

How-to Guide: GGC Portal

Safe Guide Applicants

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CREATE AN ACCOUNT

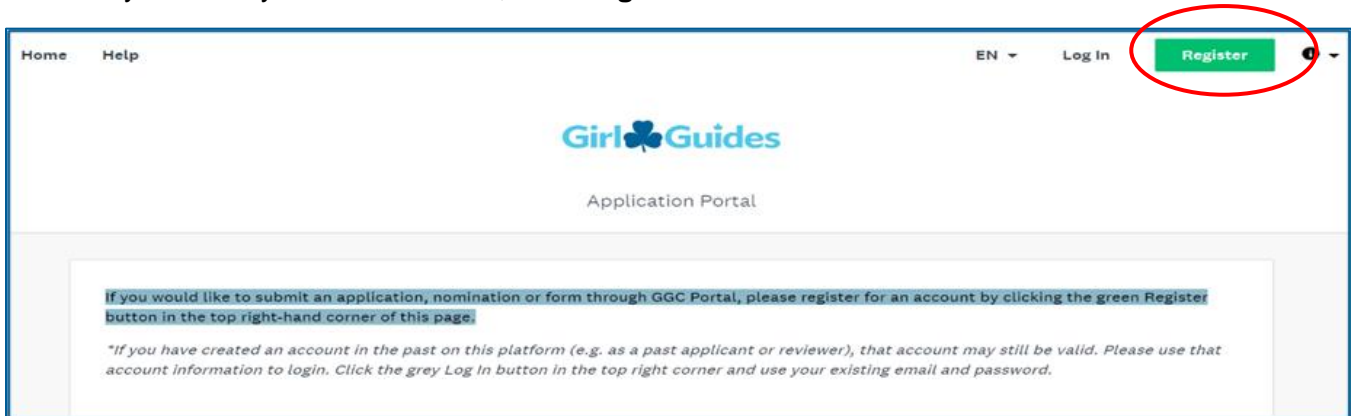
Guiders in most councils can submit most Safe Guide applications online using the GGC Portal. You will need an account for online submissions.

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

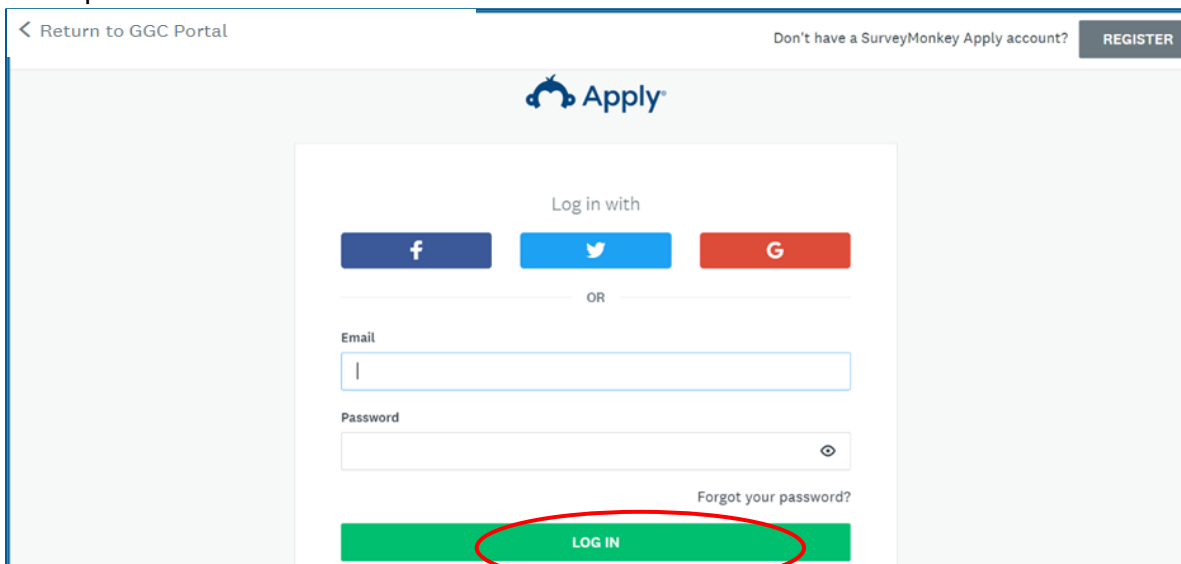
Click **Log In** and use the same email and password.

Visit the website: www.ggcportal.smapply.ca

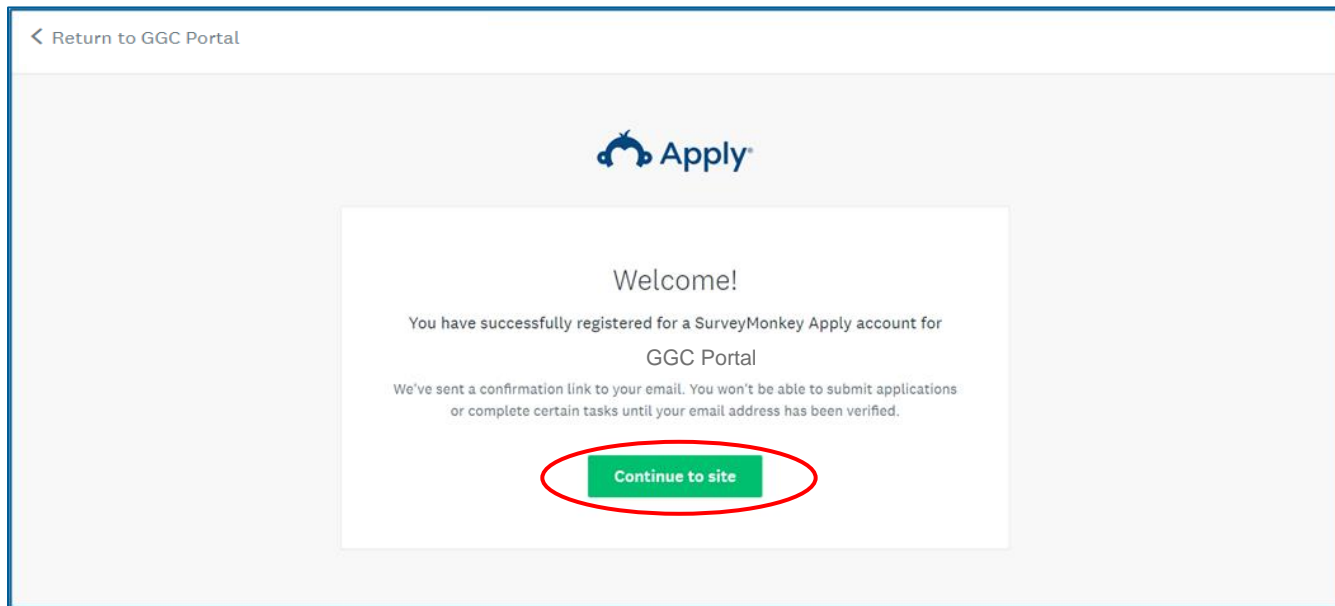
- Visit the website: www.ggcportal.smapply.ca
At the top right, click **Register** to create your account.
If you already have an account, click **Log In**.



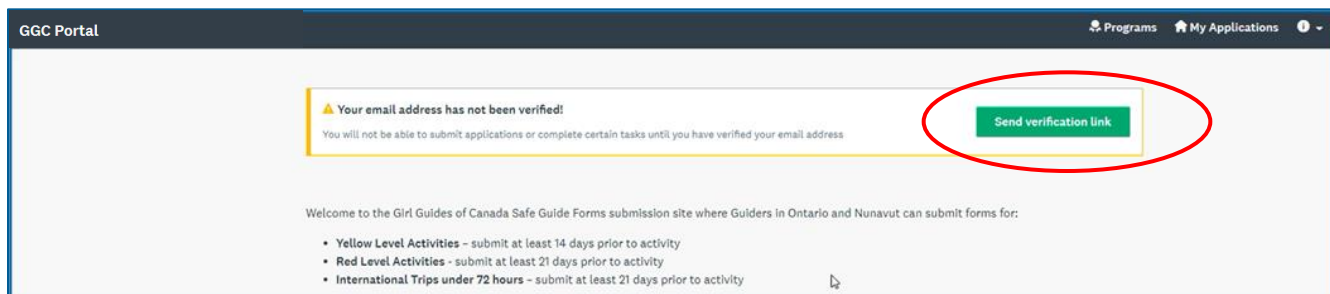
Provide the details requested. The email address you provide will be used for all online Safe Guide correspondence. Click **Create Account**.



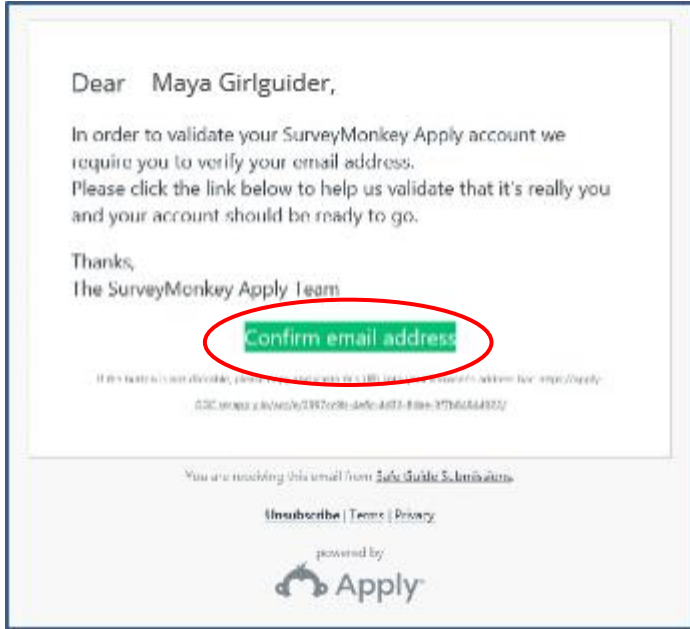
Next, click **Continue to site**.



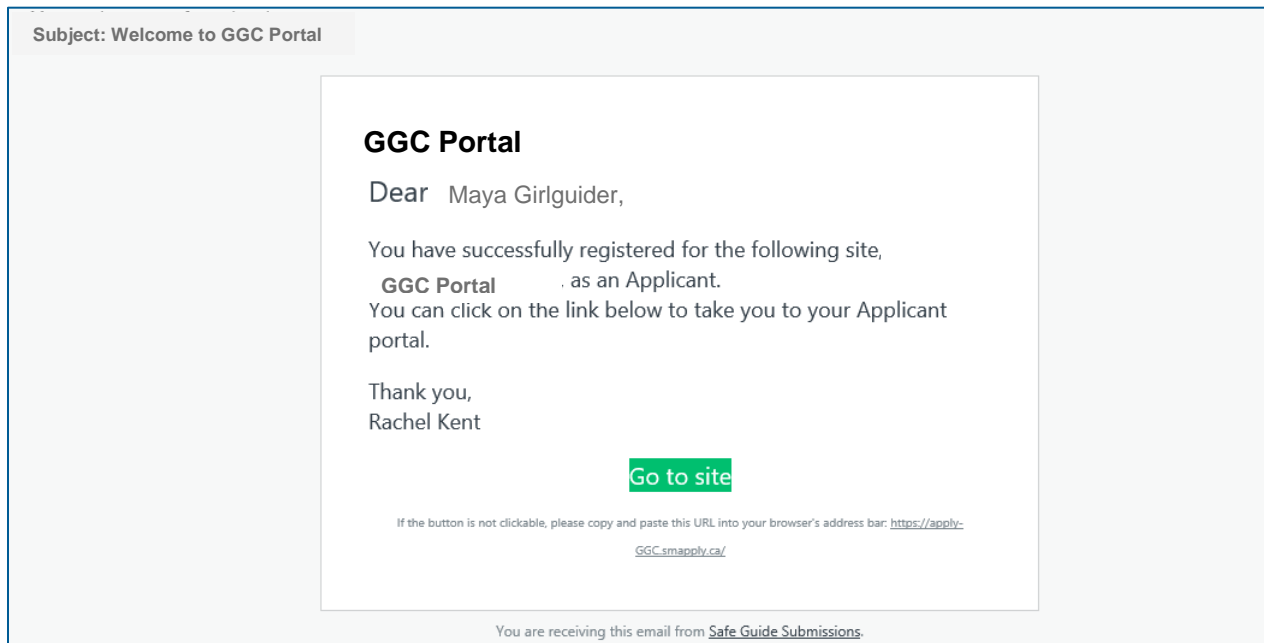
The first time you visit the site, you will be asked to verify your email address. To do this, click **Send verification link**.



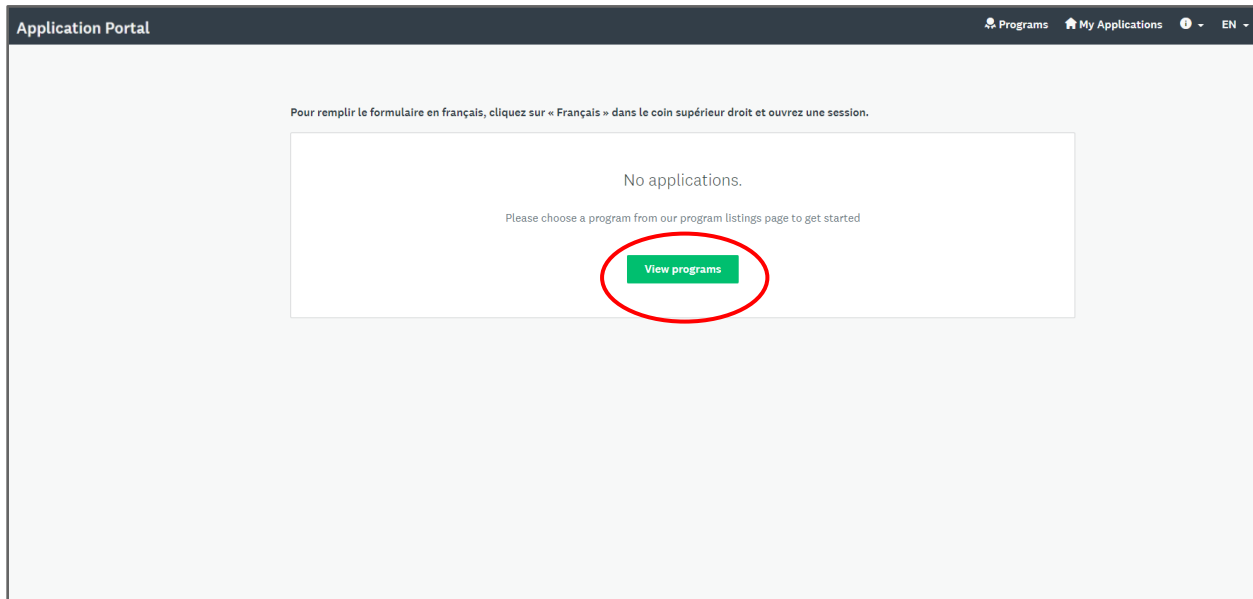
In your email account, open the verification email. You may need to check your junk folder and spam filters. Click **Confirm email address**.



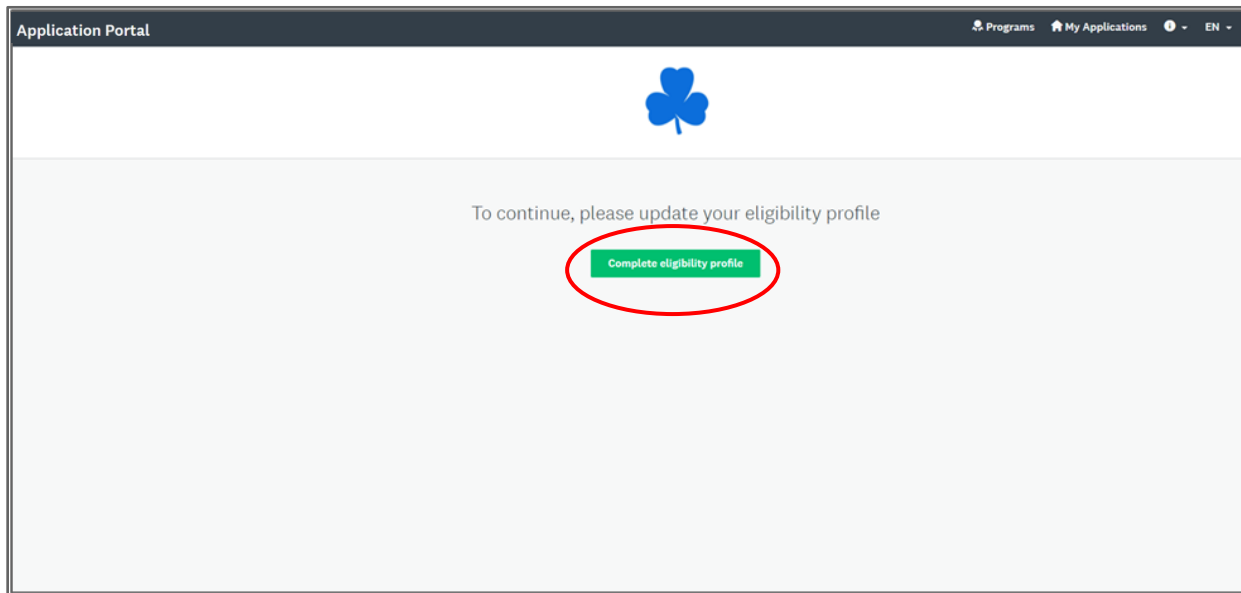
After you have successfully verified your email address, you will receive a welcome email letting you know you can begin using the program.



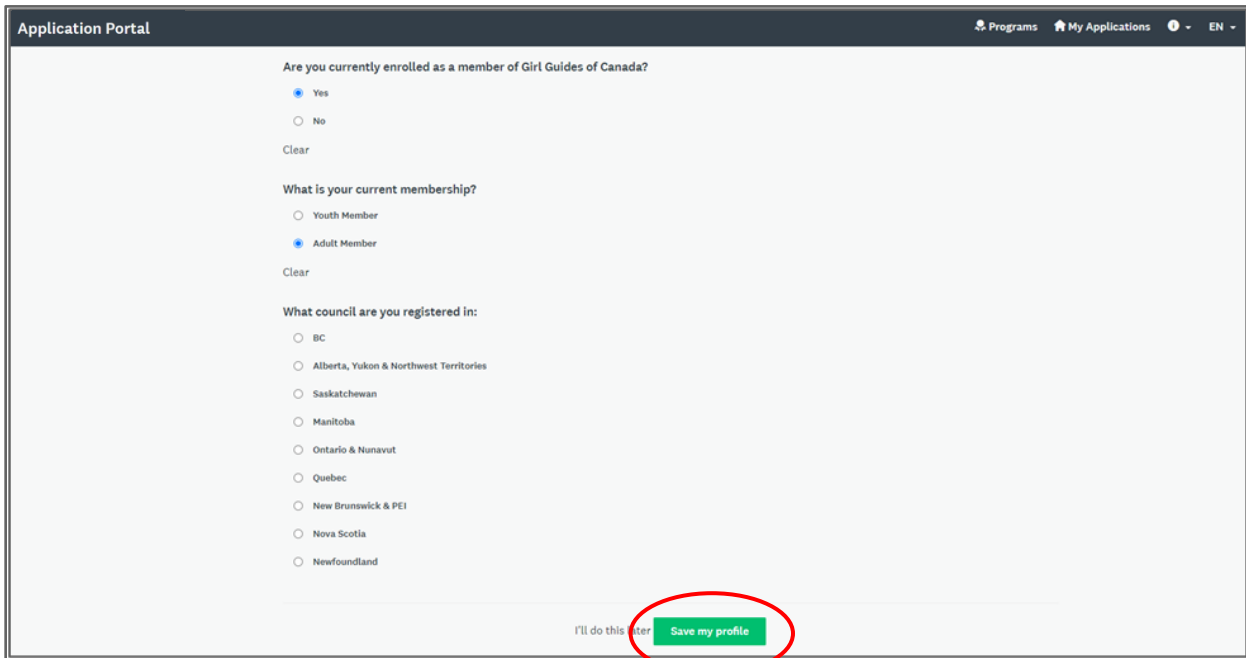
To begin, click **View programs**.



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**.



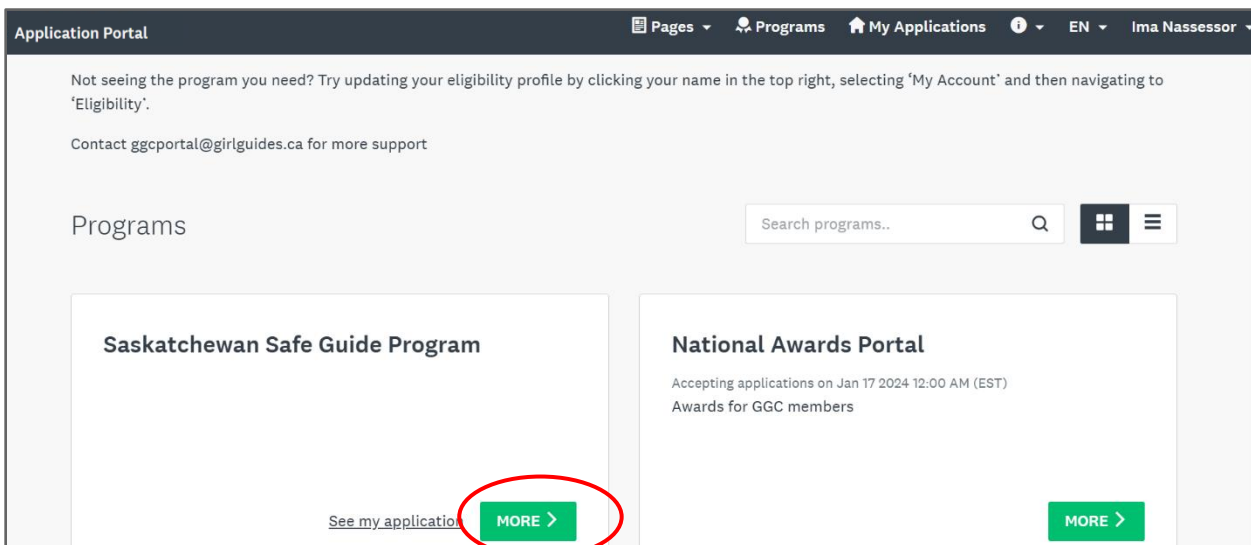
The screenshot shows the 'Application Portal' interface. At the top right, there are navigation links for 'Programs', 'My Applications', and a language dropdown set to 'EN'. The main content area contains three sections of questions:

- Are you currently enrolled as a member of Girl Guides of Canada?**
 - Yes
 - No
 - Clear
- What is your current membership?**
 - Youth Member
 - Adult Member
 - Clear
- 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 your council's Safe Guide Program and click **More** to begin an application.



The screenshot shows the 'Application Portal' interface with a dark header. The header includes 'Pages', 'Programs', 'My Applications', a language dropdown set to 'EN', and the user name 'Ima Nassessor'. Below the header, there is a message: 'Not seeing the program you need? Try updating your eligibility profile by clicking your name in the top right, selecting 'My Account' and then navigating to 'Eligibility'. Contact ggcpportal@girlguides.ca for more support.'

The main content area is titled 'Programs' and features a search bar with the placeholder 'Search programs..'. Below the search bar, there are two program cards:

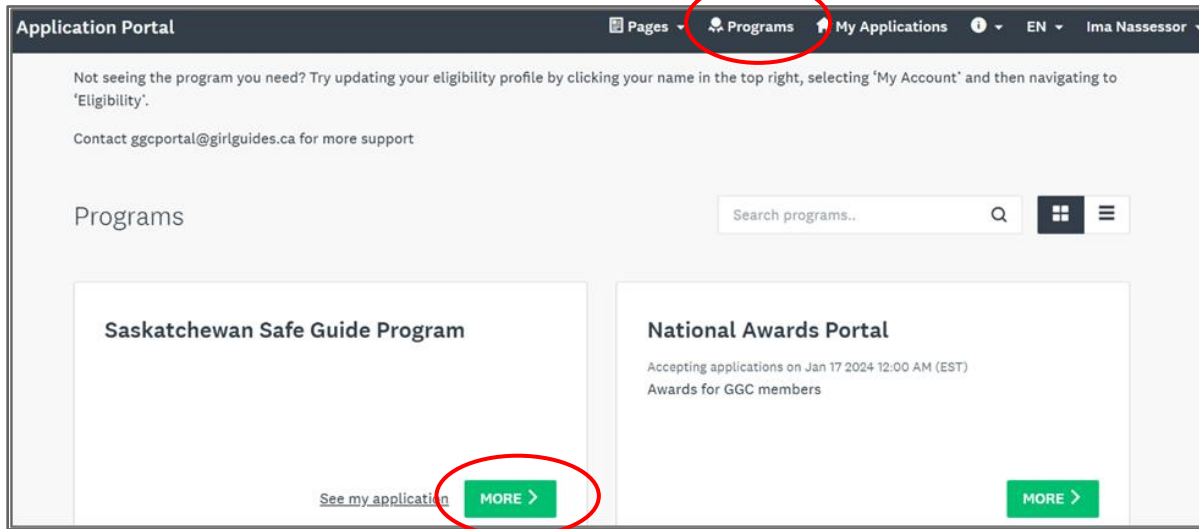
- Saskatchewan Safe Guide Program**
 - Link: [See my application](#)
 - Green button: **MORE >** (circled in red)
- National Awards Portal**
 - Text: 'Accepting applications on Jan 17 2024 12:00 AM (EST) Awards for GGC members'
 - Green button: **MORE >**



START A NEW APPLICATION

Click **Programs** on the of your home screen.

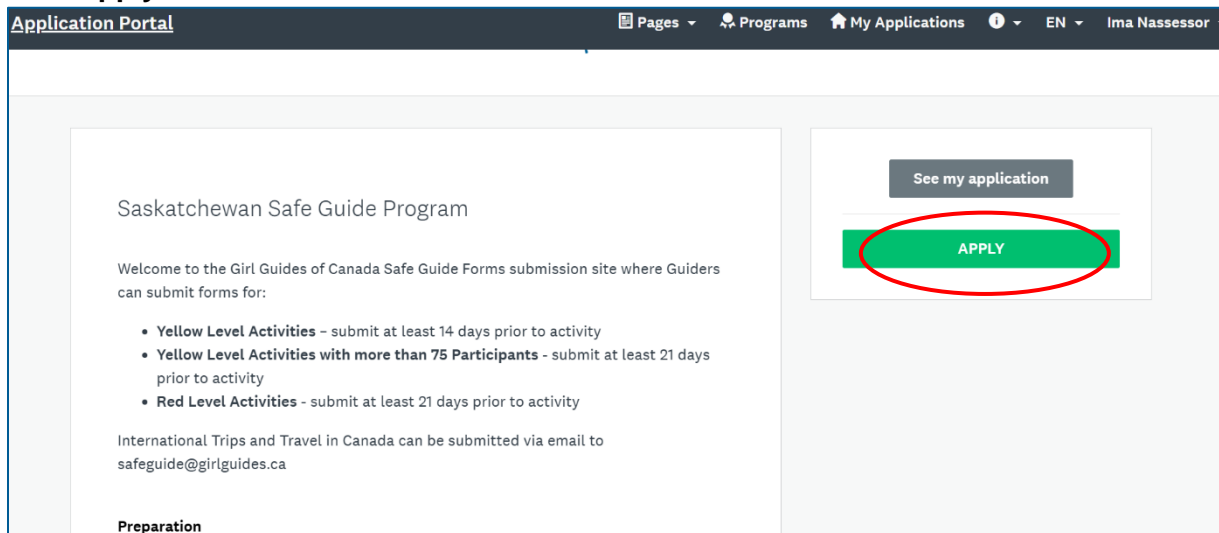
Choose a Program and click **More** to begin an application.



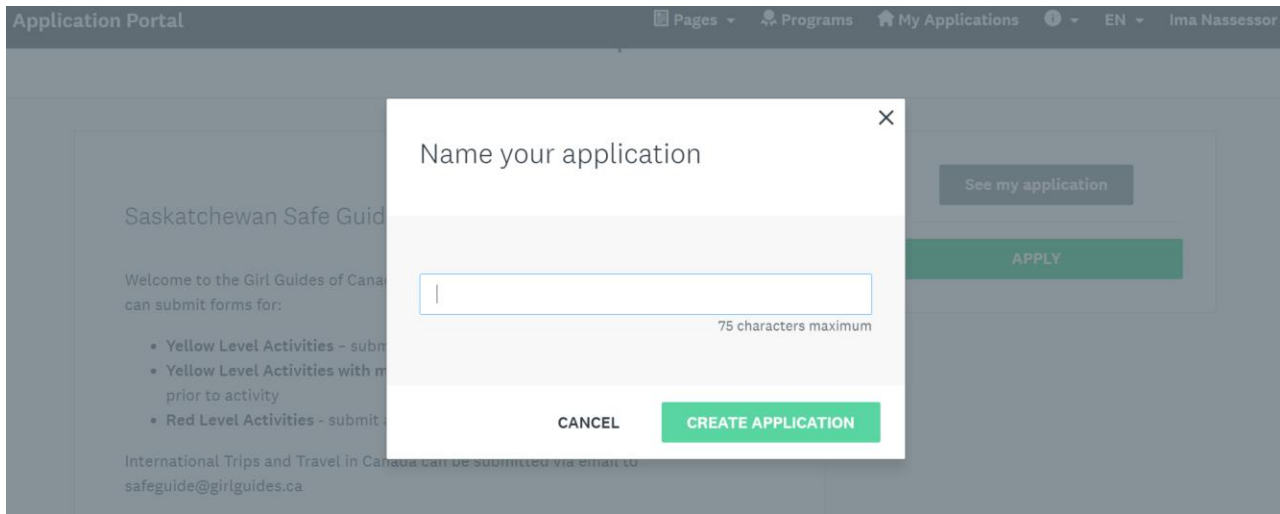
Review the **Preparation** instructions on this page.

Have your documents and information about the activity ready before you start to make the online application easier.

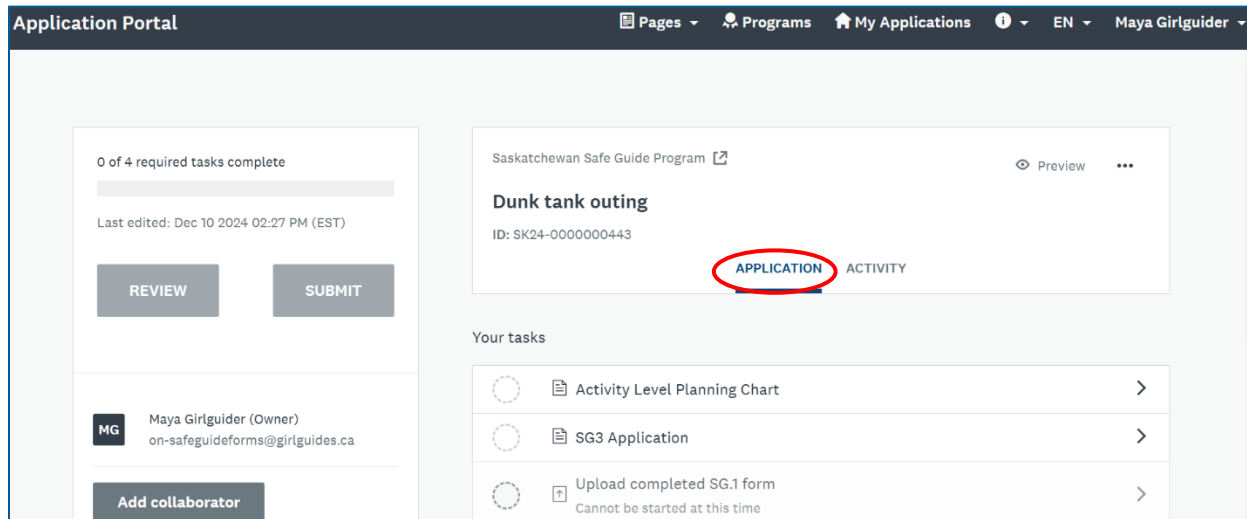
Click **Apply**.



Name your application. You can use descriptions that will help you remember what activity the forms are for (Fall camp, museum sleepover).



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



ABOUT THE APPLICATION VIEW

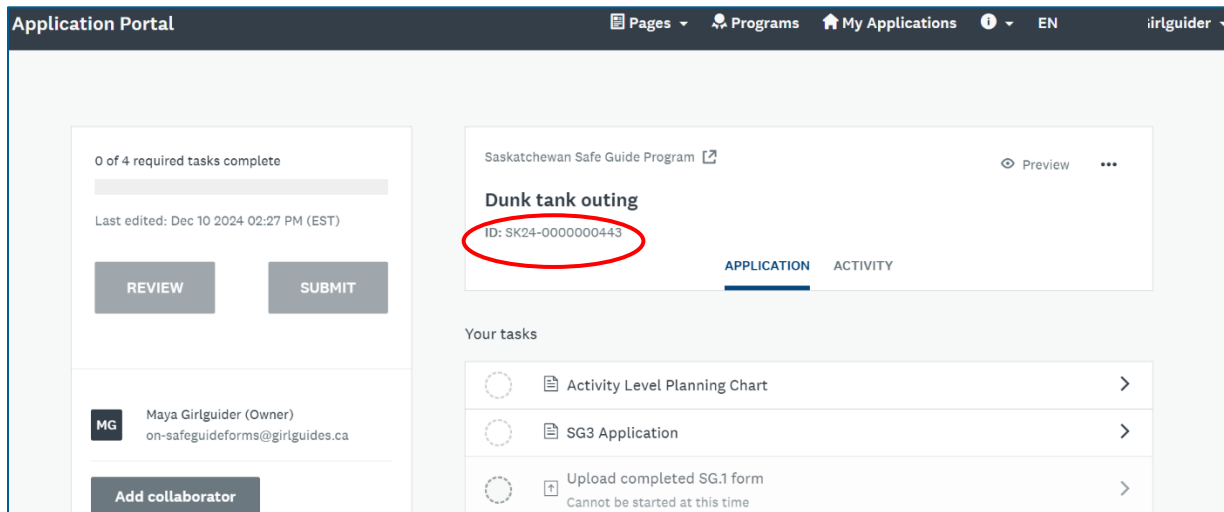
There are two screens you will see as you work on your application:

- 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 displays the 'Application Portal' interface. At the top, there is a navigation bar with 'Pages', 'Programs', 'My Applications', and 'EN' (English). The user is identified as 'irlguider'. The main content area is divided into two columns. The left column shows a progress indicator '0 of 4 required tasks complete', the last edit date 'Dec 10 2024 02:27 PM (EST)', and buttons for 'REVIEW' and 'SUBMIT'. Below this, the user's name 'Maya Girlguider (Owner)' and email 'on-safeguideforms@girlguides.ca' are shown, along with an 'Add collaborator' button. The right column displays the application title 'Saskatchewan Safe Guide Program' and 'Dunk tank outing'. The application ID 'ID: SK24-000000443' is circled in red. Below the title, there are tabs for 'APPLICATION' and 'ACTIVITY'. A 'Your tasks' section lists three items: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG.1 form' (which is marked as 'Cannot be started at this time').



Application Overview features:

The screenshot displays the 'Application Portal' interface. At the top, there is a navigation bar with 'Pages', 'Programs', 'My Applications', 'EN', and 'Maya Girlguide'. The main content area is divided into three sections:

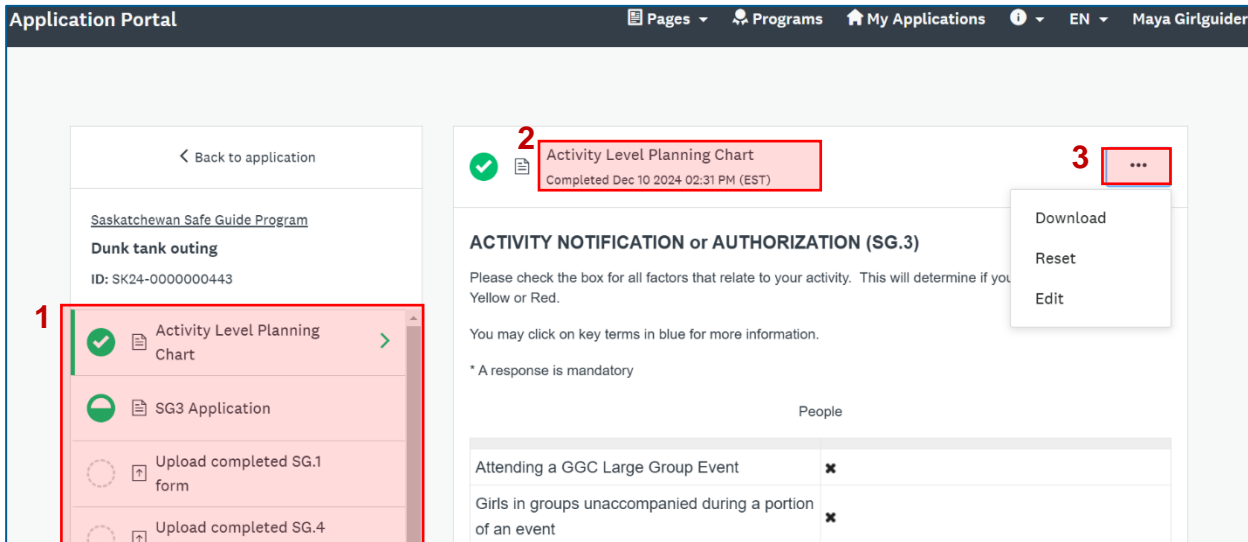
- 1. Progress bar:** A horizontal bar at the top left shows '0 of 4 required tasks complete'. Below it, the text 'Last edited: Dec 10 2024 02:27 PM (EST)' is visible. Two buttons, 'REVIEW' and 'SUBMIT', are positioned below the bar.
- 2. Owner and Collaborators:** A section below the progress bar shows the user 'Maya Girlguide (Owner)' with the email 'on-safeguideforms@girlguides.ca'. An 'Add collaborator' button is located at the bottom of this section.
- 3. Your tasks:** A list of tasks is shown on the right side. The tasks are: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG.1 form'. The first two tasks have a half-circle icon, while the third has a checkmark icon. A note below the third task states '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. You must complete all four required tasks before being able to submit your application.



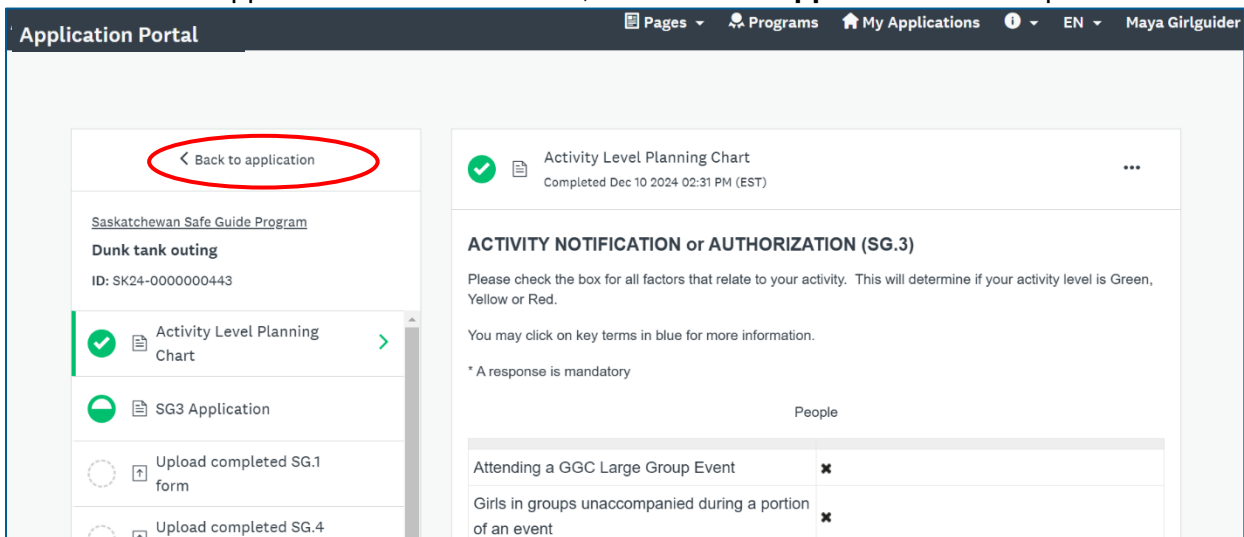
Task Screen features:

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.

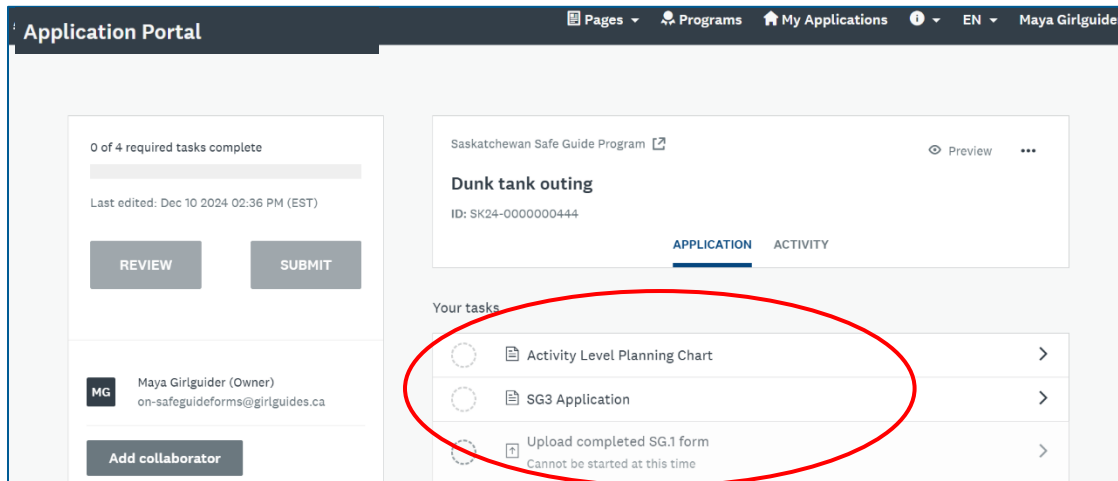
To return to the Application Overview screen, click **Back to application** in the top left.



WORK ON YOUR APPLICATION

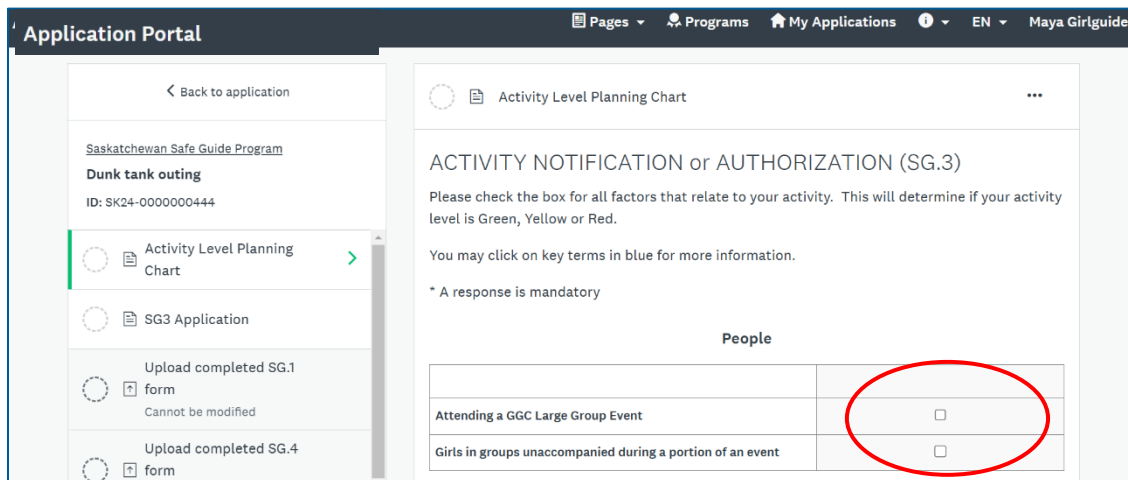
For instructions on opening an existing application or starting a new one, see the table of contents.

From the Application Overview screen, click on a task from **Your tasks** list.



The screenshot shows the 'Application Portal' interface. On the left, there's a progress indicator '0 of 4 required tasks complete' and buttons for 'REVIEW' and 'SUBMIT'. The main content area shows the 'Saskatchewan Safe Guide Program' with the task 'Dunk tank outing' (ID: SK24-0000000444). Below this, the 'Your tasks' list is displayed, with the 'Activity Level Planning Chart' task circled in red. Other tasks include 'SG3 Application' and 'Upload completed SG.1 form'.

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



The screenshot shows the 'Task Screen' for 'Activity Level Planning Chart'. The title is 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)'. The instructions state: '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. * A response is mandatory'. Below this is a table titled 'People' with two rows and two columns. The checkboxes in the second column are circled in red.

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 'Application Portal' interface. At the top, there are navigation links for 'Pages', 'Programs', 'My Applications', and 'EN'. The main content area is divided into two columns. The left column contains a list of tasks: 'Saskatchewan Safe Guide Program', 'Dunk tank outing' (ID: SK24-000000443), 'Activity Level Planning Chart' (marked complete with a green checkmark), 'SG3 Application', 'Upload completed SG.1 form', and 'Upload completed SG.4 form'. A red circle highlights the '< Back to application' button at the top of the left column. The right column displays the 'Activity Level Planning Chart' details, including a title, completion date, and instructions for the 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' form. Below the instructions is a table with columns for 'People' and checkboxes for 'Attending a GGC Large Group Event' and 'Girls in groups unaccompanied during a portion of an event'.

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 'Application Overview' screen. At the top, there are navigation links for 'Pages', 'Programs', 'My Applications', and 'EN'. The main content area is divided into two columns. The left column shows a progress bar for '1 of 4 required tasks complete', the last edited date, and buttons for 'REVIEW' and 'SUBMIT'. Below this is the user profile for 'Maya Girlguider (Owner)'. The right column displays the 'Dunk tank outing' details, including a title, ID, and tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs is a list of tasks: 'Activity Level Planning Chart' (marked complete with a green checkmark), 'SG3 Application', and 'Upload completed SG.1 form'. A red circle highlights the 'Activity Level Planning Chart' task in the list.

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.



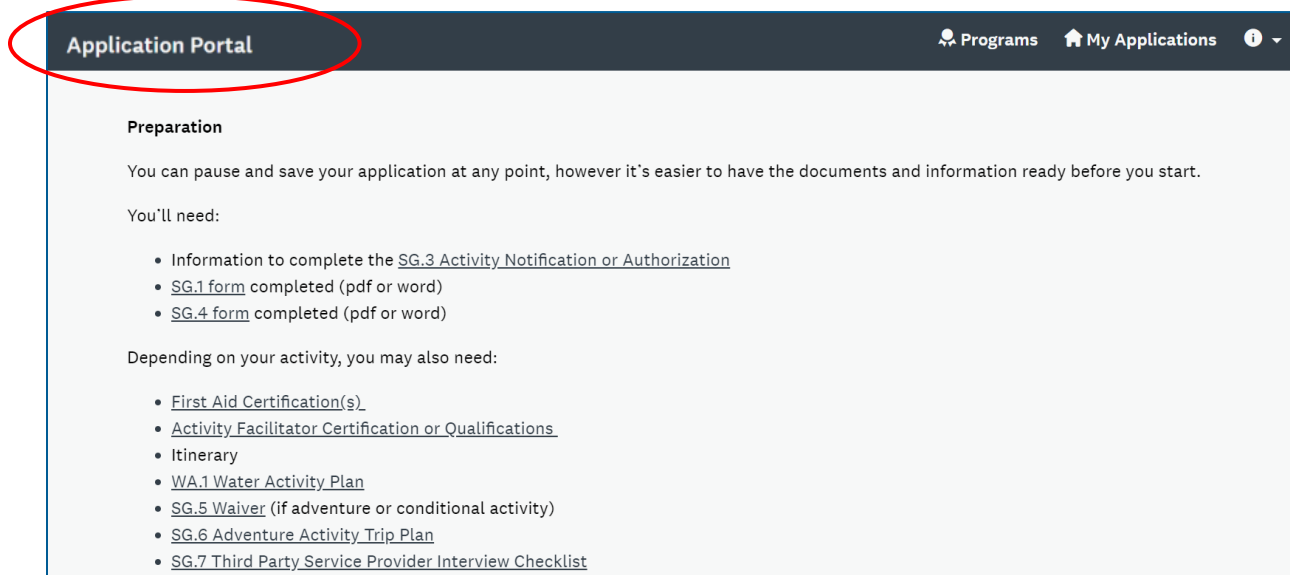
To exit the program, click your name in the top right and choose **Log Out**.

The screenshot shows the 'Application Portal' interface. At the top, there is a navigation bar with 'Pages', 'Programs', 'My Applications', 'EN', and 'Maya Girlguider'. A dropdown menu is open under the user's name, showing 'My Account' and 'Log Out' (which is circled in red). The main content area is divided into two columns. The left column shows a progress bar for '1 of 4 required tasks complete', a 'Last edited' timestamp, and 'REVIEW' and 'SUBMIT' buttons. Below this is the user's profile: 'MG Maya Girlguider (Owner) on-safeguideforms@girlguides.ca' and an 'Add collaborator' button. The right column displays the 'Saskatchewan Safe Guide Program' details, including the title 'Dunk tank outing' and ID 'SK24-0000000444'. It has tabs for 'APPLICATION' and 'ACTIVITY'. Below the tabs is a 'Your tasks' section with a list of tasks: 'Activity Level Planning Chart' (completed), 'SG3 Application', and 'Upload completed SG.1 form'.



OPEN AN EXISTING APPLICATION

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



Application 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:

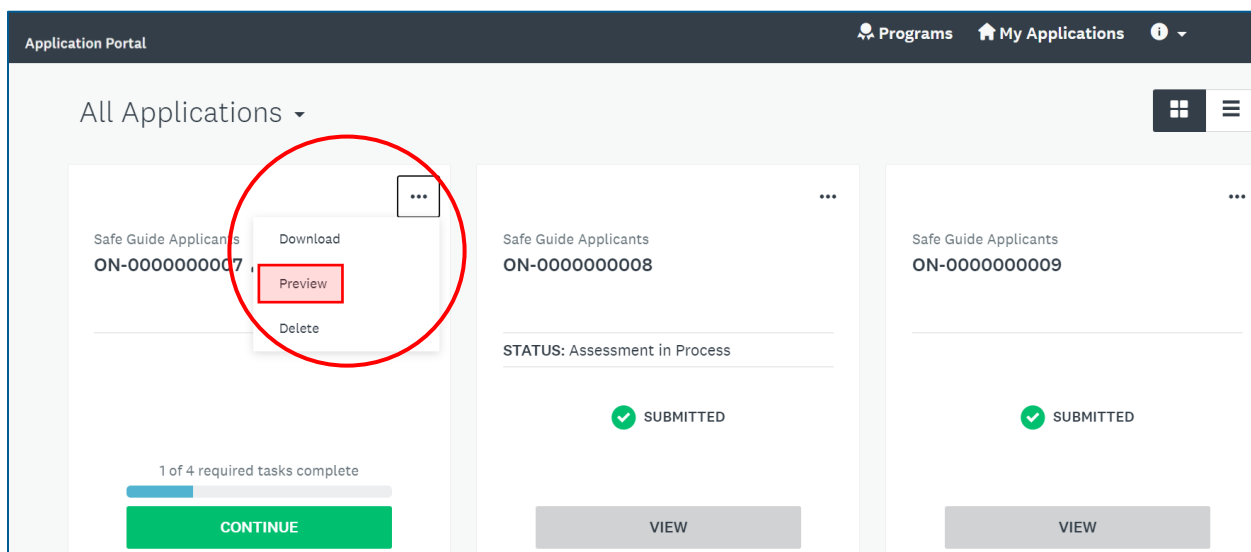
- Information to complete the [SG.3 Activity Notification or Authorization](#)
- [SG.1 form](#) completed (pdf or word)
- [SG.4 form](#) completed (pdf or word)

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](#)

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.



Application Portal Programs My Applications

All Applications

Safe Guide Applicants ON-000000007

Download
Preview
Delete

Safe Guide Applicants ON-000000008

STATUS: Assessment in Process

SUBMITTED

VIEW

Safe Guide Applicants ON-000000009

SUBMITTED

VIEW

1 of 4 required tasks complete

CONTINUE

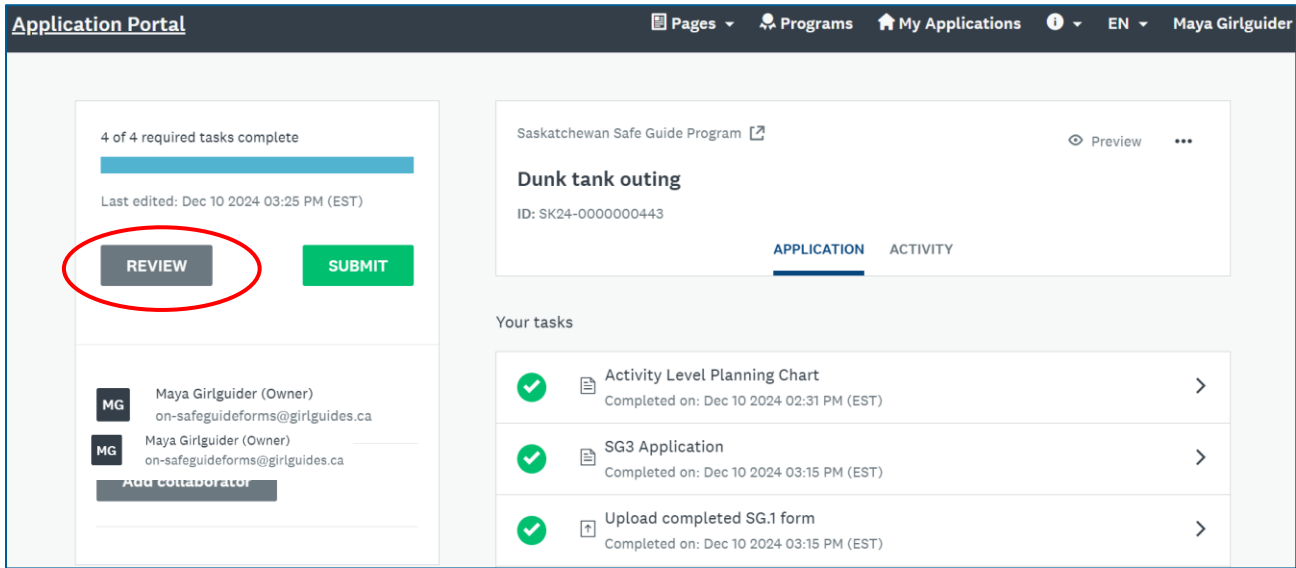
Once you have found the application you want to work on, click **Continue**.



REVIEW

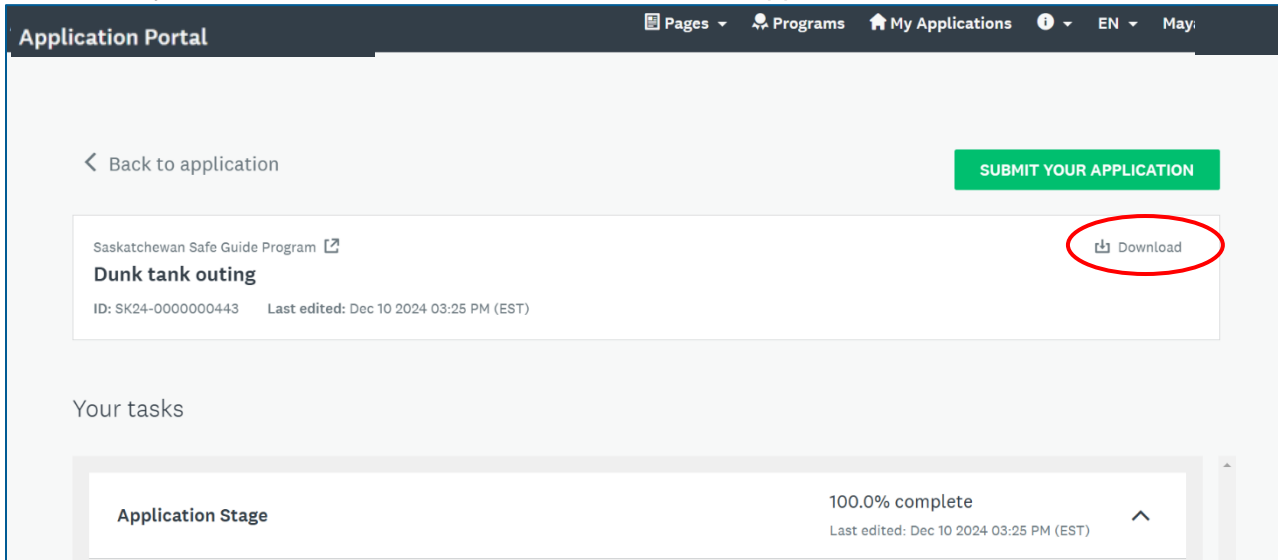
Once you have completed all your tasks and uploaded all your documents, you will be able to look over your application in full.

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.

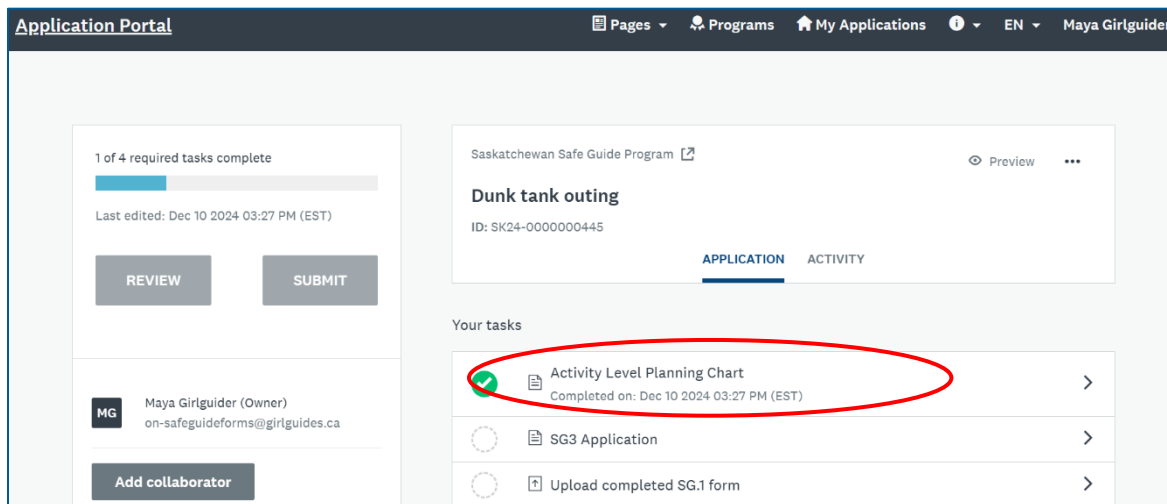


MAKE A CHANGE

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

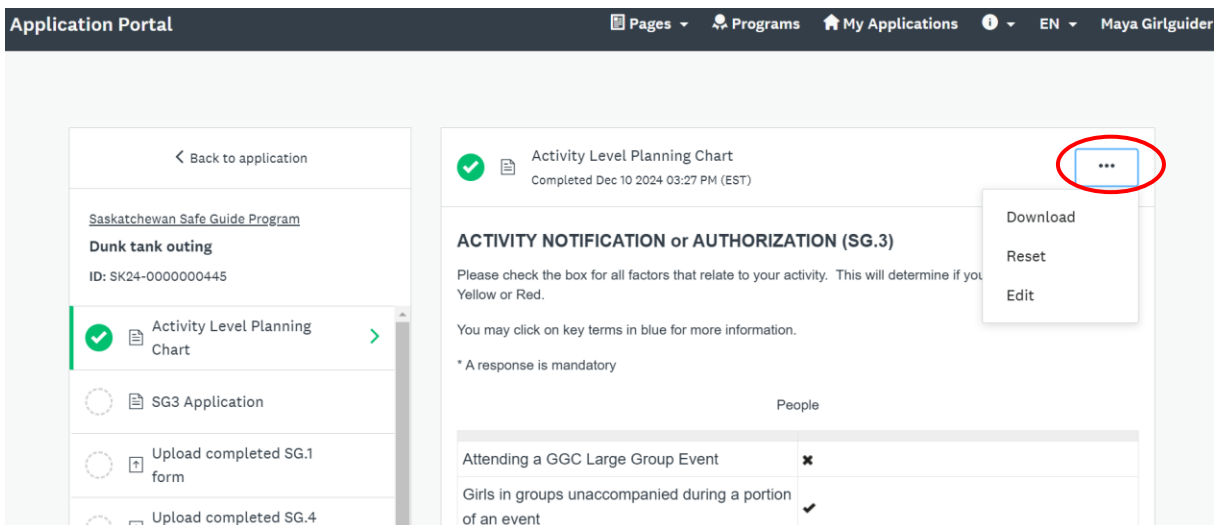
Note: To make changes after you click “Submit”, please email the Assessor who has been assigned to your application.

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



The screenshot shows the 'Application Portal' interface. On the left, there's a progress bar indicating '1 of 4 required tasks complete' and buttons for 'REVIEW' and 'SUBMIT'. The main content area shows the 'Saskatchewan Safe Guide Program' application details, including the title 'Dunk tank outing' and ID 'SK24-000000445'. Below this, the 'Your tasks' list is displayed. The first task, 'Activity Level Planning Chart', is marked as completed with a green checkmark and is circled in red. Other tasks include 'SG3 Application' and 'Upload completed SG.1 form'.

Click on the three dots on the top right.



The screenshot shows the 'Activity Level Planning Chart' task details. The task is marked as completed with a green checkmark. A dropdown menu is open, showing options: 'Download', 'Reset', and 'Edit'. The 'Edit' option is highlighted. The main content area displays the 'ACTIVITY NOTIFICATION or AUTHORIZATION (SG.3)' form, which includes instructions and a table for recording activity.

	People
Attending a GGC Large Group Event	✘
Girls in groups unaccompanied during a portion of an event	✔

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 'Application Portal' interface. At the top, there are navigation links for 'Pages', 'Programs', 'My Applications', 'EN', and 'Maya'. 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 of 'Dec 10 2024 03:25 PM (EST)'. Below this are two buttons: 'REVIEW' and 'SUBMIT', with the 'SUBMIT' button circled in red. The right column displays the application details for 'Saskatchewan Safe Guide Program', specifically for 'Dunk tank outing' with ID 'SK24-000000443'. It includes tabs for 'APPLICATION' and 'ACTIVITY'. Below the application details is a 'Your tasks' section with three completed items: 'Activity Level Planning Chart', 'SG3 Application', and 'Upload completed SG.1 form', each with a green checkmark and completion timestamp.

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

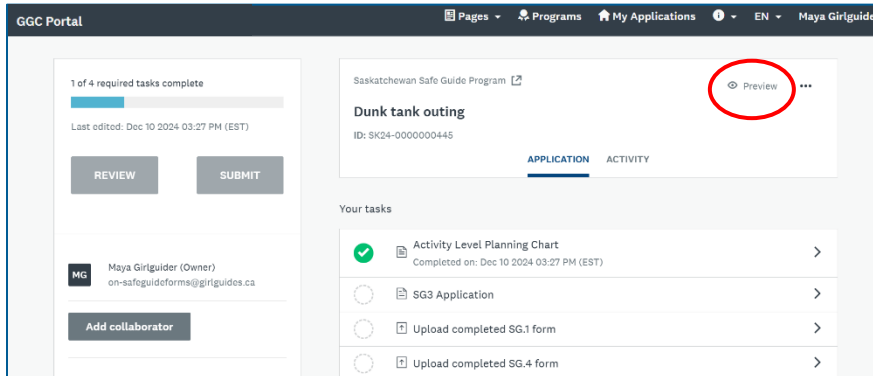
The screenshot shows the 'Application Portal' interface with a 'Submit application' dialog box overlaid. The dialog box has a title bar with a close button (X) and contains the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the dialog box are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT', with the 'REVIEW' and 'SUBMIT' buttons circled in red. The background shows the same application details as the previous screenshot, but they are dimmed.



FAQs

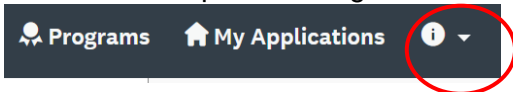
I can't click Review. What should I do?

- 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 an SG.1 for caregivers 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 "Application 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 memberunitsupport@girlguides.ca

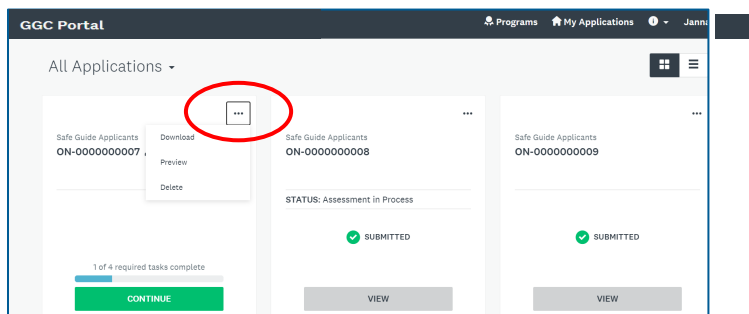


What is a collaborator? How do I add one? Why should I add one?

- 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 “Application Portal” at the top left.
- 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 GGC Portal 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:
 - Alberta, Northwest Territories and Yukon: any-safeguideadviser@girlguides.ca
 - British Columbia: bc-safeguide@girlguides.ca
 - Ontario and Nunavut: on-safeguideadviser@girlguides.ca
 - New Brunswick: nb-safeguide@girlguides.ca
 - Newfoundland and Labrador: nl-safeguide@girlguides.ca
 - Nova Scotia: ns-safeguideadviser@girlguides.ca
 - Saskatchewan: sk-safeguide@girlguides.ca
 - Quebec – qc-safeguide@guidescanada.ca
- For help using the GGC Portal 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.

