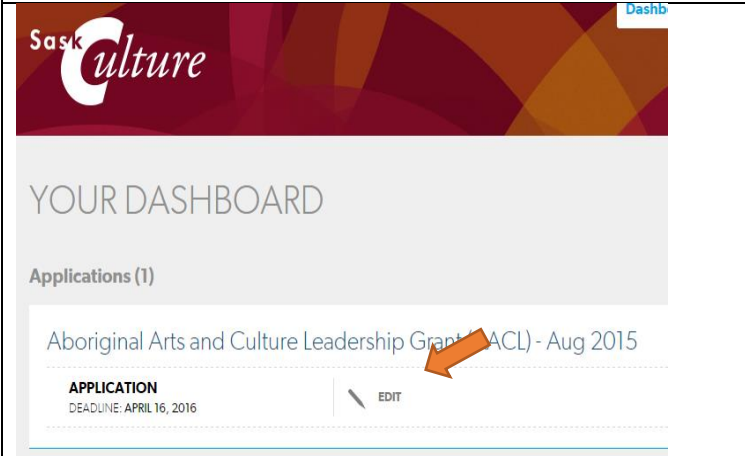




# USING THE SASKCULTURE ONLINE GRANT PLATFORM (OGP)

## Guide Three: INVITING COLLEAGUES TO YOUR SASKCULTURE ACCOUNT



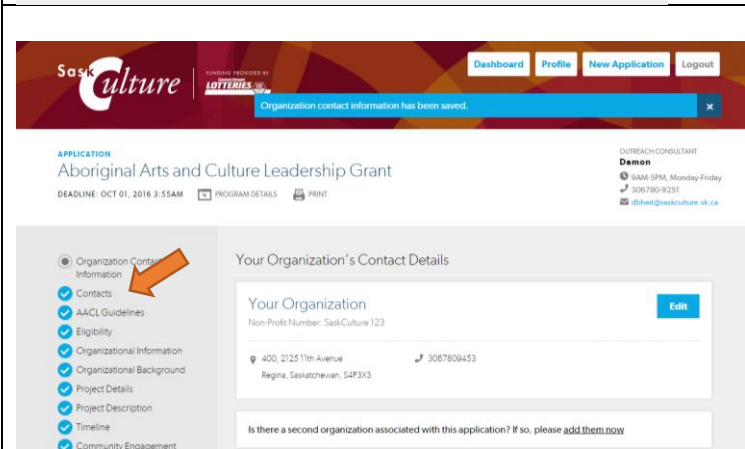
### MULTIPLE USERS CAN CONNECT TO AN ORGANIZATION'S ACCOUNT

Once you are logged in and have created your personal profile and organizational profile, you can invite colleagues to be associated with your organization.

All colleagues associated with your organization will have access to all of your grant applications and can help fill out and review applications, or be signatories on your organization's grant applications.

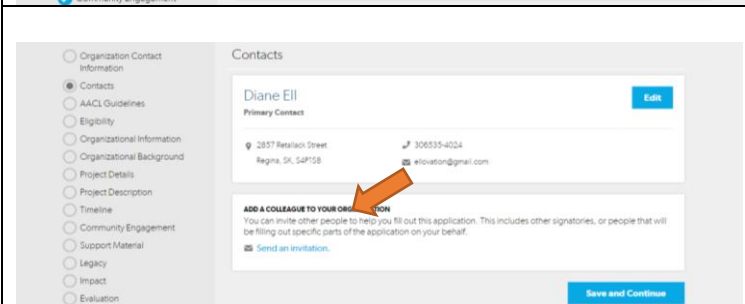
### STEP ONE: OPEN AN EXISTING GRANT

From YOUR DASHBOARD, click on EDIT for a grant that is currently in progress.



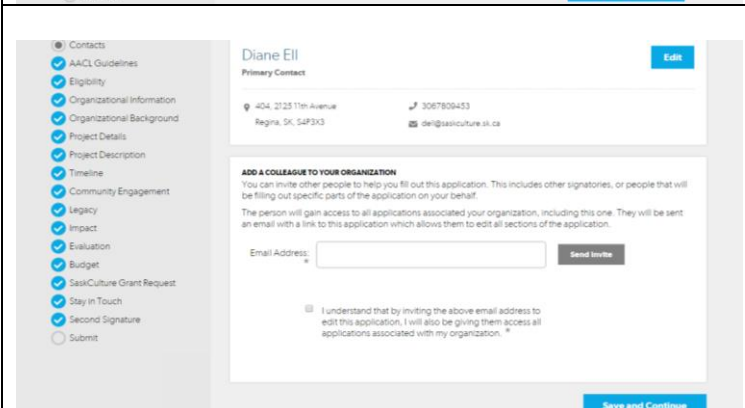
### STEP TWO: INVITE A COLLEAGUE TO YOUR ORGANIZATION'S ACCOUNT

On this page, Click on CONTACTS in the left-hand menu.



### STEP THREE : ADD COLLEAGUES

In the area under ADD A COLLEAGUE to your Organization, select [Send An Invitation](#).



### STEP FOUR: ENTER THE EMAIL ADDRESS

After you enter the Colleague's email address, click the box to agree that you understand that you are giving the owner of this email address access to your organization's OGP account. He or she will have access to all of your organization's SaskCulture grant applications.

After agreeing, press SEND INVITE. An email will be sent to invite the owner of the email address to set up a personal account in the OGP and he or she will automatically be associated with your organization.

Work Flow Process

Signature

Submit

**Primary Contact**

404, 2125 11th Avenue  
Regina, SK, S4P 3X3

3067809453  
dell@saskculture.sk.ca

You have invited [\[redacted\]@gmail.com](#) (pending).

**ADD A COLLEAGUE TO YOUR ORGANIZATION**  
You can invite other people to help you fill out this application. This includes ot be filling out specific parts of the application on your behalf.

[Send an invitation.](#)

You will have a notice of the Invitation on your Grant Dashboard.

If you have not already done so, you should contact the person you invited and let them know if there is anything specific you would like them to do, such as review a grant application, or add a second signature.

You have been invited to join SaskCulture

**ORGANIZATION**  
**SaskCulture**  
Non-Profit Number: 291025  
#404, 2125 11th Ave  
Regina, SK, S4P 3X3

306-780-9284  
www.saskculture.ca

You are signed in using [dell@saskculture.sk.ca](#). Accepting this invitation will associate this email address with **SaskCulture**. Please note that this will prevent you from using this email address to create or edit applications for other organizations. (Don't worry - you can sign up for multiple accounts using different email addresses, if needed.)

I understand that by accepting this invitation, I will be associating my email address to this organization.

**ACCEPT INVITATION**

**STEP FIVE: CONFIRMATION BY INVITED USER**  
When the Invited User opens the email, labeled no-reply, he or she will be asked to click on the link that will prompt them to verify his or her email with Google's Mozilla Persona and select a password.

When the Invited User enters SaskCulture's OGP, he or she will create their own individual account with the organization by providing her or his personal contact information.

The Invited User will then be directed to the open grant application, and will also have access to your organization's grant dashboard.

**Profile**  
Your contact information, email preferences, organization, and other users.

**Your Profile**

Tester #1 [Edit](#)

2125 11th Ave  
Regina, SK, S4P 3X3

306-780-9284  
sc.apolcant.opp.test@gmail.com

**Your Organization**

Testing Organization [Edit](#)

Non-Profit Number: 455617919

2125 11th Ave  
Regina, SK, S4P 3X3

306-780-9284  
http://www.example.com/

**Your Colleagues**

Catherine Folstad [Remove](#)

2125 11th Ave  
Regina, SK, S4P 3X3

306-780-9259  
catherinefolstad@gmail.com

Visit your Organization's Profile to see all the colleagues linked with your organization.

Notice the REMOVE button. You can also disinvite users from your organization's account as required.

**Last Edit**

Tester #1  
Sep 04, 2015 at 17:37

Confirm your submission

I am ready to submit this application and realize that the application may not be edited once submitted. \*

**Submit**

Invited users will be able to make edits to any open grant, provide signatures, or submit the grant application.

All changes to a grant are tracked in the LAST EDIT area located just above CONFIRM YOUR SUBMISSION. The name of the user, date and time are recorded and all users will also receive email notification confirming edits have been made.

**IF YOU HAVE ANY DIFFICULTIES:**  
Contact SaskCulture at [grants@saskculture.ca](mailto:grants@saskculture.ca) or call 1(306) 780-9388 or Toll-Free 1-866-476-6830 during regular business hours of 8:00 am to 4:30 pm, Monday to Friday.



400, 2125 11<sup>th</sup> Avenue, Regina, SK S4P 3X3  
Phone: 306-780-9388  
Email: [grants@saskculture.ca](mailto:grants@saskculture.ca)