

GGC, Ontario Council
MY SAFE GUIDE PLACE
Safe Guide Submission Site

GUIDER
USER MANUAL

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Introduction to online submission

You have planned a Yellow or Red level event and are ready to send your Safe Guide forms to an assessor.

Through the on-line submission system, My Safe Guide Place (powered by Fluid Review), your forms will go directly to an assessor and not through the Provincial office.

What is Fluid Review?

Fluid Review (also known as *My Safe Guide Place*) is an online platform that processes Guider submissions and notifies the Guider of the submission status (“Acknowledged”, “Approved” or “more info”). Further communication (external of Fluid Review) with an assessor may be required.

All Safe Guide submissions you create and submitted through Fluid Review will be kept on your submissions home page.

The first time:

1. Google Chrome is the recommended browser to access Fluid Review. You can add google chrome to your computer for free by clicking on the following link:
<https://www.google.ca/chrome/browser/desktop/>.
2. Create a user account (see pg. 4).

Every time you submit Safe Guide forms, make sure:

1. You have all the information that is on the SG3 form ready to input – e.g. supervisors and iMIS numbers, location address, home contact number and iMIS number.
2. You have all the forms you need to submit with your SG3 such as the SG1, SG4, and other forms as required. For example, certifications for first aid, certificates of Insurance, SG7 for third party, A7 for Home Contact, trip logs for adventure tripping trip leaders and any other documentation. Documents should be prepared and in a format that the system supports. Recommended formats mean faster uploading time.

The following file types are supported in the system:

- PDF (.pdf)
- Microsoft Office (.doc, .ppt, .xls)
- Open Office (.odt)
- Images (.jpeg., .jpg, .jif, .png, .bmp)
- Other (.txt, .rtf, .tex)

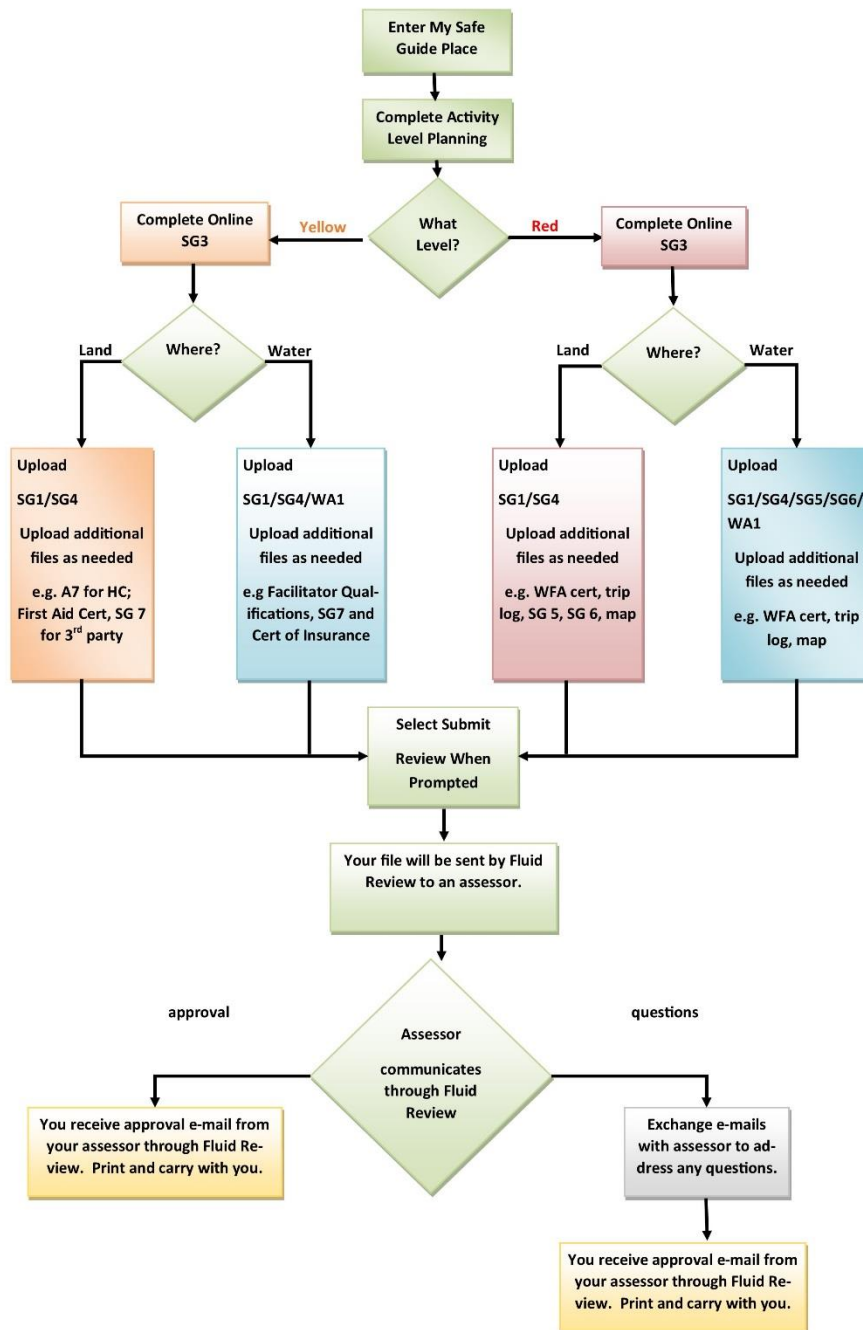
The following file types are supported, but not recommended:

- Microsoft Office (.docx, .pptx, .xlsx)

Now you are ready to log in and submit your forms. You do not have to do the full submission all at once. You can complete the inputting, save it and come back later/another day to upload the forms.

Resources: where to find information and who to contact, are at the end of this document.

Safe Guide Submission Flow Chart



Setting up a User Account:

Go to <https://ggc.fluidreview.com/> and click on “Sign Up”.

Note: The best internet browser to access the online site is Google Chrome. You can add google chrome to your computer for free by clicking on the following link:

<https://www.google.ca/chrome/browser/desktop/>

Welcome to the Girl Guides of Canada, Ontario Council Safe Guide Forms submission site!

This site is for Guiders in Ontario wishing to submit yellow, red, or international trips under 72 hours for approval. As a reminder, you should be adhering to the following timelines for these activities:

- **Yellow** – submit at least 14 days prior to your activity
- **Red/international under 72 hours** – submit at least 21 days prior to your activity

Are you ready to submit your activity? Please ensure you have the following ready:

- Information to complete the **SG.3 Activity Notification or Authorization** ([Word/PDF](#))
 - Once logged into the system, you will input all information for this form directly online
- Completed **SG.1 Activity Plan** ([Word/PDF](#))
- Completed **SG.4 Emergency Response Plan** ([Word/PDF](#))

If you have additional documents that are a part of your activity, including any of the following, you will

Sign In

Email:
you@example.com

Password:
Enter your password here...

Sign In >

[Trouble Signing In?](#)

Need An Account?

Sign Up >

Click on Sign up, complete the information and click “Register” at the bottom of the screen.

Note: There is an option to add an avatar picture. This is not required to set up your account.

Girl Guides of Canada
Guides du Canada
Ontario Council

Ready to go?

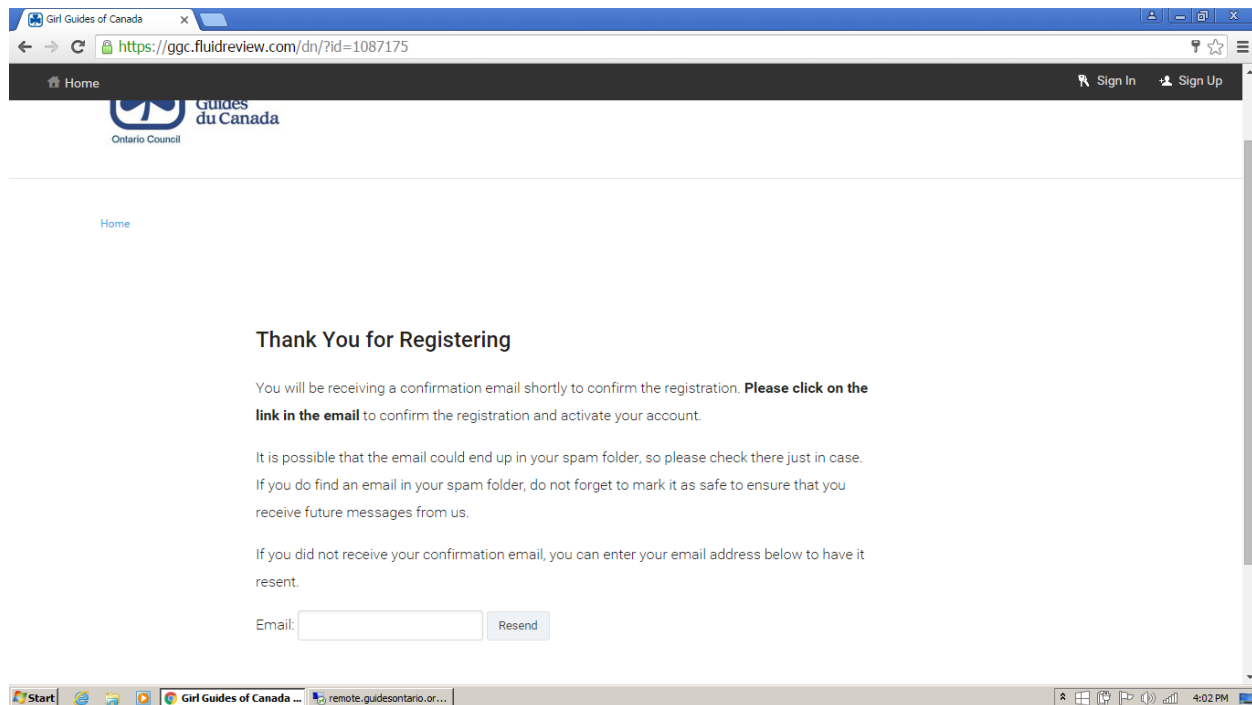
We just need a bit more information from you before you can start.
Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly!
If you already have an account, you can log in here.

Full name:
John Smith

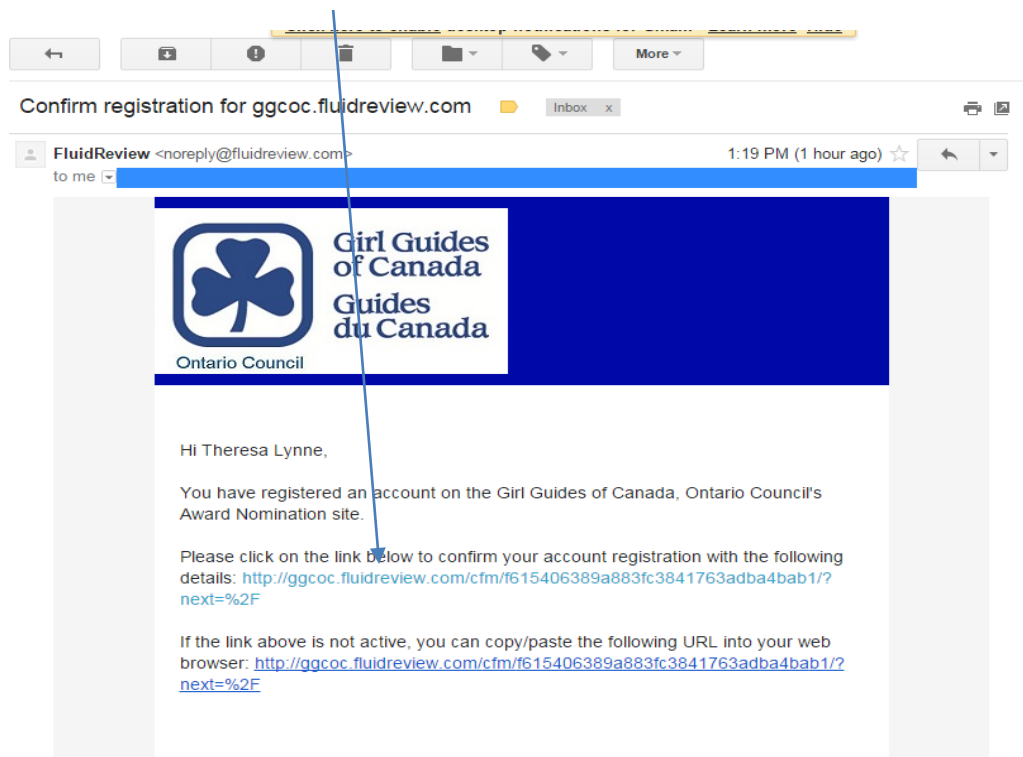
Email:
you@example.com

Create a password:
Confirm password:

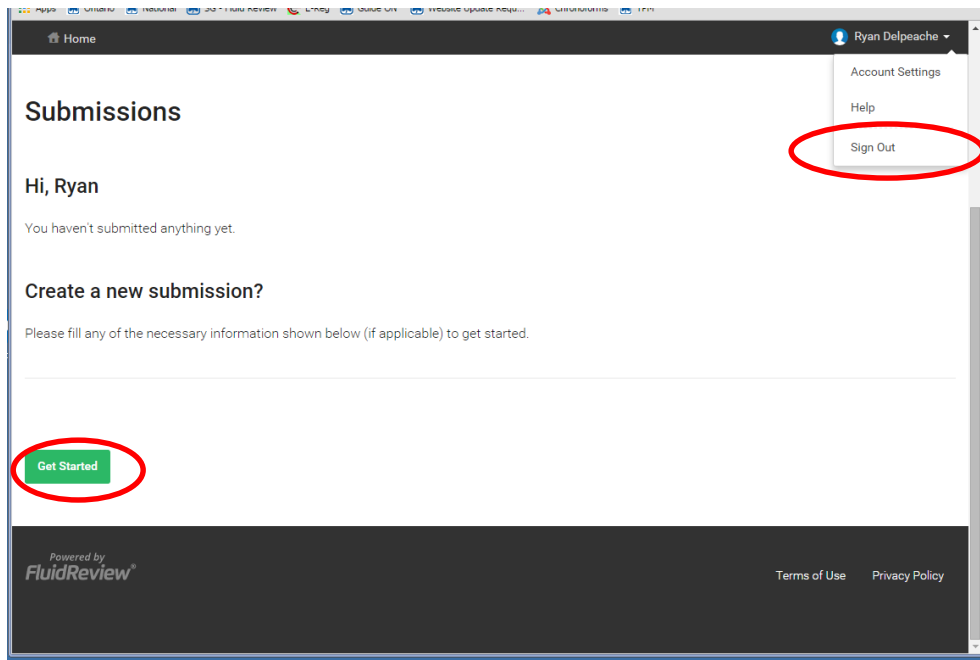
Once you have created your user account, the following window will appear. Follow the instructions outlined on the screen.



To activate your account you will need to go to the email that you used to create your account and click on the activation link.

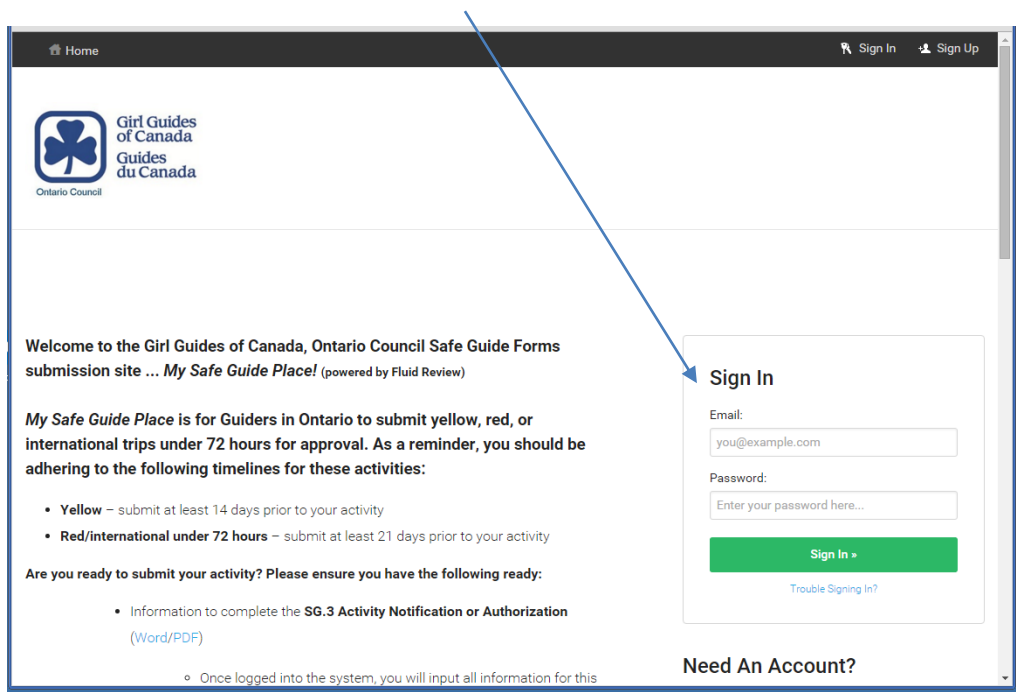


By clicking on the activation link you will be taken to a confirmation screen, at which time you can either begin a Safe Guide submission or sign out of your account.



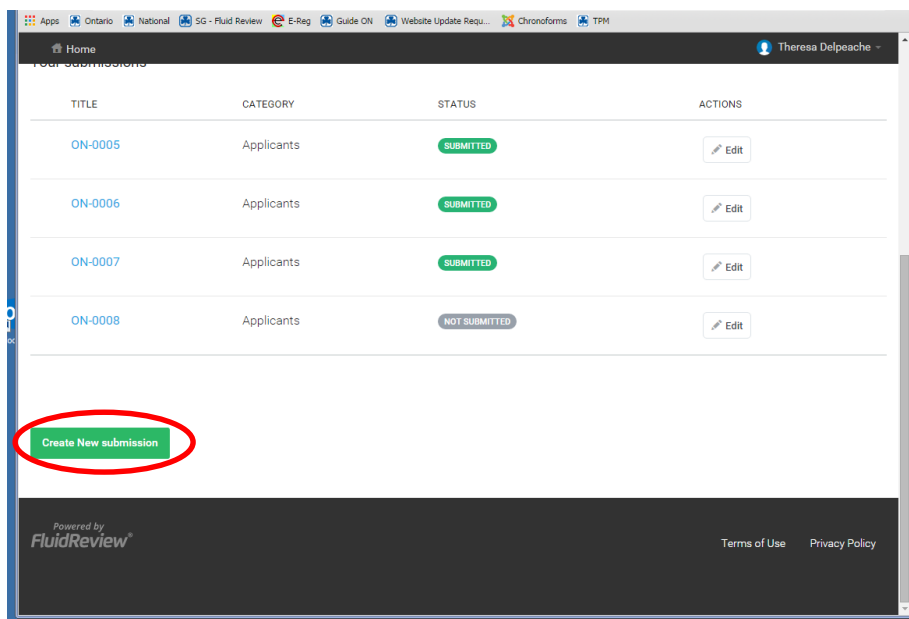
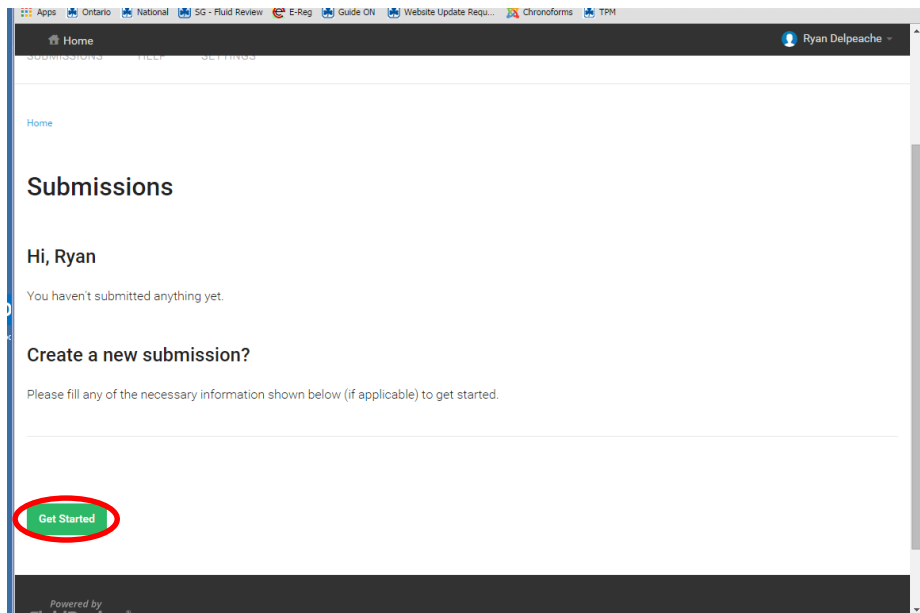
Signing into your User Account:

Go to **My Safe Guide Place** at <https://ggc.fluidreview.com/> and enter your user name and password to the right of the screen.



Submitting a Safe Guide File:

Once you have logged into your account you will be taken to your user home page. To begin a submission, simply click on “Get Started” (if this is your first time using the online submission system) or “Create New Submission” (if you have used the system already).



Follow the instructions outlined on the page. Completing each “Task” will progress you through the submission process.

ON-0009

Application Round

TASK	STATUS	ACTIONS
Activity Level Planning Chart	INCOMPLETE	Start
SG3 Application	PREREQUISITES NOT MET	
Upload completed SG1 form	PREREQUISITES NOT MET	
Upload completed SG4 form	PREREQUISITES NOT MET	

Progress

This submission is **0.0%** complete. You still need to:

- Complete task "Activity Level Planning Chart"
- Complete task "SG3 Application"
- Complete task "Upload completed SG1 form"
- Complete task "Upload completed SG4 form"
- Submit

[Withdraw Application](#)

[Create Another Submission](#)

Completing the Activity Planning Chart:

This chart must be completed before you can complete the SG3 form. By completing this chart, it will help you determine your activity/event level (Green, Yellow, Red etc.).

Please note that for Green level activities, submitting Safe Guide forms is not required.

Travel touring in Canada 72 hours or more (See Key Terms)

International travel (crossing the border) under 72 hours. Refer to the International Travel Under 72 Hours Activity Guide

Your activity level is: **Yellow**

[Save & Continue Editing](#) [Save & Exit](#)

Once you have completed the Activity Planning Chart and your activity level has been identified, please click on the Save & Exit button and proceed to the SG3 form.

Completing the SG3 Form:

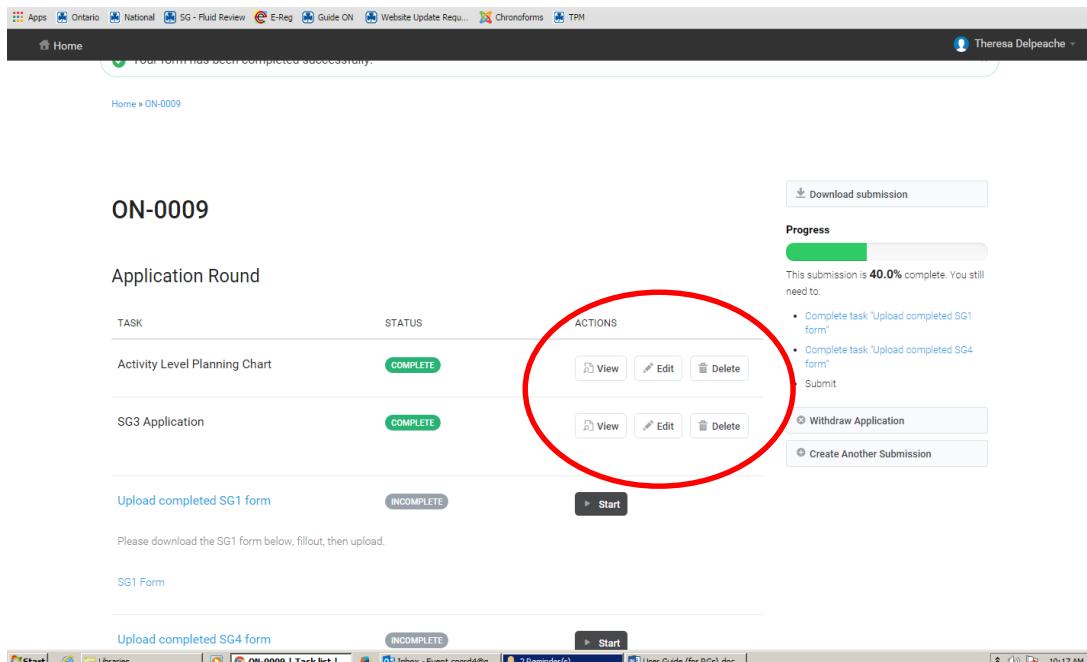
The online SG3 form captures all of the information collected on the SG3 paper form. Simply complete all the relevant information for your activity and click Save & Exit to progress to the next submission task (uploading required documents).

Notes:

- It is important that you correctly note your Level/Activity as this determines how your Safe Guide file is filtered through the system to the correct Safe Guide Assessor.
- For questions not applicable to your activity, answer as N/A. Every question must be answered or n/a or select an option from the drop-down menu if available.

The image displays two screenshots of the SG3 Application form. The top screenshot shows the 'SG3 Application' header and the 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' section. Below this, there is a note: 'To be completed by the Responsible Guide prior to undertaking Yellow and Red activities or International Travel Under 72 hours. See Safe Guide procedures for more information. See Safe Guide for deadlines for submission of forms.' The 'Level/ Activity:' section is circled in red, showing four radio button options: Yellow, Red, International U72 Hours, and Water. Below this is a 'Unit:' label and an empty text box. The bottom screenshot shows the 'Parental Guardian Permission (SG.2)' section with two checkboxes: 'Waiver (SG.5) if adventure* or a conditional activity*' (unchecked) and 'Personal Health Form (H.1)' (checked). Below this is a section titled '*See Key Terms in Safe Guide for definitions of these terms.' with the text 'I will coordinate the Safe Guide procedures for this activity taking place on'. There are three input fields: 'Date', 'At (Location as listed on page 1 of this form):', and 'IMIS#'. At the bottom, there are three buttons: 'Back', 'Save & Continue Editing', and 'Save & Exit', with the 'Save & Exit' button circled in red.

Once you have saved and exited the SG3 you will be taken back to your submission home page to complete the next task in the process.



As you see, the system tracks your progress through the submission process. At this point if you are not ready to upload your documents, you can simply log out and return to your submission when ready to proceed.

Should you need to view/edit/delete any of the information submitted click on the action located to the right of the screen.

Uploading a Document:

To upload documents ensure that they are easily accessible from your computer.

The following file types are supported in the system:

- PDF (.pdf)
- Microsoft Office (.doc, .ppt, .xls)
- Open Office (.odt)
- Images (.jpeg, .jpg, .jif, .png, .bmp)
- Other (.txt, .rtf, .tex)

The following file types are supported, but not recommended:

- Microsoft Office (.docx, .pptx, .xlsx)

When you are ready to upload your documents:

- Title the document.
- Choose your document by clicking on “Choose File” (at this point your computer browser will open).
- Select the document you wish to submit with your file.

Upload Screen:

[Home](#) » [ON-0009](#) » Upload completed SG1 form

[Back](#)

Upload completed SG1 form

Please download the SG1 form below, fillout, then upload.

[SG1 Form](#)

Title:

Test 1

Document:

Choose File | SG1. TEST.docx

Or, use a file you've uploaded previously

--

Submit

File Types Supported:

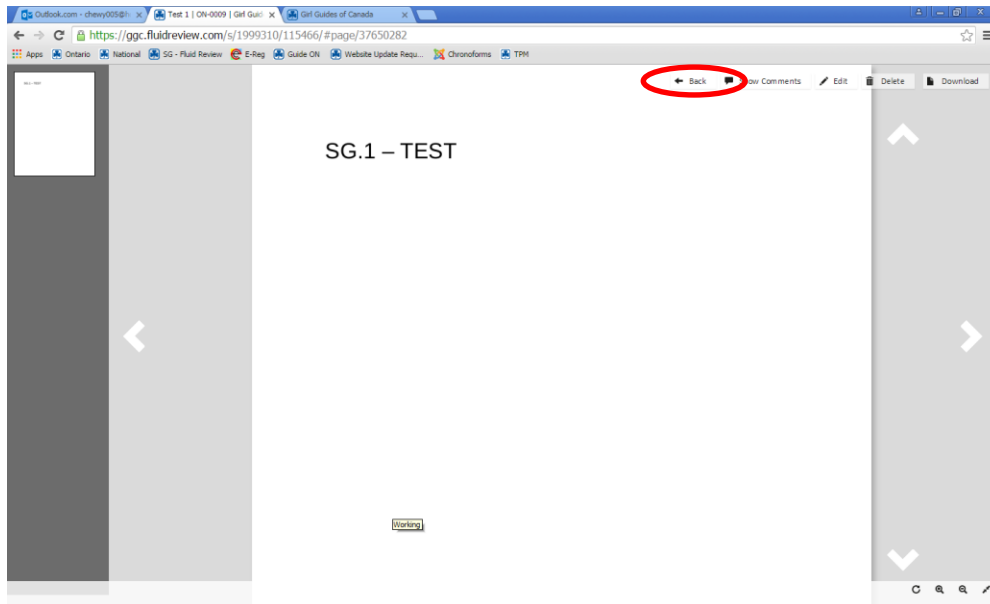
- PDF (preferred) (.pdf)
- Microsoft Office (.doc, .ppt, .xls)
- Microsoft Office 2007 & 2010:
Supported but **not recommended**
(.docx, .pptx, .xlsx)
- Open Office (.odt)
- Images (.jpeg, .jpg, .gif, .png, .bmp)
- Other (.txt, .rtf, .tex)

Please note that .xlsx, .docx and .pptx formats are not entirely supported.

Please save your file types as .xls, .doc and .ppt respectively before uploading.

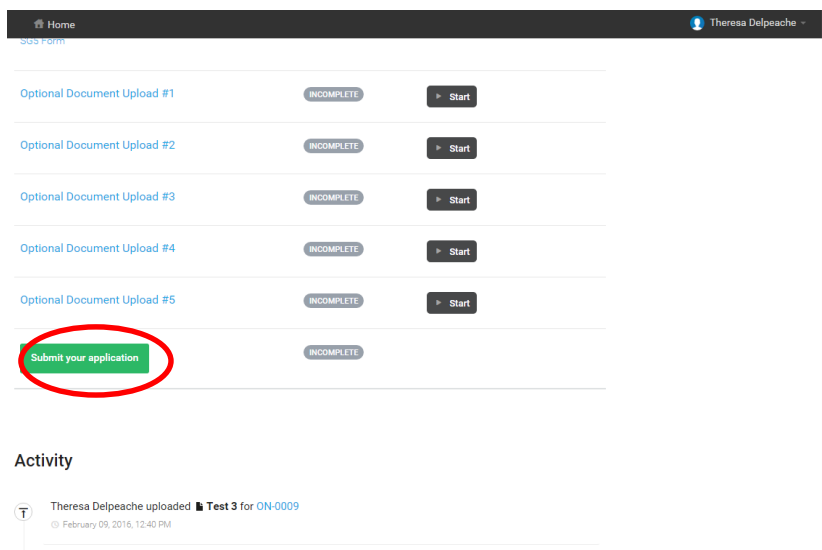
Preview Screen:

- Clicking submit will bring you to a preview screen.
- To exit the preview screen click on the “Back” button located at the top right of the screen. This will bring you to your submission home page.



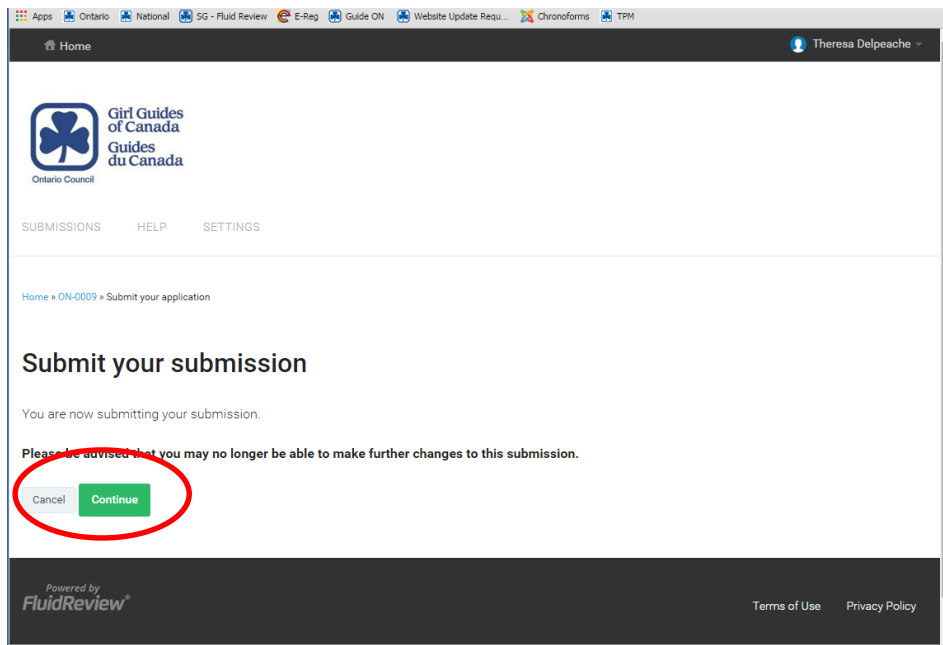
Submitting a Completed File:

Once you have completed all the submission tasks, click on “Submit your application”.

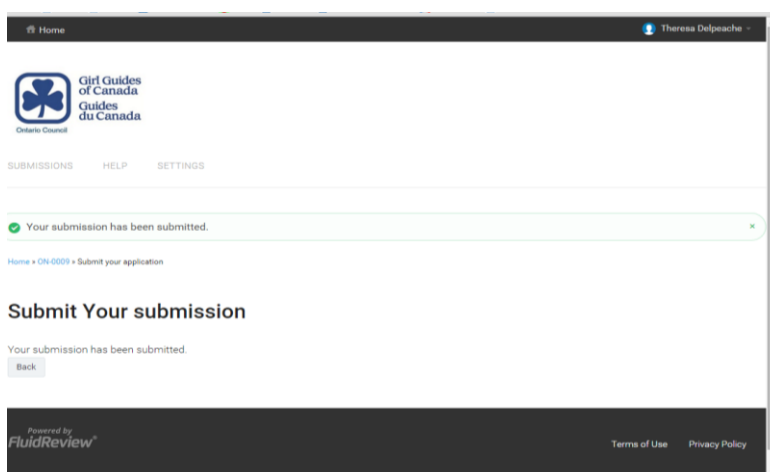


Once you have clicked on “Submit your application” you will be taken to a “last chance to make changes” screen. At this point you can either:

- Make changes to your Safe Guide submission: Click on “Cancel” and it will bring you back to your submission home page where you can make any necessary changes to your submission.
- Continue with submission: Click on “Continue”. Note: Once you click “Continue” you will not be able to make any changes to your online submission.
 - Any changes or additional information that take place after you have submitted your Safe Guide file must be communicated directly to your assessor through e-mail. The assessor assigned to your file will be in contact with you once she has received your file for assessment.



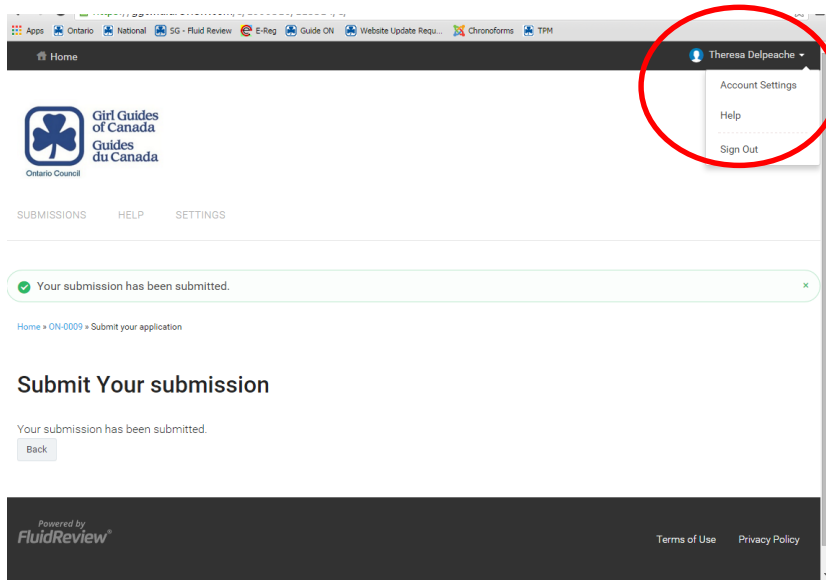
By clicking on “Continue” you will be taken to a confirmation screen confirming that your Safe Guide file has been submitted for assessment.



Note: You will receive a confirmation email to the address you used to create your account, confirming your submission.

Signing out of your Account:

To log out click on the drop down arrow at the top of the screen and click on “Sign Out”.



What happens Next?

Once you have completed your Safe Guide submission, it is immediately sent to a Safe Guide Assessor via Fluid Review and you will receive the following email below confirming your submission:



Thank you for your Safe Guide forms.

This email confirms that your forms have been received, and will be sent to an assessor. The assessor will contact you directly if there is additional information needed; otherwise you will receive a confirmation email once your forms have been assessed.

If you haven't heard from an assessor or received a confirmation email of assessment within one week please do not resend your forms. Instead, please contact our event staff team member at 1-877-323-4545 ext 2474 or safeguide@guidesontario.org, quoting the name of the Responsible Guider and the date of the event/activity on the SG.3 form. We will follow up on your behalf.

The assessor will receive an e-mail notification that she has a file to assess and will log into her My Safe Guide Place for reviewing. Here she will be able to access your submitted SG3 along with all of the documents uploaded to your file.

Once the assessor has reviewed your file, you will receive email notification indicating either your file has been Acknowledged/Approved or More information is needed. Sample emails are below:



Hi Margaret *****,

This email confirms that your Safe Guide form for Margaret ***** for April 17 has been assessed by H***** M*****.

Assessor Decision: Acknowledgment

Assessor Contact Information:

H***** M*****

XXX-XXX-XXXX

XXXXXXXXXX@XXXXXXXXX.com

Please see comments from assessor below:

Should any changes to your activity occur (such as dates, venue location, ratio numbers etc.); please contact the Safe Guide Assessor above.

REMINDER! You must have a printed copy of your completed online SG.3 form and this email with you at your event/activity.

Questions regarding Safe Guide can be directed to our event staff team member at 1-877-323-4545 ext 2474 or safeguide@guidesontario.org.

Have fun!

If the email notification requires more information, the assessor will provide an e-mail address for you to respond.

Hi Margaret H*****,

This email confirms that your Safe Guide form for Margaret H***** for Aug 27 2016 has been assessed by .L***** A*****

Assessor Decision: More information needed

Assessor Contact Information:

L**** A*****

28 jan 2016

r***** @ sympatico.ca

Please see comments from assessor below:

Please update SG6 with 2nd car info.

Should any changes to your activity occur (such as dates, venue location, ratio numbers etc.); please contact the Safe Guide Assessor above.

The Guider will then e-mail the information or revised form to the Assessor. This communication for additional information is NOT done through My Safe Guide Place. Once you submit your forms in My Safe Guide Place, they cannot be changed or more forms cannot be added. It is done through e-mail exchange directly with the assessor.

When the assessor is satisfied with the forms and information, she will log onto her Reviewing in My Safe Guide Place and note the file Approved or Acknowledged. The Guider will then receive the acknowledgment e-mail from Fluid Review.

The Guider will print the acknowledgment/approval e-mail and attach it to her printed on-line SG 3. This with the SG 4 goes with the Guider to the Event.

Resources:

National website – [Safe Guide](#)

National website – [Safe Guide Forms](#)

Ontario website – [Safe Guide Forms & Retention](#)

Ontario website – [template SG.1 and SG.4 forms for Ontario Properties](#)

Support:

Questions about interpreting Safe Guide or about how to complete your forms should be directed to Margaret Harper, Safe Guide Adviser at safeguide.adviser@guidesontario.org.

Questions about how to use this site or the status of your forms should be directed to our event staff team member at 1-877-323-4545 ext. 2487/2423 or safeguide@guidesontario.org.

If you wish to submit an international trip over 72 hours, see timelines on the [IT. 1 - International Group Trip Planning Timeline](#) form or contact trips@guidesontario.org for further assistance.