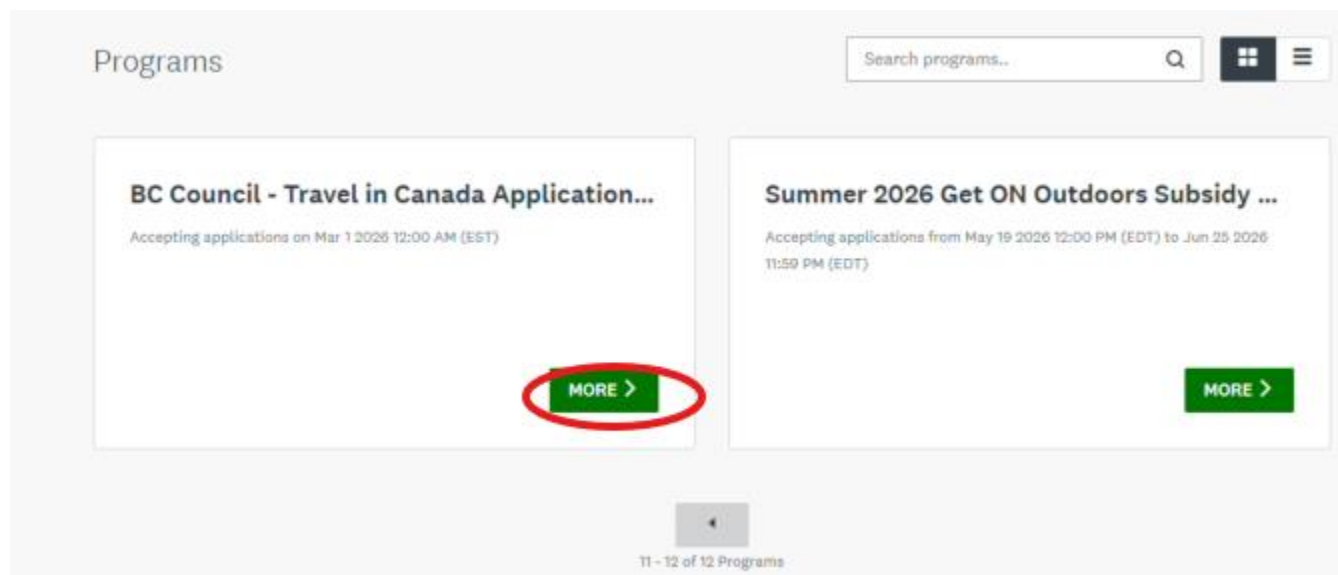
At the bottom of the page, there is a pagination indicator showing '11 - 12 of 12 Programs'.

START A NEW APPLICATION



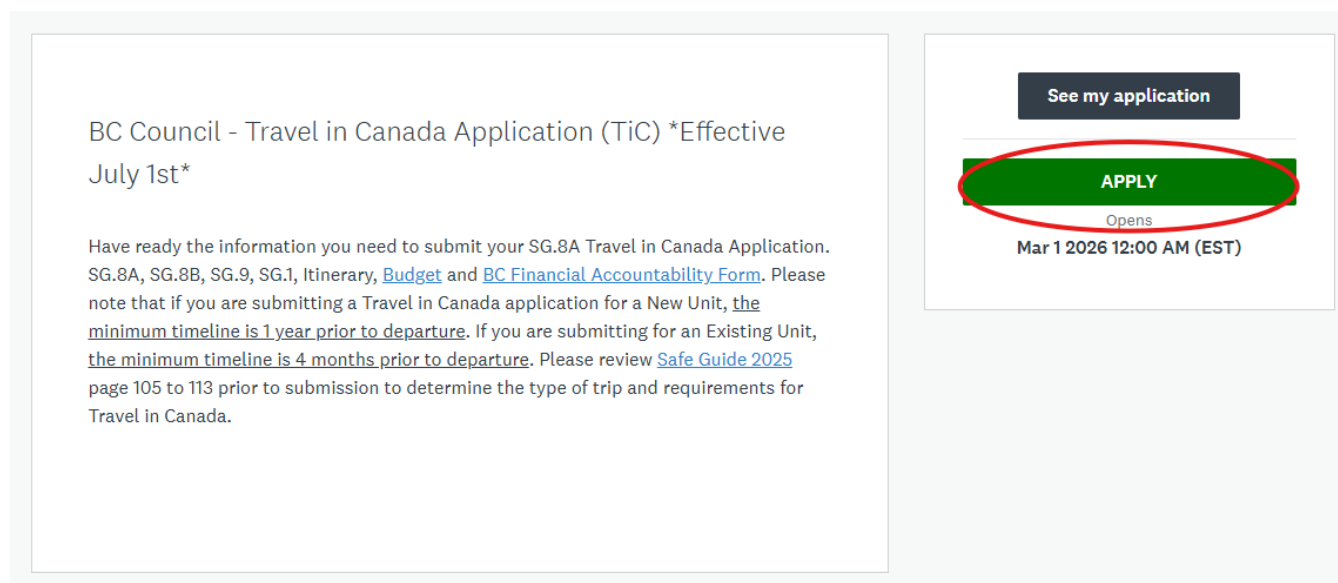
Click **Programs** on the top right of your home screen.

Choose the Travel in Canada program and click **More** to begin an application.



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

Click **Apply**.



Fill out the online SG.8A Application (circled below)

[BC Council - Travel in Canada Ap...](#)

[Preview](#)

...

TiC26-0000000022

APPLICATION

ACTIVITY

Your tasks

	Travel in Canada Flow Chart	>
	Travel in Canada - Planning Timelines Flow Chart Cannot be started at this time	>
	SG.8A Cannot be started at this time	>
	SG.8B (Participant List) Cannot be started at this time	>
	Upload Completed SG.1 Cannot be started at this time	>
	Upload Completed SG.9 Cannot be started at this time	>
	Upload Proposed Itinerary Cannot be started at this time	>
	Upload Proposed Budget Cannot be started at this time	>
	BC Financial Accountability Form Cannot be started at this time	>



You have now started a new Travel in Canada application.
Ensure the **Applications** tab is selected.

Application Portal

Pages Programs My Applications EN Maya Girlguider

0 of 4 required tasks complete

Last edited: Dec 10 2024 02:27 PM (EST)

REVIEW SUBMIT

MG Maya Girlguider (Owner)
on-safeguideforms@girlguides.ca

Add collaborator

Saskatchewan Safe Guide Program

Dunk tank outing

ID: SK24-0000000443

APPLICATION ACTIVITY

Your tasks

Activity Level Planning Chart

SG3 Application

Upload completed SG.1 form
Cannot be started at this time

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May 2025

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 Travel in Canada 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.

0 of 9 tasks complete

Last edited: Jun 10 2026 10:16 AM (EDT)

REVIEW **SUBMIT**

HK Hausalya Kulanayagam (Owner)
kulanayagamh@girlguides.ca

Add collaborator

BC Council - Travel in Canada Ap... [Preview](#) ...

Tic26-0000000022

APPLICATION **ACTIVITY**

Your tasks

- [Travel in Canada Flow Chart](#) >
- [Travel in Canada - Planning Timelines Flow Chart](#)
Cannot be started at this time >
- [SG.8A](#)
Cannot be started at this time >
- [SG.8B \(Participant List\)](#)
Cannot be started at this time >



Application Overview features:

The screenshot displays the 'Application Portal' interface. At the top, there is a navigation bar with links for 'Pages', 'Programs', 'My Applications', and a user profile 'Maya Girlguider'. The main content area is divided into three sections, each highlighted with a red box and a number:

- 1. Progress bar:** A horizontal bar showing '0 of 4 required tasks complete'. Below it, the text 'Last edited: Dec 10 2024 02:27 PM (EST)' is visible. At the bottom of this section are two buttons: 'REVIEW' and 'SUBMIT'.
- 2. Owner and Collaborators:** A section showing the user 'Maya Girlguider (Owner)' with the email 'on-safeguideforms@girlguides.ca'. Below this is a button labeled 'Add collaborator'.
- 3. Your tasks:** A list of tasks with progress indicators (half circles or checkmarks). The tasks are:
 - Activity Level Planning Chart
 - SG3 Application
 - Upload completed SG.1 form (with a note 'Cannot be started at this time')

On the right side of the interface, there is a card for the 'Saskatchewan Safe Guide Program' with the title 'Dunk tank outing' and ID 'SK24-0000000443'. It includes a 'Preview' link and tabs for 'APPLICATION' and 'ACTIVITY'.

- 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. You must complete all four required tasks before being able to submit your application.

Task Screen features:



The task screen asks you to fill in information specific to your Travel in Canada Application. 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. On the left, a sidebar lists tasks: 'Activity Level Planning Chart' (completed, marked with a green checkmark), 'SG3 Application' (in progress, marked with a half-circle), 'Upload completed SG.1 form' (pending, marked with a circle and an arrow), and 'Upload completed SG.4' (pending, marked with a circle and an arrow). The main area displays the details for the 'Activity Level Planning Chart' task, which is titled 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)'. It includes instructions to check boxes for factors related to the activity and a table for recording responses. The table has two columns: 'People' and 'Responses'. The first row is 'Attending a GGC Large Group Event' with a response of 'X'. The second row is 'Girls in groups unaccompanied during a portion of an event' with a response of 'X'.

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.

The screenshot shows the 'Application Portal' interface. On the left, a sidebar lists tasks: 'Travel in Canada Flow Chart' (current task, marked with a circle and an arrow), 'Travel in Canada - Planning Timelines Flow Chart' (cannot be modified), 'SG.8A' (cannot be modified), 'SG.8B (Participant List)' (cannot be modified), 'Upload Completed SG.1' (cannot be modified), and 'Upload Completed SG.9' (cannot be modified). The main area displays the details for the 'Travel in Canada Flow Chart' task, which is titled 'Form for "Travel in Canada Flow Chart"'. It includes a section for 'Is the primary activity:' with a list of activities: 'Indoor Camping', 'Outdoor Camping', 'Adventure Camping', and 'Adventure Tripping?'. Below the list are radio buttons for 'Yes' and 'No'. At the bottom, there are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE'.



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.

Application Portal

Back to application

Travel In Canada Application
TIC24-0000000008
ID: TIC24-0000000008

SG.8A

SG.8B (Participant List)

Upload Completed SG.1

Upload Completed SG.9

Upload Proposed Itinerary

Upload Proposed Budget

1 of 8 tasks complete

Last edited: Dec 6 2024 09:58 AM (EST)

REVIEW

SUBMIT

SG.8A

Completed Dec 6 2024 09:58 AM (EST)

SG.8A

BEFORE beginning detailed planning for travel (e.g. making any financial commitments for accommodation, transportation, tours, etc.) you must have this form approved.

GGC will not approve any trip experience of which the itinerary is for the most part entertainment and/or vacation based. Non-approved travel includes, but is not limited to: cruises, all-inclusive resorts or vacation destinations, or any other generally perceived "vacation" travel. This applies to both International Travel and Travel in Canada.

NOTE: Travel in Canada Trip Submission Guidelines require documents to be submitted 12 months before the travel date for a New Trip Unit. For existing units documentation must be submitted a minimum of 4 months before the travel date.

Please review the chart on Safe Guide page 109 to determine if you are submitting for a New or Existing Unit.

Type of Trip

Responses Selected:

Travel In Canada

Independent or Sponsored trip

Responses Selected:

Independent Trip

Name of Unit/Group (if applicable)

123rd Toronto Pathfinder Unit

Council

Ontario, Nunavut

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

Application Portal

SG.8B (Participant List)

Completed Dec 6 2024 10:04 AM (EST)

Travel In Canada Application
TIC24-0000000008
ID: TIC24-0000000008

SG.8A

SG.8B (Participant List)

Upload Completed SG.1

Upload Completed SG.9

Upload Proposed Itinerary

Upload Proposed Budget

2 of 8 tasks complete

Last edited: Dec 6 2024 10:04 AM (EST)

REVIEW

SUBMIT

Form for "Participant list"

Please list all Guiders and Girls who are planning to attend the trip.

Adults

iMIS number	First Initial	Last Name
87654321	G	Guider
12345678	G	Guider

Girl Members

*to protect personal information, please only include the first initial of all girl members.

iMIS number	First Initial	Last Name
11111111	A	Girl #1
2222222	A	Girl #2
3333333	A	Girl #3
4444444	A	Girl #4
5555555	A	Girl #5
6666666	A	Girl #6
7777777	A	Girl #7
8888888	A	Girl #8

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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 – Once an application has been fully completed & submitted, changes cannot be made through the SMA portal. Please contact your assessor to provide updated documents.



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

The screenshot shows the 'Application Portal' interface. On the left sidebar, the 'Back to application' link is circled in red. Below it, a list of tasks is shown: 'SG.8A' (checked), 'SG.8B (Participant List)' (checked), 'Upload Completed SG.1' (circled in red with a right arrow), 'Upload Completed SG.9', 'Upload Proposed Itinerary', and 'Upload Proposed Budget'. A progress bar indicates '2 of 8 tasks complete'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Upload Completed SG.1' and contains 'Task Instructions' and a list of accepted file formats: PDF (.pdf), MS Word (.doc), and MS Word (.docx). A large green 'ATTACH FILE' button is centered, with a 'Show accepted formats' link below it. A 'MARK AS COMPLETE' button is at the bottom right.

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 Portal' interface. The top section displays the application title 'Travel in Canada Application' and the ID 'TIC24-0000000008'. Below this are tabs for 'APPLICATION' and 'ACTIVITY'. The 'Your tasks' section lists two tasks: 'Upload Updated Documents (Ex. Budget, Itinerary, SG.7)' (circled in red with a checkmark and a right arrow) and 'SG.8B/Roster Update' (with a right arrow). The first task is marked as 'Completed on: Dec 9 2024 03:15 PM (EST)'. The second task is marked as 'Last edited: Dec 9 2024 03:10 PM (EST)'.

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**.

Application Portal

Pages Programs My Applications EN Maya Girlguider

My Account

Log Out

1 of 4 required tasks complete

Last edited: Dec 10 2024 02:39 PM (EST)

REVIEW SUBMIT

MG Maya Girlguider (Owner)
on-safeguideforms@girlguides.ca

Add collaborator

Saskatchewan Safe Guide Program

Dunk tank outing

ID: SK24-0000000444

APPLICATION ACTIVITY

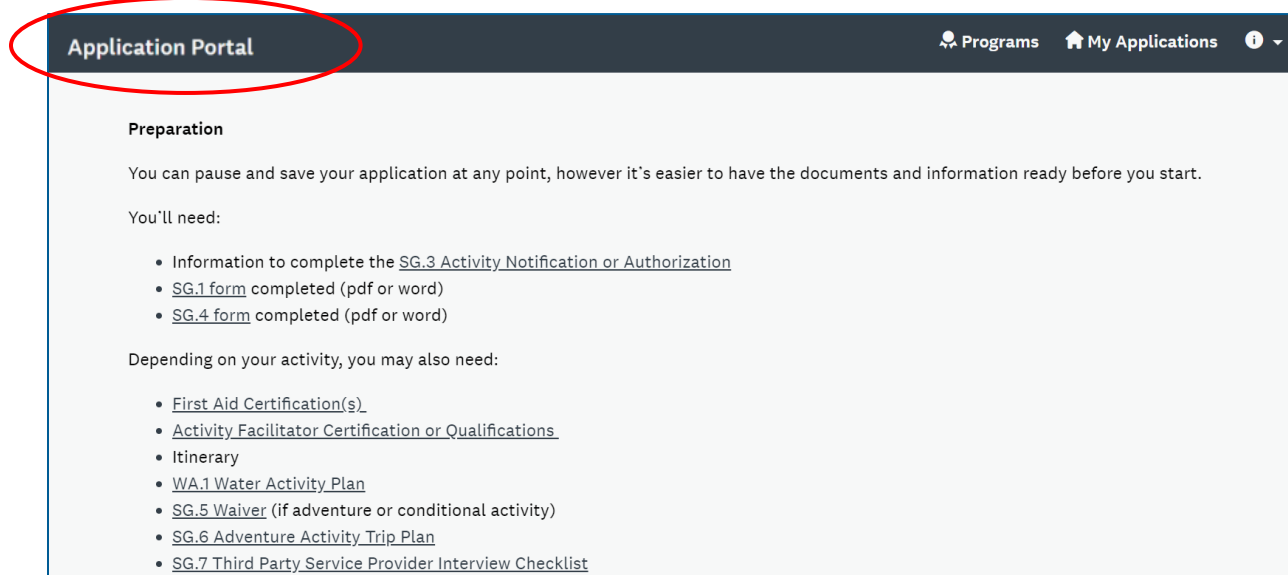
Your tasks

- Activity Level Planning Chart
Completed on: Dec 10 2024 02:39 PM (EST)
- SG3 Application
- Upload completed SG.1 form



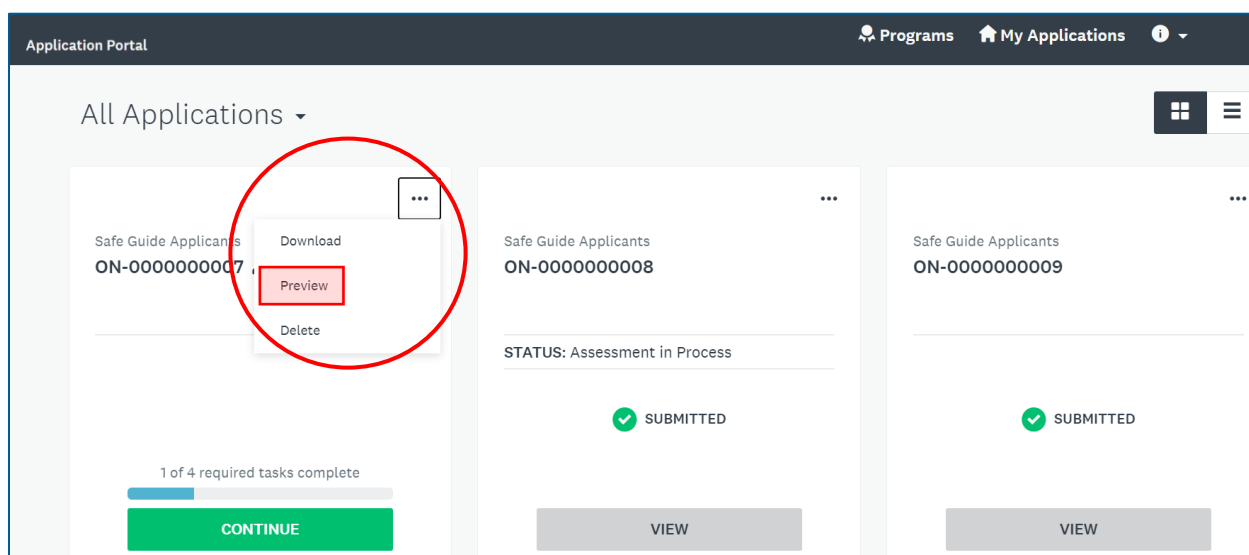
OPEN AN EXISITING APPLICATION

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.



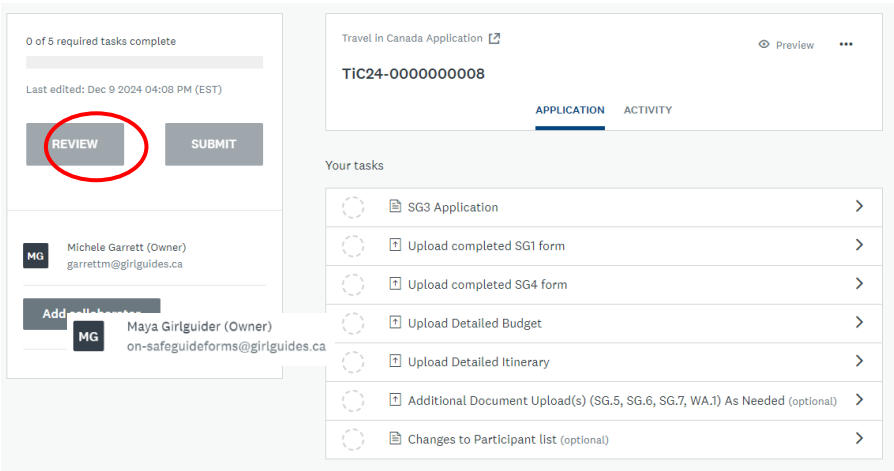
Once you have found the application you want to work on, click **Continue**.



REVIEW

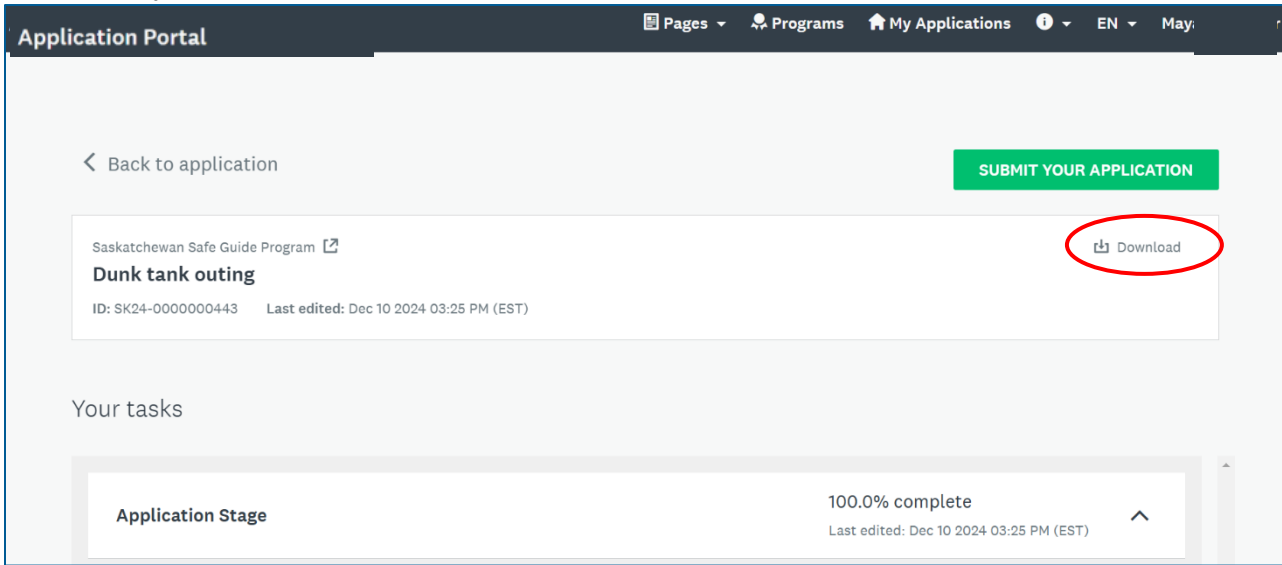
Once you have completed all your tasks and uploaded all your documents, you will be able to look over your application in full.

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



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.



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 buttons for 'REVIEW' and 'SUBMIT'. The main area displays the 'Saskatchewan Safe Guide Program' with a 'Dunk tank outing' task. Below this, the 'Your tasks' list is shown, with the 'Activity Level Planning Chart' task highlighted by a red oval. The task is marked as completed with a green checkmark and a right arrow. Other tasks in the list include 'SG3 Application' and 'Upload completed SG.1 form'.

Click on the three dots on the top right.

The screenshot shows the 'Activity Level Planning Chart' task details. The task is marked as completed with a green checkmark. On the right side of the task card, there is a three-dot menu icon, which is highlighted with a red oval. A dropdown menu is visible, showing options: 'Download', 'Reset', and 'Edit'. The main content area displays the 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' form, which includes instructions and a table for recording activities.

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**.

Back to application

Travel in Canada Application

TiC24-0000000009

ID: TiC24-0000000009

✓

SG3 Application

✓

Upload completed SG1 form

✓

Upload completed SG4 form

✓

Upload Detailed Budget

✓

Upload Detailed Itinerary

✓

Additional Document Upload(s) (SG.5, SG.6, SG.7, WA.1) As Needed

5 of 5 required tasks complete

Last edited: Dec 16 2024 11:48 AM (EST)

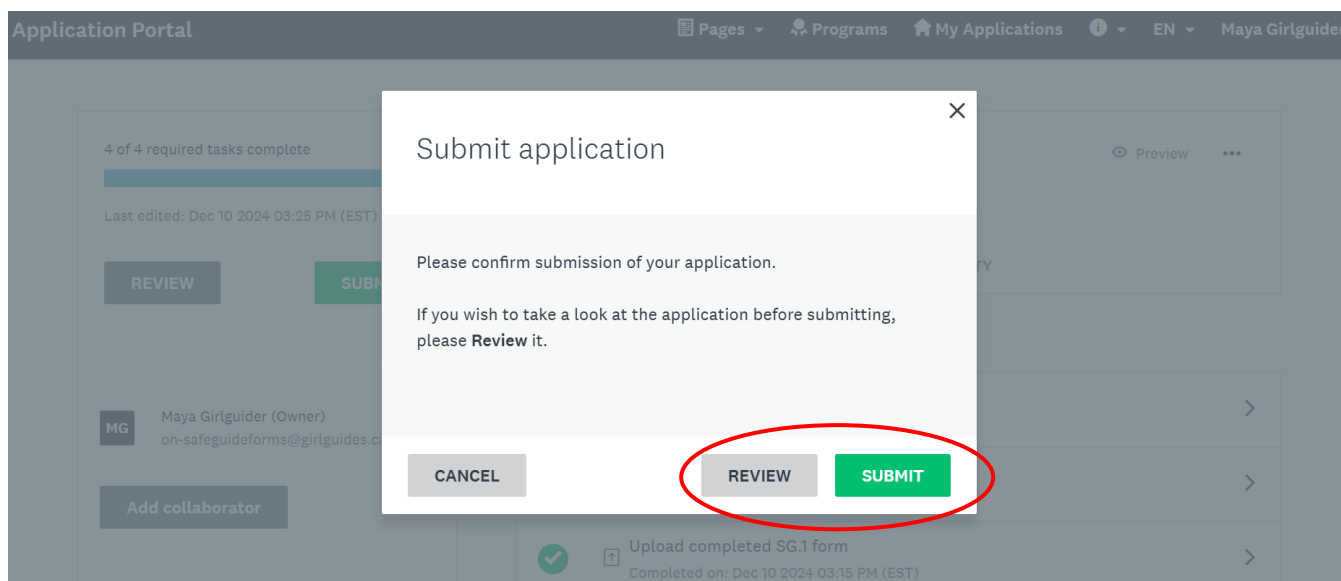
REVIEW

SUBMIT

Application Portal

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





Updated Documents & SG.3 Submissions

1. Updated Documents can be sent directly to your assessor's email address for review
2. At the time of your SG.3 Check-In you will receive an SG.3 Prompt Email
 - a. You can then login to the SMA portal and continue the next stage of your application
 - b.

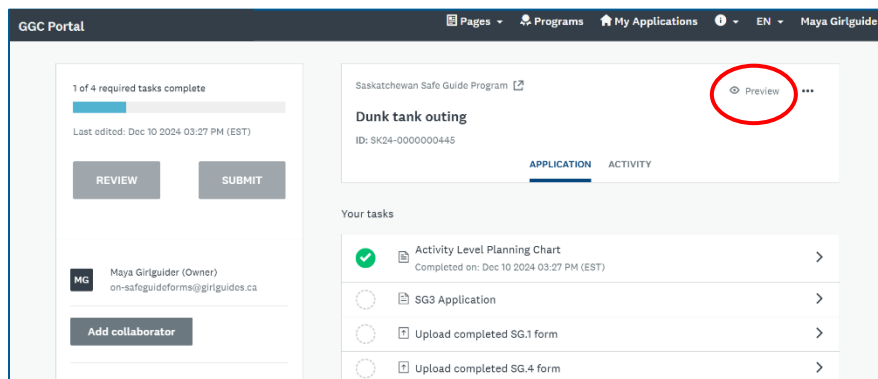
NOTE – For FR.1 applications a copy of your SG.8A approval email will suffice for supporting documentation.



FAQs

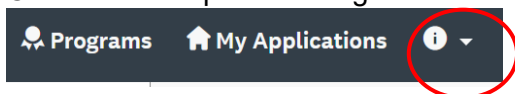
I can't click Review. What should I do?

- 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.



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 memberunitsupport@girlguides.ca



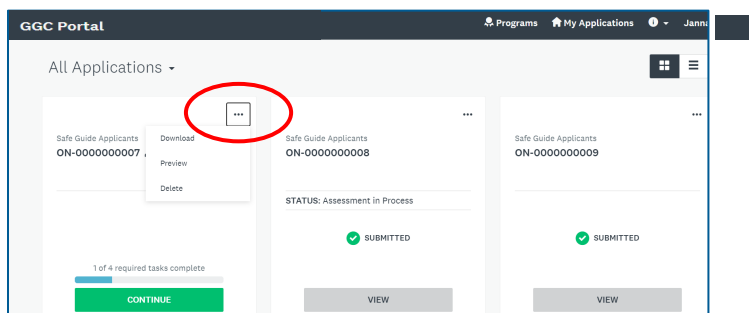
NOTE/Question – Can we do this in SMA?

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 the Travel in Canada Form for Ontario -
 - On-trips@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.

