

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.



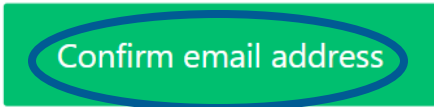
## SurveyMonkey Apply Account Email Verification

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

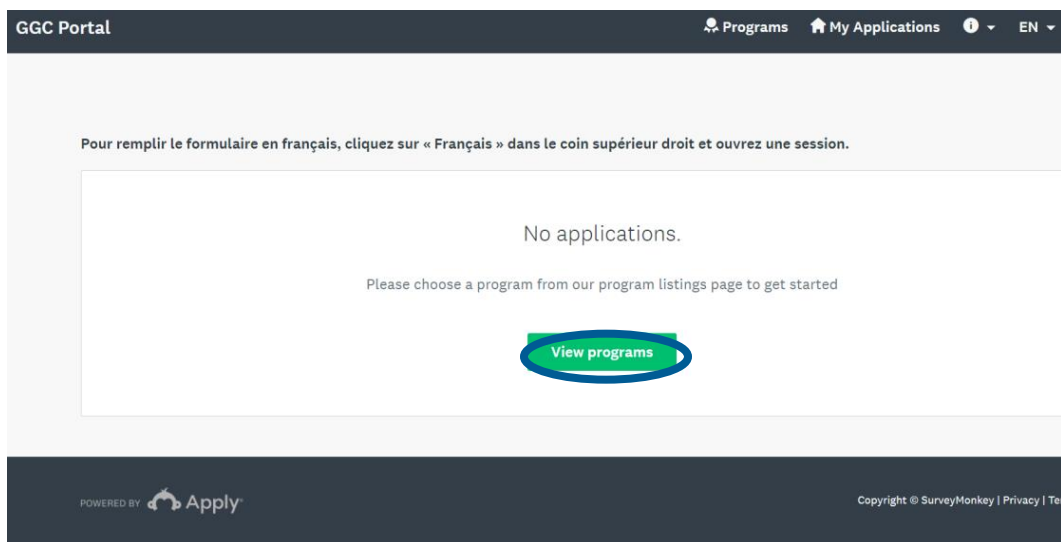


Confirm email address

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.

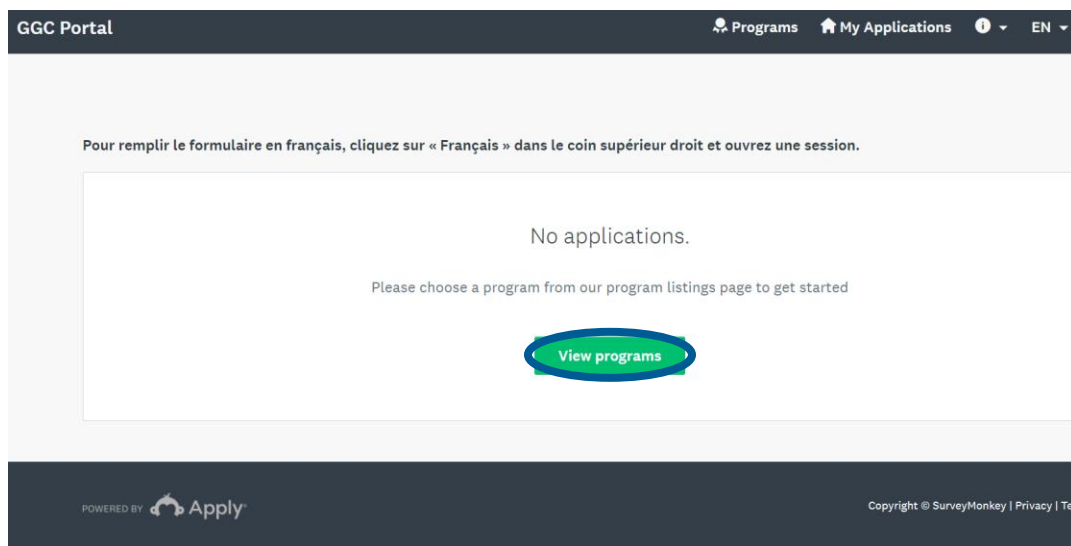


GGC Portal

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”.



## National Awards Portal

All award nominations go through the National Awards Portal.



## National Awards Portal

Accepting applications on Jan 17 2024 12:00 AM (EST)  
Awards for GGC members

26 Applications

**MORE >**

Click “More” to start an award application.

## Applying for an Award

Click “Apply” on the left side.



### National Awards Portal

Welcome to the new Girl Guides of Canada Awards Portal!

By clicking "Apply" on the right side of the screen, you can submit a nomination for a provincial or national award. **Please make sure that you read about the requirements for the award you're nominating someone for as each award has its own set. Letters of support must be included at the time of nomination.**

26 Applications

**APPLY**

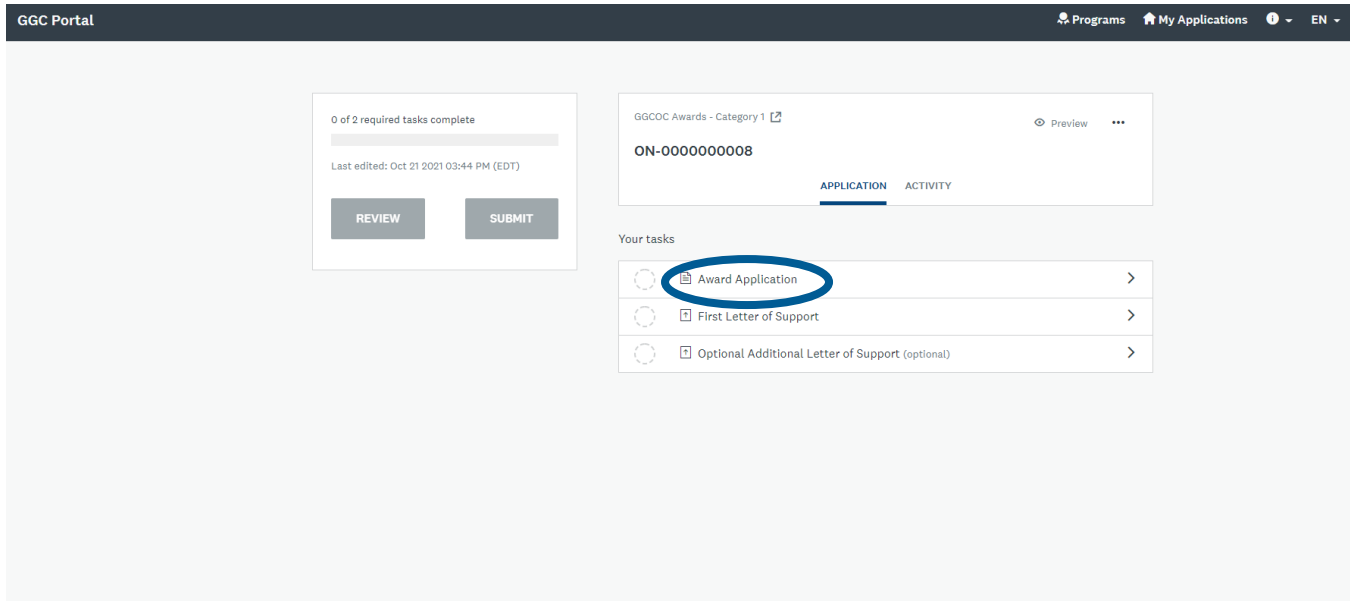
Opens

Jan 17 2024 12:00 AM (EST)

## 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.





## Award Selection

All awards are listed under "National" with the exception of the Ontario Award, Outstanding Youth Award and Junior Leader Award.

Note: The Ontario Award is a specific award and not a general category for any award in Ontario.

- National
- Provincial

Clear

### Provincial Award Applying For

Note that ANY council refers to Alberta, Northwest Territories, and Yukon

- |   |   |
|---|---|
| <input type="radio"/> ANY: Alberta Rose Award         | <input type="radio"/> NL: Newfoundland and Labrador Provincial Award                              |
| <input type="radio"/> ANY: Bronze Junior Leader Award | <input type="radio"/> NL: Newfoundland and Labrador Provincial Certificate for Dedicated Services |
| <input type="radio"/> ANY: Gold Junior Leader Award   | <input type="radio"/> NL: Provincial Indigenous Spirit Youth Award (not in use)                   |
| <input type="radio"/> ANY: Ivy Award                  | <input type="radio"/> NL: Provincial Ranger Award (not in use)                                    |
| <input type="radio"/> ANY: PC's Promise Award         | <input type="radio"/> ON: Ontario Award   |
| <input type="radio"/> ANY: Silver Junior Leader Award | <input type="radio"/> ON: Outstanding Youth Award   |
| <input type="radio"/> BC: BC Guider Appreciation      | <input type="radio"/> QC: Provincial Letter of Congratulations                                    |
| <input type="radio"/> BC: BC Leadership Spirit Award  |   |
| <input type="radio"/> MB: Red River Cart Award        |   |

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

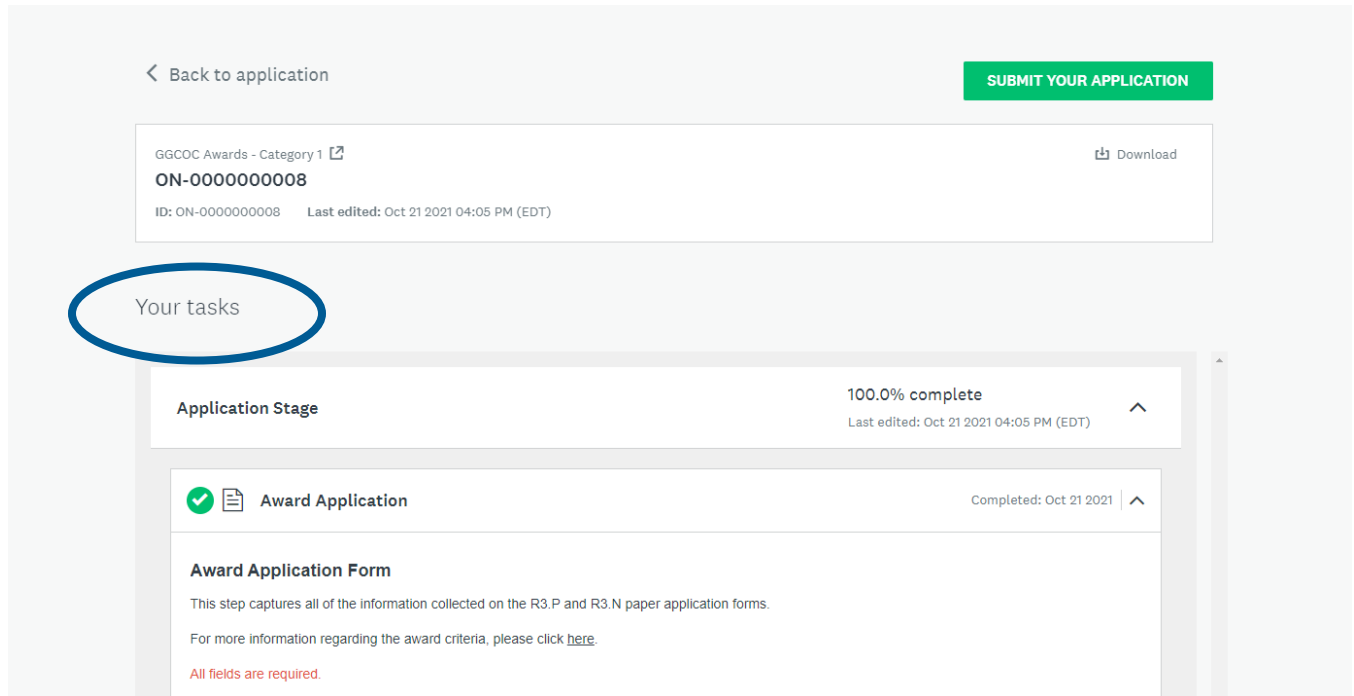
Award Application  
Completed on: Oct 21 2021 04:05 PM (EDT) >

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

Optional Additional Letter of Support (optional) >

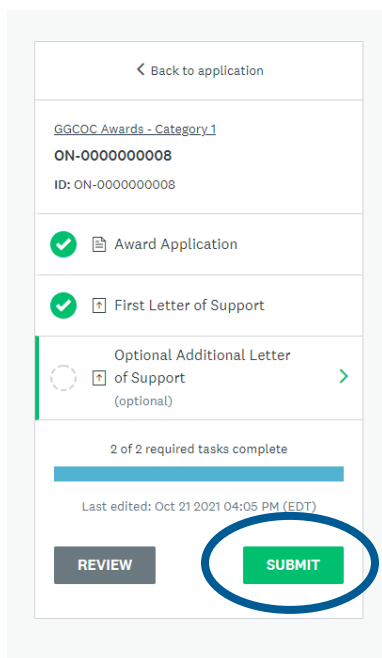


From here, you can view your completed tasks and submit.



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

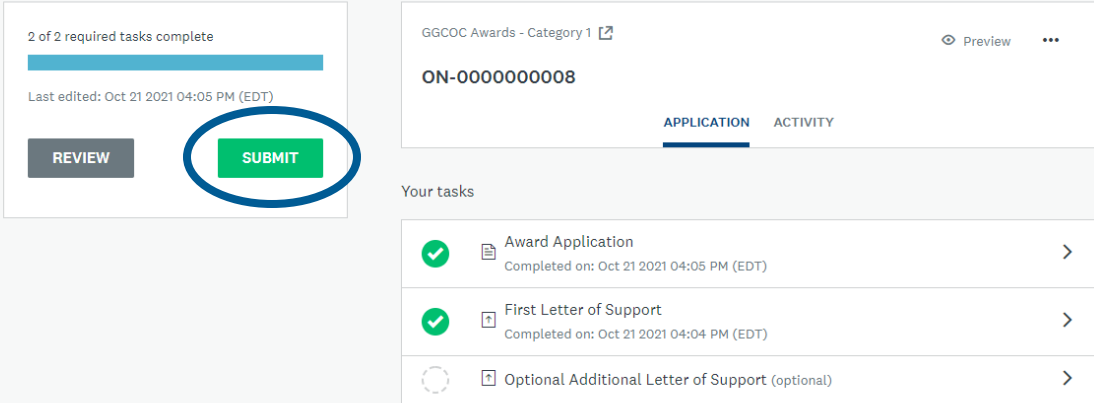
## Submitting your application



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

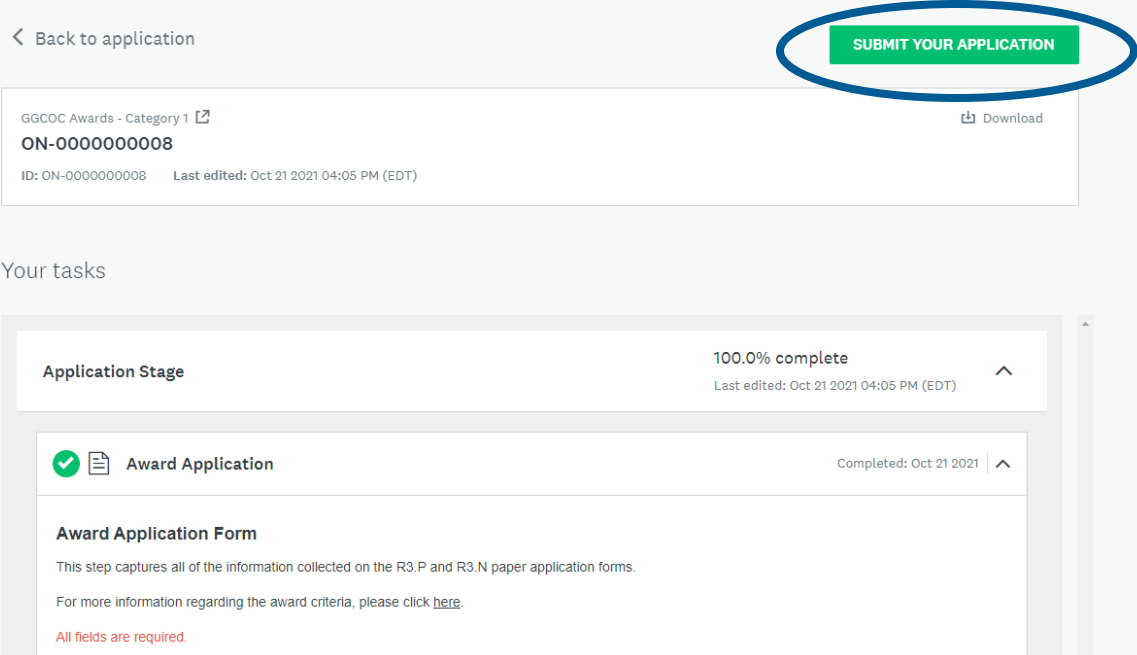


You can also submit your application by clicking submit on the application summary page.



The screenshot shows the application summary page for 'GGCOC Awards - Category 1'. It displays the application ID 'ON-000000008' and a progress bar indicating '2 of 2 required tasks complete'. A 'SUBMIT' button is circled in blue. Below the progress bar, there are 'REVIEW' and 'SUBMIT' buttons. The 'Your tasks' section lists three tasks: 'Award Application' (completed), 'First Letter of Support' (completed), and 'Optional Additional Letter of Support (optional)' (not started).

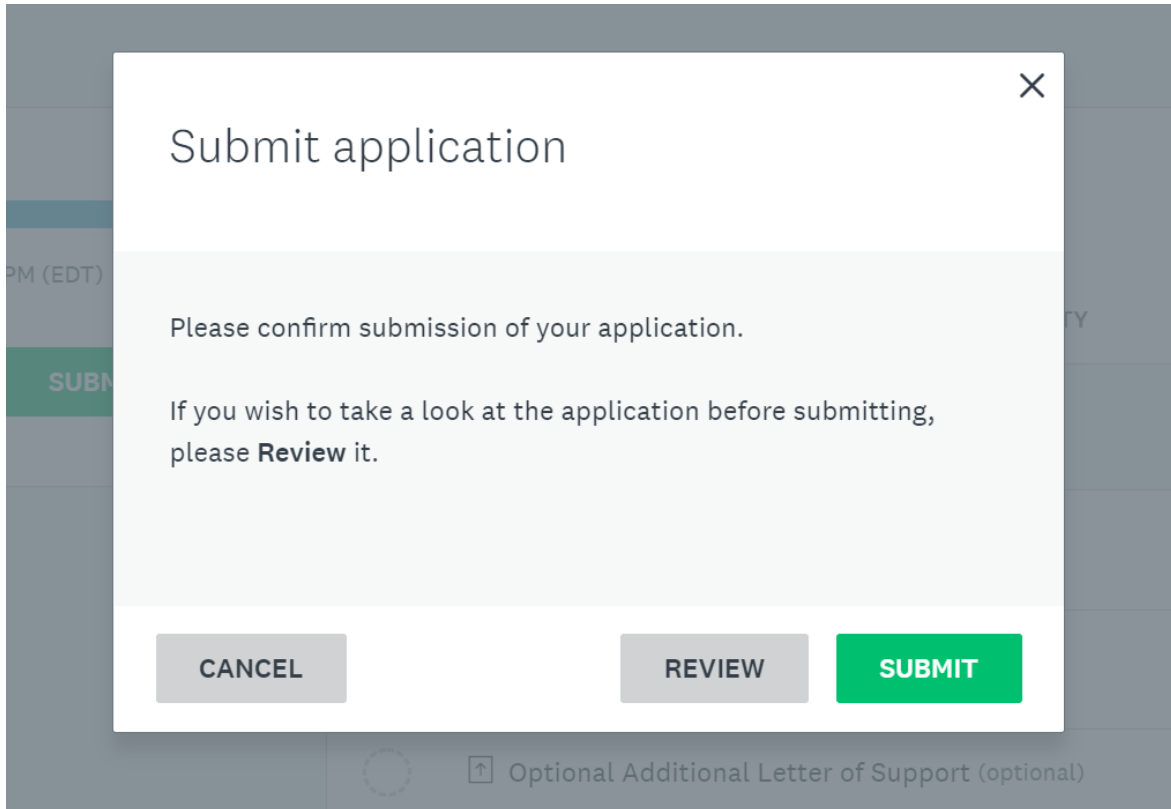
Or, on the preview page.



The screenshot shows the preview page for the application. A 'SUBMIT YOUR APPLICATION' button is circled in blue. The page includes a 'Back to application' link, the application ID 'ON-000000008', and a 'Download' button. The 'Your tasks' section shows the 'Award Application' task is '100.0% complete'. Below this, there is a section for the 'Award Application Form' with instructions and a link for more information.

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





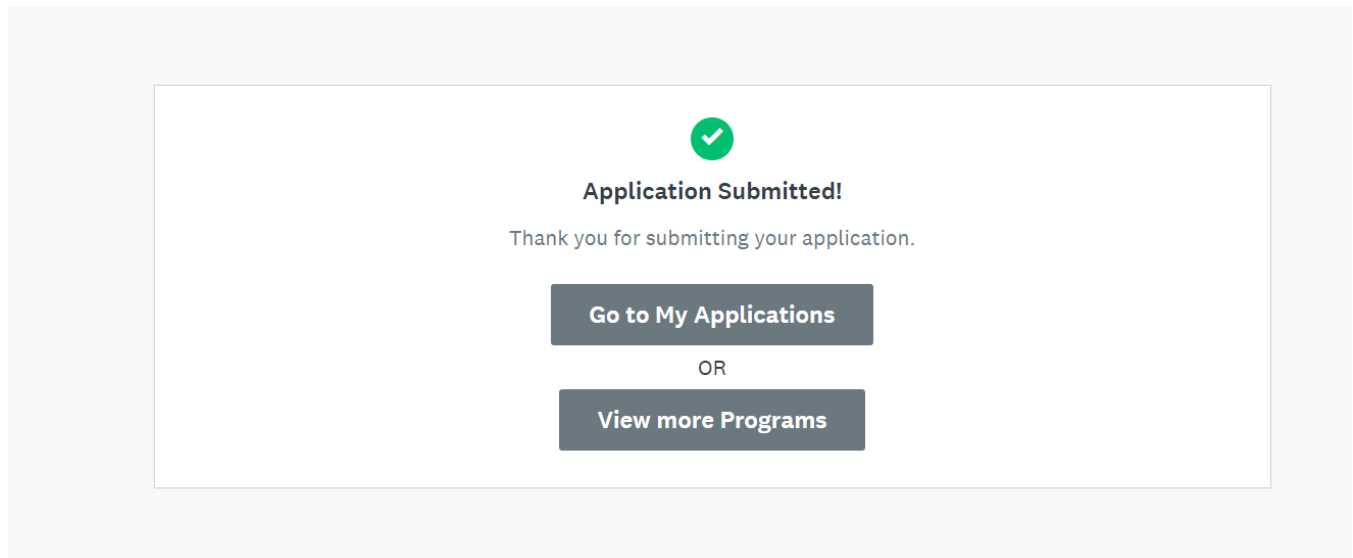
If you want to review again, click “Review”. If you are content with your upload, press “Submit”.

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

## Next Steps

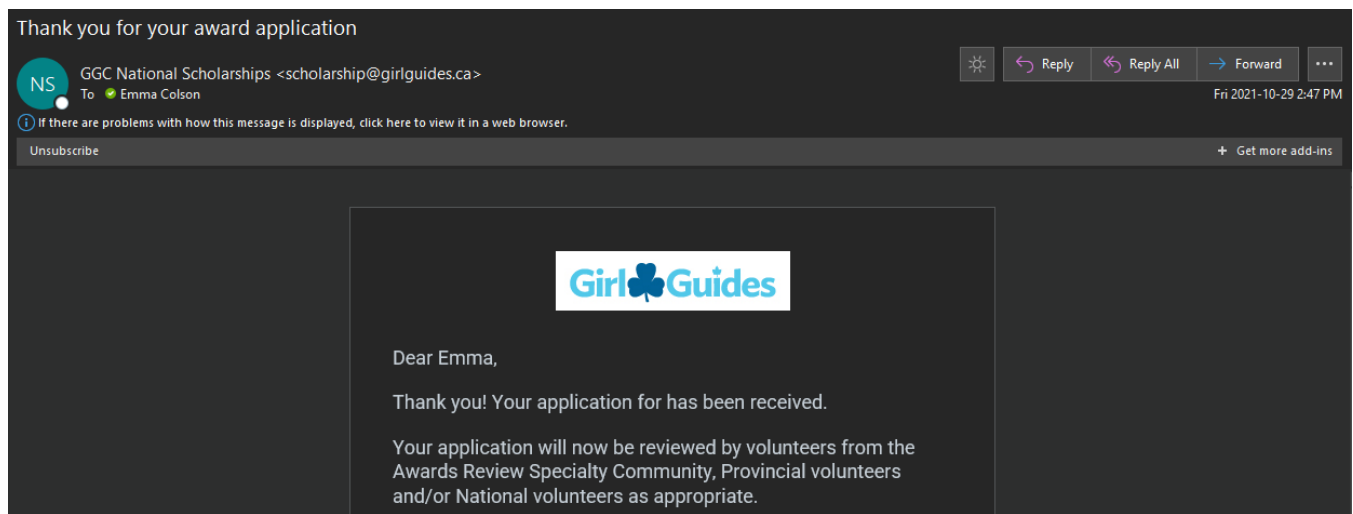
Once submitted, click “Go to My Applications” to view the status of your current applications or click “View more Programs” to submit another application.





## 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**

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 SUBMITTED

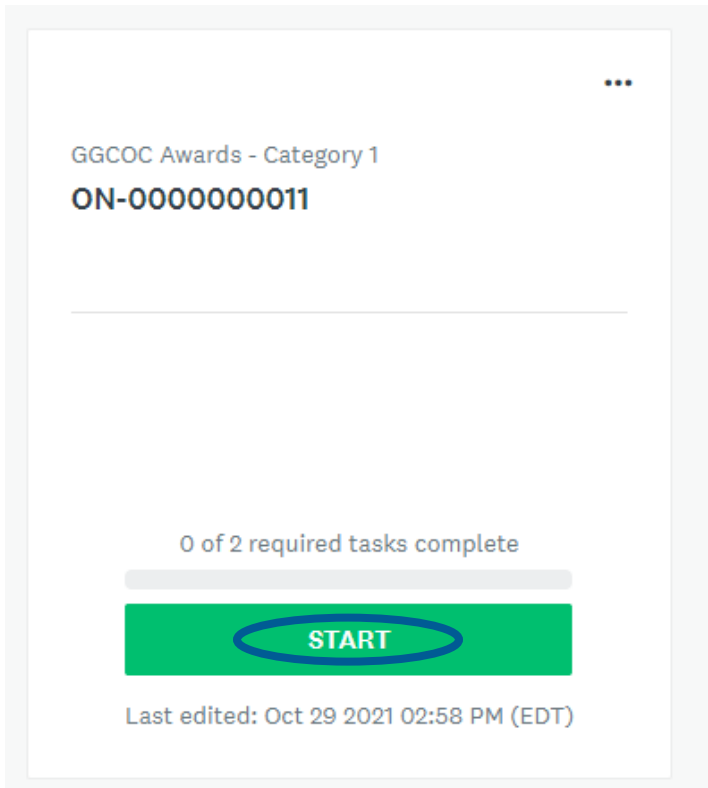
VIEW

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

1 - 1 of 1 Applications



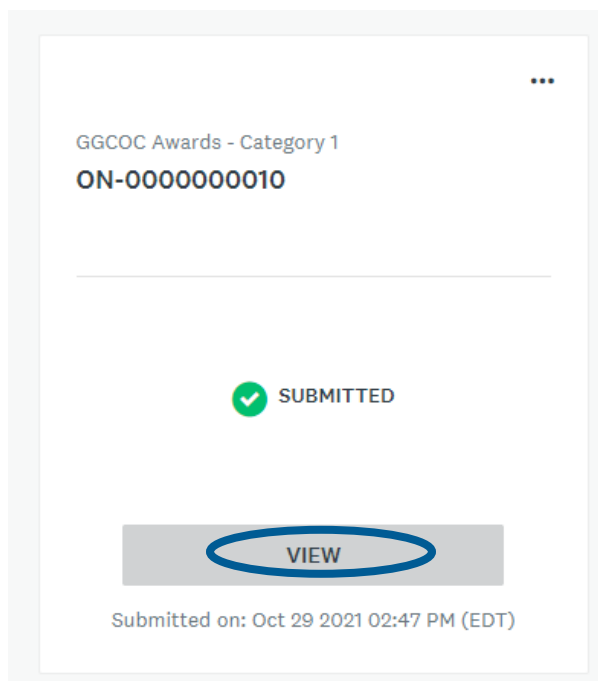
## Award with steps to complete



The screenshot shows a nomination card for "GGCOC Awards - Category 1" with ID "ON-0000000011". At the bottom, it indicates "0 of 2 required tasks complete" with a progress bar. A green "START" button is highlighted with a blue oval. Below the button, it says "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

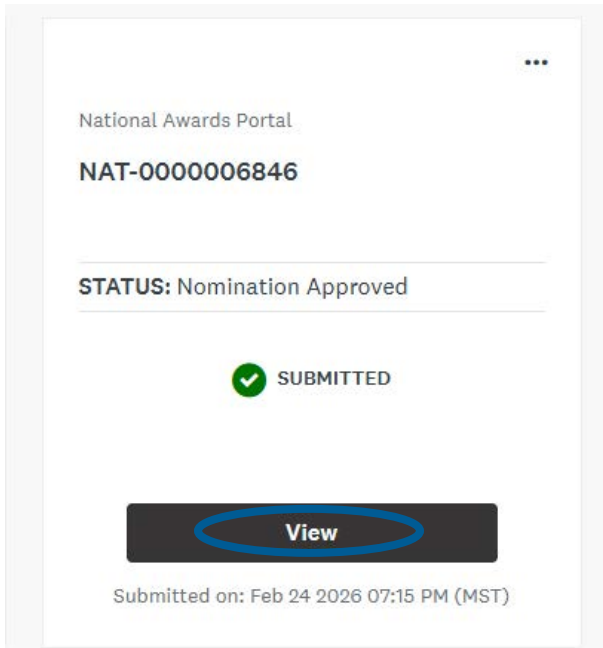


The screenshot shows a nomination card for "GGCOC Awards - Category 1" with ID "ON-0000000010". The status is "SUBMITTED" with a green checkmark icon. A grey "VIEW" button is highlighted with a blue oval. Below the button, it says "Submitted on: Oct 29 2021 02:47 PM (EDT)".

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.

If an application has been approved, you will also receive a confirmation email.

**ON Council will ship an award package containing copies of the letters of nomination and a pin. Some awards also include a certificate. The package will be mailed to the person indicated on the nomination form. Team Awards will all be mailed to one person.**



## Award that has been reviewed and not approved

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National Awards Portal

**NAT-0000006845**

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**STATUS:** Nomination Not Approved

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 SUBMITTED

[View](#)

Submitted on: Feb 24 2026 07:12 PM (MST)

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

If an application has not been approved, you will receive an email containing any notes that the reviewers left of a reason for the decline.

This email is to let you know that the Silver Unit Guider Award nomination for Stephanie Tudor has **not** been approved - NAT-0000006905.

Here is some feedback from your review team:

- This does not qualify for a silver unit guider.

Please email [awards@girlguides.ca](mailto:awards@girlguides.ca) or your provincial awards contact if you have any questions.



## How to log out of your account

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

