

How-to Guide: SurveyMonkey Apply Safe Guide Applicants

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CREATE AN ACCOUNT

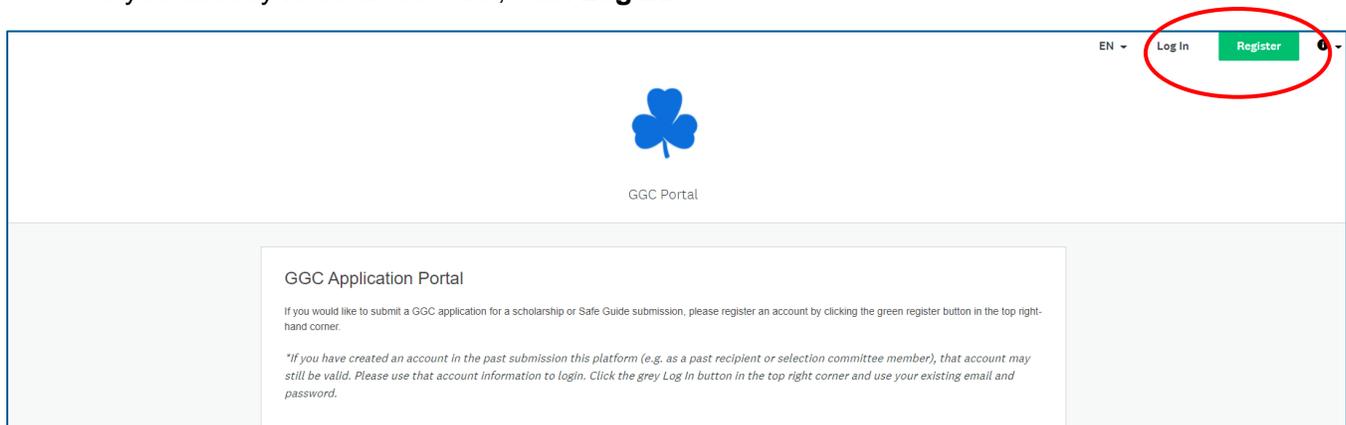
Guiders in British Columbia, Ontario and Nunavut can submit most Safe Guide applications online using SurveyMonkey Apply. You will need an account for online submissions.

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

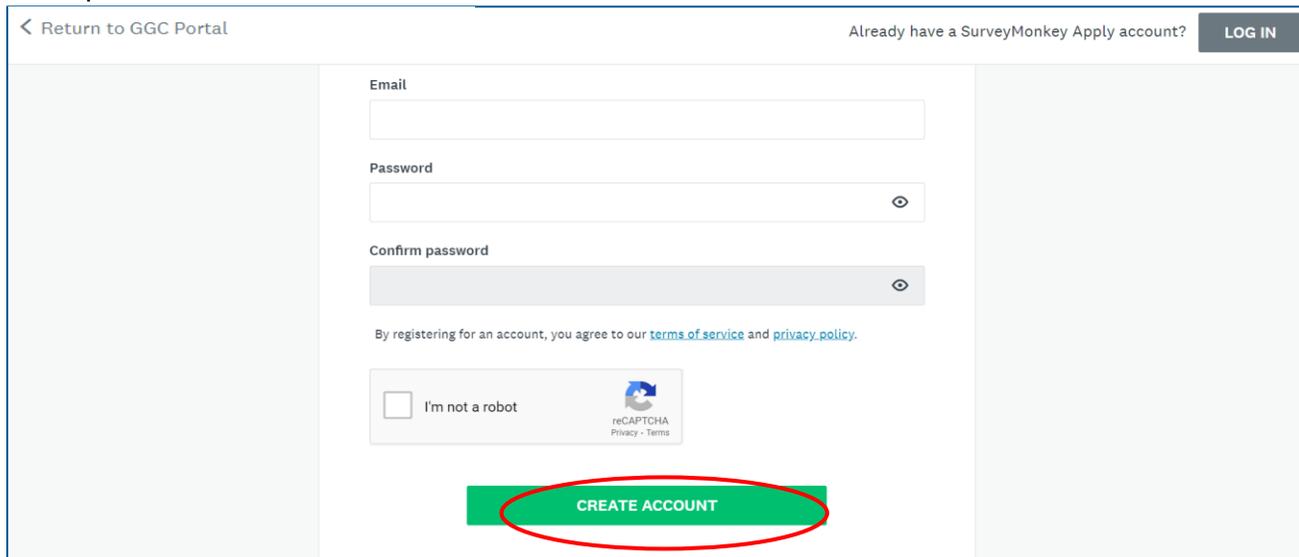
Click **Log In** and use the same email and password.

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**.



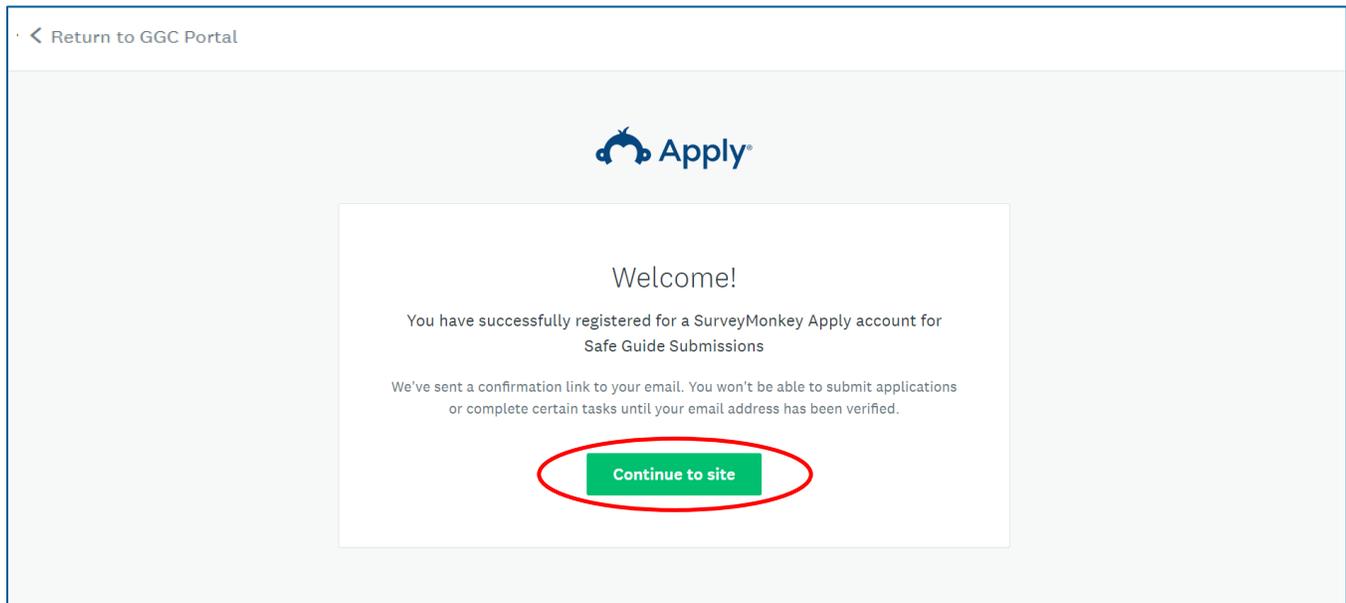
Provide the details requested. The email address you provide will be used for all online Safe Guide correspondence. Click **Create Account**.



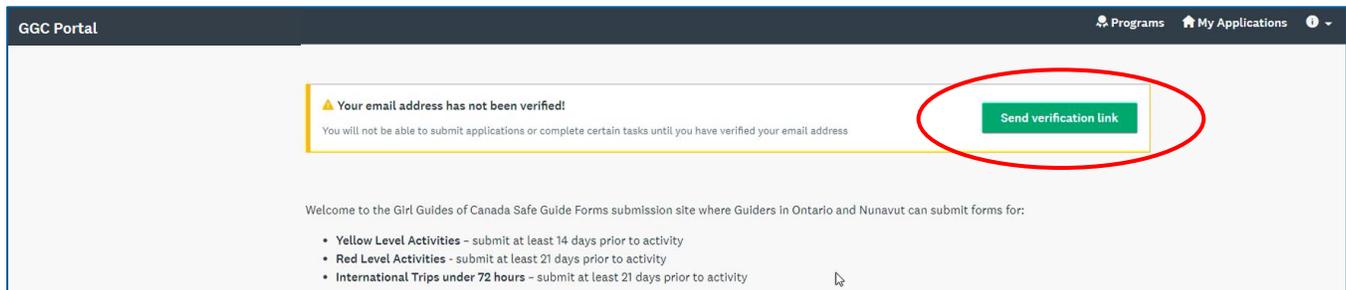
The screenshot shows the account creation form. At the top left is a link "< Return to GGC Portal". At the top right is the text "Already have a SurveyMonkey Apply account?" and a "LOG IN" button. The form contains three input fields: "Email", "Password", and "Confirm password", each with a toggle icon for visibility. Below the fields is a checkbox for "I'm not a robot" and a reCAPTCHA logo. At the bottom, there is a green "CREATE ACCOUNT" button circled in red. A link for "terms of service" and "privacy policy" is also visible.



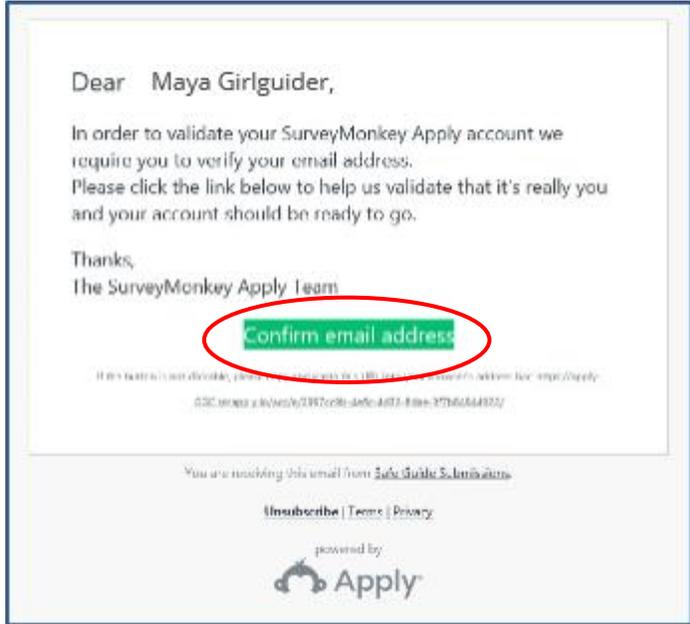
Next, click **Continue to site**.



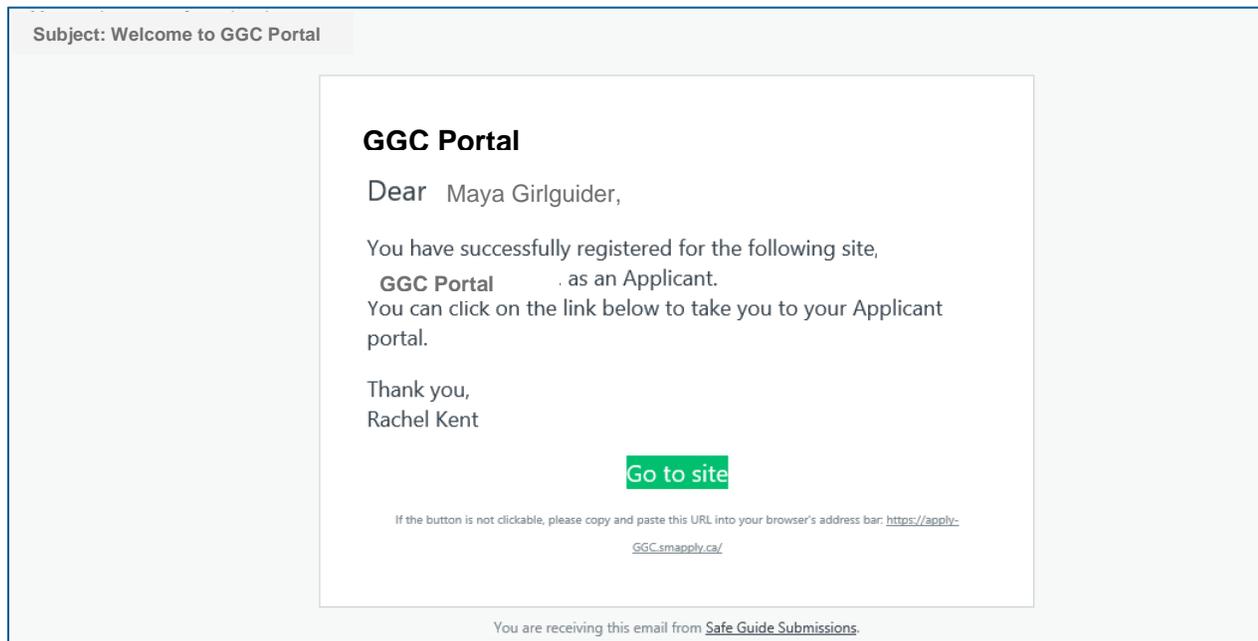
The first time you visit the site, you will be asked to verify your email address. To do this, click **Send verification link**.



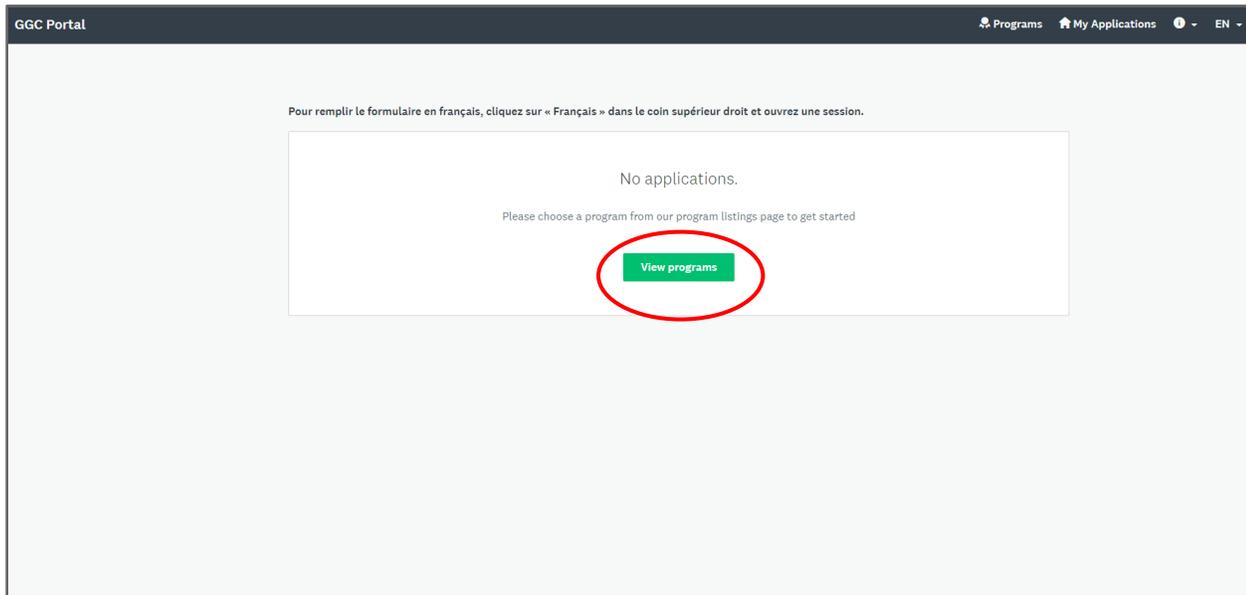
In your email account, open the verification email. You may need to check your junk folder and spam filters. Click **Confirm email address**.



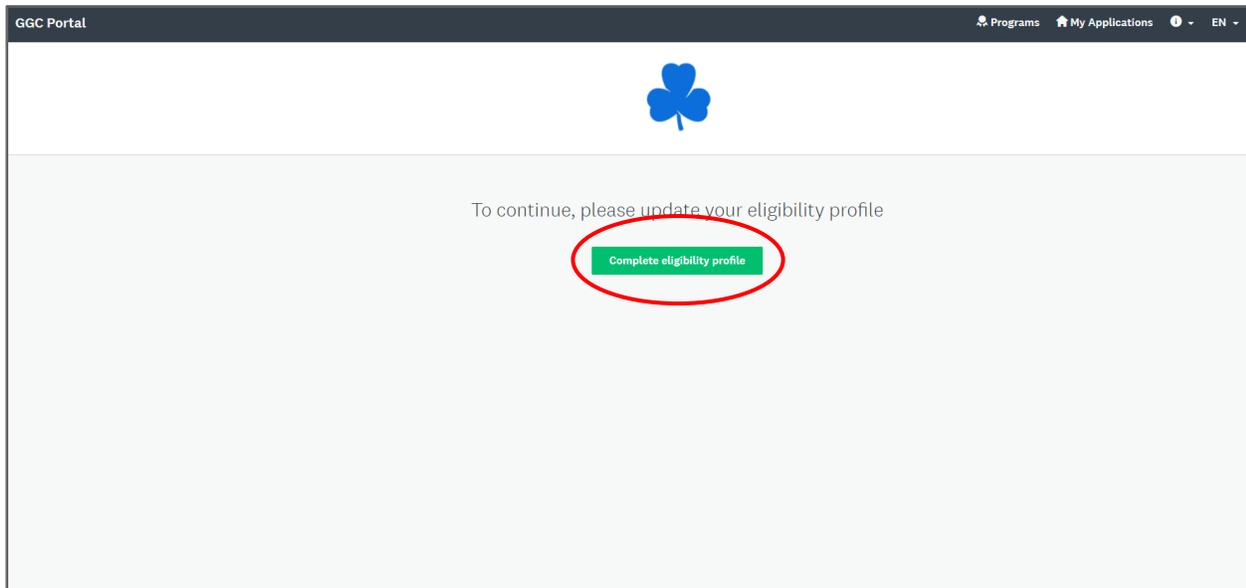
After you have successfully verified your email address, you will receive a welcome email letting you know you can begin using the program.



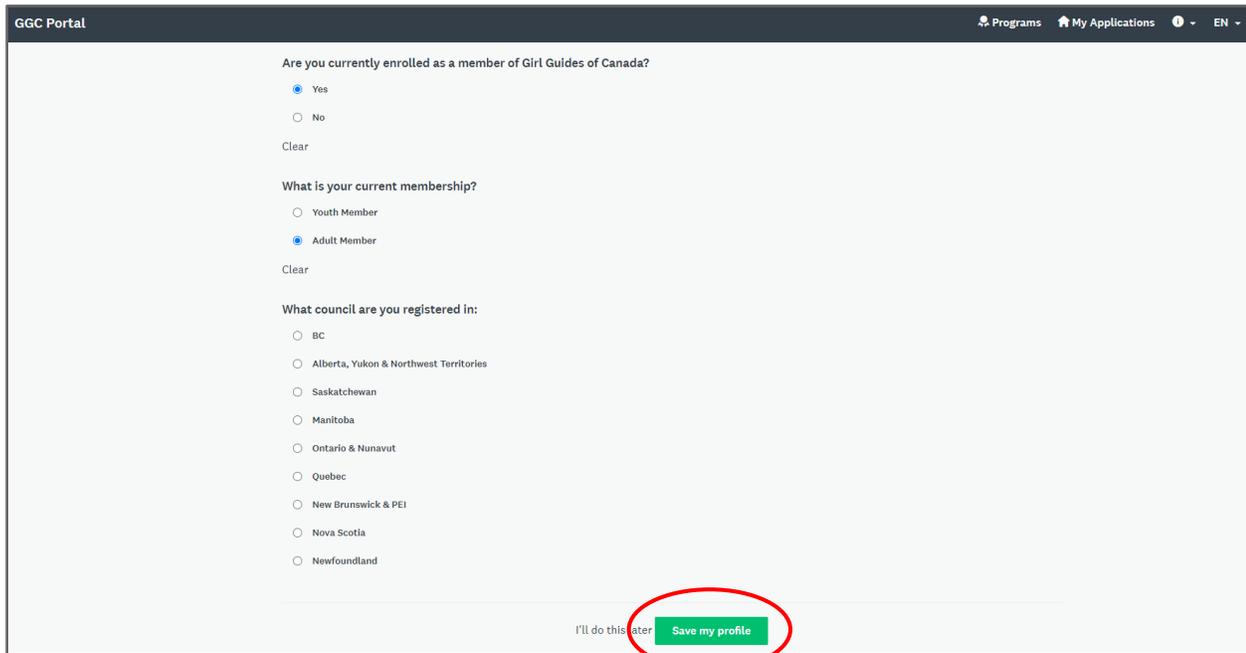
To begin, click **View programs**.



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**.



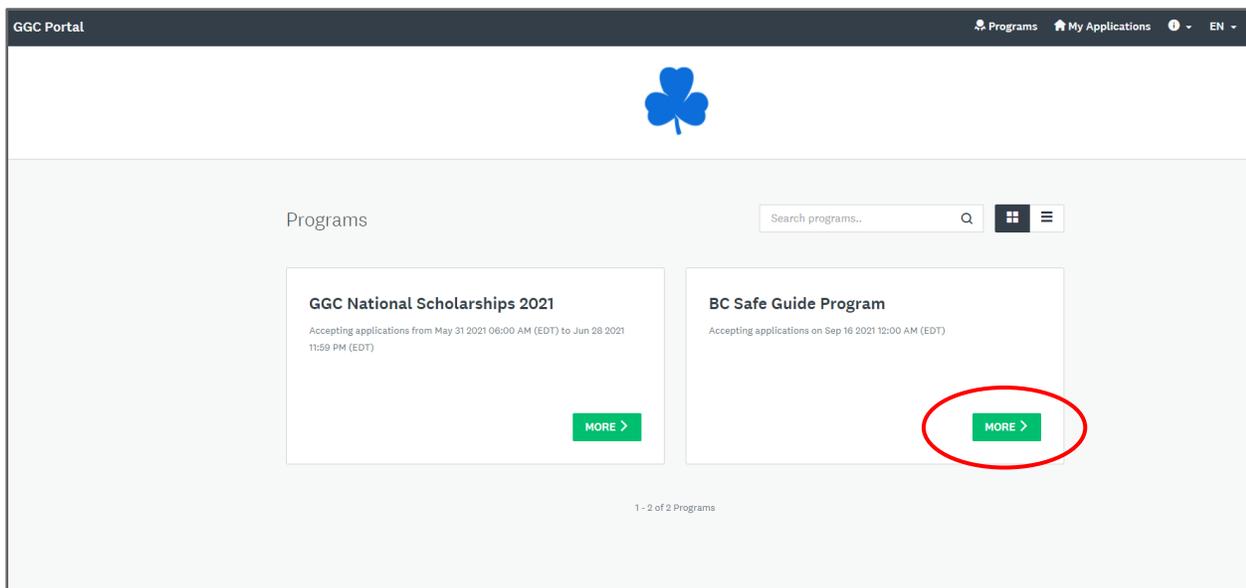
The screenshot shows a web form titled "GGC Portal" with a dark header containing "Programs", "My Applications", and "EN". The form contains three sections of radio button questions:

- 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 is a text input field with the placeholder "I'll do this later" and a green button labeled "Save my profile" which 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 "GGC Portal" Programs page. At the top, there is a blue shamrock logo. Below it, the word "Programs" is displayed. A search bar with the placeholder "Search programs..." and a magnifying glass icon is present. Two program cards are shown:

- GGC National Scholarships 2021**
Accepting applications from May 31 2021 06:00 AM (EDT) to Jun 28 2021 11:59 PM (EDT)
A green "MORE >" button is located at the bottom right of this card.
- BC Safe Guide Program**
Accepting applications on Sep 16 2021 12:00 AM (EDT)
A green "MORE >" button is located at the bottom right of this card and is circled in red.

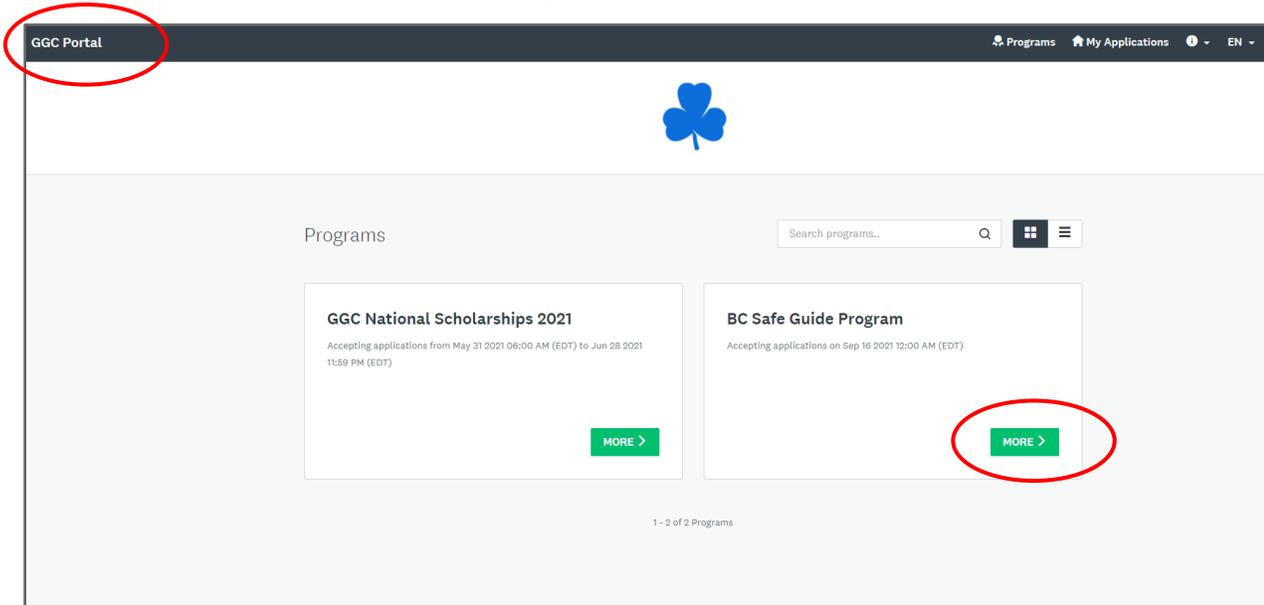
At the bottom of the page, it says "1 - 2 of 2 Programs".



START A NEW APPLICATION

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

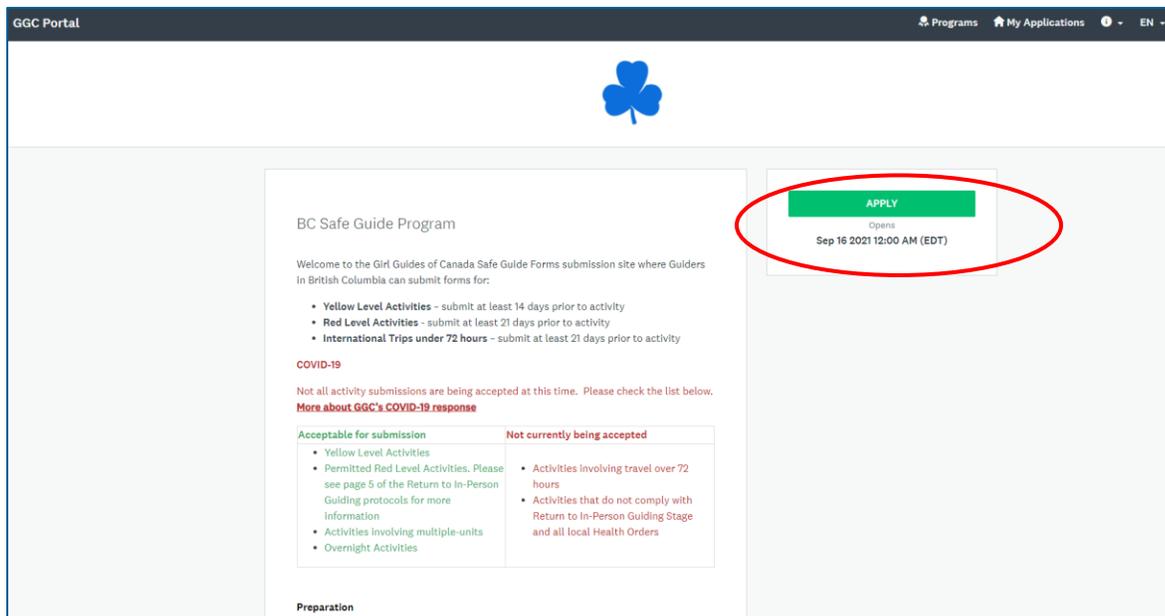
Choose a Program and click **More** to begin an application.



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.

The screenshot displays the GGC Portal interface. At the top, there is a dark navigation bar with the text "GGC Portal" on the left and "Programs" and "My Applications" on the right. The main content area is divided into several sections. On the left, a panel shows "0 of 4 required tasks complete" with a progress bar and the text "Last edited: Feb 13 2021 10:00 AM (EST)". Below this are two buttons: "REVIEW" and "SUBMIT". Further down, a user profile for "Maya Girlguider (Owner)" is shown with the email "on-safeguideforms@girlguides.ca" and an "Add collaborator" button. The central and right sections focus on a specific application with ID "ON21-0000000036". A tabbed interface is visible, with "APPLICATION" selected and circled in red, and "ACTIVITY" as the other tab. A "Preview" link is also present. Below the application details, a "Your tasks" section lists three items: "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").



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.

GGC Portal

Programs My Applications

0 of 4 required tasks complete

Last edited: Feb 13 2021 10:00 AM (EST)

REVIEW SUBMIT

Safe Guide Applicants [🔗](#) Preview ...

ON21-000000036

APPLICATION ACTIVITY

Your tasks

- Activity Level Planning Chart >
- SG3 Application
Cannot be started at this time >
- Upload completed SG1 form
Cannot be started at this time >



Application Overview features:

GGC Portal Programs My Applications Maya Girlguider

1 0 of 4 required tasks complete

Last edited: Mar 3 2021 03:29 PM (EST)

REVIEW SUBMIT

2 Maya Girlguider (Owner)
on-safeguideforms@girlguides.ca
Add collaborator

3 Your tasks

Safe Guide Applicants Preview

ON21-0000000041

APPLICATION ACTIVITY

Activity Level Planning Chart

SG3 Application
Cannot be started at this time

Upload completed SG1 form
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 GGC 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 right column shows the details for the selected task, 'Activity Level Planning Chart', which is marked as completed. A dropdown menu is open for this task, showing options for 'Download', 'Reset', and 'Edit'. A table below the task details lists activities with checkboxes for completion.

People	
Attending a GGC Large Group Event	<input checked="" type="checkbox"/>
Girls in groups unaccompanied during a portion of an event	<input checked="" type="checkbox"/>

- 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 corner of the task list is circled in red, indicating the path to return to the application overview.



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 GGC 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 shows a progress bar for '0 of 4 required tasks complete', a 'Last edited' timestamp, and 'REVIEW' and 'SUBMIT' buttons. The right column displays the application ID 'ON21-0000000041' and tabs for 'APPLICATION' and 'ACTIVITY'. Below these, the 'Your tasks' list is visible, with the first task, 'Activity Level Planning Chart', circled in red. Other tasks include 'SG3 Application' and 'Upload completed SG1 form', both marked as 'Cannot be started at this time'.

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

The screenshot shows the 'Task Screen' for the 'Activity Level Planning Chart' task. The left sidebar contains a 'Back to application' link and a list of tasks, with the current task highlighted. The main content area is titled 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' and includes instructions for checking factors related to activity level. Below this, there is a 'People' table with two rows and two columns. The checkboxes in the second column are circled in red.

People	
Attending a GGC Large Group Event	<input type="checkbox"/>
Girls in groups unaccompanied during a portion of an event	<input type="checkbox"/>

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 GGC 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 sidebar with 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 completion date of Feb 26 2021 09:41 AM (EST) and a section for 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)'. This section includes instructions to check boxes for various activity factors, such as 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event', both of which are marked with an 'x'.

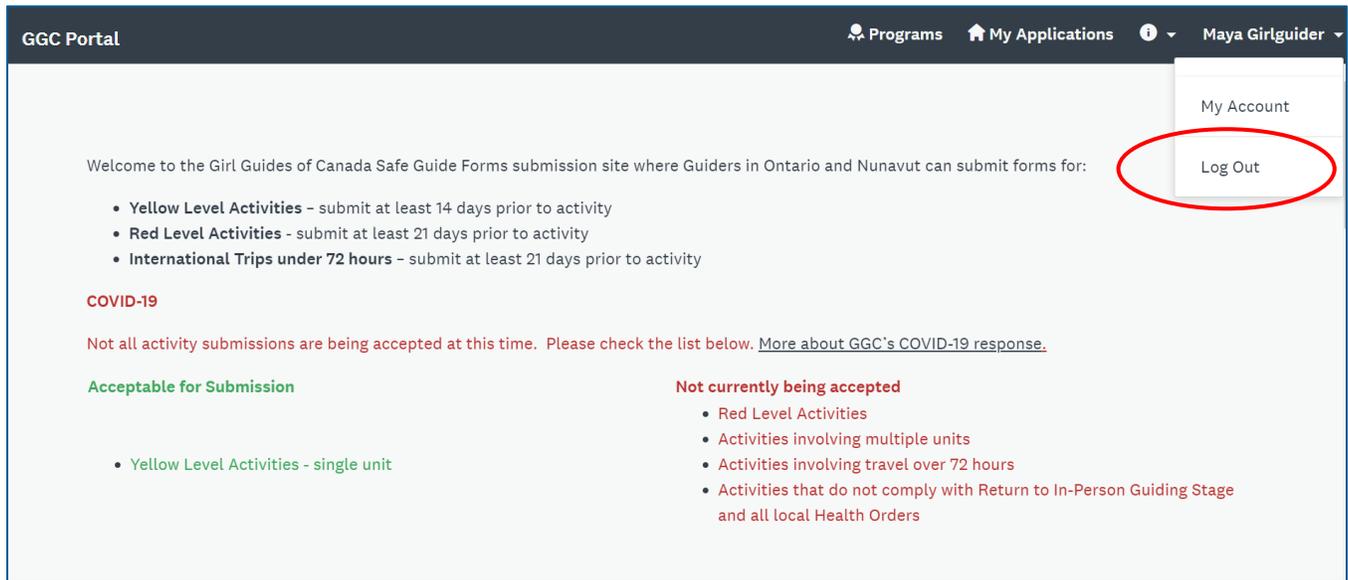
You will be back at the Application Overview screen which shows the task marked complete with a checkmark. Continue to work through your application by clicking on the next task on your list.

The screenshot shows the GGC 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 shows a progress bar indicating '1 of 4 required tasks complete' and a 'Last edited' timestamp of Feb 26 2021 10:27 AM (EST). Below this are 'REVIEW' and 'SUBMIT' buttons. The right column displays the 'Application Overview' for 'Safe Guide Applicants' (ON21-000000040). It features 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'.

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 GGC Portal interface. At the top left, it says "GGC Portal". At the top right, there are navigation links: "Programs", "My Applications", and a user profile dropdown for "Maya Girlguider". The dropdown menu is open, showing "My Account" and "Log Out", with "Log Out" circled in red. The main content area contains a welcome message and instructions for submitting forms for Yellow Level Activities, Red Level Activities, and International Trips under 72 hours. It also includes a COVID-19 notice and lists activities that are acceptable for submission (Yellow Level Activities - single unit) and those not currently being accepted (Red Level Activities, activities involving multiple units, travel over 72 hours, and non-compliance with health orders).

GGC Portal

Programs My Applications Maya Girlguider

My Account

Log Out

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

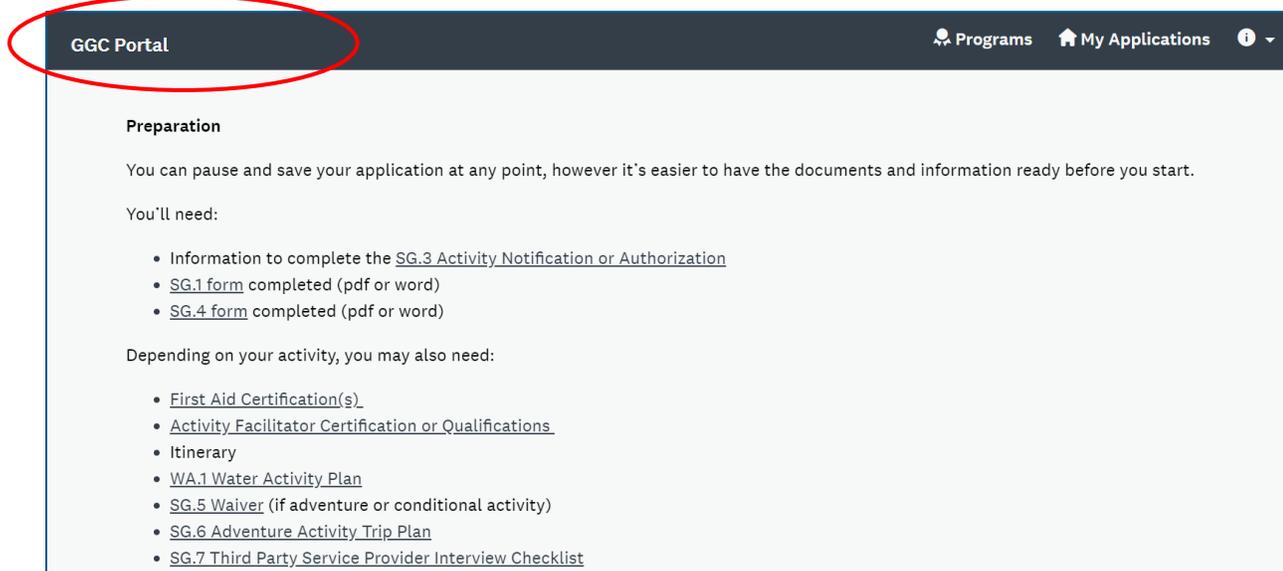
Not currently being accepted

- 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



OPEN AN EXISTING APPLICATION

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



GGC Portal 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)

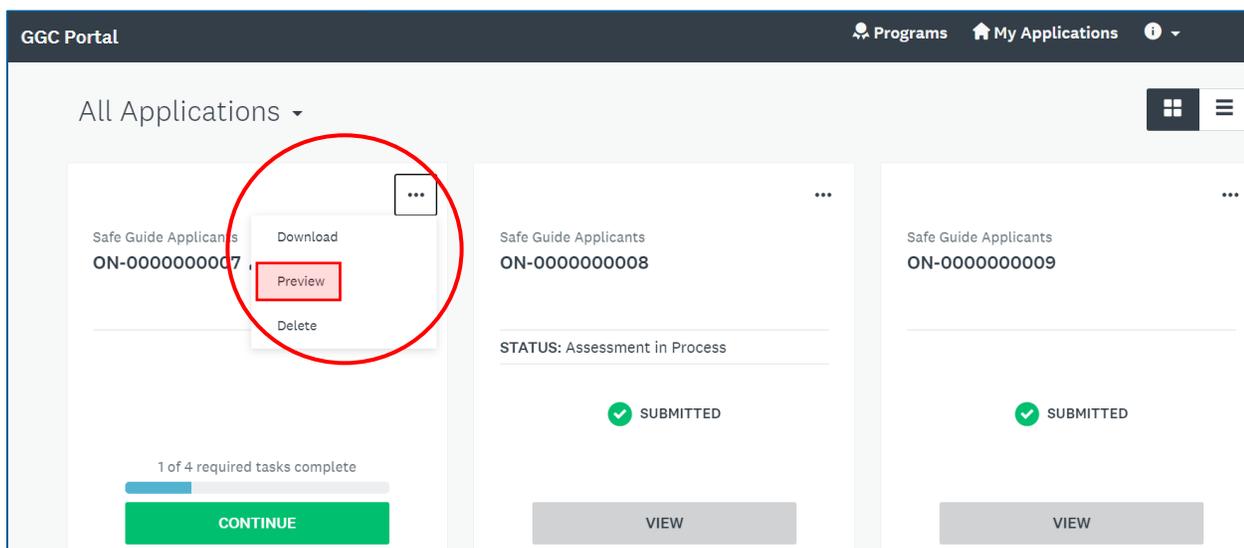
Depending on your activity, you may also need:

- [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 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.



GGC Portal Programs My Applications

All Applications

Safe Guide Applicants ON-0000000007

Download
Preview
Delete

Safe Guide Applicants ON-0000000008

STATUS: Assessment in Process

1 of 4 required tasks complete

CONTINUE

Safe Guide Applicants ON-0000000009

STATUS: SUBMITTED

VIEW

Safe Guide Applicants ON-0000000009

STATUS: SUBMITTED

VIEW

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 Overview' screen in the GGC Portal. At the top, it says '4 of 4 required tasks complete' with a progress bar. Below that, it says 'Last edited: Feb 13 2021 02:23 PM (EST)'. There are two buttons: 'REVIEW' (circled in red) and 'SUBMIT'. The user's name 'Maya Girlguider (Owner)' and email 'on-safeguideforms@girlguides.ca' are listed. There is an 'Add' button for collaborators. On the right, the application ID 'ON-0000000007' is shown with 'APPLICATION' and 'ACTIVITY' tabs. Below that, a 'Your tasks' list shows three completed items: '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 Overview' screen with a scroll bar on the right. At the top, there is a 'Back to application' link and a 'SUBMIT YOUR APPLICATION' button. The application ID 'ON-0000000007' is displayed, along with the user's name and email. The 'Download' button is circled in red. Below the application information, there is a 'Your tasks' section with a table of costs and anticipated numbers.

Cost Per Girl* (Actual cost Girl is paying after any subsidies and taxes)	5
Anticipated # of:	
Sparks:	0
Brownies:	12
Guides:	0

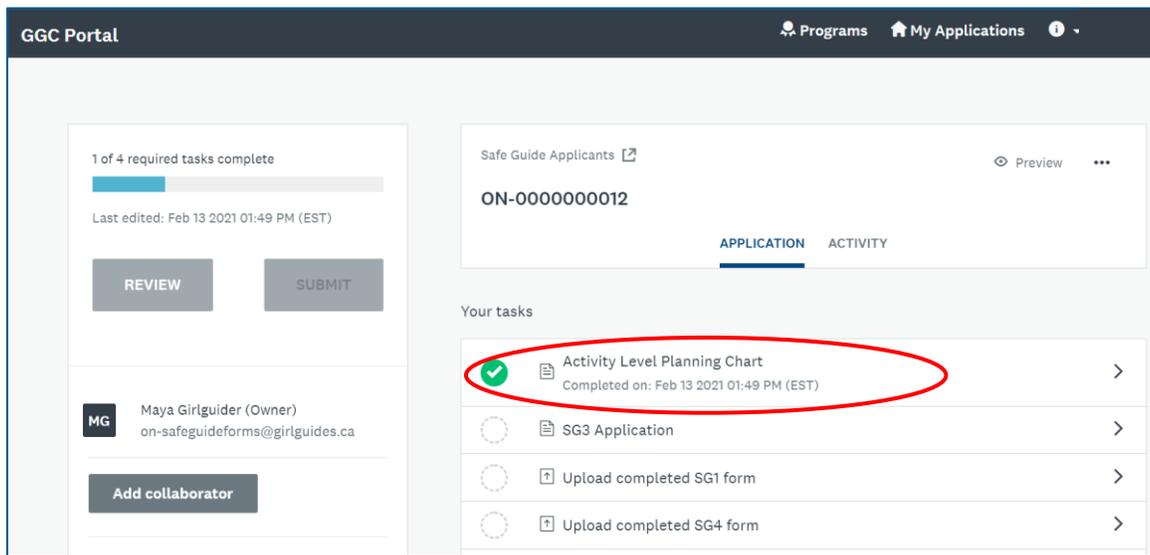


MAKE A CHANGE

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

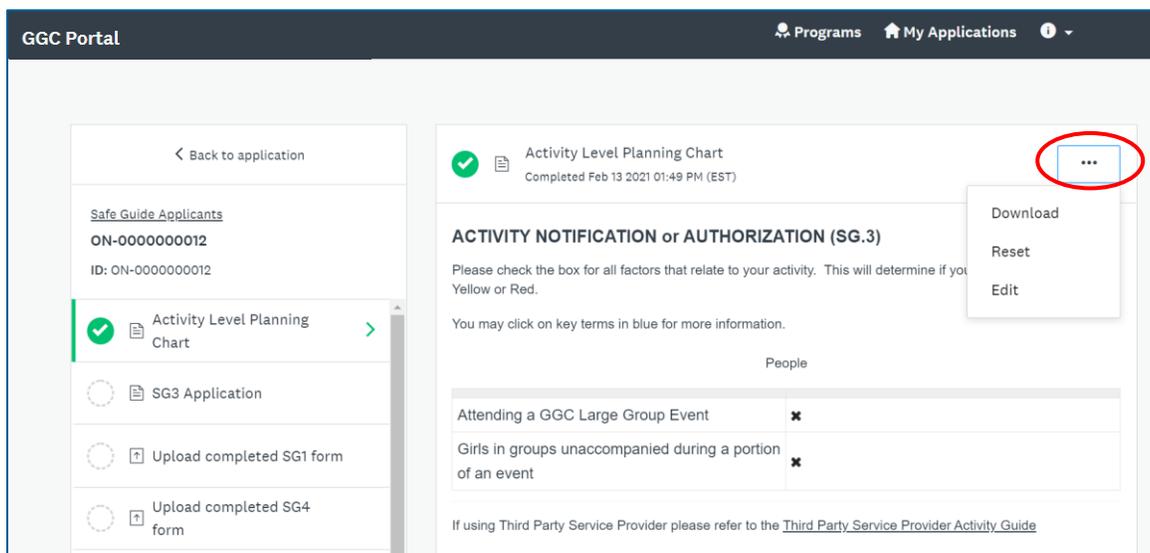
Note: To make changes after you click “Submit”, please email the Assessor who has been assigned to your application.

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



The screenshot shows the GGC 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, highlighted with a red oval), 'SG3 Application', 'Upload completed SG1 form', and 'Upload completed SG4 form'.

Click on the three dots on the top right.



The screenshot shows the details of 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 activity factors with checkboxes: 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event'. 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 GGC 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', with the 'SUBMIT' button circled in red. The right column displays the application ID 'ON-000000007' and tabs for 'APPLICATION' and 'ACTIVITY'. Below these tabs 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**.

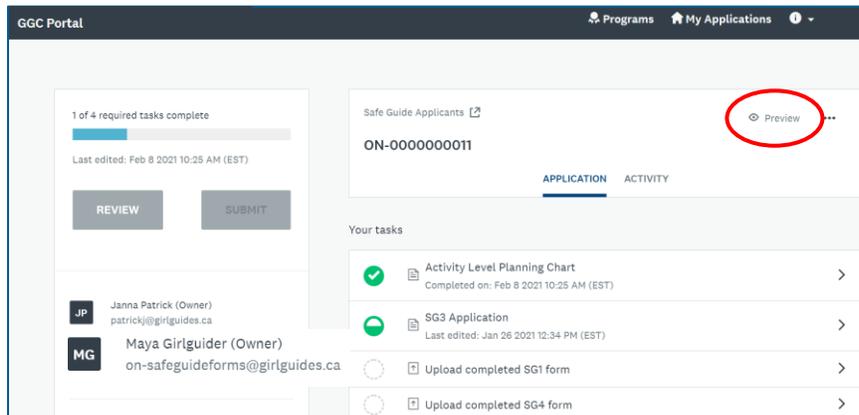
The screenshot shows a 'Submit application' dialog box. The dialog has a title bar with a close button (X). The main text reads: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the dialog, there are three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



FAQs

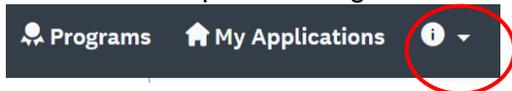
I can't click Review. What should I do?

- 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

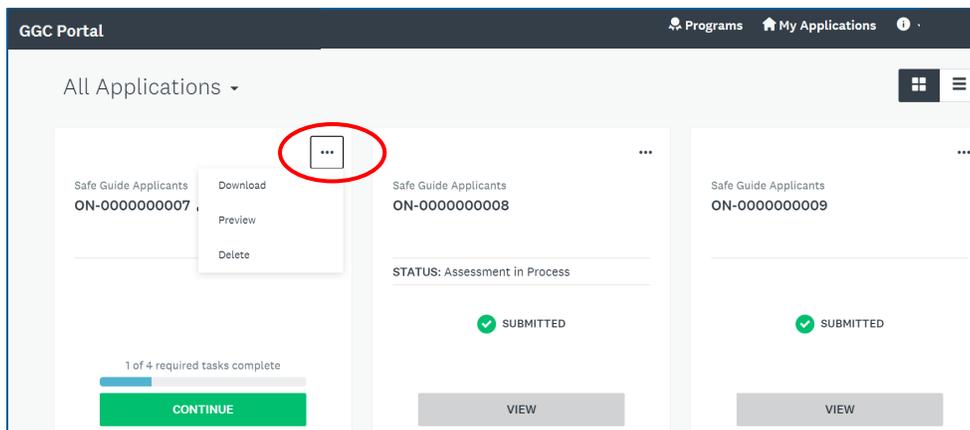


What is a collaborator? How do I add one? Why should I add one?

- 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.

