

How-to Guide: SurveyMonkey Apply Safe Guide Applicants

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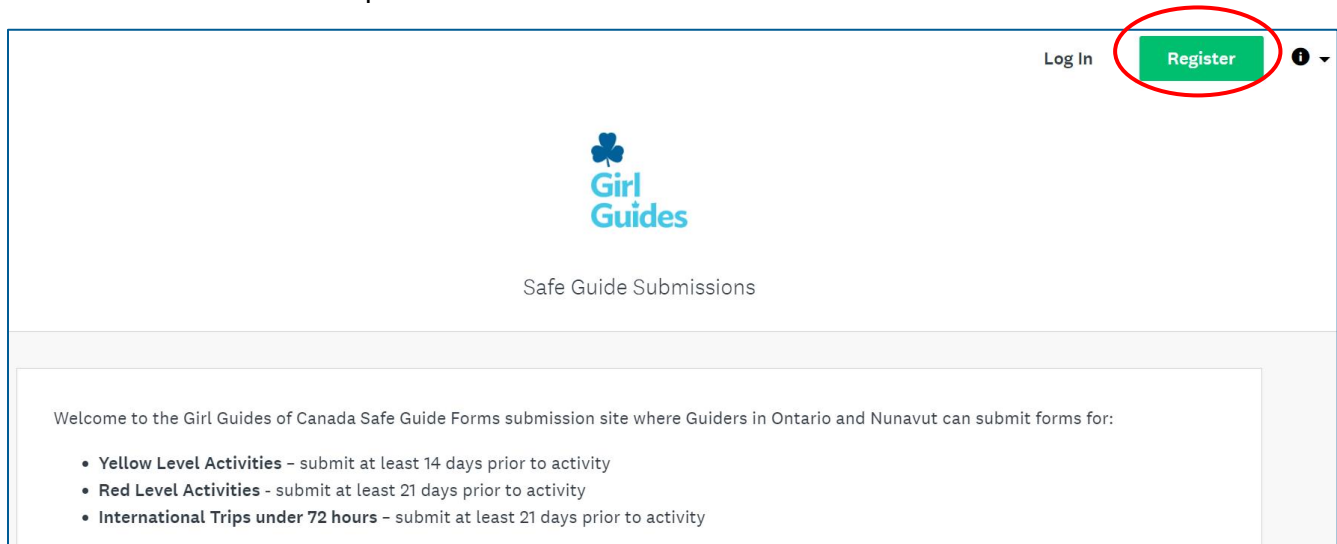


CREATE AN ACCOUNT

Guiders in Ontario and Nunavut can submit most Safe Guide applications online using SurveyMonkey Apply. You will need an account for online submissions.

Visit the website: www.ggcportal.smapply.ca

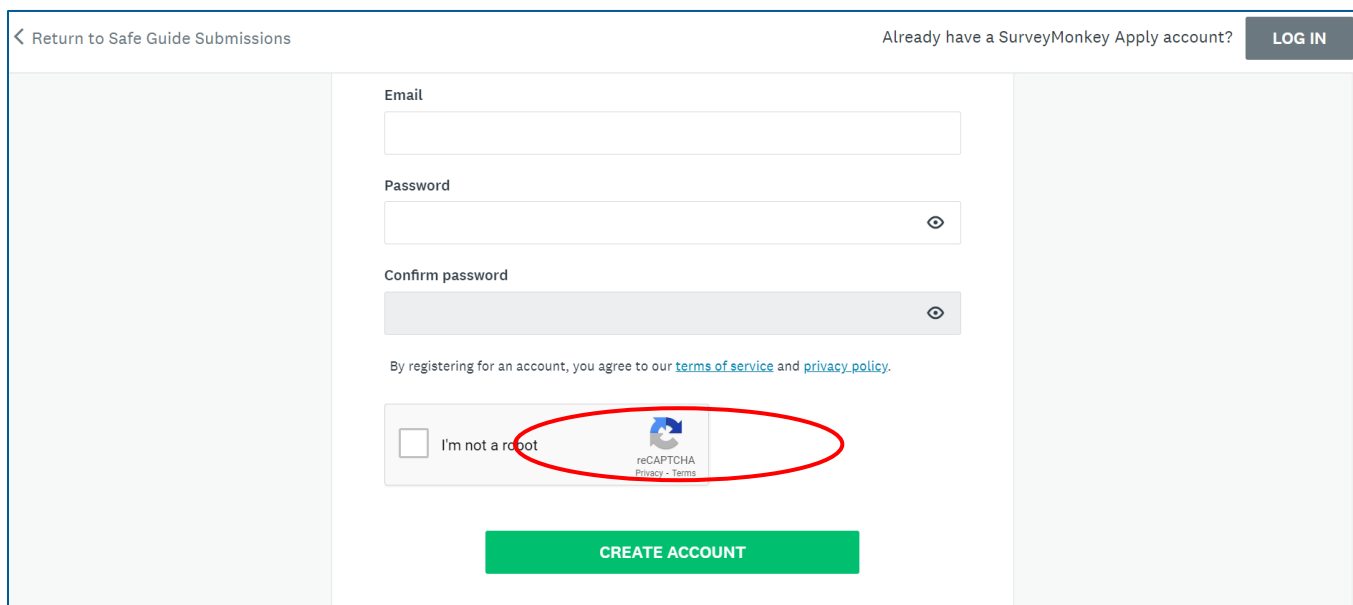
- At the top right, click **Register** to create your account.
- If you see a message “An account with this email already exists” click **Log In**.
- If you have an account with GGC Awards and Recognition or GGC Portal, click **Log In** and use the same email and password.



The screenshot shows the top of the Girl Guides of Canada Safe Guide Submissions page. In the top right corner, there are two links: "Log In" and "Register". The "Register" link is highlighted with a red circle. Below the links is the Girl Guides logo, which consists of a blue trefoil and the text "Girl Guides". Underneath the logo is the text "Safe Guide Submissions".

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

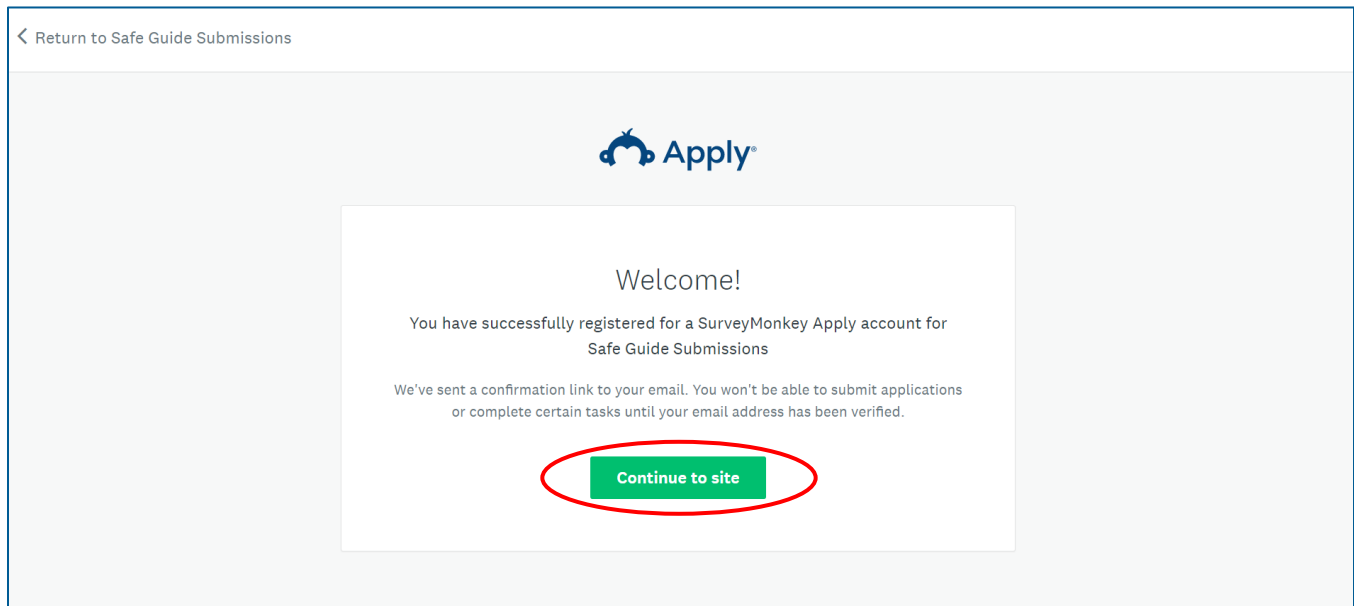
Click **Create Account**.



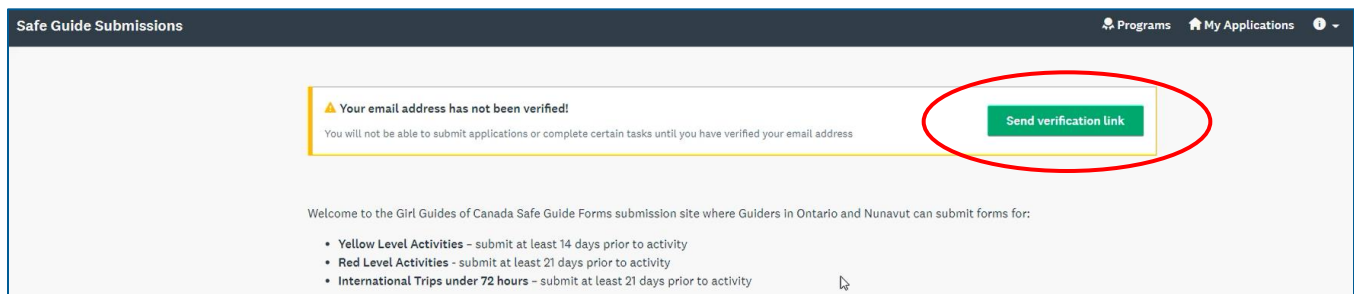
The screenshot shows the account creation form. At the top left is a link "< Return to Safe Guide Submissions". At the top right is the text "Already have a SurveyMonkey Apply account?" followed by a "LOG IN" button. The form has three input fields: "Email", "Password", and "Confirm password". Below these fields is a line of text: "By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)." Below this text is a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. The reCAPTCHA widget is circled in red. At the bottom of the form is a green button labeled "CREATE ACCOUNT".



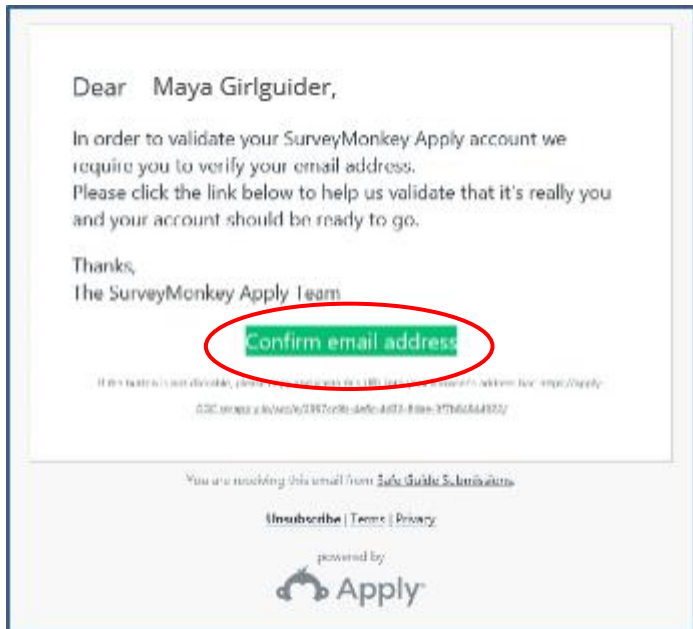
Next, click **Continue to site**.



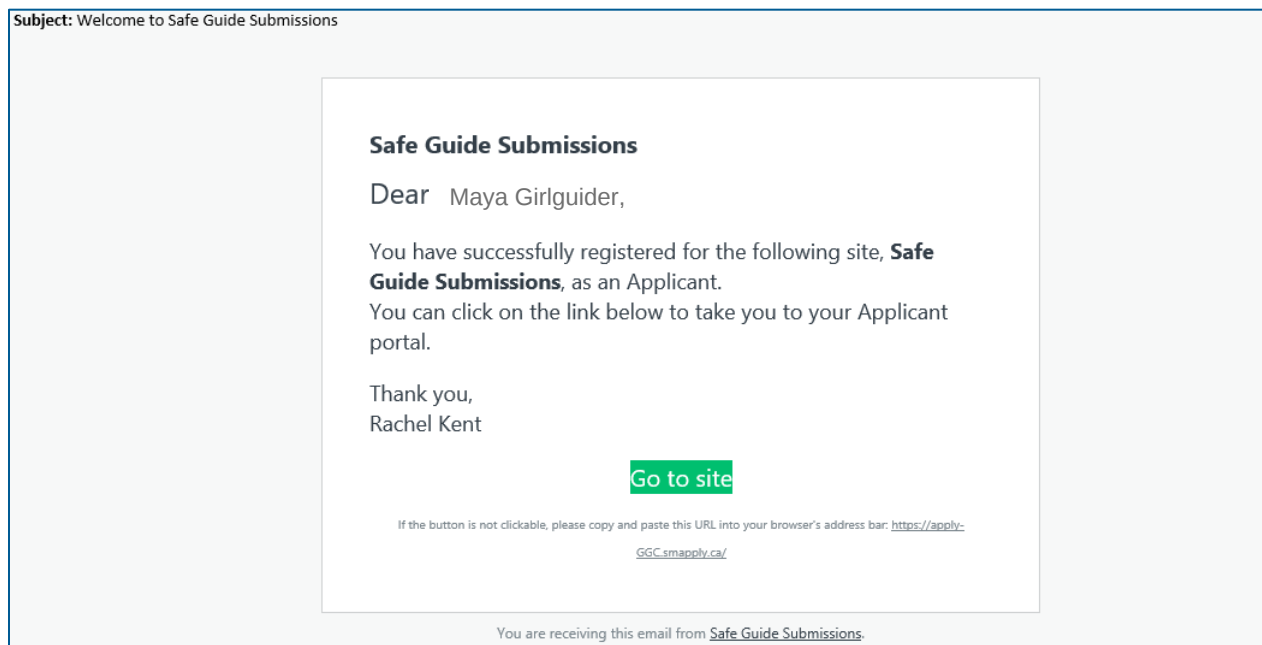
The first time you visit the site, you will be asked to verify your email address. To do this, click **Send verification link**.



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.

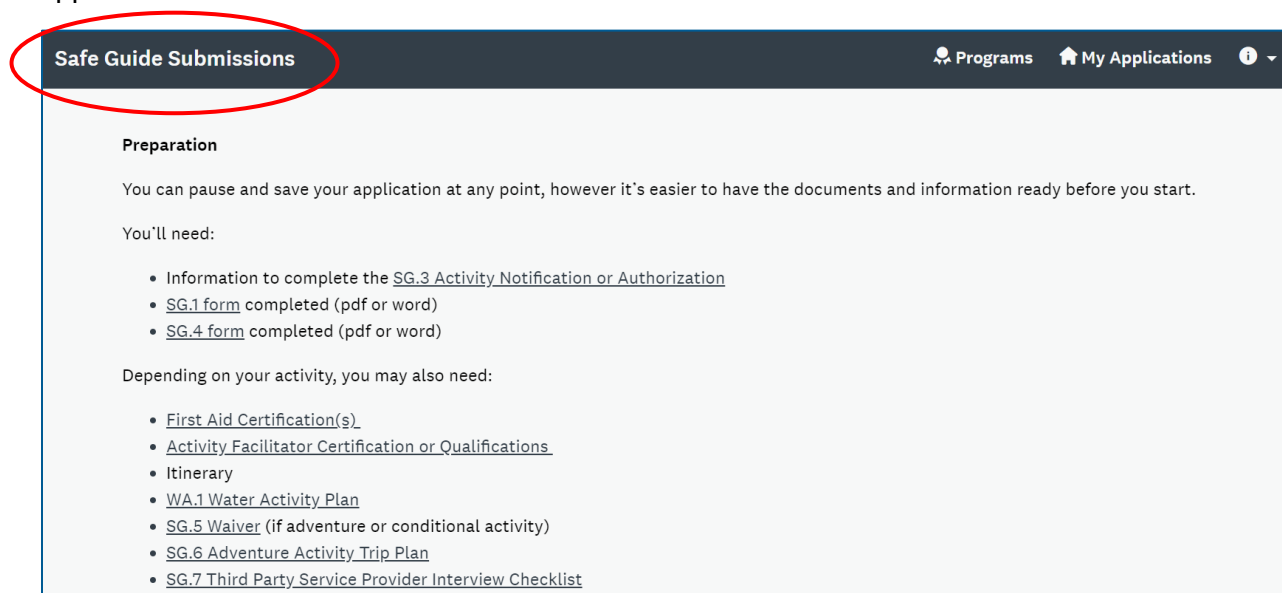


START A NEW APPLICATION

Click **Safe Guide Submissions** on the top left to go to your home screen.

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.



The screenshot shows the top of the application interface. A dark blue header bar contains the text "Safe Guide Submissions" on the left, and "Programs" (with a person icon) and "My Applications" (with a house icon) on the right. A red circle highlights the "Safe Guide Submissions" text. Below the header, the page content is titled "Preparation" and includes instructions on pausing and saving the application, followed by a list of required documents and information.

Safe Guide Submissions Programs My Applications ⓘ

Preparation

You can pause and save your application at any point, however it's easier to have the documents and information ready before you start.

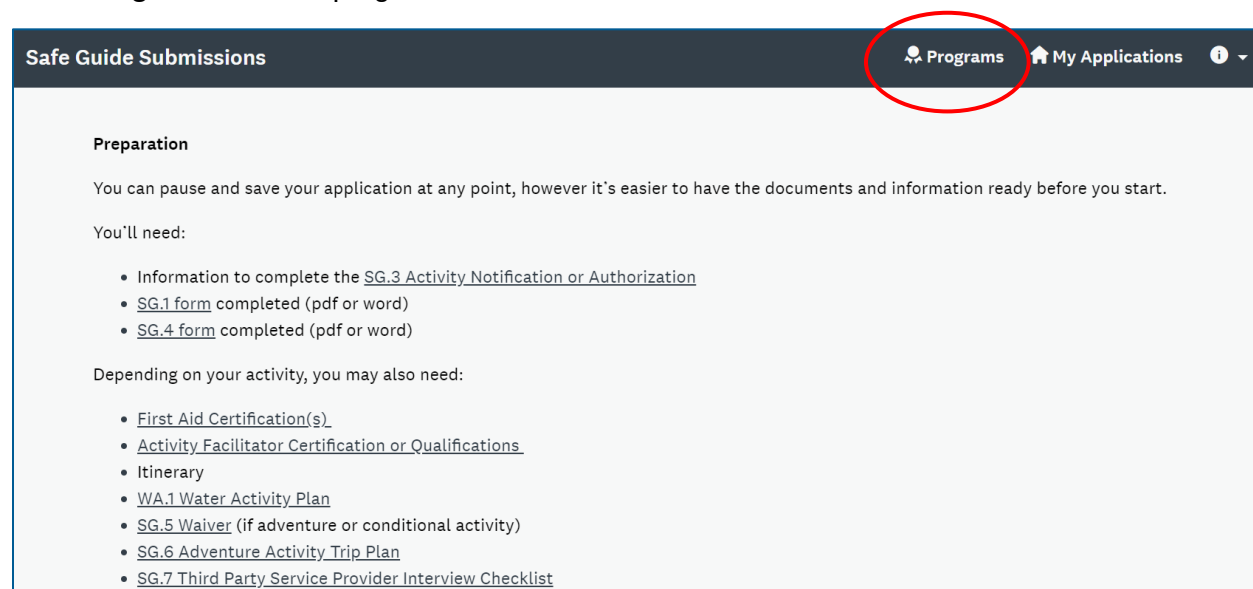
You'll need:

- Information to complete the [SG.3 Activity Notification or Authorization](#)
- [SG.1 form](#) completed (pdf or word)
- [SG.4 form](#) completed (pdf or word)

Depending on your activity, you may also need:

- [First Aid Certification\(s\)](#)
- [Activity Facilitator Certification or Qualifications](#)
- Itinerary
- [WA.1 Water Activity Plan](#)
- [SG.5 Waiver](#) (if adventure or conditional activity)
- [SG.6 Adventure Activity Trip Plan](#)
- [SG.7 Third Party Service Provider Interview Checklist](#)

Click **Programs** at the top right.



This screenshot is identical to the previous one, showing the same interface. However, a red circle now highlights the "Programs" link in the top right header bar, which includes a person icon.

Safe Guide Submissions Programs My Applications ⓘ

Preparation

You can pause and save your application at any point, however it's easier to have the documents and information ready before you start.

You'll need:

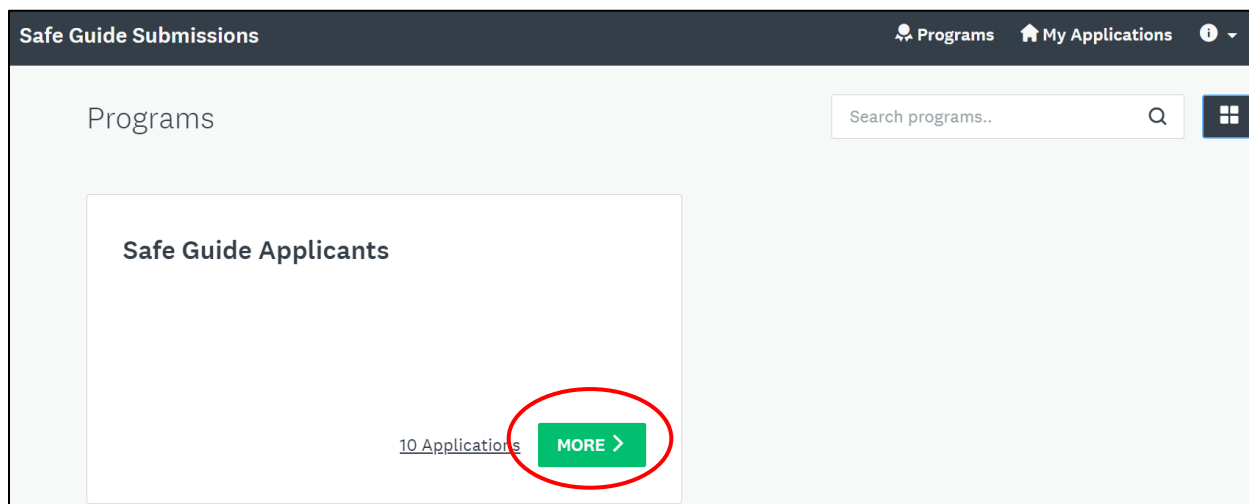
- Information to complete the [SG.3 Activity Notification or Authorization](#)
- [SG.1 form](#) completed (pdf or word)
- [SG.4 form](#) completed (pdf or word)

Depending on your activity, you may also need:

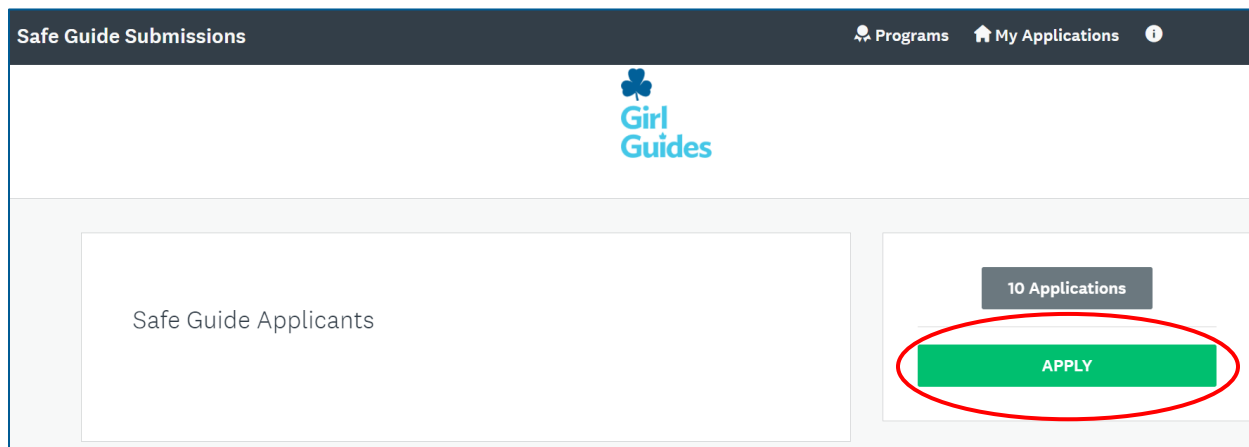
- [First Aid Certification\(s\)](#)
- [Activity Facilitator Certification or Qualifications](#)
- Itinerary
- [WA.1 Water Activity Plan](#)
- [SG.5 Waiver](#) (if adventure or conditional activity)
- [SG.6 Adventure Activity Trip Plan](#)
- [SG.7 Third Party Service Provider Interview Checklist](#)



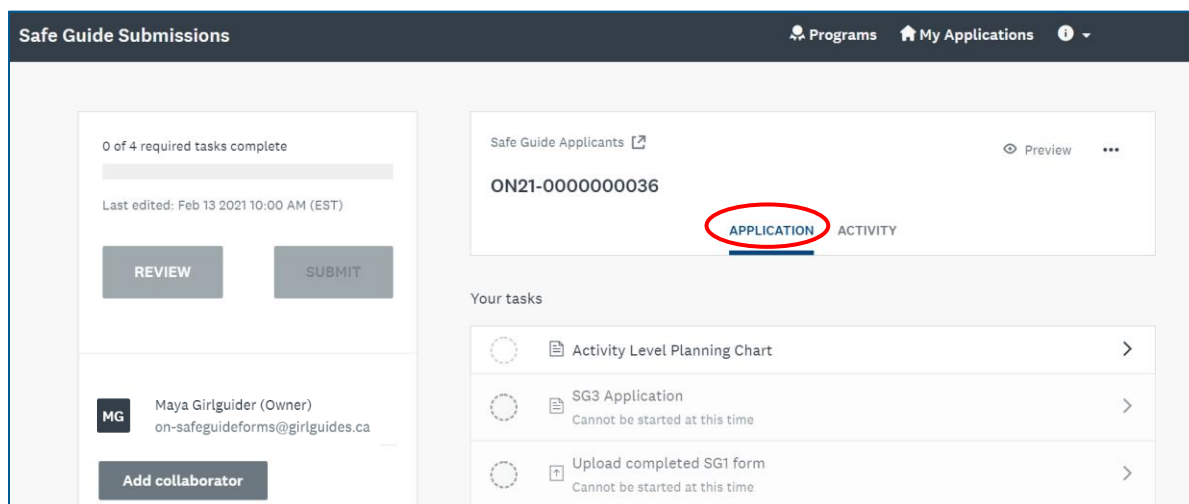
Go to the bottom of the page and click the **More** button.



Click **Apply**.



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



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.

The screenshot shows the 'Safe Guide Submissions' interface. At the top, there are navigation links for 'Programs', 'My Applications', and a help icon. 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 'Feb 13 2021 10:00 AM (EST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this, the user's name 'Maya Girlguider (Owner)' and email 'on-safeguideforms@girlguides.ca' are displayed, along with an 'Add collaborator' button. The right column features the 'Safe Guide Applicants' section with the application number 'ON21-0000000036' circled in red. Below this, there are tabs for 'APPLICATION' and 'ACTIVITY'. The 'Your tasks' section lists three tasks: 'Activity Level Planning Chart', 'SG3 Application' (marked as 'Cannot be started at this time'), and 'Upload completed SG1 form' (also marked as 'Cannot be started at this time').



Application Overview features:

The screenshot shows the 'Safe Guide Submissions' interface. At the top, there's a navigation bar with 'Programs', 'My Applications', and a user profile 'Maya Girlguider'. The main content area is divided into three sections:

- 1. Progress bar:** A red box highlights a progress bar showing '0 of 4 required tasks complete'. Below it, the text 'Last edited: Mar 3 2021 03:29 PM (EST)' is visible. At the bottom of this section are two buttons: 'REVIEW' and 'SUBMIT'.
- 2. Owner and Collaborators:** A red box highlights 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 red box highlights a section titled 'Your tasks'. It contains a list of tasks, each with a circular progress indicator and a right-pointing arrow:
 - Activity Level Planning Chart
 - SG3 Application (with the note 'Cannot be started at this time')
 - Upload completed SG1 form (with 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.

Safe Guide Submissions

Programs My Applications Maya Girlguider

Back to application

Safe Guide Applicants
ON21-0000000039
ID: ON21-0000000039

1

2

3

Activity Level Planning Chart
Completed Feb 26 2021 09:41 AM (EST)

ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)

Please check the box for all factors that relate to your activity. This will determine if you are Green, Yellow or Red.

You may click on key terms in blue for more information.

People

Attending a GGC Large Group Event	✗
Girls in groups unaccompanied during a portion of an event	✗

If using Third Party Service Provider please refer to the [Third Party Service Provider Activity Guide](#)

Download
Reset
Edit

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.

Safe Guide Submissions

Programs My Applications Maya Girlguider

Back to application

Safe Guide Applicants
ON21-0000000039
ID: ON21-0000000039

Activity Level Planning Chart
Completed Feb 26 2021 09:41 AM (EST)

ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)

Please check the box for all factors that relate to your activity. This will determine if your activity level is Green, Yellow or Red.

You may click on key terms in blue for more information.

People

Attending a GGC Large Group Event	✗
Girls in groups unaccompanied during a portion of an event	✗

If using Third Party Service Provider please refer to the [Third Party Service Provider Activity Guide](#)



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 'Safe Guide Submissions' interface. On the left, there's a sidebar with '0 of 4 required tasks complete', a 'Last edited' timestamp, and buttons for 'REVIEW' and 'SUBMIT'. The main area displays 'Safe Guide Applicants' with ID 'ON21-0000000041'. Below this, the 'Your tasks' list is circled in red, containing three items: 'Activity Level Planning Chart', 'SG3 Application' (marked 'Cannot be started at this time'), and 'Upload completed SG1 form' (also marked 'Cannot be started at this time').

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

The screenshot shows the 'Activity Level Planning Chart' task screen. The left sidebar lists tasks, with 'Activity Level Planning Chart' selected. The main content area is titled 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' and includes instructions. At the bottom, a table titled 'People' is circled in red, containing two rows with checkboxes: 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event'.

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

Two buttons are shown: a grey button labeled 'SAVE & CONTINUE EDITING' and a green button labeled '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 'Safe Guide Submissions' interface. On the left sidebar, under 'Safe Guide Applicants', the application ID 'ON21-0000000039' is listed. Below it, a list of tasks shows 'Activity Level Planning Chart' as completed with a green checkmark. A red circle highlights a '< Back to application' link at the top of this sidebar. The main content area displays the 'Activity Level Planning Chart' details, including a completion timestamp of 'Feb 26 2021 09:41 AM (EST)'. Below this, the 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' section provides instructions to check boxes for activity factors. A table lists two factors: 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event', both marked with an 'X'. A link for 'Third Party Service Provider Activity Guide' is at the bottom.

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.

This screenshot shows the 'Application Overview' screen. On the left, a progress bar indicates '1 of 4 required tasks complete'. Below it are 'REVIEW' and 'SUBMIT' buttons. The user's name 'Maya Girlguider (Owner)' and email 'on-safeguideforms@girlguides.ca' are displayed, along with an 'Add collaborator' button. The main area shows the application ID 'ON21-0000000040' and tabs for 'APPLICATION' and 'ACTIVITY'. Under the 'Your tasks' section, a list of tasks is shown: 'Activity Level Planning Chart' (completed with a green checkmark), 'SG3 Application', 'Upload completed SG1 form', and 'Upload completed SG4 form'. A red circle highlights the first task, 'Activity Level Planning Chart', which shows a completion timestamp of 'Feb 26 2021 10:27 AM (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**.

Safe Guide Submissions

ProgramsMy ApplicationsMaya Girlguider

Welcome to the Girl Guides of Canada Safe Guide Forms submission site where Guiders in Ontario and Nunavut can submit forms for:

- **Yellow Level Activities** – submit at least 14 days prior to activity
- **Red Level Activities** – submit at least 21 days prior to activity
- **International Trips under 72 hours** – submit at least 21 days prior to activity

COVID-19

Not all activity submissions are being accepted at this time. Please check the list below. [More about GGC's COVID-19 response.](#)

Acceptable for Submission

- Yellow Level Activities - single unit

Not currently being accepted

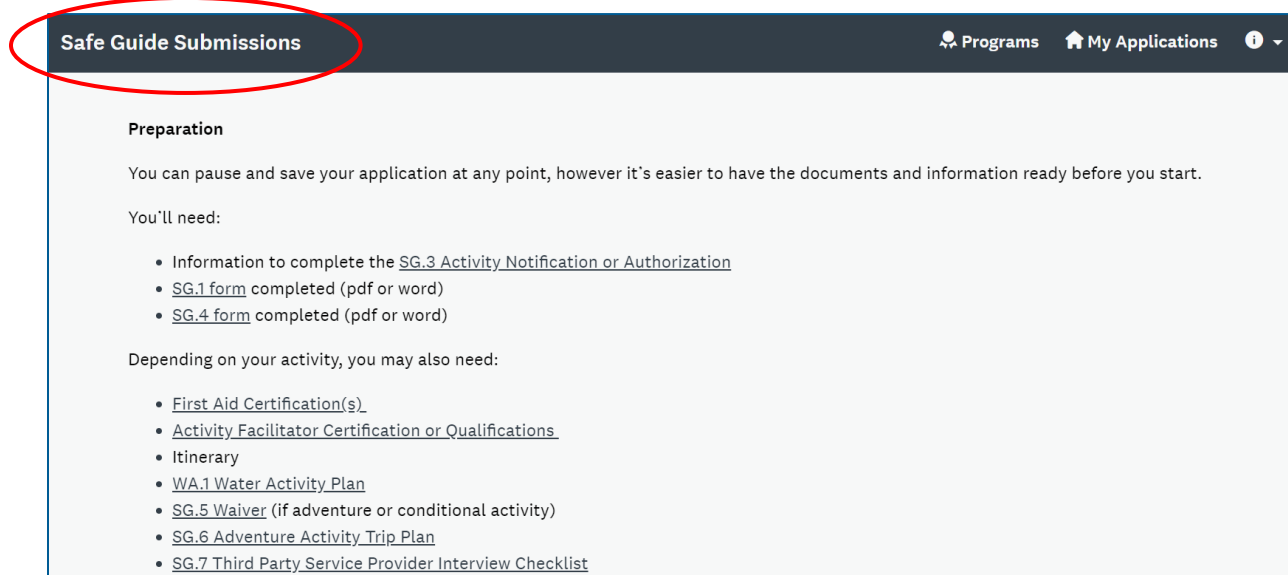
- Red Level Activities
- Activities involving multiple units
- Activities involving travel over 72 hours
- Activities that do not comply with Return to In-Person Guiding Stage and all local Health Orders

My AccountLog Out



OPEN AN EXISITING APPLICATION

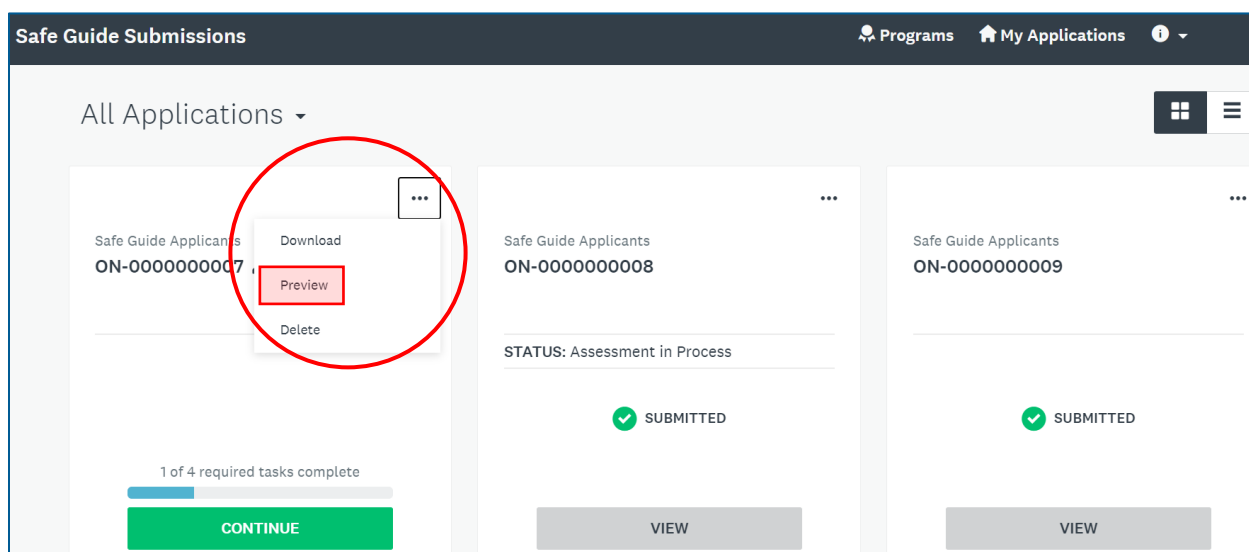
Click **Safe Guide Submissions** on the top left to go to your home screen.



Go to the bottom of the page to **All Applications**.

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**.

Safe Guide Submissions

ProgramsMy Applications

4 of 4 required tasks complete

Last edited: Feb 13 2021 02:23 PM (EST)

REVIEW

SUBMIT

MG

Maya Girlguider (Owner)

on-safeguideforms@girlguides.ca

Collaborators

Add

Safe Guide Applicants

ON-0000000007

APPLICATIONACTIVITY

Your tasks

Activity Level Planning Chart

Completed on: Jan 20 2021 01:03 PM (EST)

SG3 Application

Completed on: Feb 13 2021 02:21 PM (EST)

Upload completed SG1 form

Cannot be modified

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.

Safe Guide Submissions

ProgramsMy Applications

Back to application

SUBMIT YOUR APPLICATION

Safe Guide Applicants

ON-0000000007

ID: ON-0000000007 Last edited: Feb 13 2021 02:23 PM (EST)

CollaboratorsDownload

Your tasks

Cost Per Girl*

(Actual cost Girl is paying after any subsidies and taxes)

5

Anticipated # of:

Sparks:

0

Brownies:

12

Guides:

0

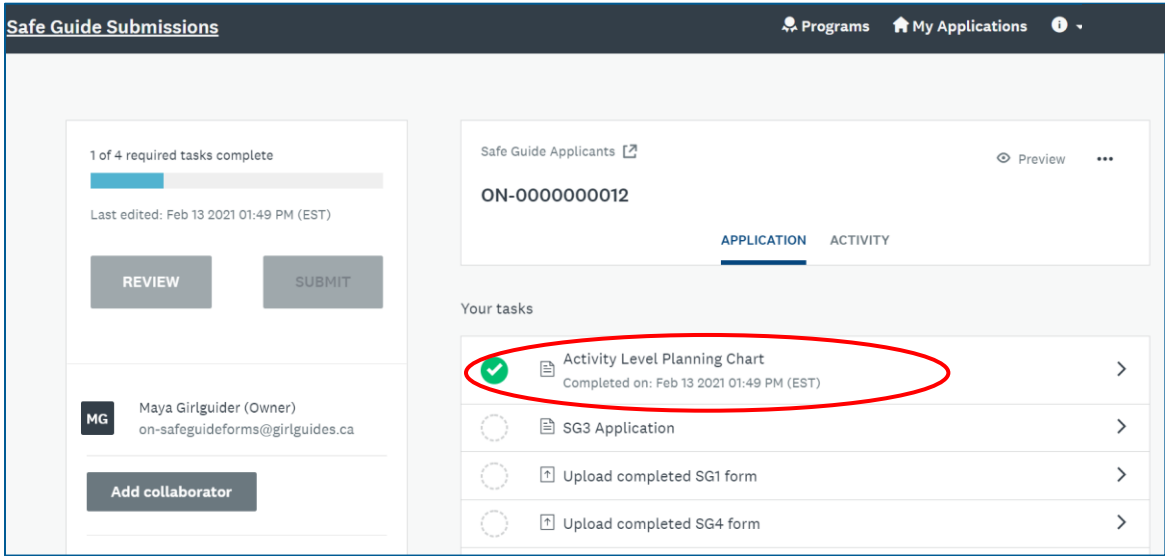


MAKE A CHANGE

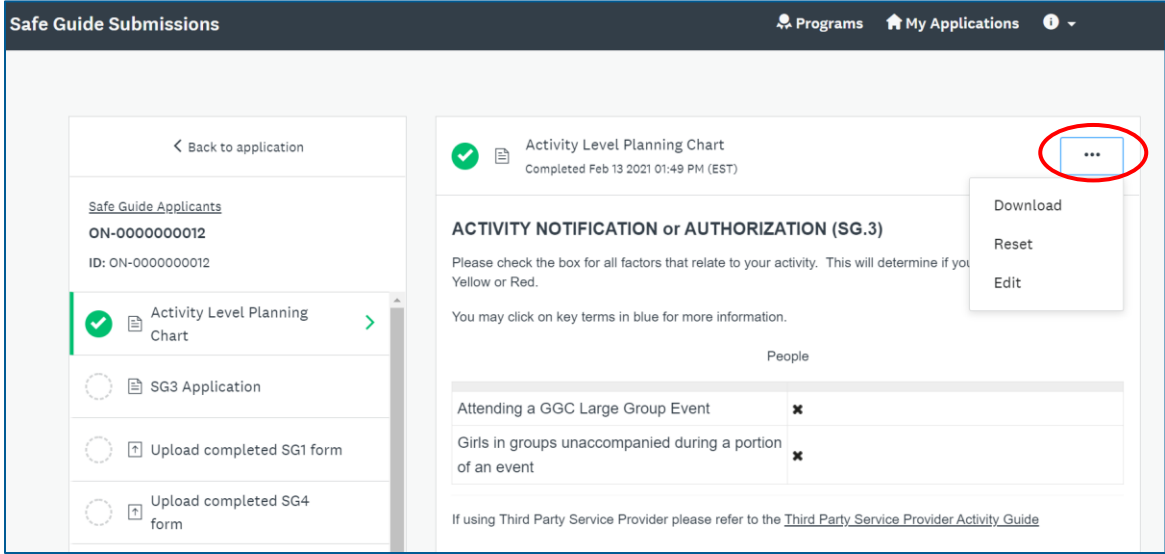
You can make changes to your application at any time **before** you click “Submit”.

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.



Click on the three dots on the top right.



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 'Safe Guide Submissions' interface. On the left, a progress bar indicates '4 of 4 required tasks complete'. Below this, the 'Last edited' timestamp is 'Feb 13 2021 02:23 PM (EST)'. There are two buttons: 'REVIEW' and 'SUBMIT', with the 'SUBMIT' button circled in red. Below the buttons, the user's name 'Maya Girlguider (Owner)' and email 'on-safeguideforms@girlguides.ca' are displayed. A 'Collaborators' section with an 'Add' button is also visible. On the right, the application ID 'ON-0000000007' is shown, along with 'APPLICATION' and 'ACTIVITY' tabs. Below these, a 'Your tasks' list shows three completed items: '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**.

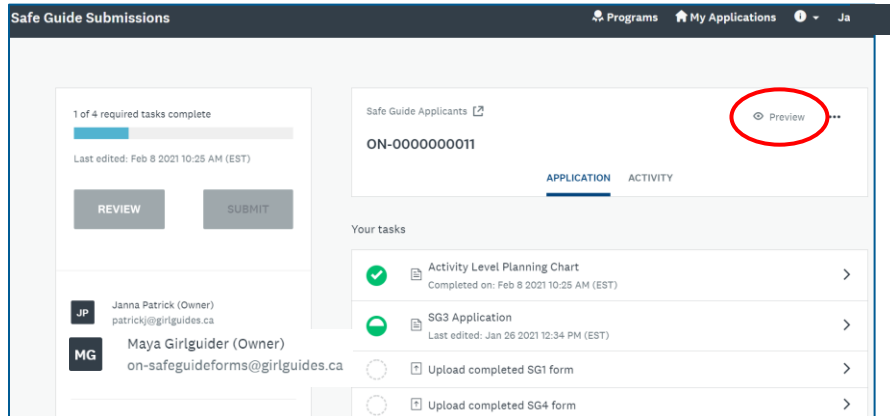
The screenshot shows a 'Submit application' modal dialog. The dialog contains the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom, there are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. The 'REVIEW' and 'SUBMIT' buttons are circled in red. The background shows a blurred view of the application overview screen.



FAQs

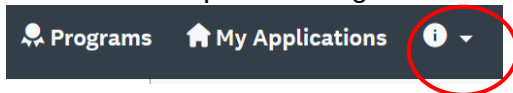
I can't click Review. What should I do?

- 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 a SG.1 for parents 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 "Safe Guide Submissions" 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

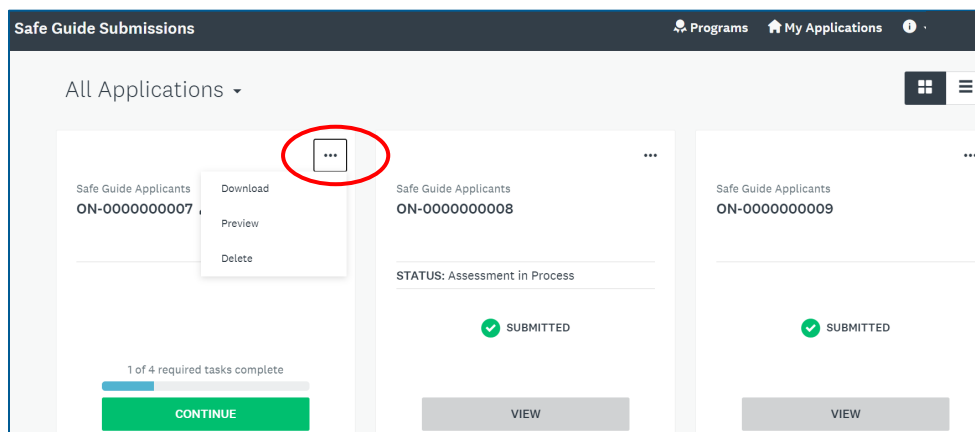


What is a collaborator? How do I add one? Why should I add one?

- 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 “Safe Guide Submissions” at the top left.
- Go to the bottom of the screen where it reads “All Applications”.
- 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 SurveyMonkey 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: safeguide.adviser@guidesontario.org
- For help using SurveyMonkey Apply 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.

