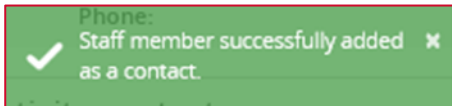


1 | Community Grants Hub

When the staff member is Assigned as a contact the confirmation message below will appear on the screen.



If the staff member is selected as the Primary contact the confirmation screen below will appear. Click on **Continue** to proceed.

Confirm change of primary contact ✕


Please confirm the change of primary contact.

Activity name: Training Group Activity
Current primary contact: ADMIN TRAINING
New primary contact: TRAINING ADMIN

[Discard changes and return](#) [Confirm](#)

To remove the staff member as a contact, go to **Organisation profile, Staff** and click on the **View** button next to the staff member.

RETA This is beta. Help us make it better for you - please give feedback



Community Grants Hub

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Organisation profile menu

Organisation details

Postal address

Staff

Bank accounts

Acceptance administration

Staff

Filter: 1 Active Staff [Apply Filter](#)

Search Staff

Add staff

	Title	First name	Last name	Status	Position	System access level	System access status	
▶	Mr	TRAINING	ADMIN	Active	Not Specified	Administrator	Completed	View
▶	Mr	ADAM	B	Active	Manager	Editor	Completed	View
▶	Mr	TRAINING	EDITOR	Active	Not Specified	Editor	Completed	View

3 | Community Grants Hub

The Staff detail screen will appear. In the **Contact for Grant Activity** section, click on the **Action** button next to the Grant Activity and select **Remove as contact**.

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Organisation profile menu

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Staff details

Title:

Mr

First name:

TRAINING

Last name:

ADMIN

Position:

Not Specified

Email:

training@oss.gov.au

Phone:

Status:

Active

Contact ID:

4-SY2BN5

Inactivate

Reactivate

Update

System access

System access level:

Administrator

System access status:

Completed

Update

Contact for Grant Agreements

If the Community Grants Hub needs to talk about a Grant Agreement with your organisation, they will contact staff who are assigned to that Grant Agreement first. This staff member has been assigned as a contact for the following Grant Agreements:

Add Grant Agreement

This staff member is not linked to any Grant Agreement.

Contact for Grant Activities

If the Community Grants Hub needs to talk about a Grant Activity with your organisation, they will contact staff who are assigned to that Grant Activity first. This staff member has been assigned as a contact for the following Grant Activities:

Add Grant Activity

Activity ID	Activity name	Program name	Primary Activity contact
4-SXU06LS	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	No

Return to all staff

Actions

Remove contact from Activity

Assign as the primary contact

View all contacts for this Activity

Grant Activity page

Click on the **Grant Activity** tile on the home page of the Portal and select the **View** button next to the Grant Activity you wish to add a contact.

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You are currently viewing: [Training Group](#)

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Grant Activities

Search Activities

Activity ID	Activity name	Program name	Department	Activity end date	Schedule ID
4-SXOHGPB	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	18/08/2022	4-SXOB585
4-SXU06TG	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	1/01/2023	4-SXU06LM
4-SXU06QC	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	1/01/2023	4-SXU06K6
4-SXU06OS	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	1/01/2023	4-SXU06K0
4-SXU06RW	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	1/01/2023	4-SXU06KC
4-SXU06LS	Training Group Activity	3. Building Disability Sector Capacity and Service Provider Readiness	Department of Social Services	1/01/2023	4-SXU06JX

View

View

View

View

View

View

Select the **Contact** button from the menu on the left hand side. A list of all contacts for that Grant Activity will be displayed. Click on the red button **Link another contact**.

The screenshot shows the Community Grants Hub interface. On the left, the 'Grant Activity menu' has 'Contacts' highlighted. The main area displays 'Grant Activity contacts' for 'Training Group Inc'. A table lists one contact: 'ADMIN TRAINING' with email 'aron@mail.com'. A red button 'Link another contact' is in the top right corner of the table area.

Contact ID	Name	Phone	Email	Position	Primary Activity contact
4-SIQMOQH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes

A list of active contacts in the organisation will be listed. Click on the box next to the staff member(s) you wish to add to the Grant Activity, then click on the red **Confirm selection** button.

The screenshot shows the 'Link contact to Grant Activity' dialog box. It contains a table of staff members with checkboxes for selection. The first three staff members are selected. A red button 'Confirm selection' is at the bottom right of the dialog.

<input type="checkbox"/>	Contact ID	Title	First name	Last name	Position
<input checked="" type="checkbox"/>	4-SY2BXN5	Mr	TRAINING	ADMIN	Not Specified
<input checked="" type="checkbox"/>	4-SY5A9M7	Mr	ADAM	B	Manager
<input checked="" type="checkbox"/>	4-SY44ZDS	Mr	TRAINING	EDITOR	Not Specified

The confirmation message below will be displayed when the staff member(s) have been added as a contact for the Grant Activity.

A green confirmation message box with a white checkmark icon. The text reads: 'Staff member(s) successfully added as Grant Activity contact(s)'. There is a small 'x' icon in the top right corner of the box.

To remove a contact go to the **Grant Activity, Contact** screen and click on the **Action** button next to the contact you wish to remove. Click on **Remove Contact**.

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Australian Government Community Grants Hub

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

You are currently viewing: Training Group Inc

You are here: Home / Grant Activities / Grant Activity details

Grant Activity menu

- Overview
- Milestones
- Finances
- Bank account details
- Contacts**

Contacts

Activity name: Training Group Activity Activity ID: 4-SXUO6RW
Program name: 3. Building Disability Sector Capacity and Service Provider Readiness Schedule ID: 4-SXUO6KC
Organisation name: Training Group Inc Organisation ID: 4-3Q7ARG7
Activity start date: 1/01/2021 Activity end date: 1/01/2023
Department: Department of Social Services

Grant Activity contacts

Contact ID	Name	Phone	Email	Position	Primary Activity contact	Actions
4-SXQM0CH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes	Actions+
4-SYSA9M7	ADAM B		abc@unkasdfn.com	Manager	No	Actions+ Assign as the primary contact Remove contact from Activity

Link another contact

The message below will appear.

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Australian Government Community Grants Hub

Notifications 0 Personal Profile Logout

Home Grants Milestones Applications Payment Advice Organisation Profile Data Exchange Training and Support Acceptances

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Grant Activity menu

- Overview
- Milestones
- Finances
- Bank account details
- Contacts**

Contacts

Activity name: Training Group Activity Activity ID: 4-SXUO6RW
Program name: 3. Building Disability Sector Capacity and Service Provider Readiness Schedule ID: 4-SXUO6KC
Organisation name: Training Group Inc Organisation ID: 4-3Q7ARG7
Activity start date: 1/01/2021 Activity end date: 1/01/2023
Department: Department of Social Services

Grant Activity contacts

Contact ID	Name	Phone	Email	Position	Primary Activity contact	Actions
4-SXQM0CH	ADMIN TRAINING		aron@mail.com	Not Specified	Yes	Actions+
4-SYSA9M7	ADAM B		abc@unkasdfn.com	Manager	No	Actions+

Link another contact

Remove staff as Activity contact

Are you sure you would like to remove this staff member as a contact for this Activity?

Cancel Yes remove as contact

Click on the red button, **Yes remove as contact**, to confirm you wish to remove the contact. The contact has now been removed from the Grant Activity.

Need assistance

If you require assistance in using the Grant Recipient Portal contact the Grant Recipient Portal Helpdesk at GRP.Helpdesk@communitygrants.gov.au or on 1800 020 230 (option 5).