

SurveyMonkey Apply – GGC, Ontario Council Award
Nomination Site
Nominator User Manual



Setting up a User Account

Go to <https://ggcportal.smapply.ca/>.

If you have an existing Fluid Review account, you will need to make a new account with SurveyMonkey Apply.

If you have an existing account with SurveyMonkey Apply (e.g. completed SafeGuide paperwork, etc.), that account may still be valid. Please use that account information to login. Click the grey Log In button in the top right corner and use your existing email and password. Once logged in, navigate to page 5 of this document for the next steps.

If you have never used SurveyMonkey Apply before, click the green “Register” button at the top of the page.



GGC Portal

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

Once you have created your account, a confirmation email will be sent to the email you used to register. Use the link in your email to confirm your email address.



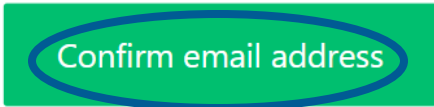
SurveyMonkey Apply Account Email Verification

Dear Emma Colson,

In order to validate your SurveyMonkey Apply account we require you to verify your email address.

Please click the link below to help us validate that it's really you and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

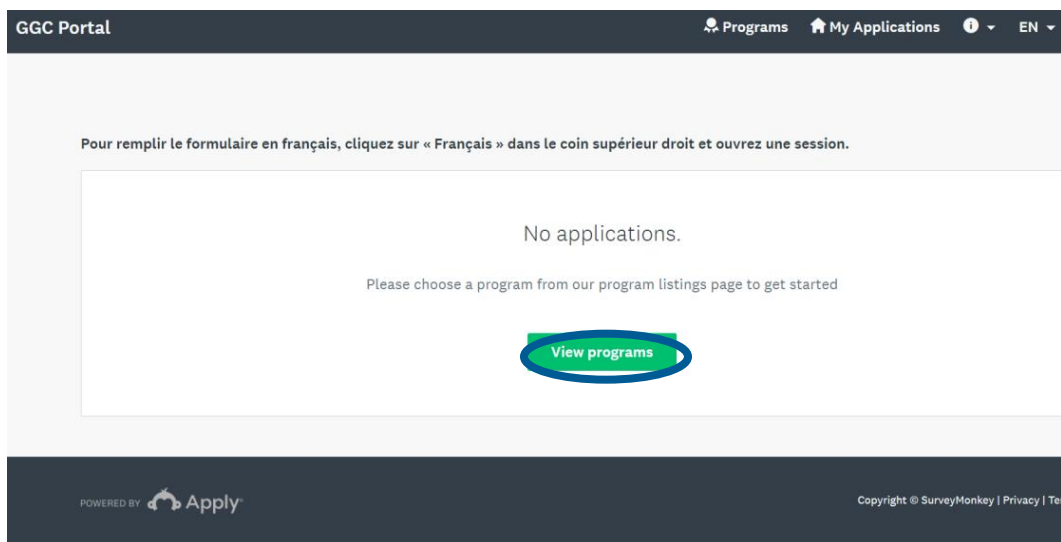


Confirm email address

If the button is not clickable, please copy and paste this URL into your browser's address bar:

<https://ggcportal.smapply.ca/acc/e/daa6ca5a-d540-4abd-a05e-f933fb9680b7/>

By clicking on the activation link you will be brought to a confirmation screen, at which time you can fill out your eligibility profile by clicking on “View programs” and then “Fill out eligibility profile”.



GGC Portal

Programs My Applications EN

Pour remplir le formulaire en français, cliquez sur « Français » dans le coin supérieur droit et ouvrez une session.

No applications.

Please choose a program from our program listings page to get started

View programs

POWERED BY Apply

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Completing the Eligibility Quiz

Members across Canada will be using SurveyMonkey Apply for various applications. To ensure you have access to applications pertinent to members of Ontario Council, fill out the 3-question eligibility quiz.

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

Clear

I'll do this later [Save my profile](#)

Once you've completed your eligibility profile, click "save my profile". A list of programs relevant to your membership will appear. Skip to Choosing an Award Category at the bottom of this page for the next steps.



Logging in to your User Account

Go to <https://ggcportal.smapply.ca/>.

To Log in, Click the “Log In” Button in the top right corner of the page.

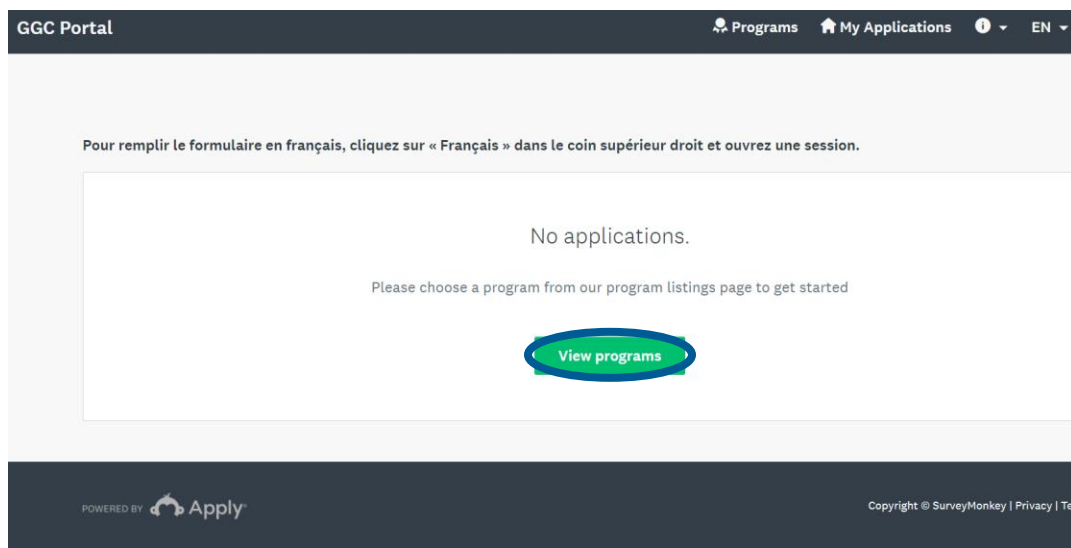


GGC Portal

You will be brought to the log in screen prompting you to enter your email and password.

Creating an Award Nomination

Once you have logged into your account, you will be brought to your account home page. Here you can view your current applications or start a new application. To start a new application, click “View programs”.



Choosing an Award Category

There are 3 Provincial Award Categories to choose from:

Choose **Category 1** if you are applying for Letter of Commendation, Gold Thanks Pin, Bronze Unit Guider, Silver Unit Guider, Gold Unit Guider.



Choose **Category 2** if you are applying for Bronze Merit, Silver Merit, Gold Merit, Silver Thanks Pin, Team Award, Administrative Community Leader (ACL) Award.

Choose **Category 3** if you are applying for Medal of Merit, Ontario Award, or Outstanding Youth Award.

The screenshot displays three award categories in a grid layout. Each category card includes a title, a date for accepting applications, a list of eligible awards, and a green 'MORE >' button circled in blue.

- GGCOC Awards - Category 1**
Accepting applications on Aug 5 2021 12:00 AM (EDT)
Letter of Commendation, Gold Thanks Pin, Bronze Unit Guider, Silver Unit Guider, Gold Unit Guider
- GGCOC Awards - Category 2**
Accepting applications on Aug 5 2021 12:00 AM (EDT)
Bronze Merit, Silver Merit, Gold Merit, Silver Thanks Pin, Team Award, Administrative Community Leader (ACL) Award
- GGCOC Awards - Category 3**
Accepting applications on Aug 5 2021 12:00 AM (EDT)
Medal of Merit, Ontario Award, Outstanding Youth Award

Click “More” to choose an award category.

Applying for an Award

Click “Apply” on the left side.



The screenshot shows the application process. On the left, a category card for 'GGCOC Awards - Category 1' contains a welcome message and instructions. On the right, a green 'APPLY' button is circled in blue, with a tooltip indicating it opens on 'Aug 5 2021 12:00 AM (EDT)'.

GGCOC Awards - Category 1

Welcome to the new Girl Guides of Canada, Ontario Awards Portal!

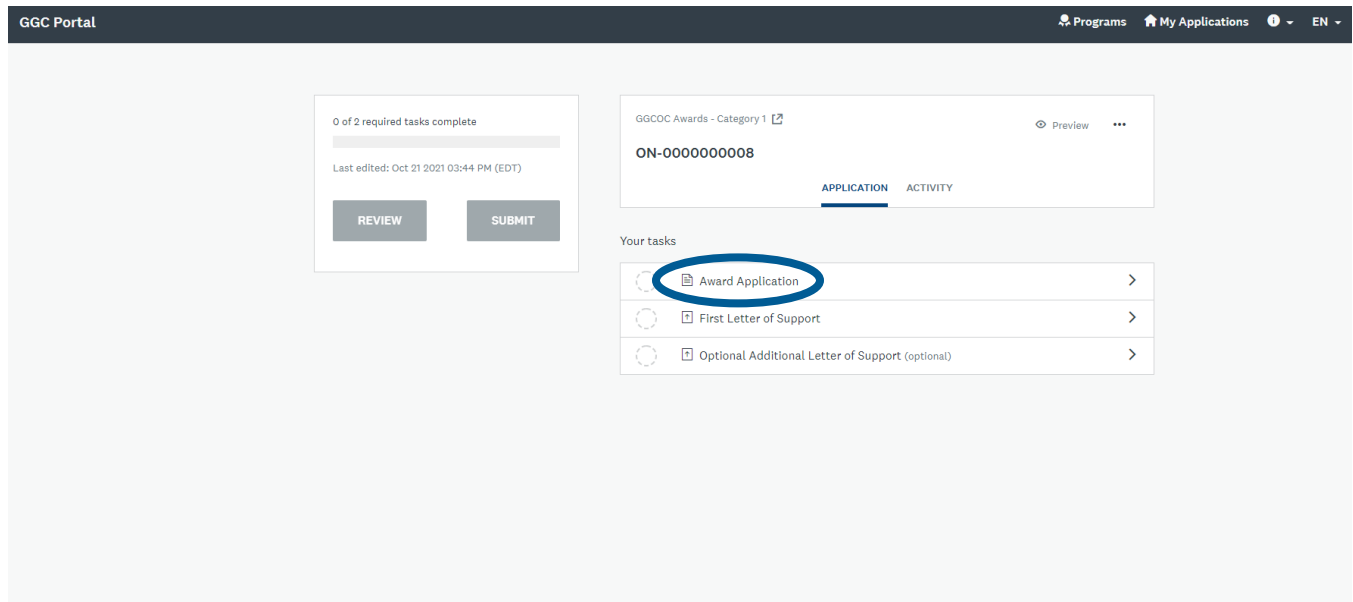
By clicking “Apply” on the right side of the screen, you can submit a nomination for Letter of Commendation, Gold Thanks Pin, Bronze Unit Guider, Silver Unit Guider, or Gold Unit Guider.

APPLY
Opens
Aug 5 2021 12:00 AM (EDT)



Completing the Award Application

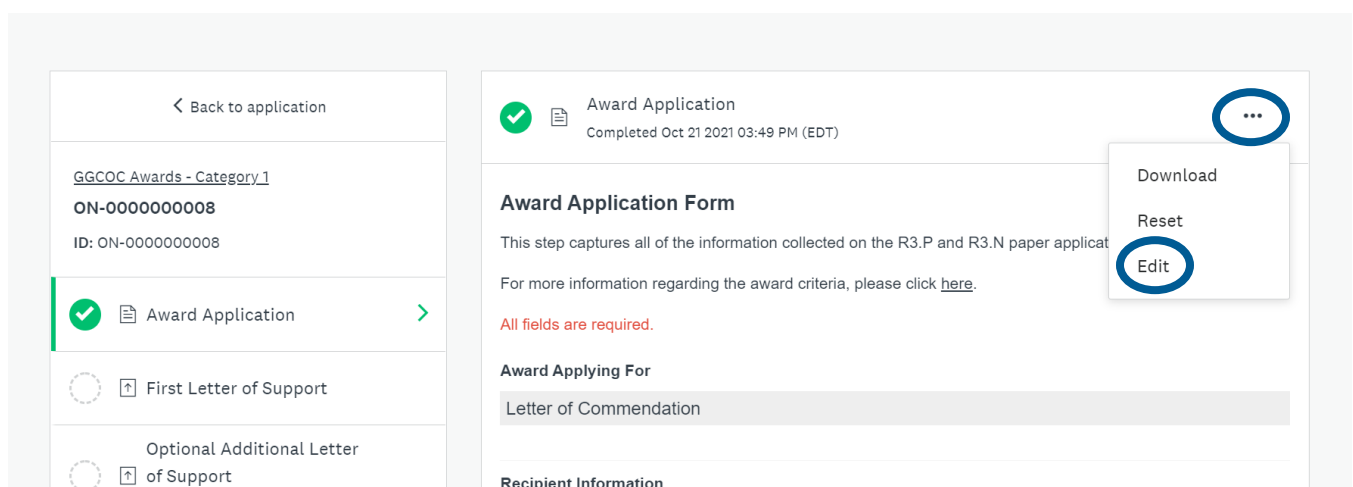
Once in your application, you will see the tasks required to complete your application. Follow the instructions outlined on the page. Completing each “Task” will progress you through the nomination process.



The Award Application captures all the information collected on the R3.P and R3.N paper application forms. Once this form is complete, click “Mark as Complete” to complete this step.

Once complete, you will see a preview of the Award Application Form you just filled out. As you progress through tasks, a green checkmark will appear to indicate completion.

Should you need to edit a previously submitted task, click on the ellipses to reopen the task.



Uploading the First Letter of Support

Click on “First Letter of Support” on the left side of the screen to complete the next task.

← Back to application

GGCOC Awards - Category 1
ON-000000008
ID: ON-000000008

✓ Award Application >

⬆ First Letter of Support

Optional Additional Letter of Support (optional)

1 of 2 required tasks complete

✓ Award Application
Completed Oct 21 2021 03:49 PM (EDT)

Award Application Form

This step captures all of the information collected on the R3.P and R3.N paper application forms.

For more information regarding the award criteria, please click [here](#).

All fields are required.

Award Applying For

Letter of Commendation

Recipient Information

First and Last Name of Recipient(s)	Emma Colson
Recipient iMIS#	123123123

OR

1 of 2 required tasks complete

Last edited: Oct 21 2021 03:49 PM (EDT)

REVIEW SUBMIT

GGCOC Awards - Category 1 [🔗](#) Preview

ON-000000008

APPLICATION ACTIVITY

Your tasks

✓ Award Application
Completed on: Oct 21 2021 03:49 PM (EDT)

⬆ First Letter of Support

Optional Additional Letter of Support (optional)

Click “First Letter of Support” within the Application Summary window to complete this task.

To upload a letter of support, ensure that:

- The letter(s) is in pdf, .doc or .docx format
- The letter(s) is easily accessible from your computer

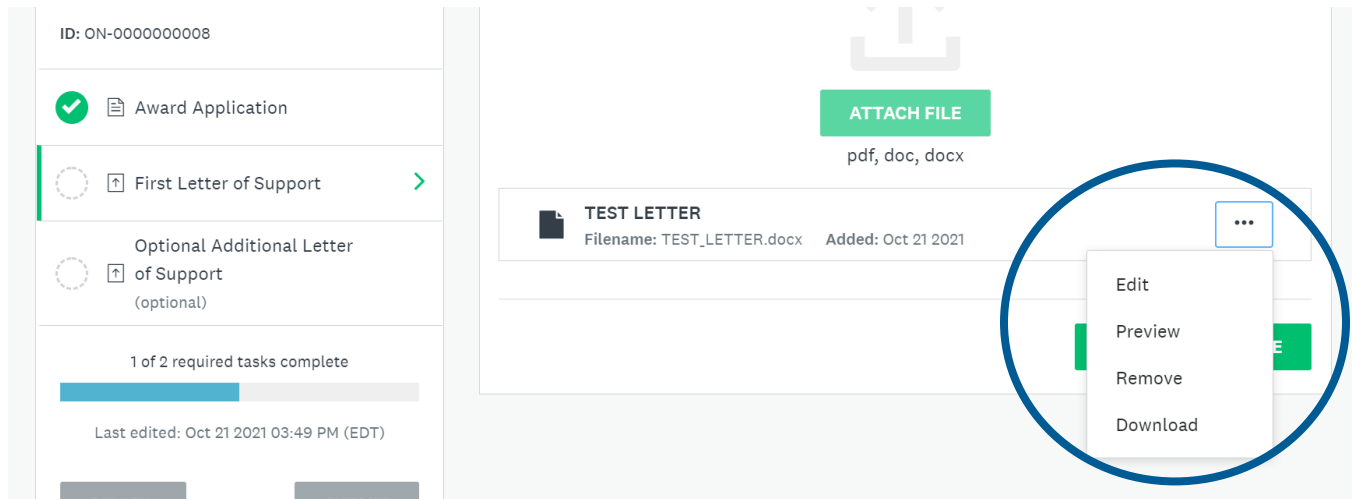
When you are ready to upload your letter(s) to the system, simply:

- Title the letter (ex. nominees full name and the number 1 or 2: Mary Smith 1)
- Choose your document by clicking on “Attach File” (at this point your computer’s file browser will open).



- Select the letter of support you wish to submit and click “Open” depending on your computer.

Should you need to reupload this letter, click on the ellipses to the right of the uploaded letter. Clicking “Edit” will allow you to edit the title and description of the letter, clicking “Preview” will allow you to take a quick look at what you have uploaded, clicking “Remove” will delete the uploaded letter and clicking “Download” will allow you to download the letter you have attached.



Once uploaded, click “Mark as Complete” to complete this step.

You can repeat the steps above if the award you are submitting requires two letters of support.



Previewing your application

If at any time, you want to view your application as it would appear to the reviewer(s), click “Back to application” to return to the application summary page

Back to application

GGCOC Awards - Category 1
ON-000000008
ID: ON-000000008

Award Application

First Letter of Support

Optional Additional Letter of Support (optional)

2 of 2 required tasks complete

Last edited: Oct 21 2021 04:05 PM (EDT)

REVIEW SUBMIT

First Letter of Support
Completed Oct 21 2021 04:04 PM (EDT)

TEST LETTER
Filename: TEST_LETTER.docx Added: Oct 21 2021

Once here, click “Preview”

2 of 2 required tasks complete

Last edited: Oct 21 2021 04:05 PM (EDT)

REVIEW SUBMIT

GGCOC Awards - Category 1

ON-000000008

Preview

APPLICATION ACTIVITY

Your tasks

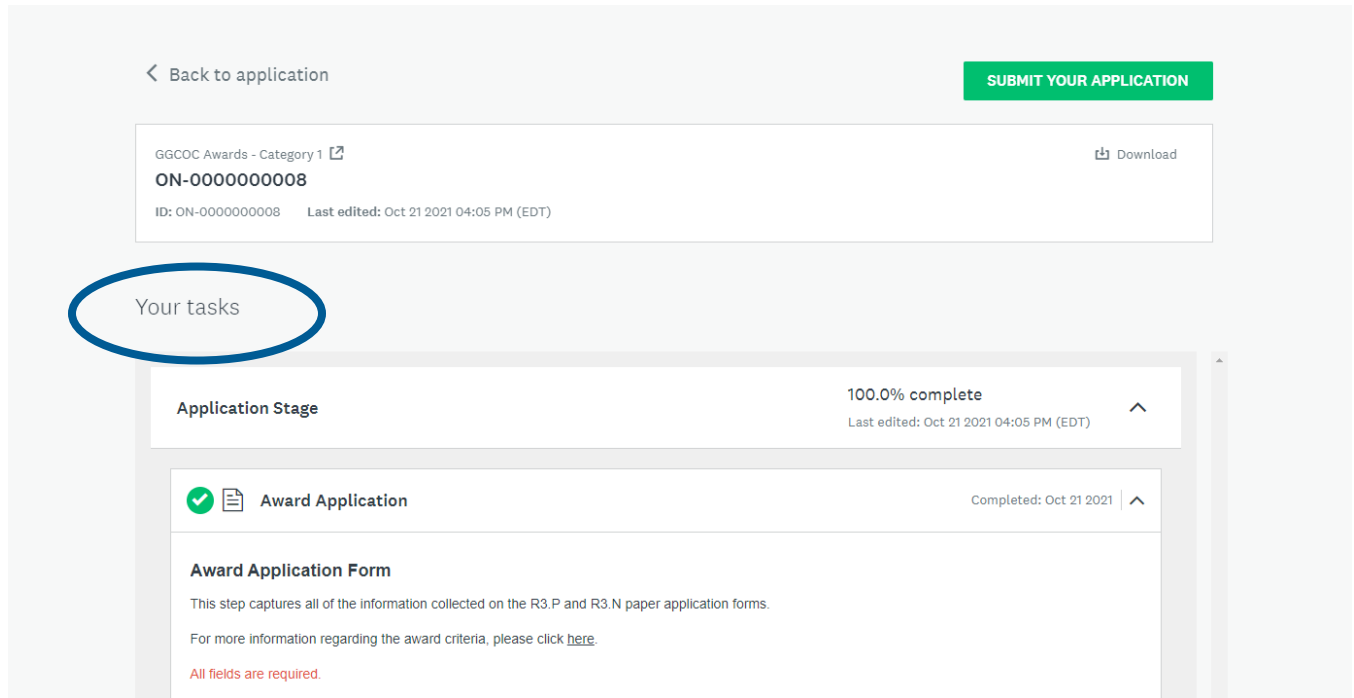
Award Application
Completed on: Oct 21 2021 04:05 PM (EDT)

First Letter of Support
Completed on: Oct 21 2021 04:04 PM (EDT)

Optional Additional Letter of Support (optional)

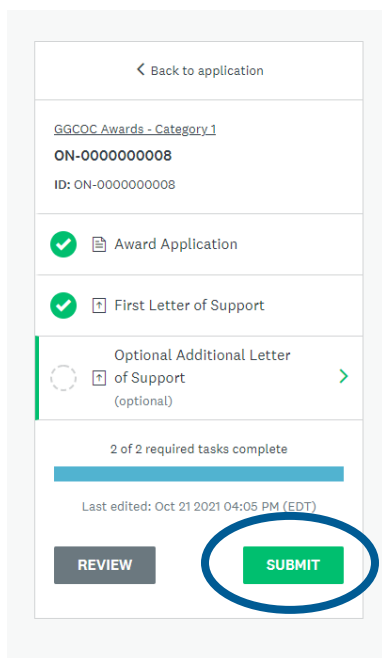


From here, you can view your completed tasks and submit.



Click on “Back to application” if you want to return to the application summary page.

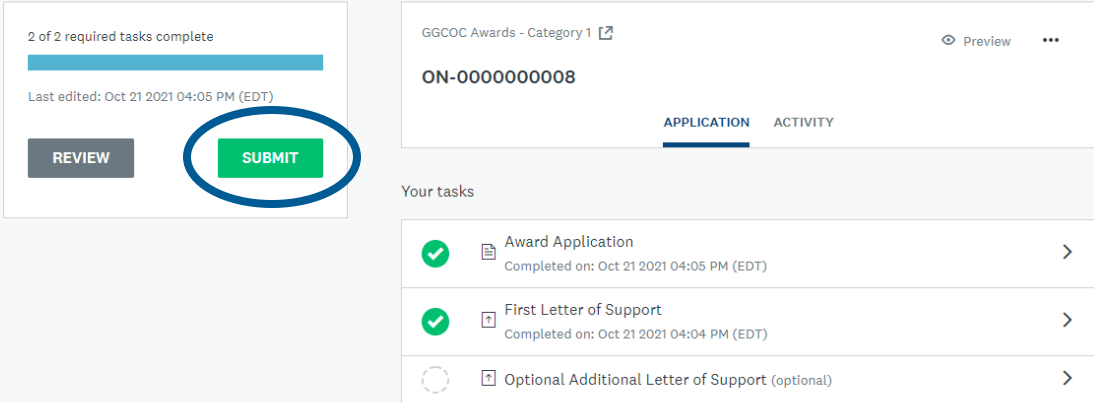
Submitting your application



Once you have completed your application, click “Submit” on the right side of the screen.

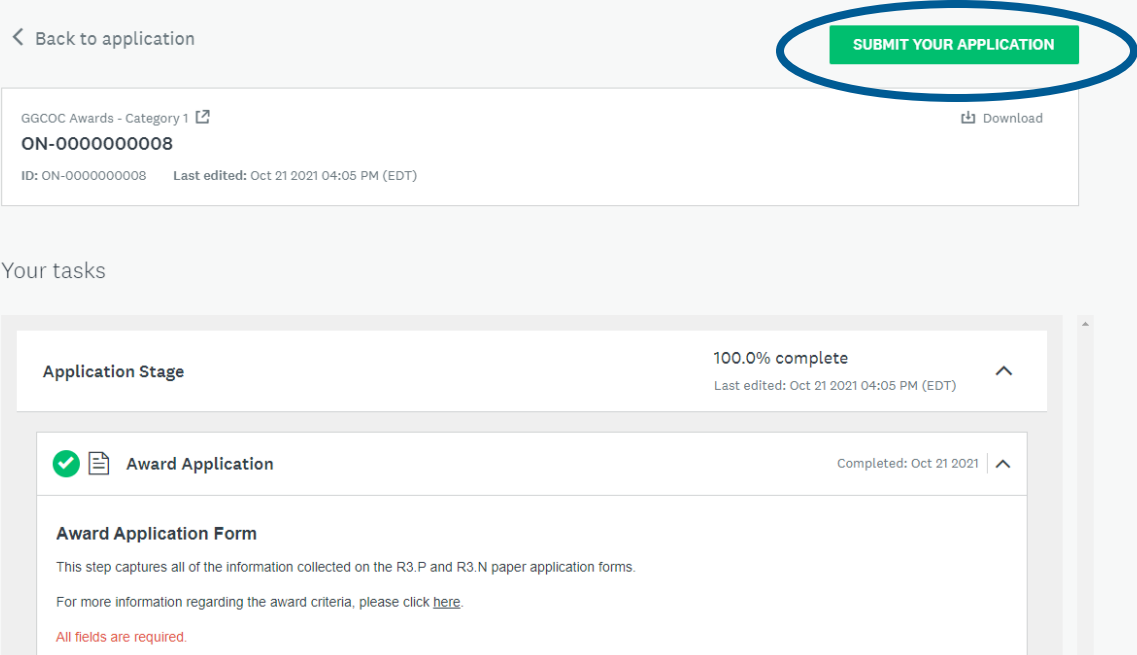


You can also submit your application by clicking submit on the application summary page.



The screenshot shows the application summary page. On the left, a progress bar indicates "2 of 2 required tasks complete" with a blue bar. Below the bar, it says "Last edited: Oct 21 2021 04:05 PM (EDT)". There are two buttons: a grey "REVIEW" button and a green "SUBMIT" button, which is circled in blue. On the right, the page title is "GGCOC Awards - Category 1" with a link icon. Below that is the application ID "ON-000000008". There are two tabs: "APPLICATION" (selected) and "ACTIVITY". Below the tabs, a section titled "Your tasks" lists three items: "Award Application" (completed on Oct 21 2021 04:05 PM (EDT)), "First Letter of Support" (completed on Oct 21 2021 04:04 PM (EDT)), and "Optional Additional Letter of Support (optional)".

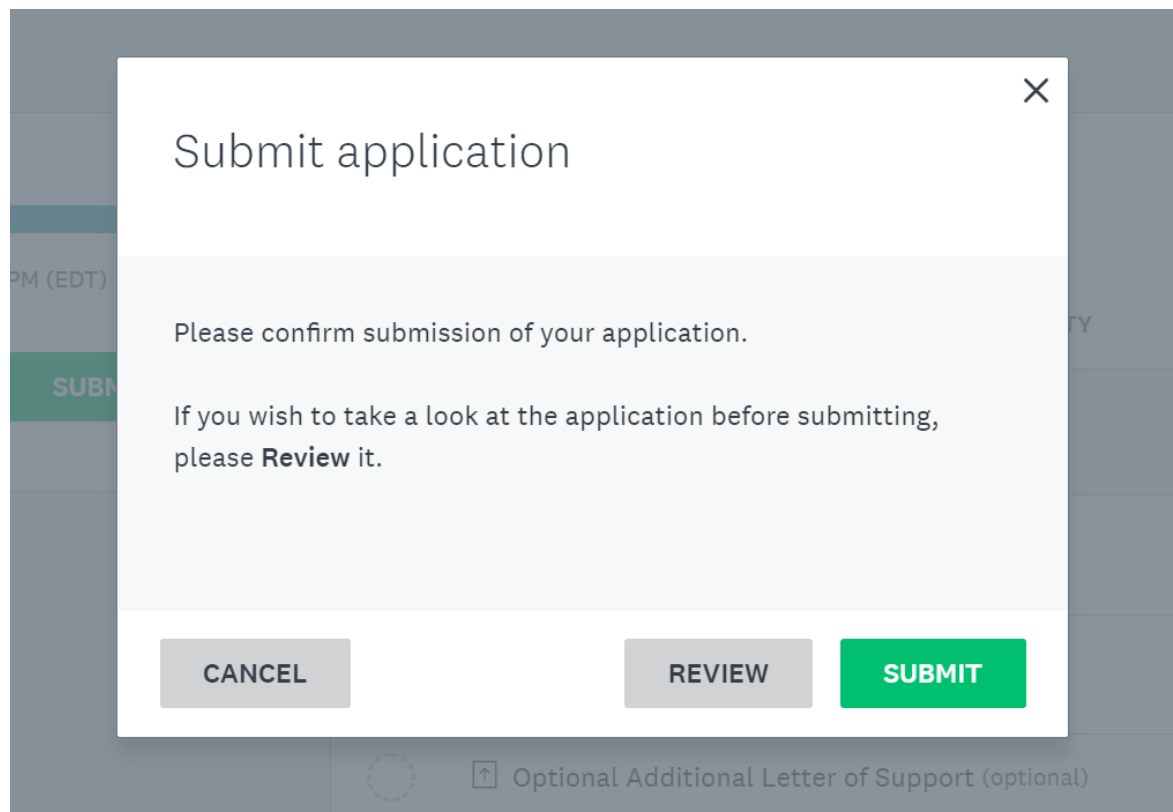
Or, on the preview page.



The screenshot shows the preview page. At the top left, there is a link "Back to application". At the top right, there is a green "SUBMIT YOUR APPLICATION" button circled in blue. Below that, the page title is "GGCOC Awards - Category 1" with a link icon. Below that is the application ID "ON-000000008". There is a "Download" button. Below that, it says "ID: ON-000000008" and "Last edited: Oct 21 2021 04:05 PM (EDT)". Below the ID, there is a section titled "Your tasks". The first task is "Award Application" with a green checkmark and a document icon. It says "100.0% complete" and "Last edited: Oct 21 2021 04:05 PM (EDT)". Below the task, there is a section titled "Award Application Form" with a description: "This step captures all of the information collected on the R3.P and R3.N paper application forms." and a link: "For more information regarding the award criteria, please click [here](#)." Below the description, it says "All fields are required."

Once submit has been pressed, the form will prompt you to confirm your submission.





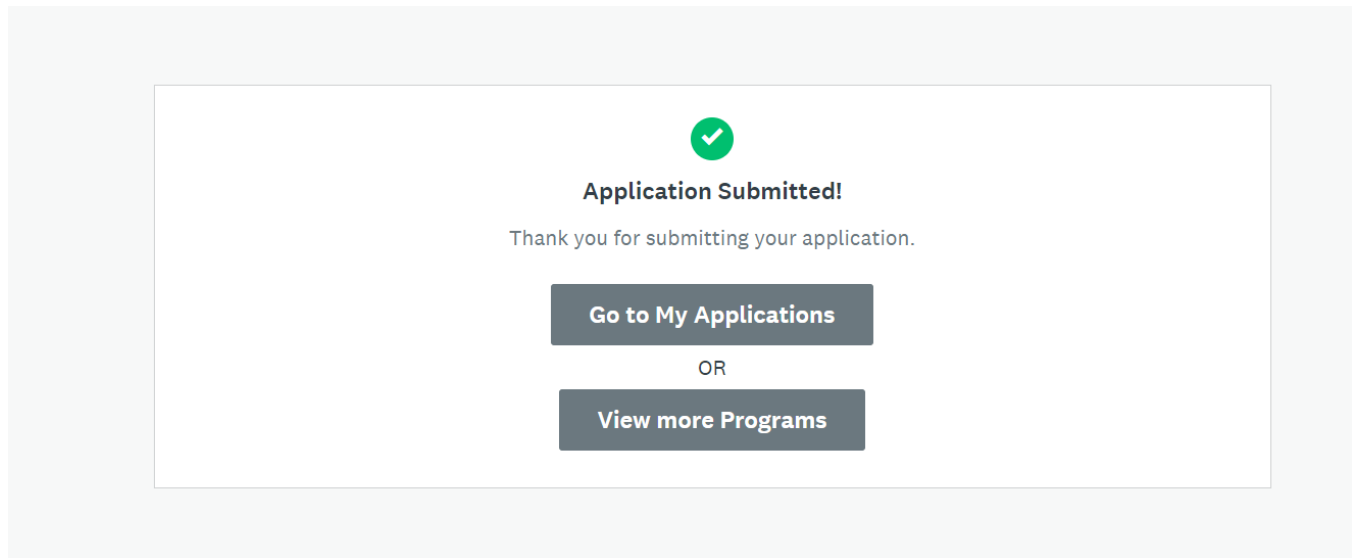
If you want to review again, click “Review”. If you are content with your upload, press “Submit”.

Once submitted, you will get a confirmation email sent to the email you have registered with.

Next Steps

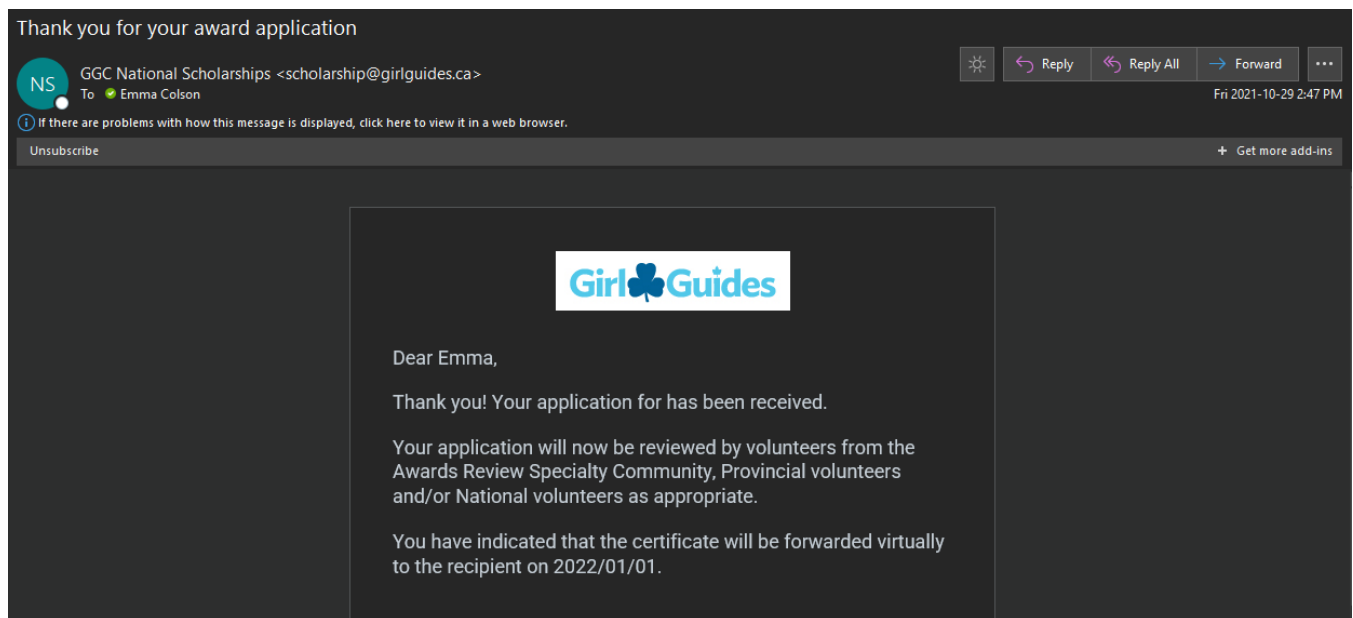
Once submitted, click “Go to My Applications” to view the status of your current applications or click “View more Programs” to submit another application.





Confirmation Email

Within five minutes of submitting the award nomination, you will receive an email from SurveyMonkey Apply confirming the receipt of your nomination. This email will be sent to the inbox you used to register for your SurveyMonkey account.



How to check the status of an award nomination

Click, "My Applications" in the top right corner to return to your applications.




Here, you will see all the nominations that you have started and/or submitted. The blue circle below indicated the status of the submission

GGC Portal

Pour remplir le formulaire en français, cliquez sur « Français » dans le coin supérieur droit et ouvrez une session.

[All Applications](#) ▾

GGCOC Awards - Category 1
ON-000000010

 SUBMITTED

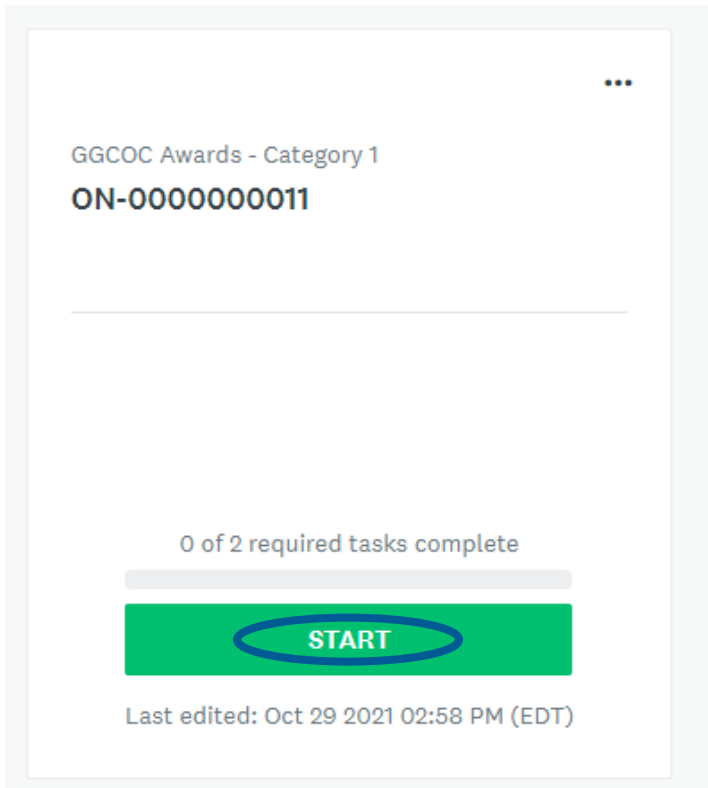
VIEW

Submitted on: Oct 29 2021 02:47 PM (EDT)

1 - 1 of 1 Applications



Award with steps to complete



GGCOC Awards - Category 1
ON-0000000011

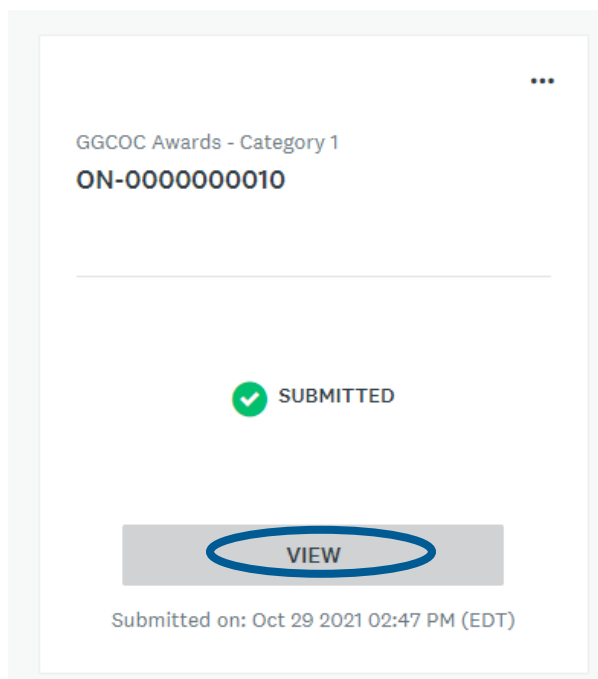
0 of 2 required tasks complete

START


Last edited: Oct 29 2021 02:58 PM (EDT)

If you have application steps remaining in the award process, you will see the following information under your nomination: number of tasks completed, the “Start” button to resume your application and the date the application was last edited.

Award that has been submitted but not yet reviewed



GGCOC Awards - Category 1
ON-0000000010

 **SUBMITTED**

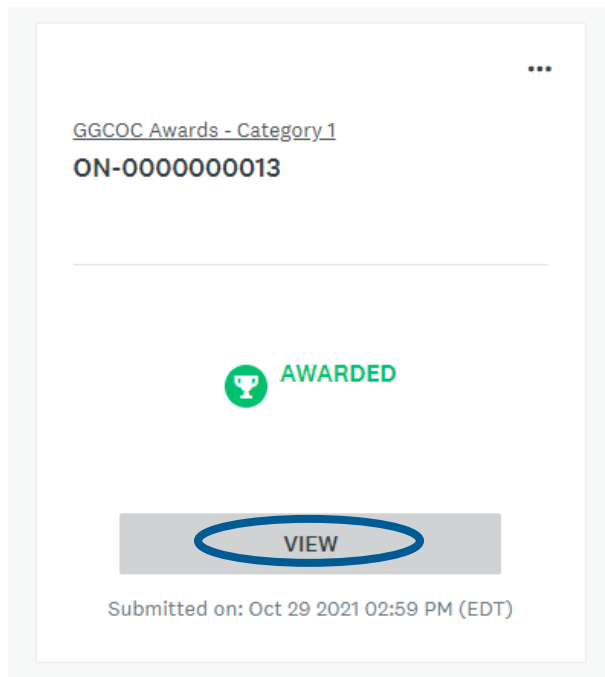
VIEW

Submitted on: Oct 29 2021 02:47 PM (EDT)

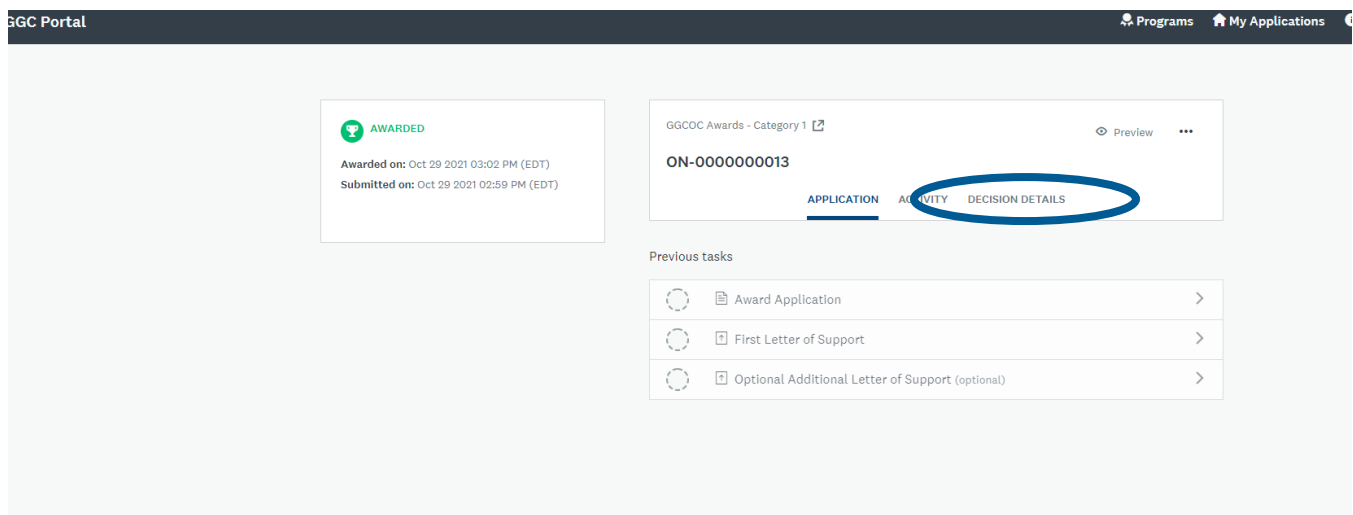
Once you submit your award nomination, you will see the following information under your nomination. Click “View” to reread the information you have submitted.



Award that has been reviewed and awarded



Once you submit your award nomination has been approved, you will see the following information under your nomination. Click “View” to see more details regarding the approval.



Once you click on the application, you can click “Decision Details” to view any comments left by the reviewer(s).

If an application has been approved, you will also receive a confirmation email detailing the next steps.





Hello Emma,

This email confirms that the Letter of Commendation award nomination for has been approved.

Next Steps

Letter of Commendation: The Letter of Commendation is created by the nominator. Ontario Council does not send out an award package for this award. Samples of Letter of Commendation letters are available on [MemberZone \(login required\)](#).

Gold and Silver Thanks Pins: Purchase the Silver or Gold Thanks pin from [the Guide Store](#) and present the award, including copies of the nomination letters to the recipient.

Team Award: Purchase the Team Award pin from [the Guide Store](#) and present the award, including copies of the nomination letters.

All other awards: A presentation package, including a pin purchased by Ontario Council, will be mailed to the award recipient.

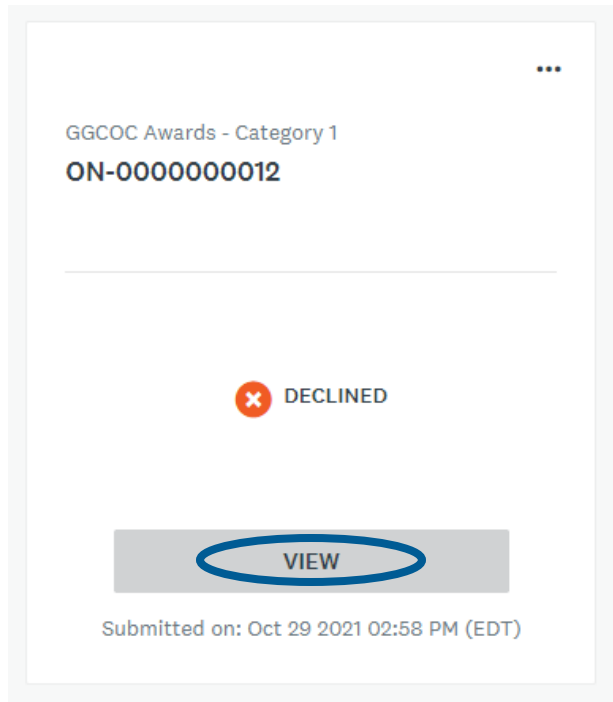
Presenting the award

On your form, you indicated that was the date that you would present the award package to the recipient. If this date has




Award that has been reviewed and not approved

If your award nomination has not been approved, you will see the following information under your nomination. Click “View” to see more details.

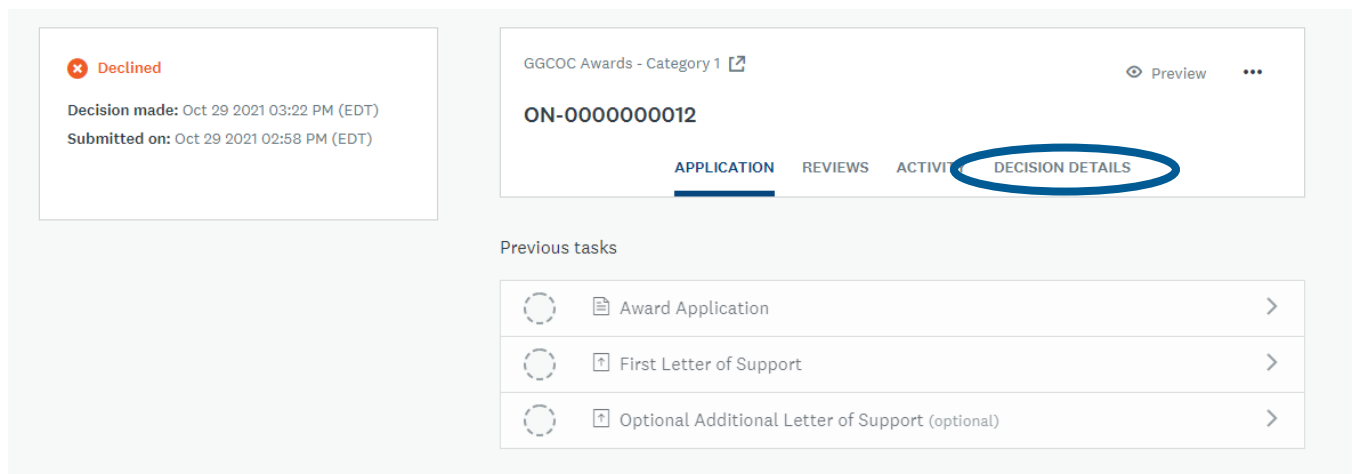



GGCOC Awards - Category 1
ON-0000000012

 **DECLINED**



[VIEW](#)

Submitted on: Oct 29 2021 02:58 PM (EDT)



 Declined




Decision made: Oct 29 2021 03:22 PM (EDT)
Submitted on: Oct 29 2021 02:58 PM (EDT)

GGCOC Awards - Category 1  Preview 

ON-0000000012

[APPLICATION](#) [REVIEWS](#) [ACTIVITY](#) [DECISION DETAILS](#)

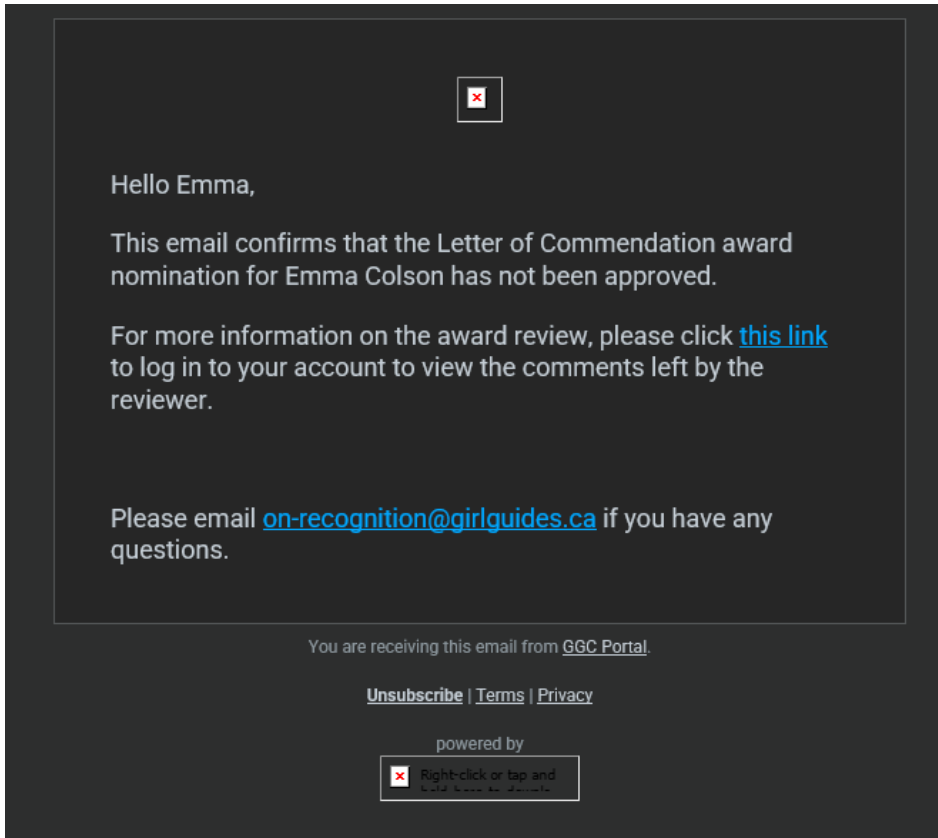
Previous tasks

-  Award Application >
-  First Letter of Support >
-  Optional Additional Letter of Support (optional) >

Once you click on the application, you can click “Decision Details” to view any comments left by the reviewer(s).

If an application has not been approved, you will also receive the following email.





How to log out of your account

Click your name at the top right corner of the screen. Click “Log Out”

