

**GGC, Ontario Council
Award Nomination Site**

**NOMINATOR
USER MANUAL**

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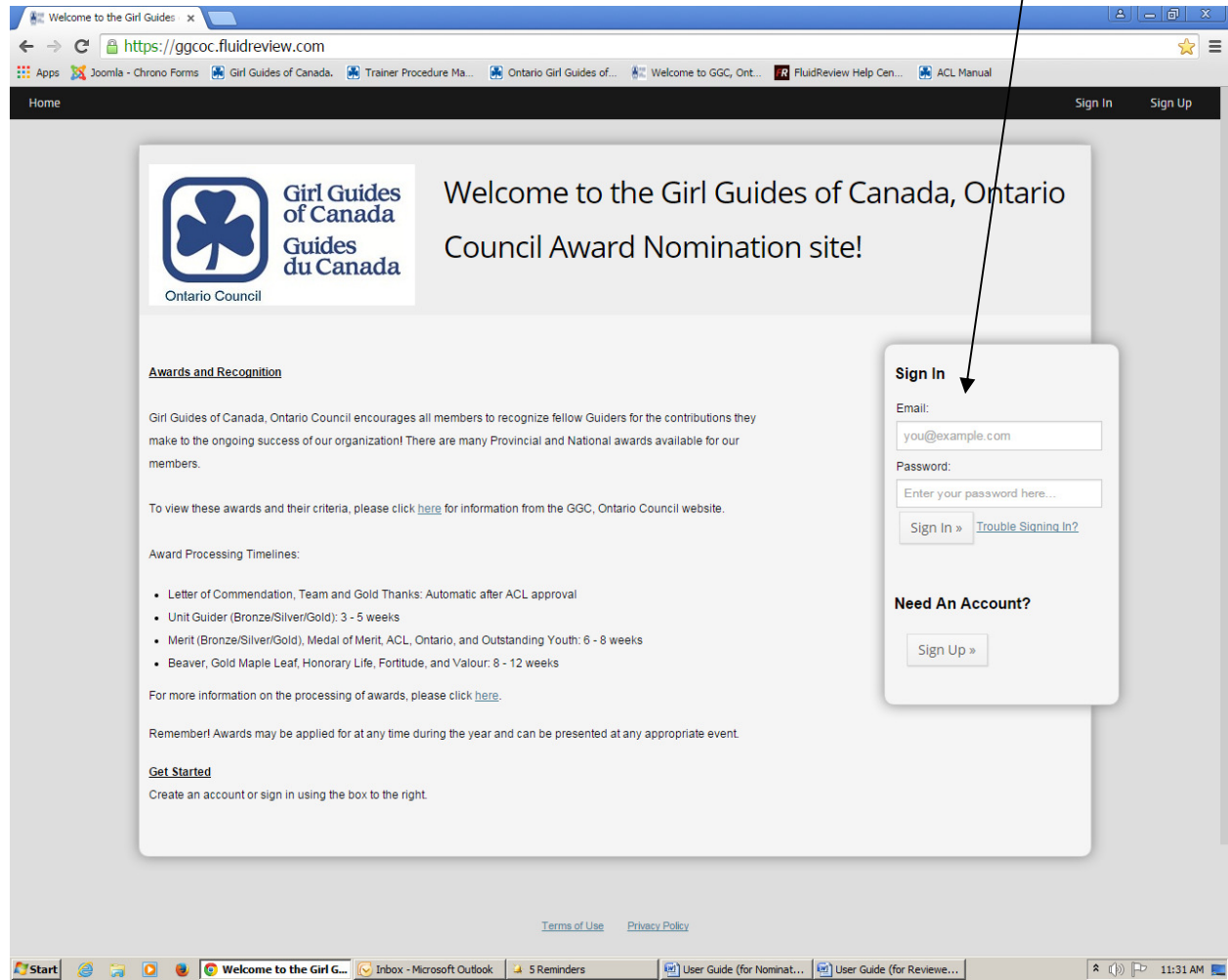
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Setting up a User Account:

Go to the award site at <https://ggcoc.fluidreview.com/> and from there click on “Sign Up”.

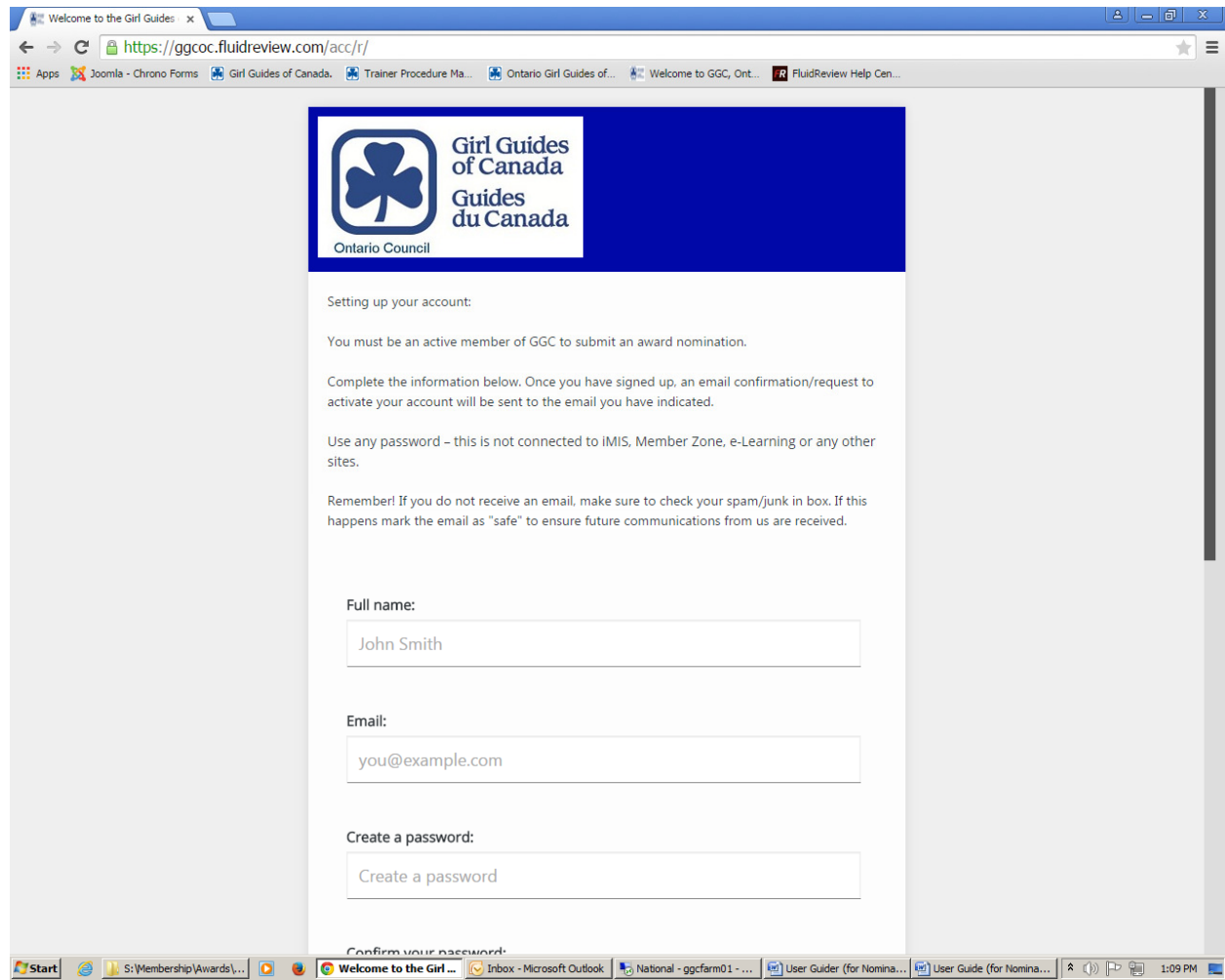
Note: The best internet browser to access the online site is Google Chrome. You can add google chrome to your computer for free by clicking on the following link:

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



Complete the information under this section and click on “Register” at the bottom of the screen.

Note: There is an option to an “Add an Avatar” picture. This is not required to set up your account.



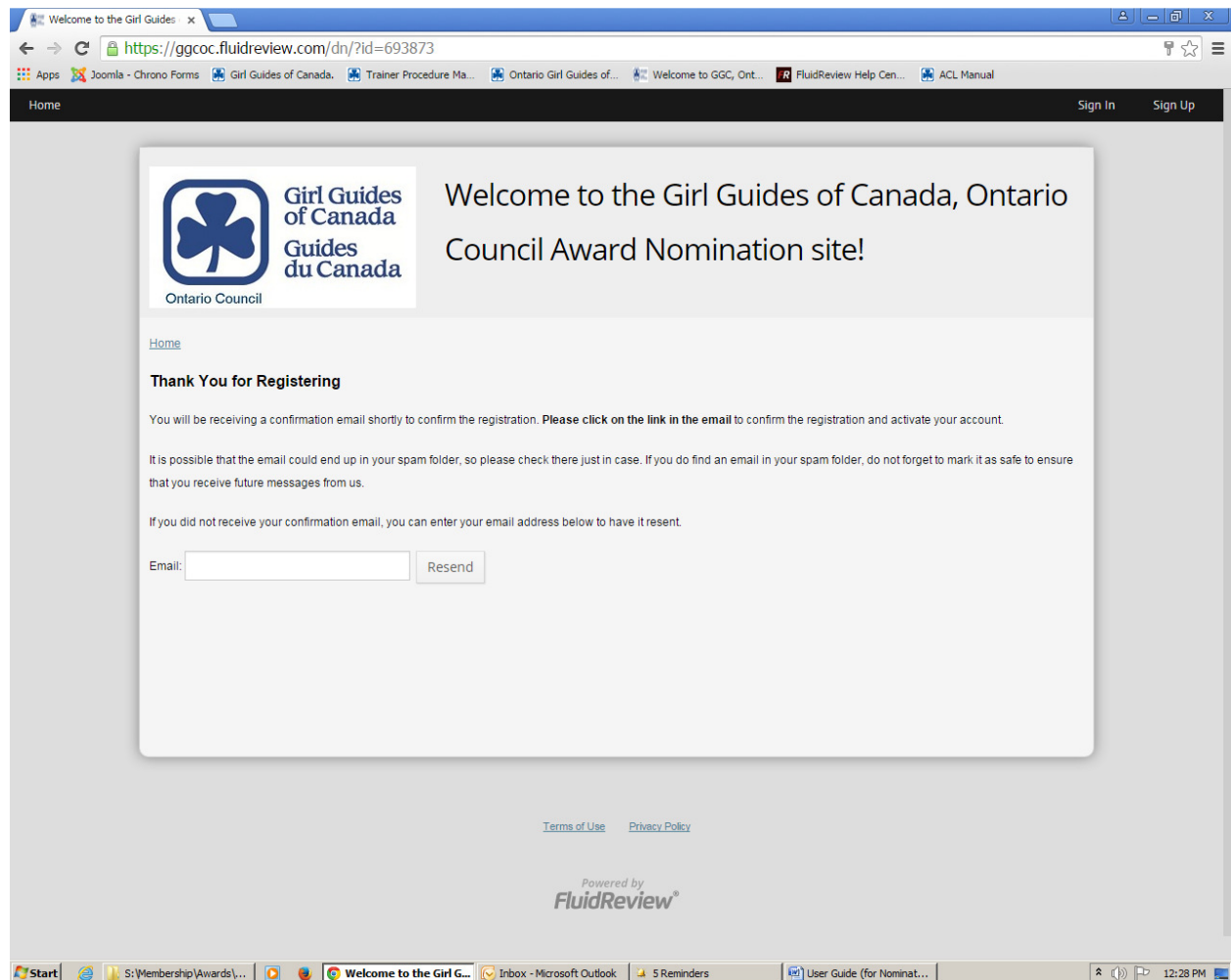
The screenshot shows a web browser window with the URL <https://ggcoc.fluidreview.com/acc/r/>. The page features the Girl Guides of Canada Ontario Council logo at the top. Below the logo, the text reads: "Setting up your account: You must be an active member of GGC to submit an award nomination. Complete the information below. Once you have signed up, an email confirmation/request to activate your account will be sent to the email you have indicated. Use any password – this is not connected to IMIS, Member Zone, e-Learning or any other sites. Remember! If you do not receive an email, make sure to check your spam/junk in box. If this happens mark the email as "safe" to ensure future communications from us are received."

The form contains three input fields:

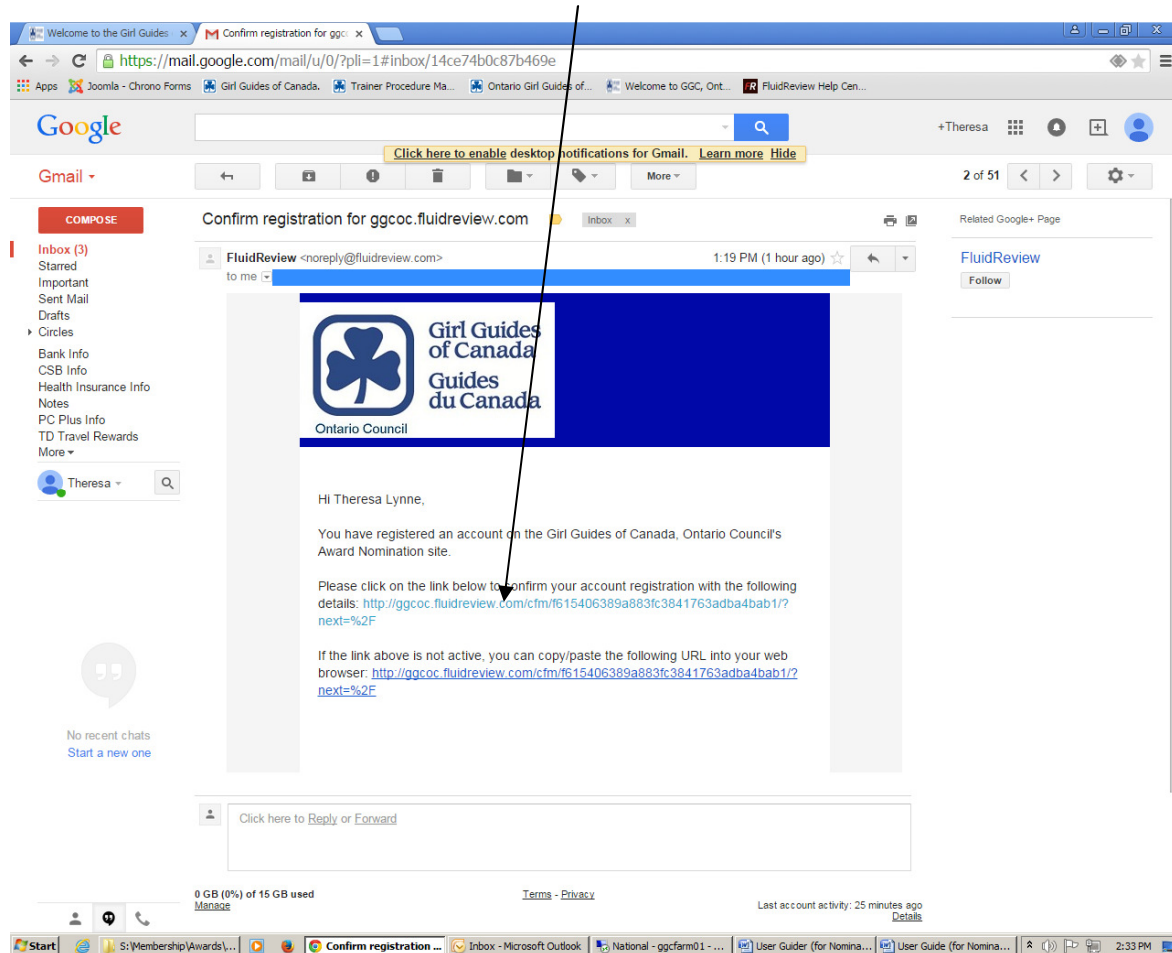
- Full name:** A text box containing "John Smith".
- Email:** A text box containing "you@example.com".
- Create a password:** A text box containing "Create a password".

Below these fields, the text "Confirm your password:" is visible, followed by another input field. The browser's taskbar at the bottom shows several open applications, including "Start", "S:\Membership\Awards\...", "Welcome to the Girl...", "Inbox - Microsoft Outlook", "National - ggcfarm01 - ...", "User Guide (for Nomina...", and "User Guide (for Nomina...". The system clock in the bottom right corner indicates the time is 1:09 PM.

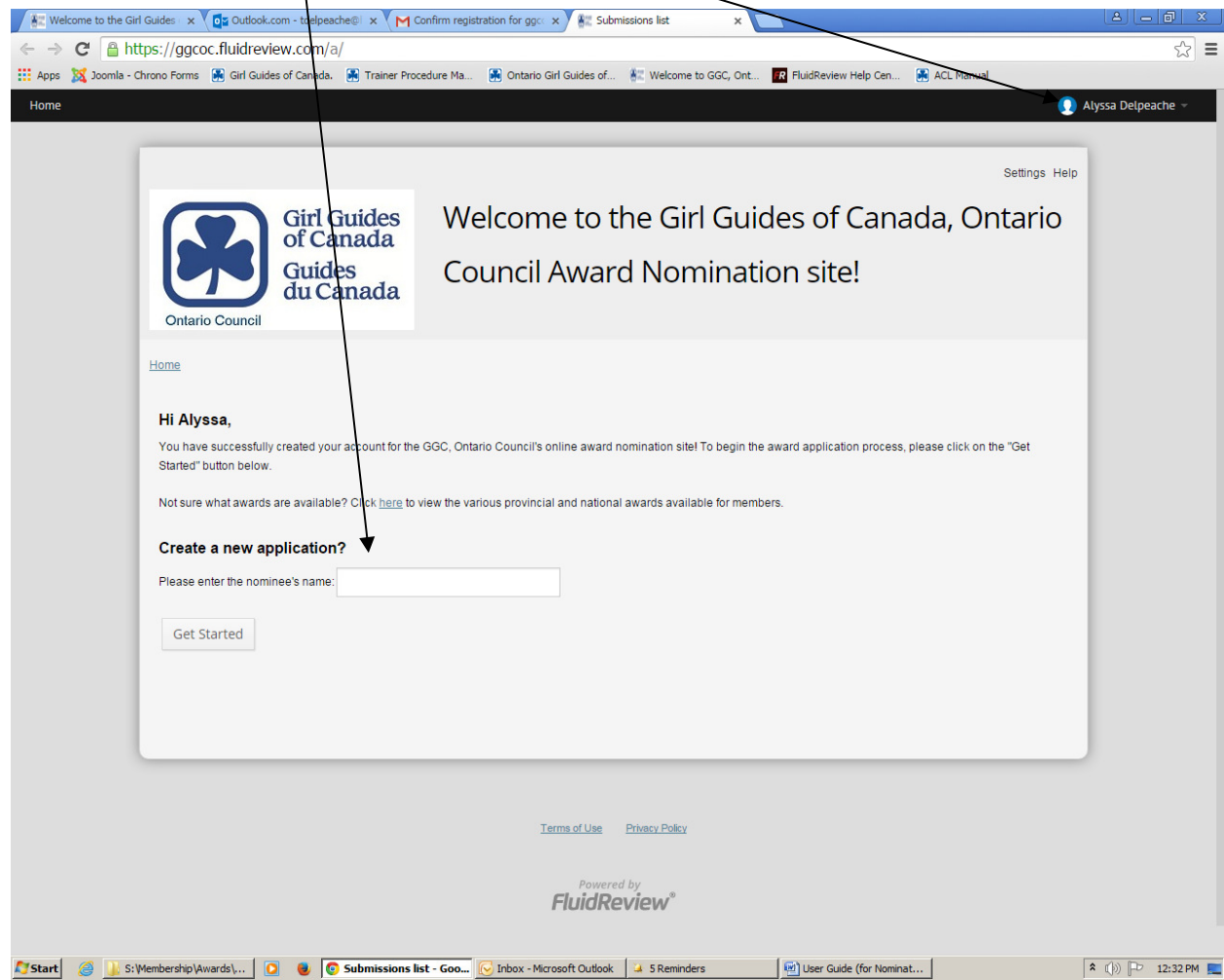
Once you have created your user account, you will be brought to a registration confirmation screen. Follow the instructions outlined on the screen.



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.

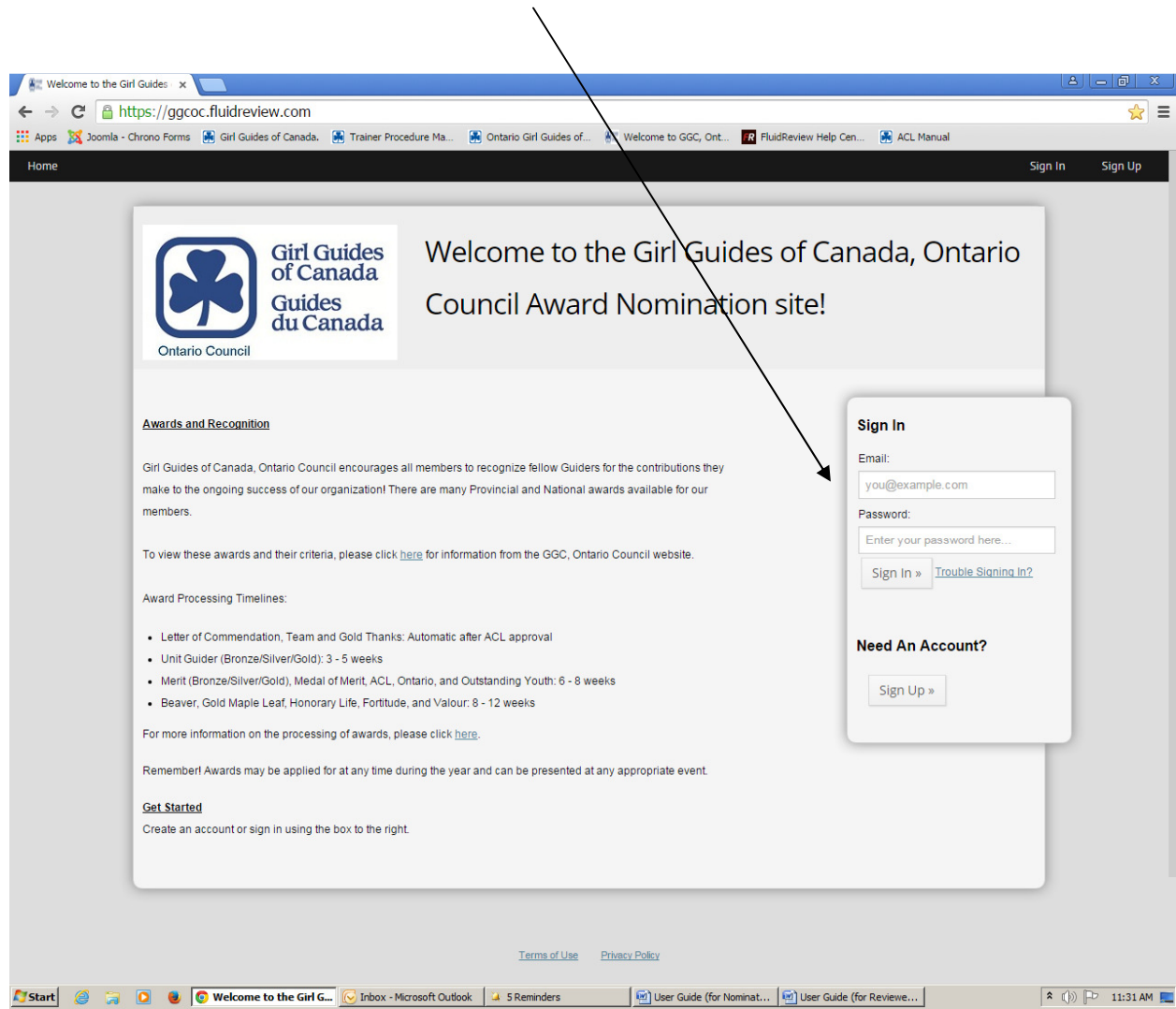


By clicking on the activation link you will be brought to a confirmation screen, at which time you can either begin a nomination or sign out of your account by clicking on the drop down arrow beside your name.



Logging into your User Account:

Go to the award site at <https://ggcoc.fluidreview.com/> and enter your user name and password to the right of the screen.



The screenshot shows a web browser window with the URL <https://ggcoc.fluidreview.com/>. The page features the Girl Guides of Canada, Ontario Council logo and a welcome message. A 'Sign In' overlay is positioned on the right side of the page, containing fields for email and password, and buttons for 'Sign In »' and 'Sign Up »'. An arrow points from the text 'to the right of the screen' to the sign-in overlay.

Welcome to the Girl Guides of Canada, Ontario Council Award Nomination site!

Sign In

Email:

Password:

[Trouble Signing In?](#)

Need An Account?

Awards and Recognition

Girl Guides of Canada, Ontario Council encourages all members to recognize fellow Guiders for the contributions they make to the ongoing success of our organization! There are many Provincial and National awards available for our members.

To view these awards and their criteria, please click [here](#) for information from the GGC, Ontario Council website.

Award Processing Timelines:

- Letter of Commendation, Team and Gold Thanks: Automatic after ACL approval
- Unit Guider (Bronze/Silver/Gold): 3 - 5 weeks
- Merit (Bronze/Silver/Gold), Medal of Merit, ACL, Ontario, and Outstanding Youth: 6 - 8 weeks
- Beaver, Gold Maple Leaf, Honorary Life, Fortitude, and Valour: 8 - 12 weeks

For more information on the processing of awards, please click [here](#).

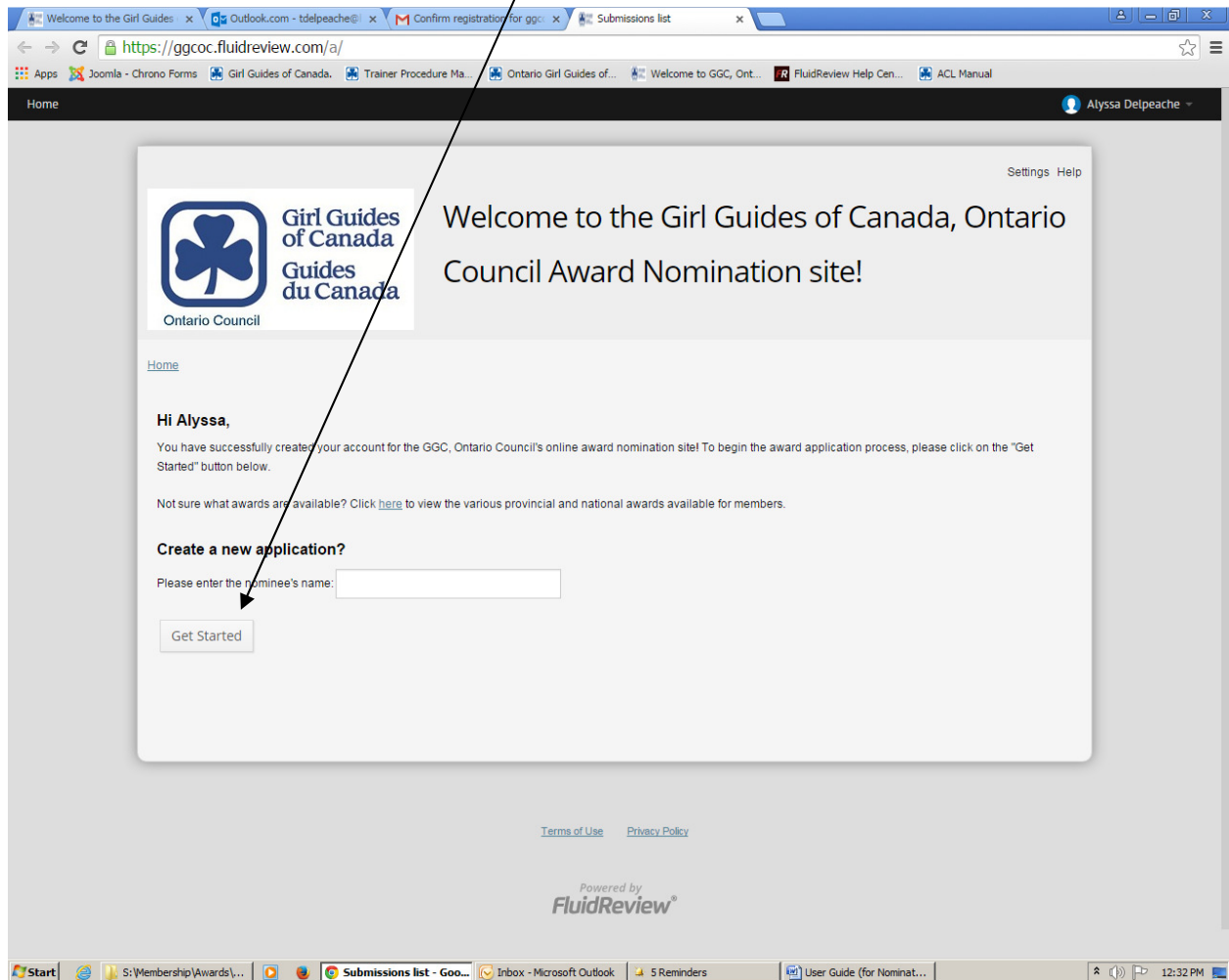
Remember! Awards may be applied for at any time during the year and can be presented at any appropriate event.

Get Started

Create an account or sign in using the box to the right.

Creating an Award Nomination:

Once you have logged into your account you will be brought to your user home page. To begin an award nomination, simply click on “Get Start” (if this is your first time using the online nomination system) or “Create New Application” (if you have used the system already).



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

Home » Cindy Smith Test

Cindy Smith Test (A-9251550066)

Steps to complete your application

1. Click on the "Complete your Application" link to begin the award application process.
2. Attach required supporting letter(s) by clicking on the "Upload Letter of Support" link(s).
3. Click on the "Submit Application" link.
4. Your application has been submitted and a confirmation email will be sent to you.

Note:

- The status column will change from "Incomplete" to "complete" as you move through each task.
- Prerequisites in this context refers to the steps required before submitting NOT Guiding award eligibility prerequisites.
- You will receive an email within a few hours of submitting to confirm your application has been submitted. If you do not, please contact membersupport.admin3@guidesontario.org.

Task **Status** **Actions**

| | | |
|--|------------|-----------------------|
| Complete Application Form | INCOMPLETE | Start |
| Upload Letter of Support | INCOMPLETE | Start |
| Title format should be: First Name Last Name 1 or 2. Example: Mary Smith 1 and Mary Smith 2 (the number 1 or 2 represents letter 1 and letter 2) | | |
| Upload Secondary Letter of Support | INCOMPLETE | Start |

Edit Information

Progress

This application is 0.0% complete. You still need to:

- [Complete task "Complete Application Form"](#)
- [Complete task "Upload Letter of Support"](#)
- [Complete task "Upload Secondary Letter of Support"](#)
- [Submit](#)

Attachments

[Withdraw Application](#)

[Create Another application](#)

Start | S:\Membership\Awards\... | Cindy Smith Test Tas... | Inbox - Microsoft Outlook | User Guide (for Nomina... | User Guide (for Nominat... | User Guide (for Review... | 3:19 PM

Completing an Award Application:

The online application captures all of the information collected on the R3.P and R3.N paper application forms.

Once you have completed the form, simply click on “Save & Exit” to progress to the next nomination task.

The screenshot displays a web browser window with the URL <https://ggcoc.fluidreview.com/s/1385808/71125/e/>. The page is titled "Welcome to the Girl Guides of Canada, Ontario Council Award Nomination site!" and "Complete Application Form". The user is logged in as Alyssa Delpeache. The form is titled "Award Application Form" and includes the following fields:

- Recipient's Name**: First Name, Last Name (text input field)
- Recipient's IMIS #**: (text input field)
- Community Number of Recipient**: (dropdown menu)

At the bottom of the form, there are two buttons: "Save & Continue Editing" and "Save & Exit". A black arrow points from the text "Save & Exit" in the paragraph above to the "Save & Exit" button on the screen.

Once you have saved and exited the application, you will be brought back to your user home page to complete the next task in the process, which is uploading your supporting letter(s).

Note: As you complete a task it will indicate this on your user home page.

Jane Smith (30) (A-1999-35555)

Steps to complete your application

1. Click on the "Complete your Application" link to begin the award application process.
2. Attach required supporting letter(s) by clicking on the "Upload Letter of Support" link(s).
3. Click on the "Submit Application" link.
4. Your application has been submitted and a confirmation email will be sent to you.

Note:

- The status column will change from "incomplete" to "complete" as you move through each task.
- Prerequisites in this context refers to the steps required before submitting NOT Guiding award eligibility prerequisites.
- You will receive an email within a few hours of submitting to confirm your application has been submitted. If you do not, please contact membersupport.admin3@guidesontario.org.

| Task | Status | Actions |
|--|------------|--|
| Complete Application Form | COMPLETE | View Edit Delete |
| Upload Letter of Support | INCOMPLETE | Start |
| Title format should be: First Name Last Name 1 or 2. Example: Mary Smith 1 and Mary Smith 2 (the number 1 or 2 represents letter 1 and letter 2) | | |
| Upload Secondary Letter of Support | INCOMPLETE | Start |
| Title format should be: First Name Last Name 1 or 2. Example: Mary Smith 1 and Mary Smith 2 (the number 1 or 2 represents letter 1 and letter 2) | | |

Attachments

- [Withdraw Application](#)
- [Create Another application](#)

Progress

This application is 25.0% complete. You still need to:

- [Complete task "Upload Letter of Support"](#)
- [Complete task "Upload Secondary Letter of Support"](#)
- [Submit](#)

Should you need to view/edit/delete any of the nomination tasks, simply click on the action located to the right of the screen.

Uploading a Letter of Support

To upload a letter of support, ensure that:

- The letter(s) is in word format
- Easily accessible from your computer

When you are ready to upload your letter(s) to the system, simply:

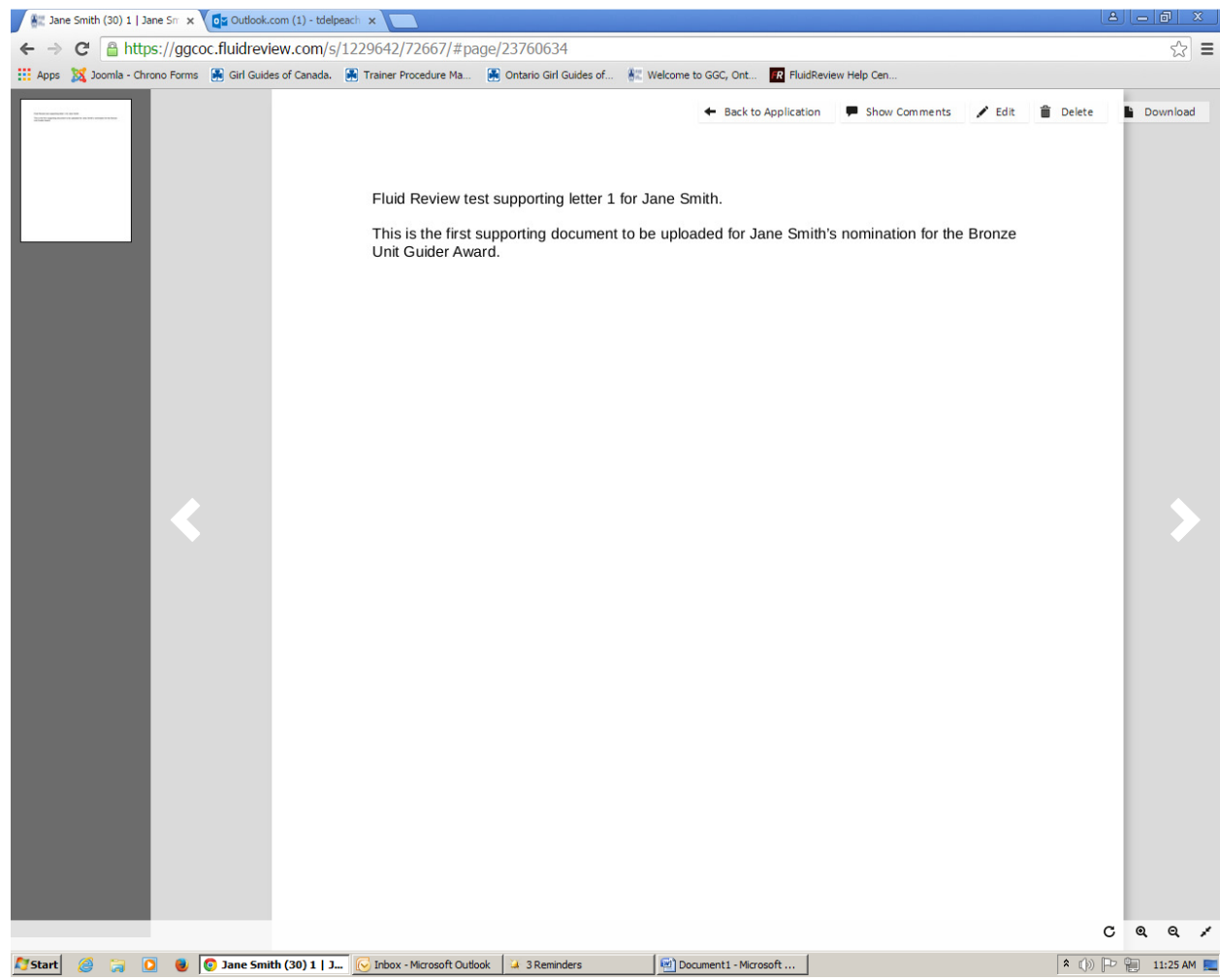
- Title the letter (ex. nominees full name and the number 1 or 2: Mary Smith 1)
- Choose your document by clicking on “Choose File” (at this point your computer browser will open).
- Select the letter of support you wish to submit and click “ok or print”, depending on your computer.
- This will bring you to a preview screen. Click on “Back to Application” and you will be brought back to your user home page to continue with the submission.

Upload Screen:

The screenshot displays the 'Upload Letter of Support' interface for the Girl Guides of Canada, Ontario Council. The page includes the following elements:

- Header:** 'Welcome to the Girl Guides of Canada, Ontario Council Award Nomination site!' and 'Upload Letter of Support'.
- Logo:** Girl Guides of Canada / Guides du Canada Ontario Council.
- Form Fields:**
 - Title:** A text input field with a placeholder example: 'Title format should be: First Name Last Name 1 or 2. Example: Mary Smith 1 and Mary Smith 2 (the number 1 or 2 represents letter 1 and letter 2)'.
 - Document:** A 'Choose File' button and a 'No file chosen' status.
 - Submit:** A 'Submit' button.
- Instructions:** A red text box stating: 'Letter of Support needs to be in Word format (not PDF). *Please Note: You MUST include a title field for your letter to upload*'.
- Footer:** 'Powered by FluidReview®' and links for 'Terms of Use' and 'Privacy Policy'.

Preview Screen:



Submitting a Completed Nomination:

Once you have completed all the submission tasks, simply click on “Submit Application”.

The screenshot displays a web browser window with the URL <https://ggcoc.fluidreview.com/s/1229651/>. The page is titled "Home" and shows the user "Theresa Gardiner".

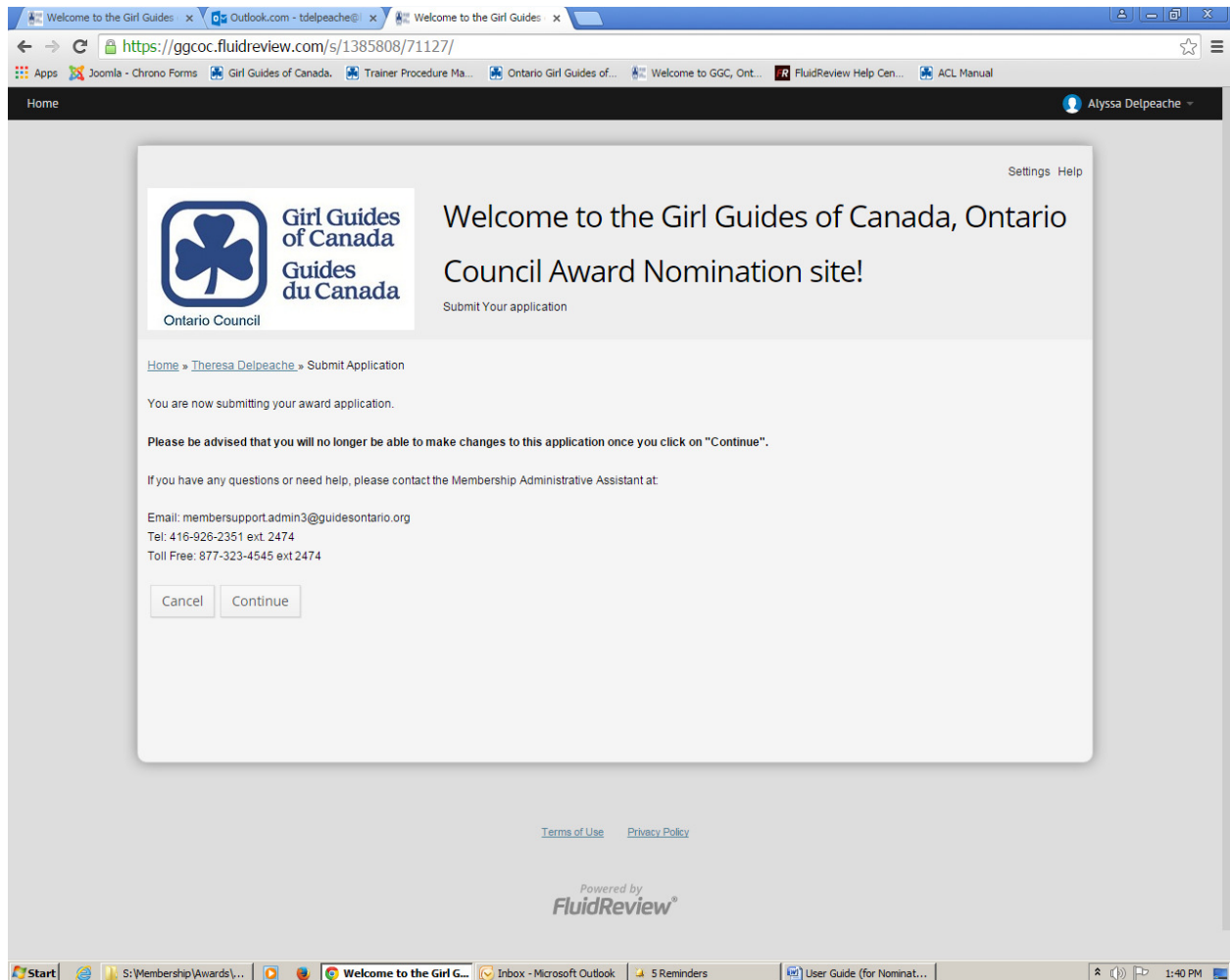
| Task | Status | Actions |
|--|------------|--|
| Complete Application Form | COMPLETE | View Edit Delete |
| Upload Letter of Support | COMPLETE | View Edit Delete |
| Title format should be: First Name Last Name 1 or 2. Example: Mary Smith 1 and Mary Smith 2 (the number 1 or 2 represents letter 1 and letter 2) | | |
| Upload Secondary Letter of Support | COMPLETE | View Edit Delete |
| Title format should be: First Name Last Name 1 or 2. Example: Mary Smith 1 and Mary Smith 2 (the number 1 or 2 represents letter 1 and letter 2) | | |
| Submit Application | INCOMPLETE | |

Activity

- Theresa Gardiner completed [Upload Secondary Letter of Support for Jane Smith \(31\)](#) 0 minutes ago
- Theresa Gardiner uploaded **Jane Smith (31) 2** for [Jane Smith \(31\)](#) 0 minutes ago

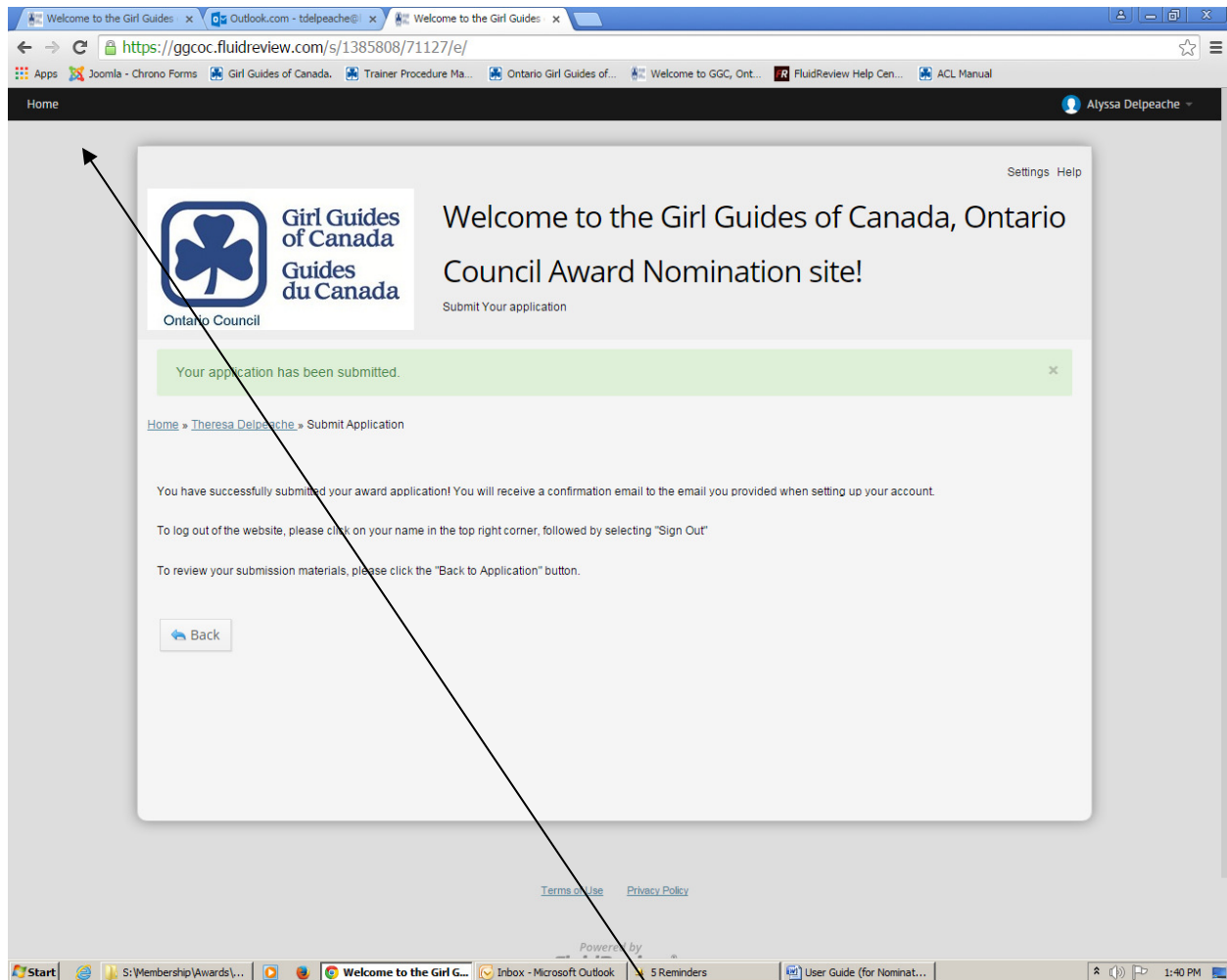
Once you have clicked on “Submit Application” you will be brought to a “last chance to make changes” screen. At this point you can either:

- Make changes to your nomination submission: Click on “Cancel” and it will bring you back to your user 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 submission.



Upon clicking on “Continue”, you will be brought to a confirmation screen confirming that your award nomination has been submitted.

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

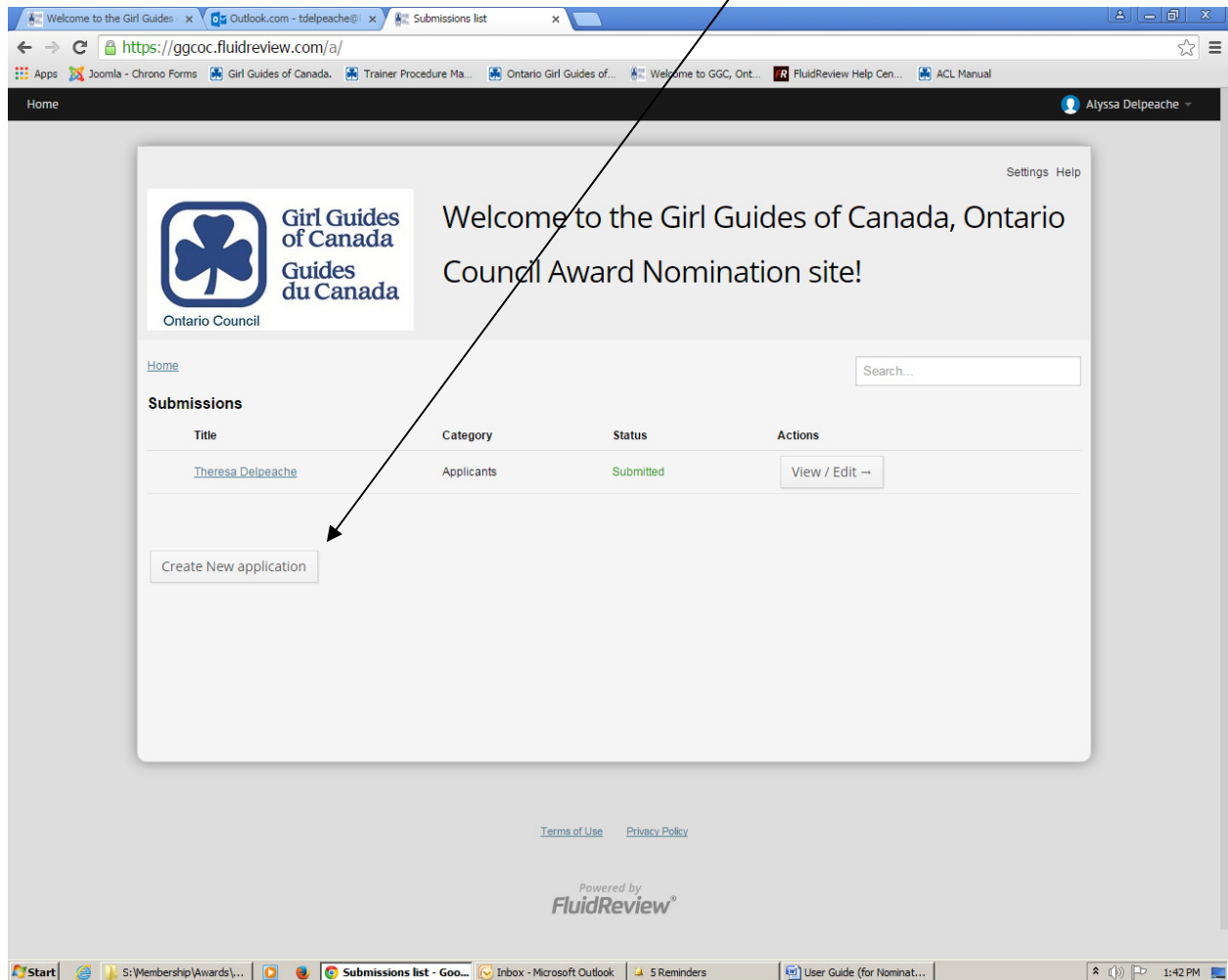


At this point you can either:

- Submit another award nomination by clicking on “Home”
- Log out of your account

Submitting Additional Award Nominations

From the submissions page, simply click on “Create New application” to submit additional award nominations.



Logging out of your Account:

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

