How-to Guide: SurveyMonkey Apply Safe Guide Applicants

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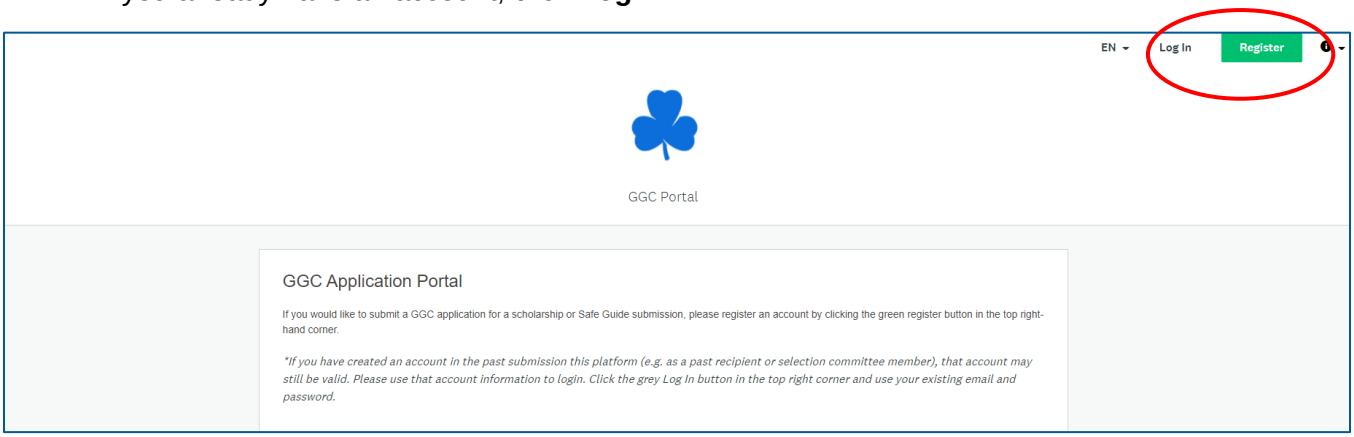
CREATE AN ACCOUNT

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

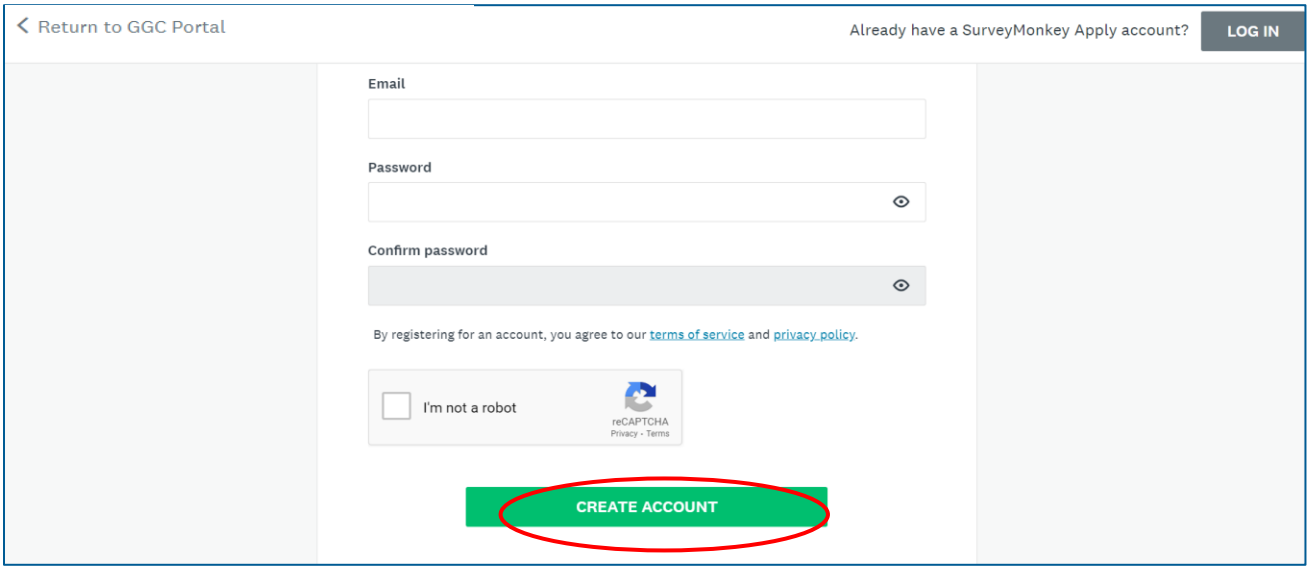
If you have an account with GGC Awards and Recognition or GGC Portal, you do not need to create an account.
Click **Log In** and use the same email and password.

Visit the website: www.ggcportal.smapply.ca

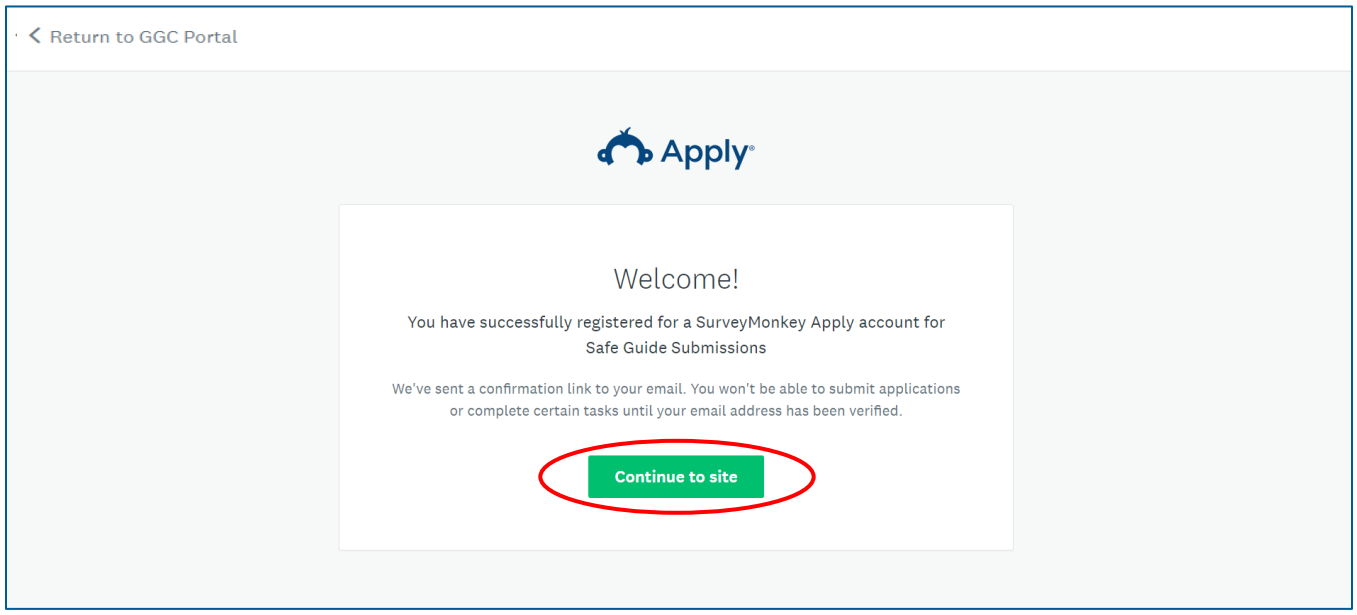
- Visit the website: www.ggcportal.smapply.ca
  At the top right, click **Register** to create your account.
  If you already have an account, click **Log In.**



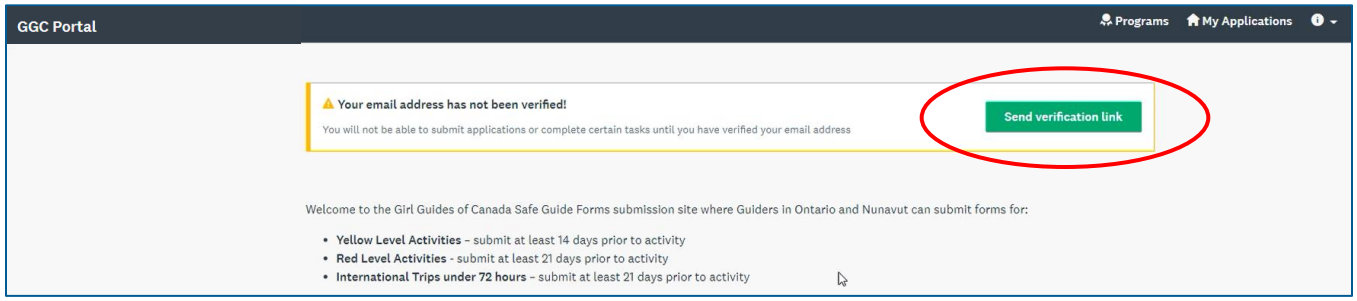
Provide the details requested. The email address you provide will be used for all online Safe Guide correspondence. Click **Create Account.**



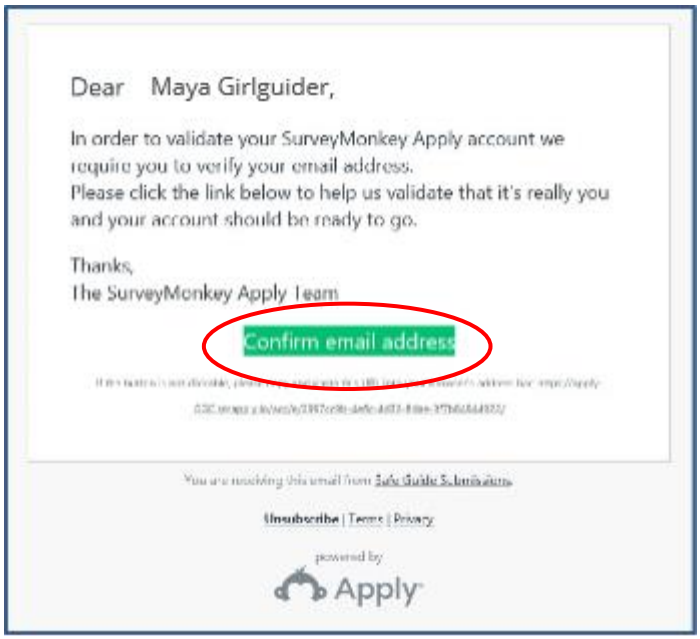
Next, click **Continue to site**.



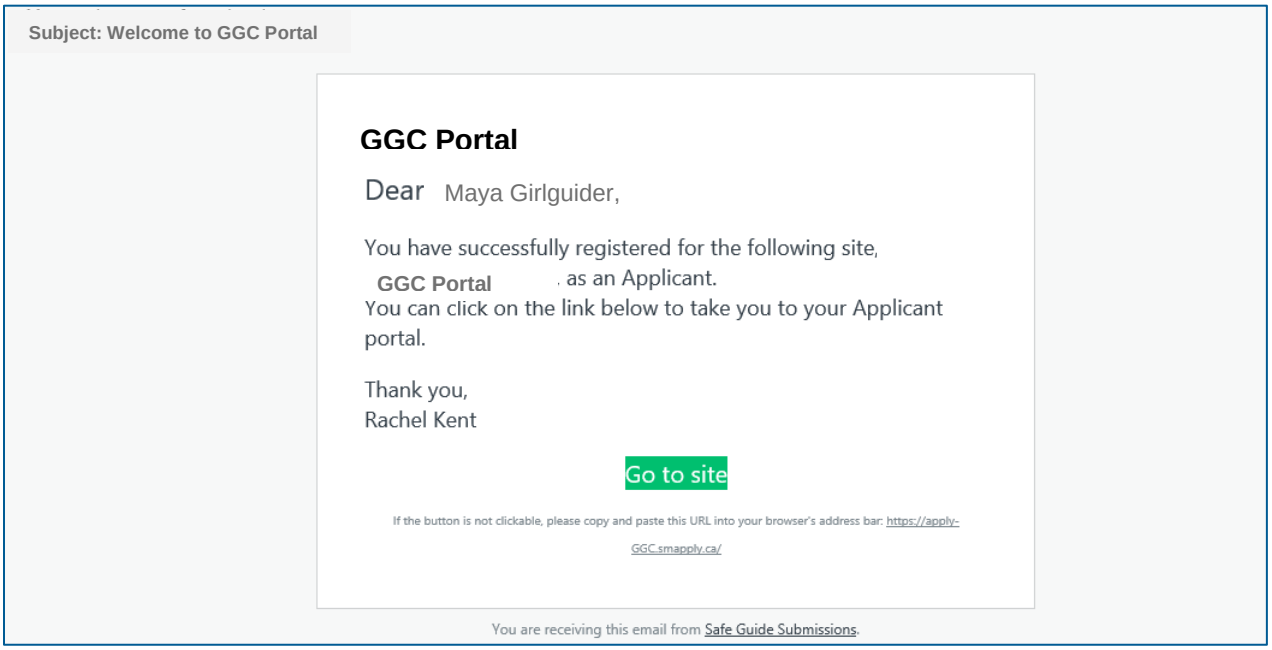
The first time you visit the site, you will be asked to verify your email address.
To do this, click **Send verification link**.



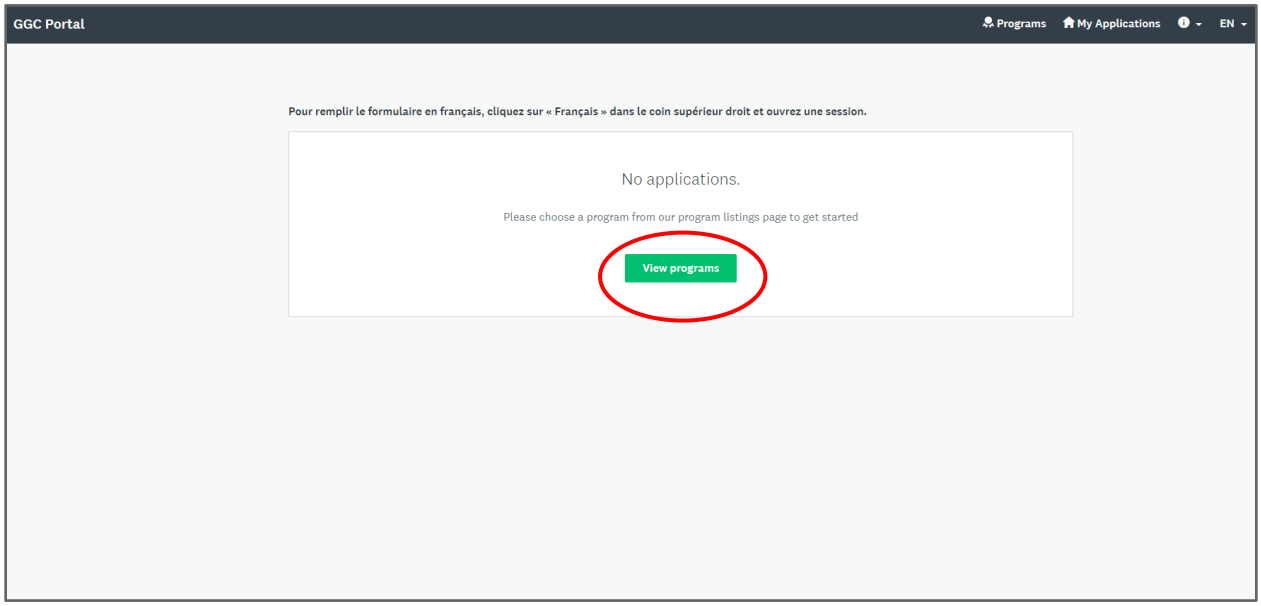
In your email account, open the verification email. You may need to check your junk folder and spam filters. Click **Confirm email address.**



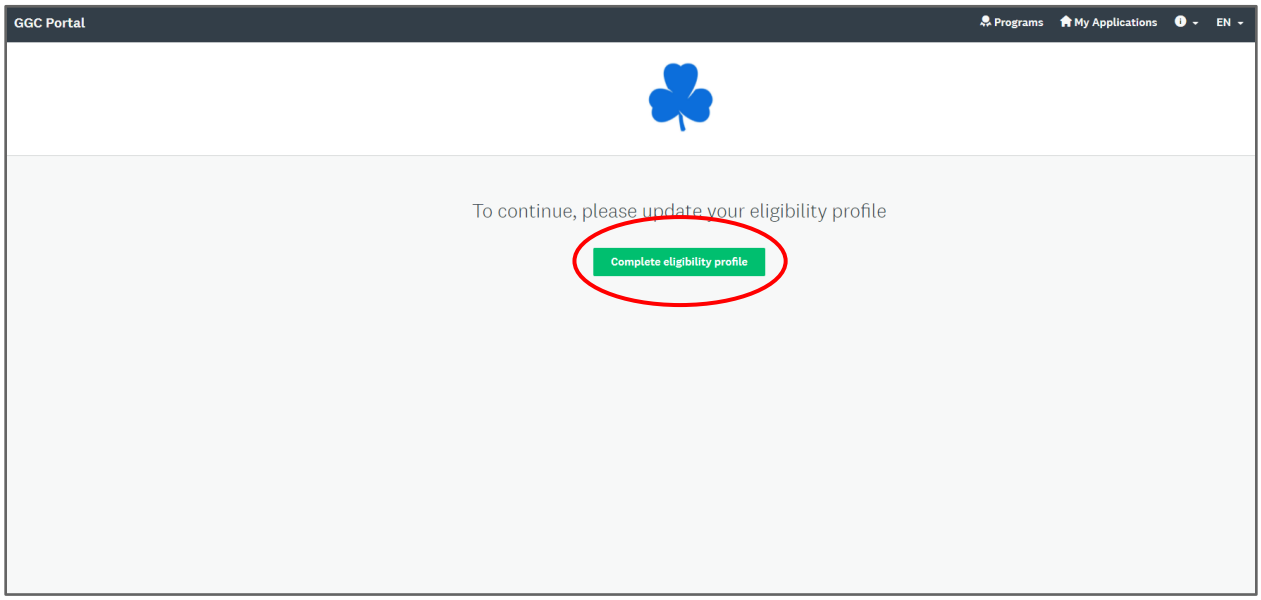
After you have successfully verified your email address, you will receive a welcome email letting you know you can begin using the program.



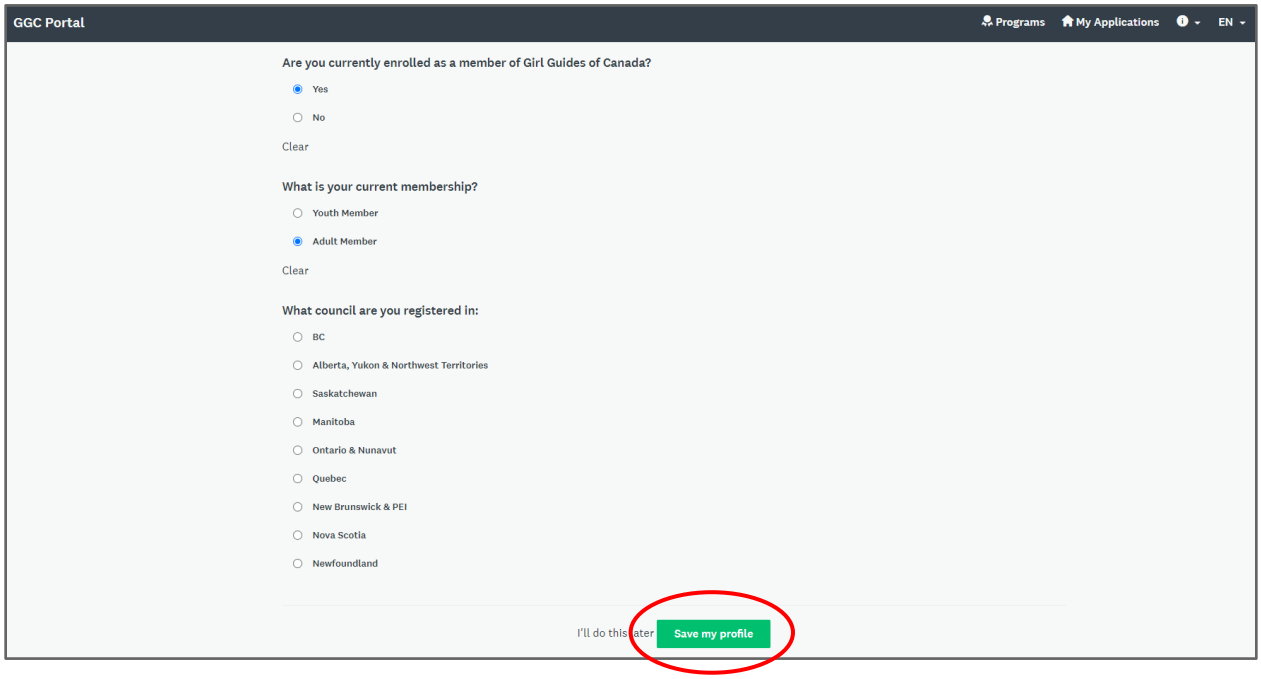
To begin, click **View programs.**



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.

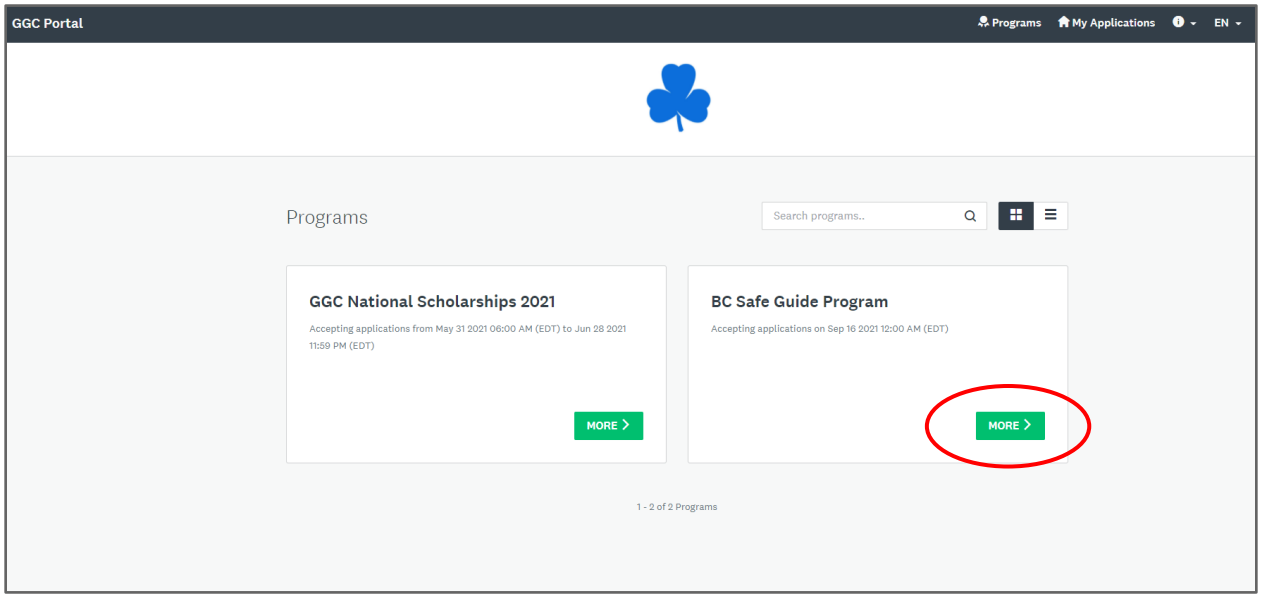


Answer the questions and click **Save my profile**.



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

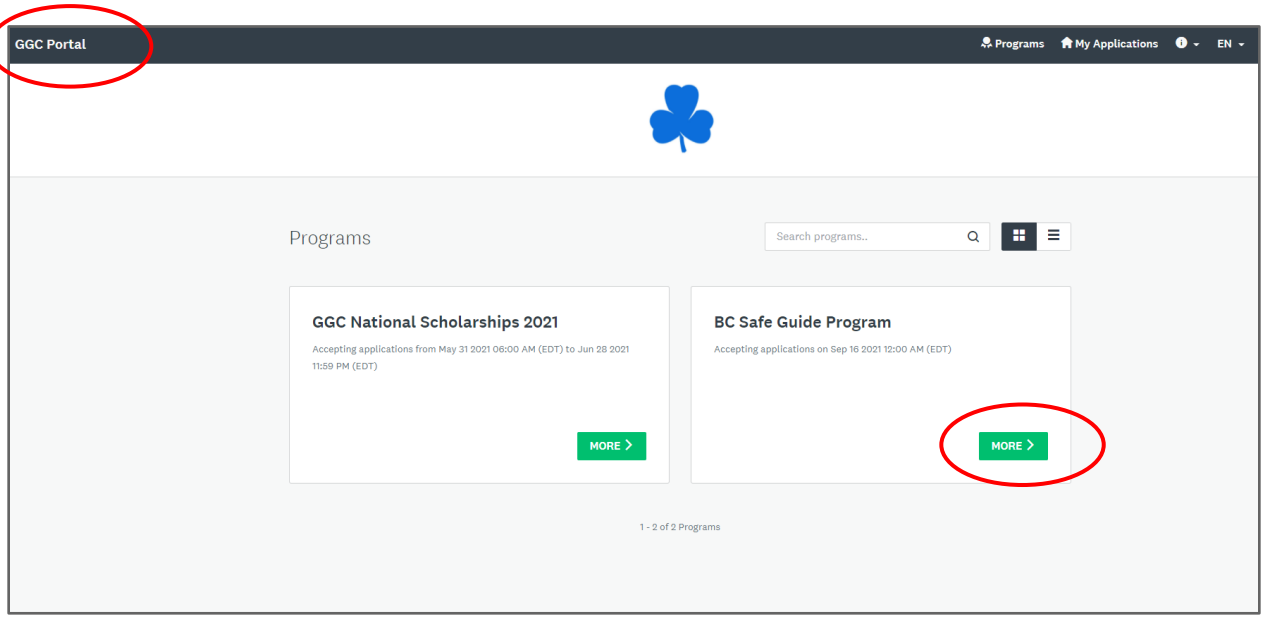
Choose a Program and click **More** to begin an application.



START A NEW APPLICATION

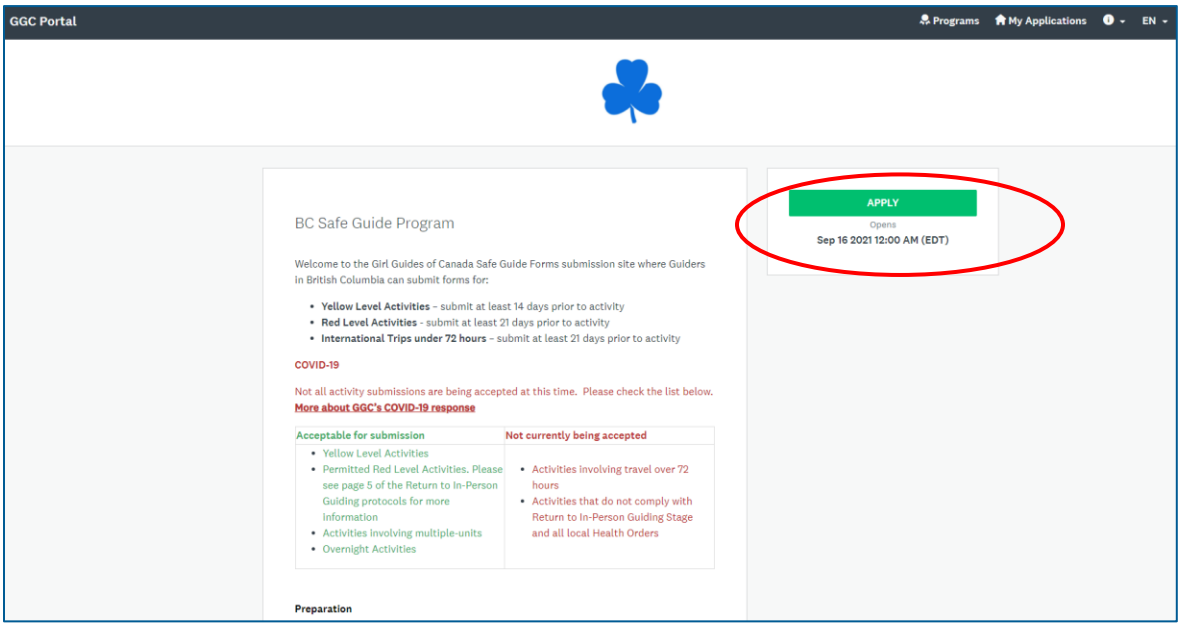
Click **GGC Portal** on the top left to go to your home screen.

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

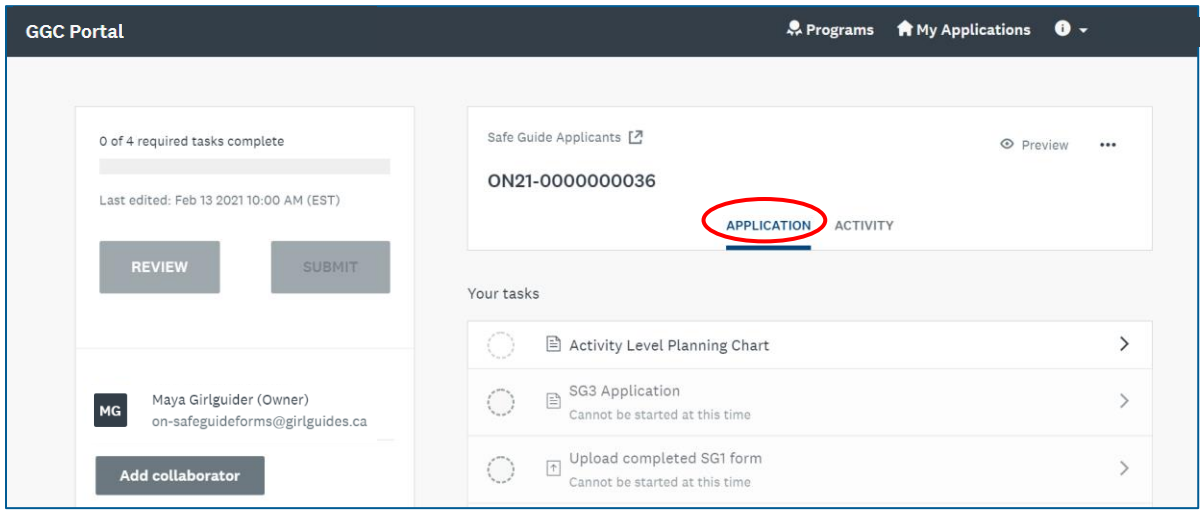


Review the **Preparation** instructions on this page.
Have your documents and information about the activity ready before you start to make the online application easier.

Click **Apply.**



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



ABOUT THE APPLICATION VIEW

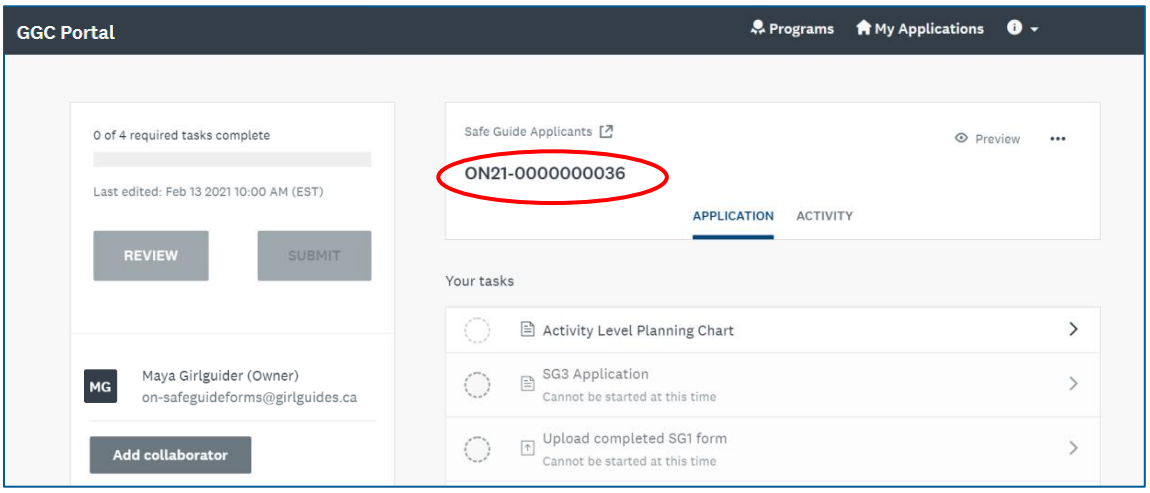
There are two screens you will see as you work on your application:

- Application Overview
- Task screen

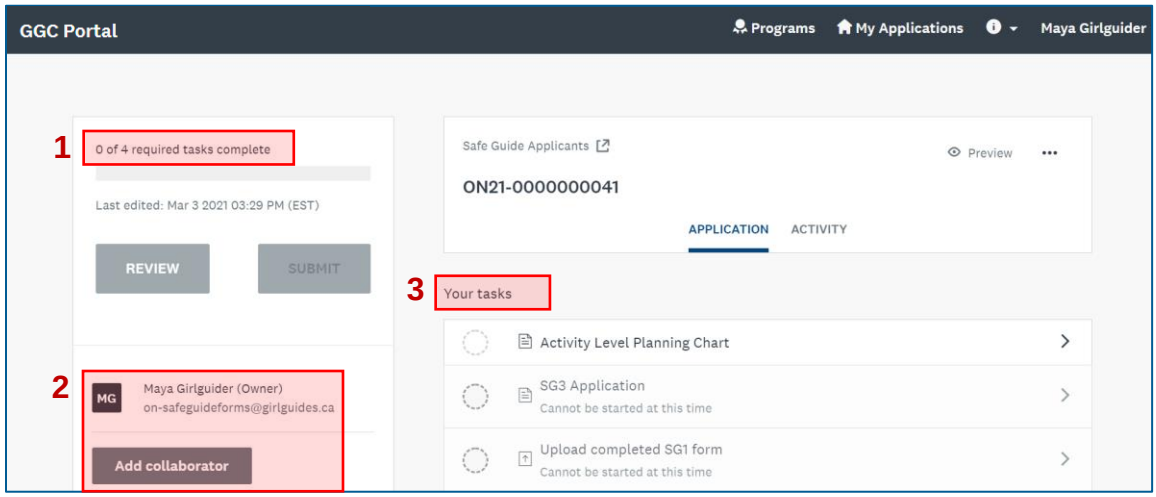
Application Overview

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.



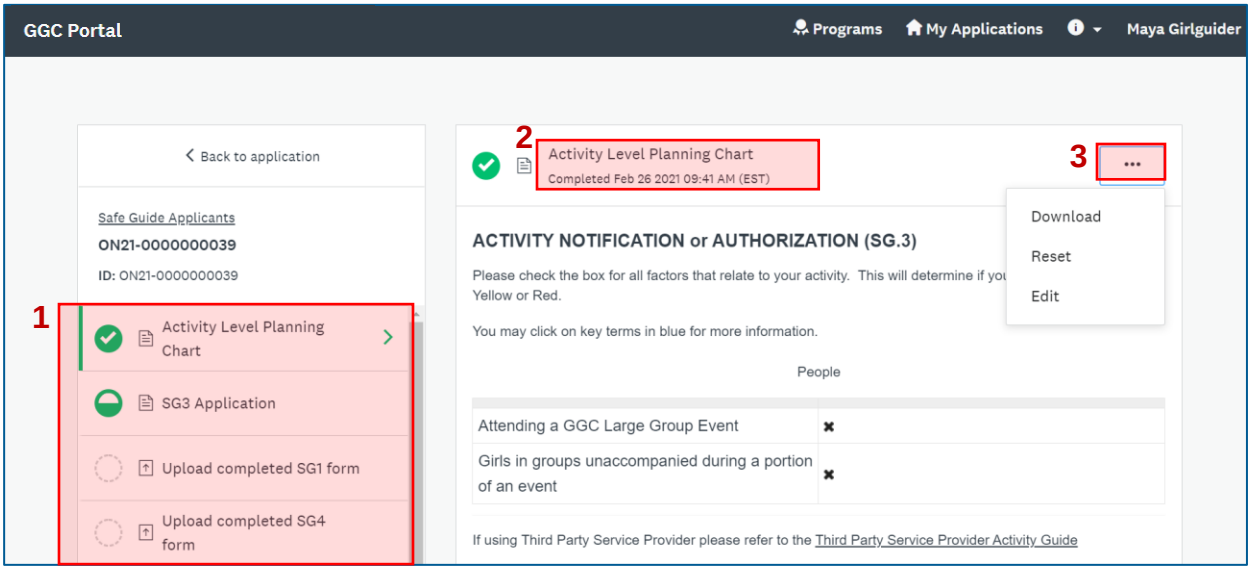
Application Overview features:



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.

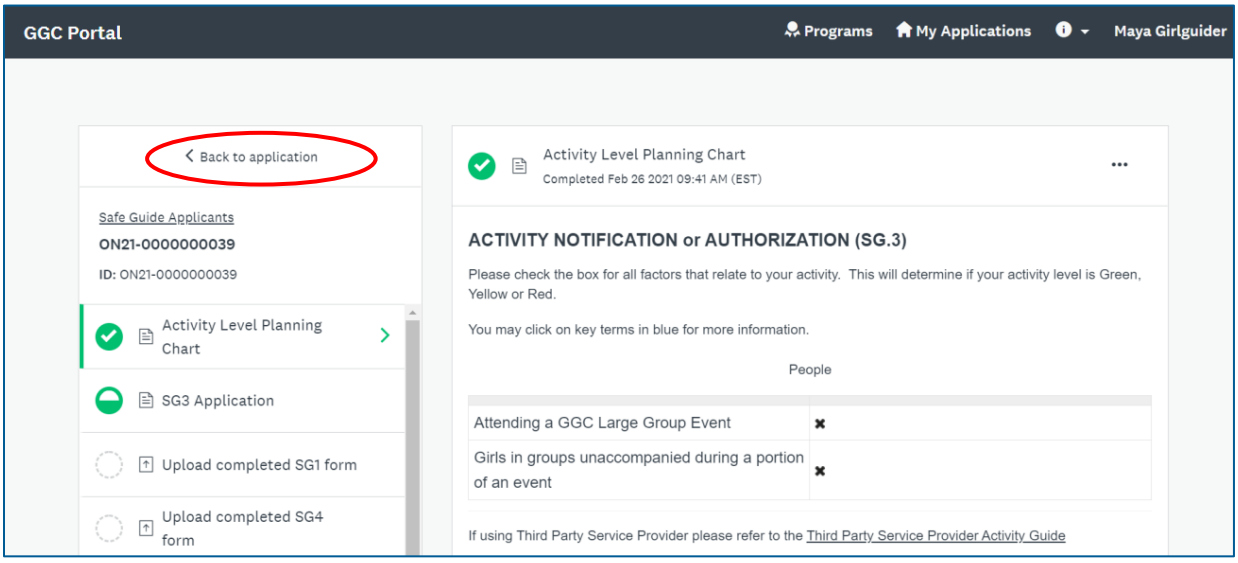
Task Screen features:

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.



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.

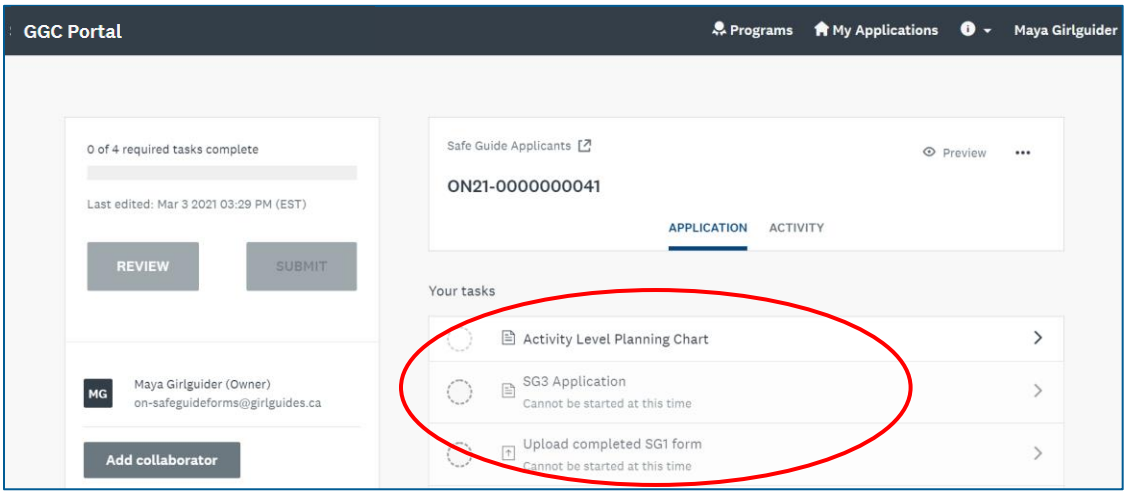
To return to the Application Overview screen, click **Back to application** in the top left.



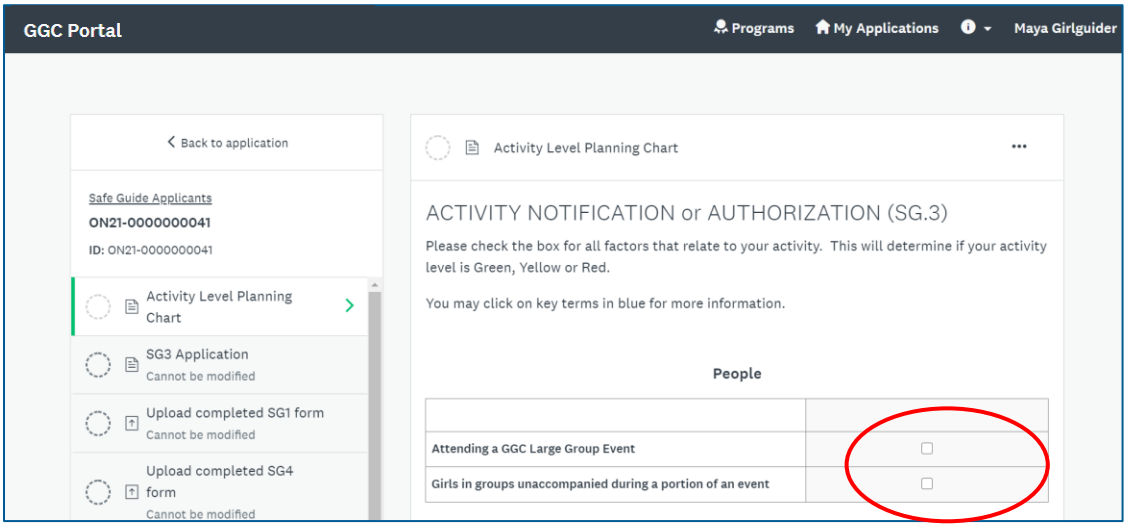
WORK ON YOUR APPLICATION

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.



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



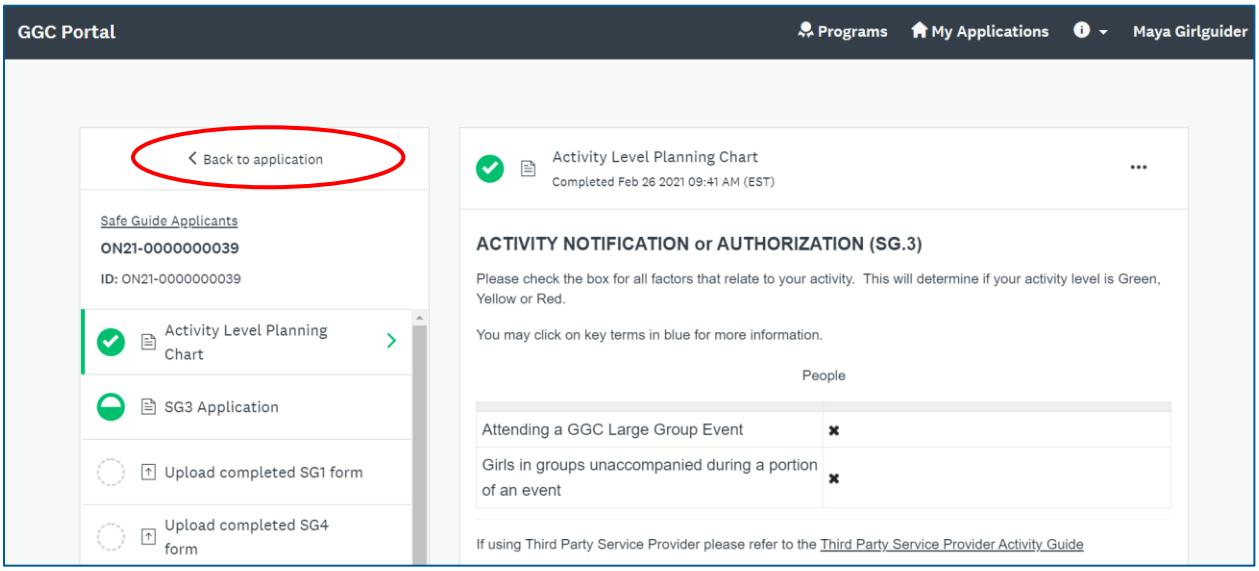
At the bottom of the page, you will have two options:

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

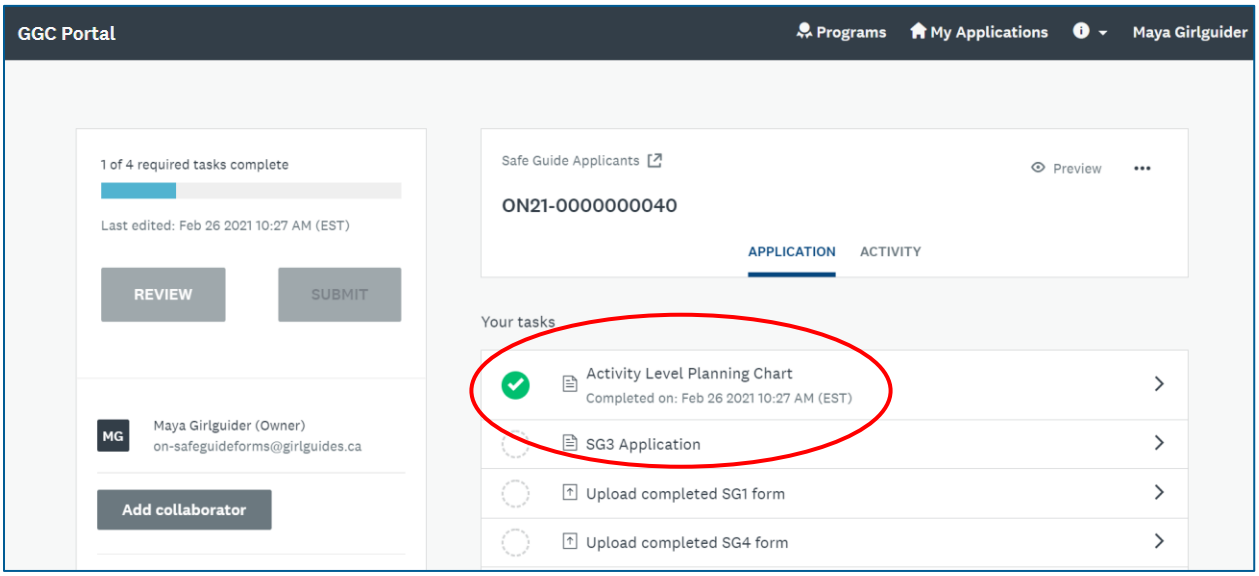
If you have **finished the task** and are ready to move on to the next task on the list, click **Mark as Complete.**

*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.

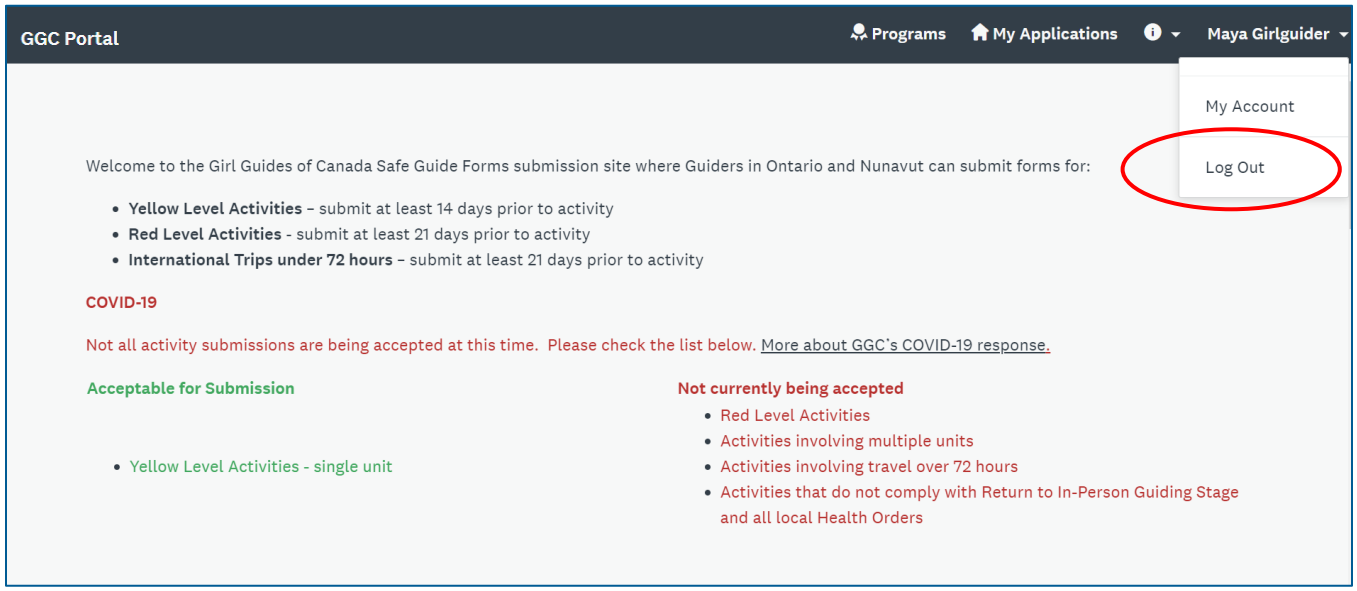


You will be back at the Application Overview screen which shows the task marked complete with a checkmark. Continue to work through your application by clicking on the next task on your list.



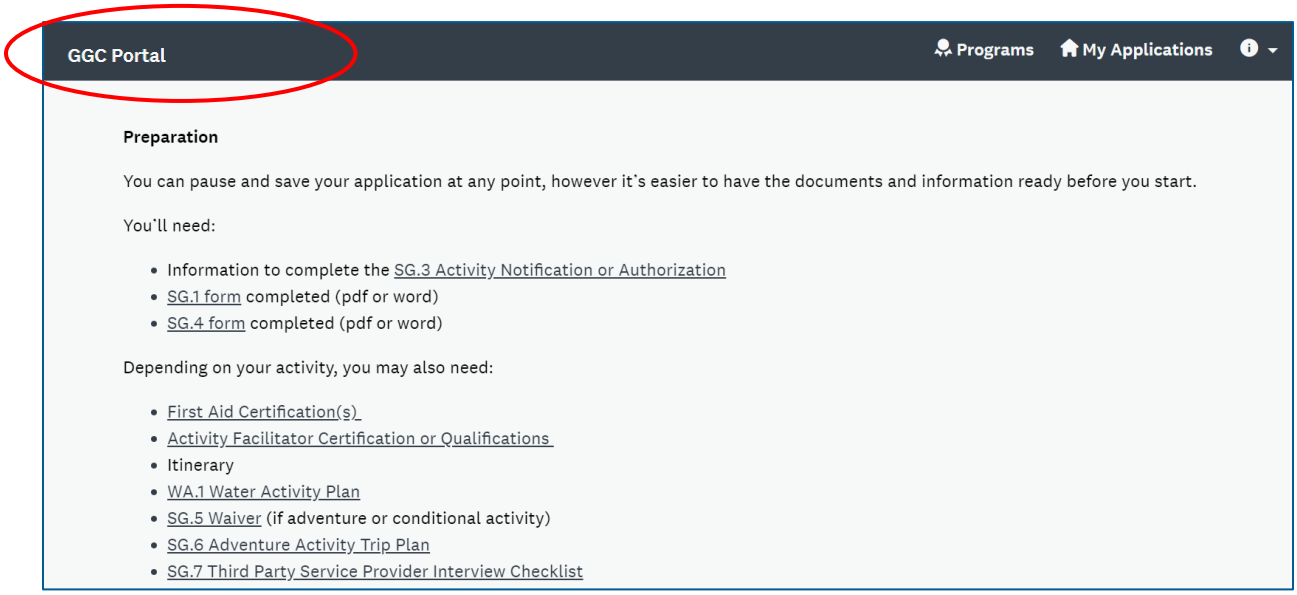
You may complete the application in one session, or you may to choose to work on the application over several sessions. Your work in progress will be saved automatically.

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



OPEN AN EXISITING APPLICATION

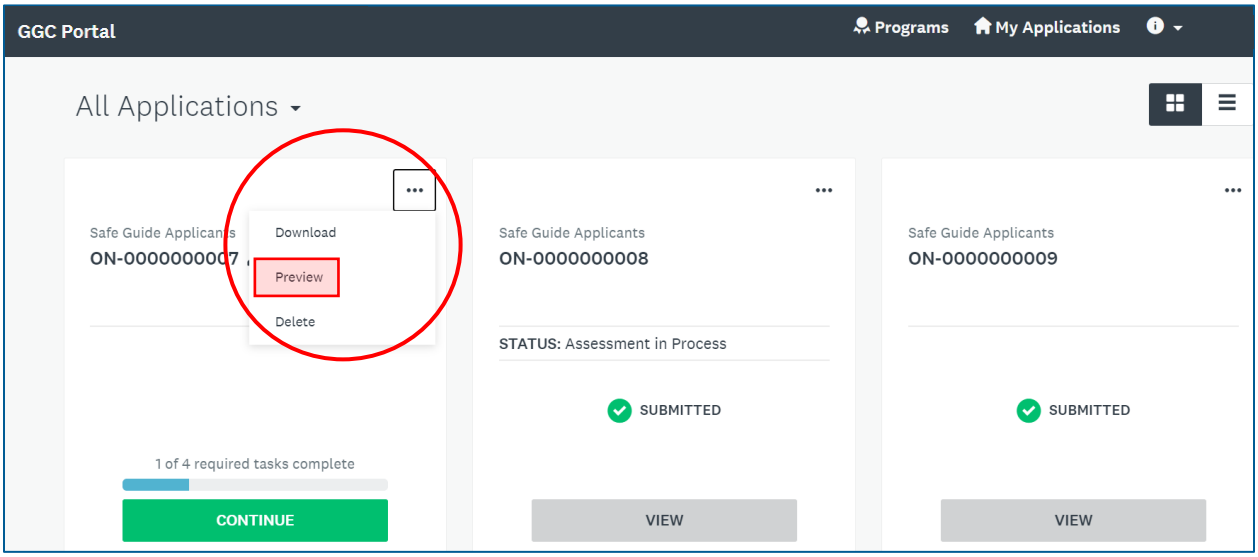
Click **GGC Portal** on the top left to go to your home screen.



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.

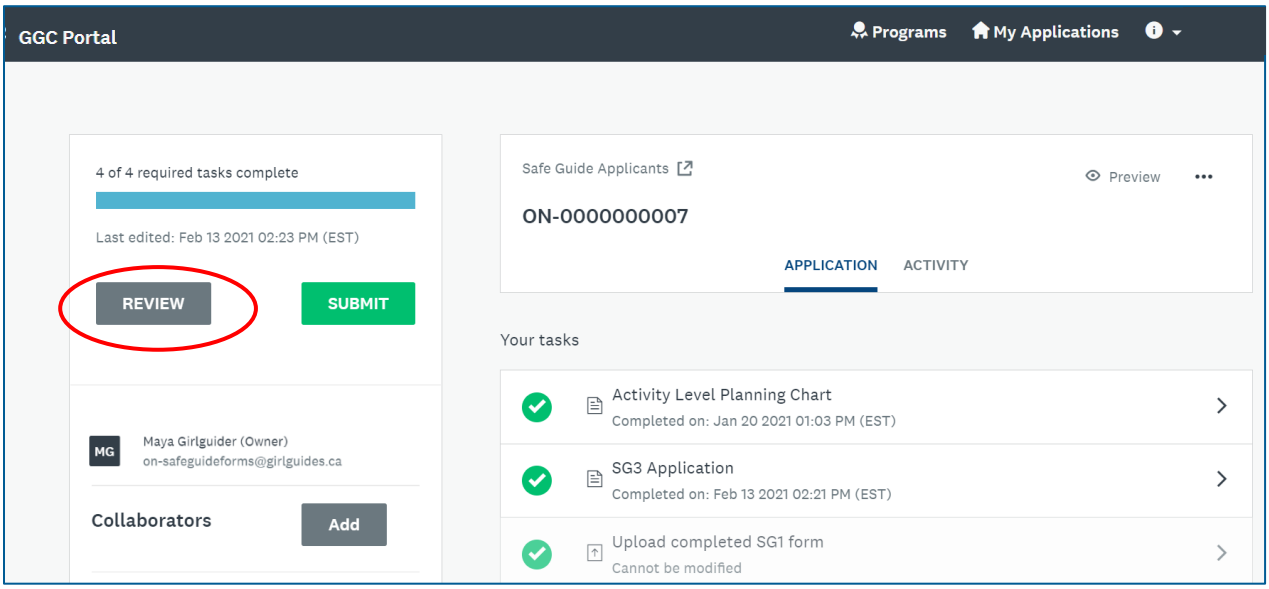


Once you have found the application you want to work on, click **Continue**.

REVIEW

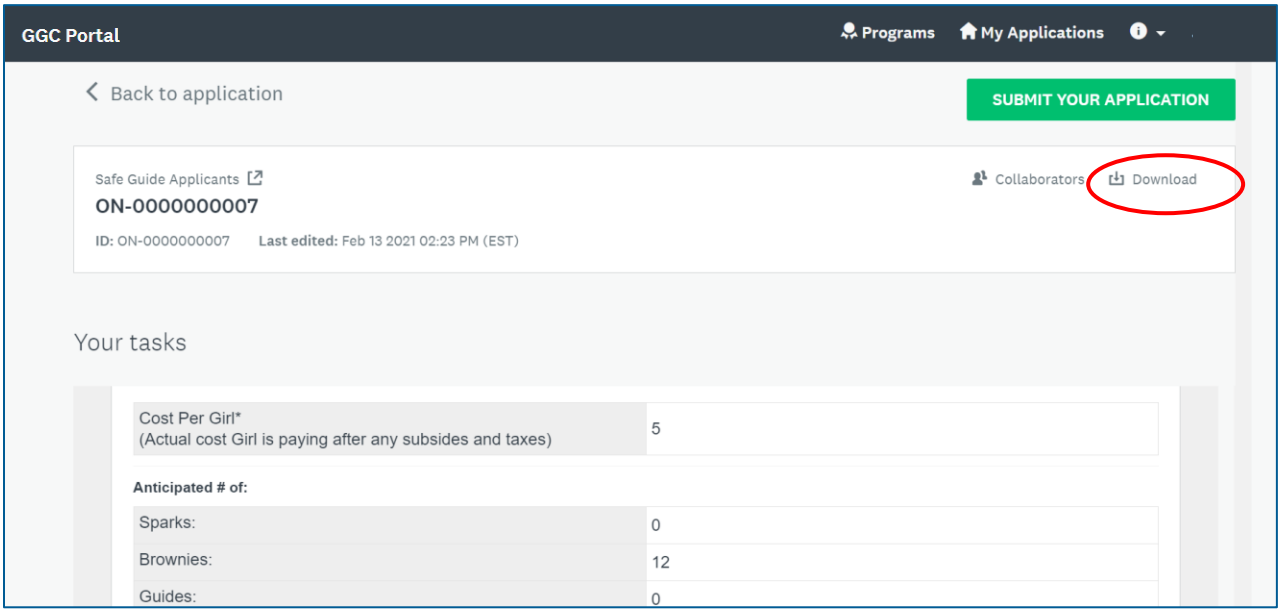
Once you have completed all your tasks and uploaded all your documents, you will be able to look over your application in full.

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



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.

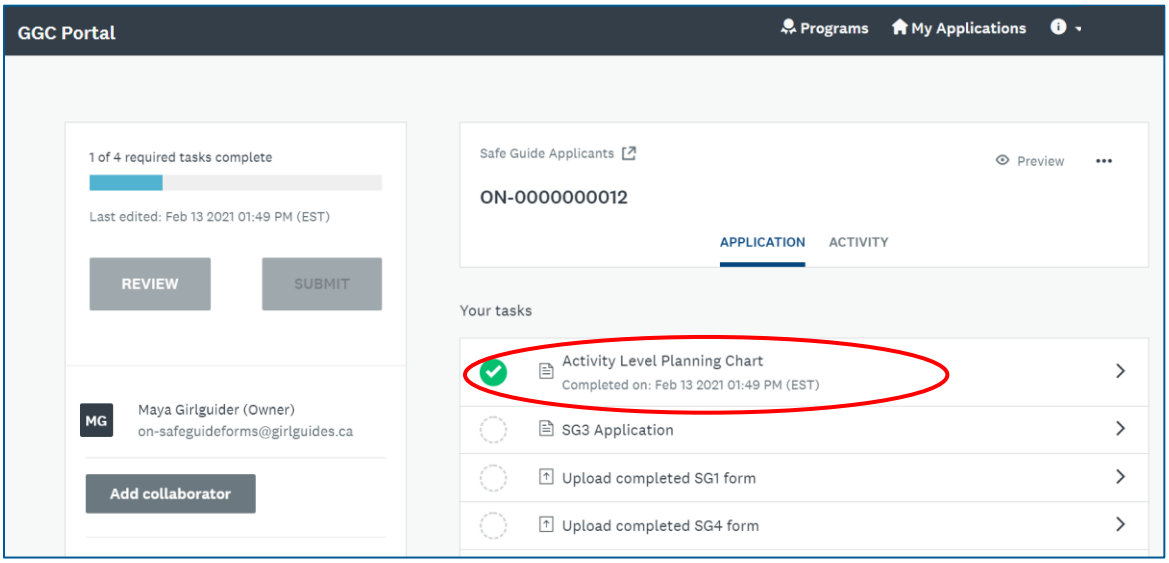


MAKE A CHANGE

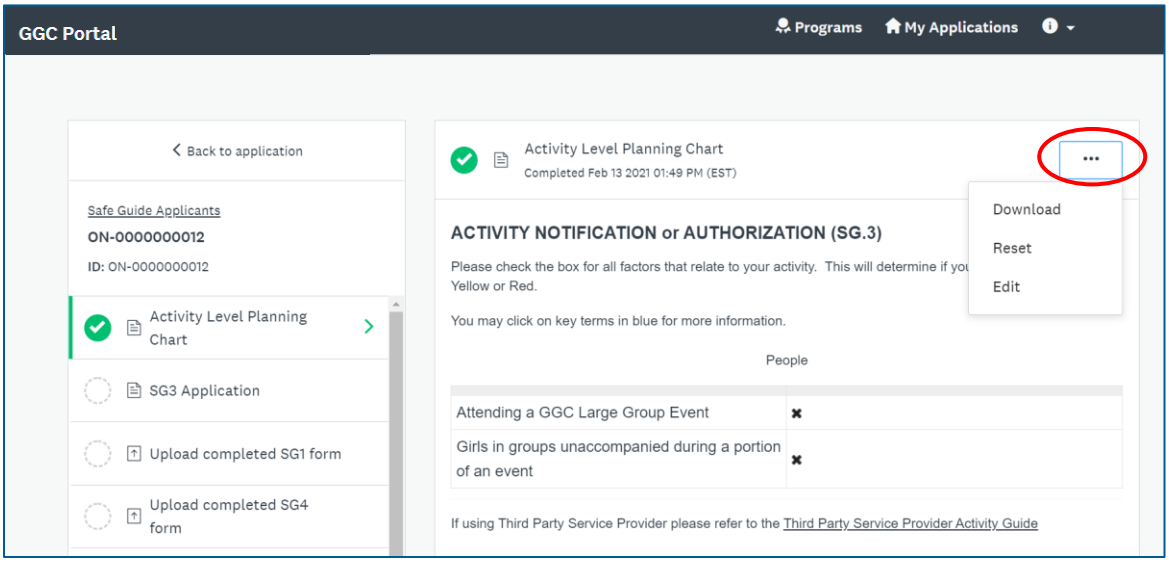
You can make changes to your application at any time **before** you click “Submit”.

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.



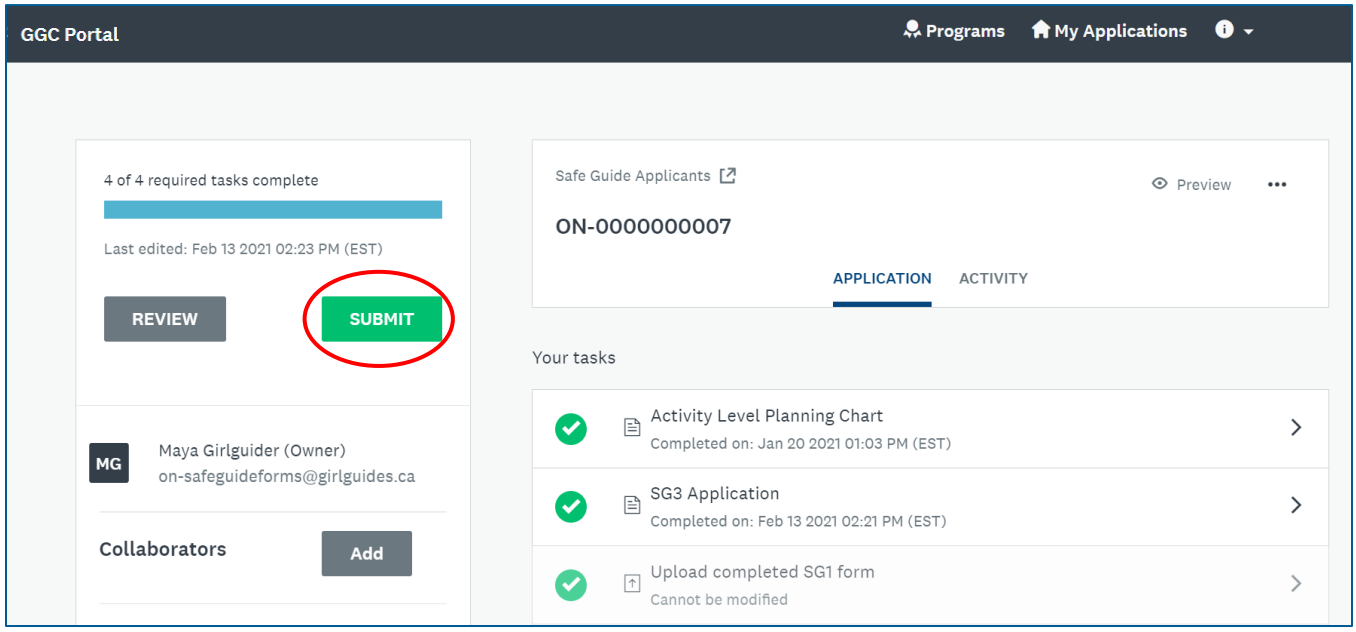
Click on the three dots on the top right.



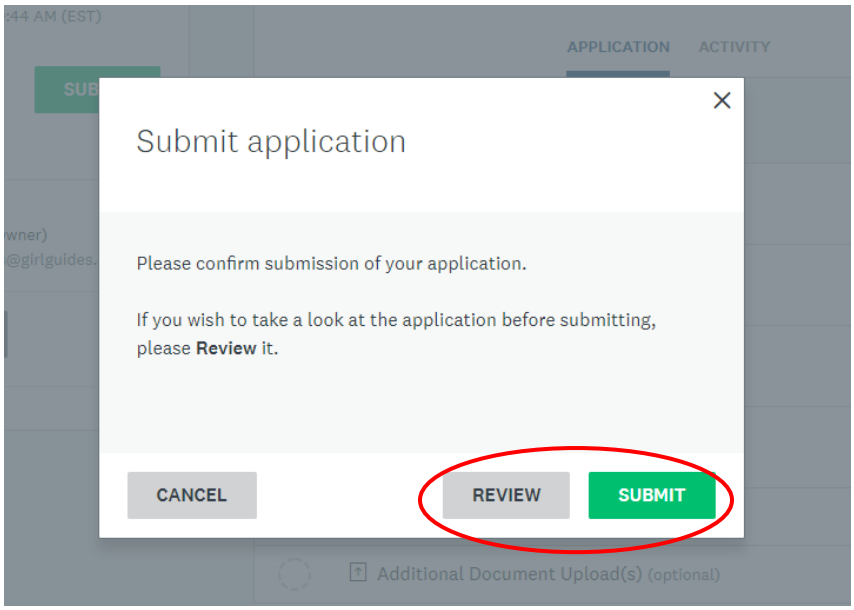
If you have only a few changes to make, select **Edit**.
If you would like to restart the task with an empty form, select **Reset.**

SUBMIT

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



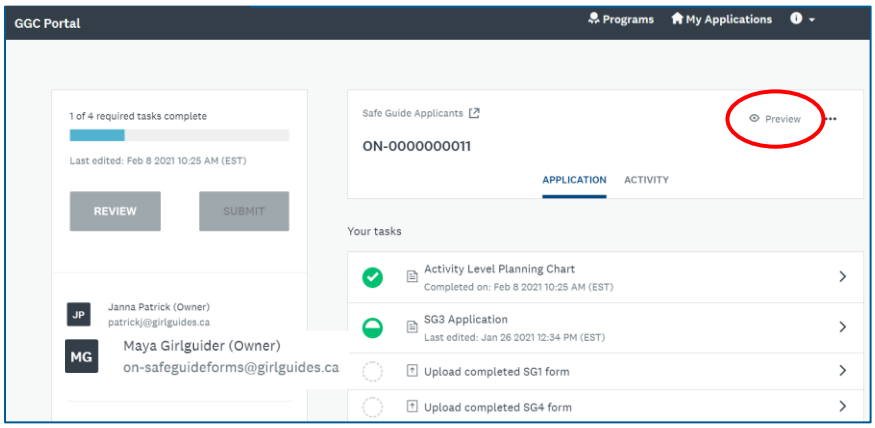
If you would like to Review your application another time, click **Review.** If you are ready to submit your application, click **Submit.**



FAQs

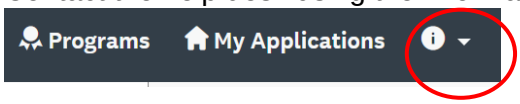
I can't click Review. What should I do?

- 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 "GGC 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?

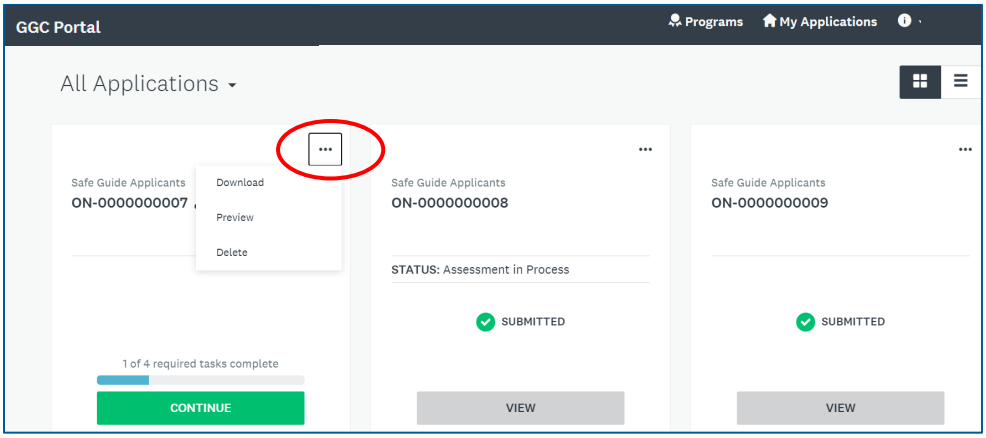
- No. To add a certification in iMIS so it can be referenced for future applications, please email a copy to safeguide@girlguides.ca

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…)

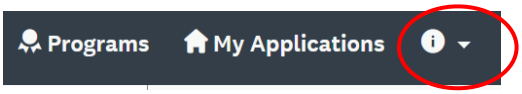
How do I delete an application? I have started too many new applications by accident.

- Click "GGC Portal" 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:
    - British Columbia: bc-safeguide@girlguides.ca
    - Ontario and Nunavut: 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.