Grant Activity Contacts in the Portal

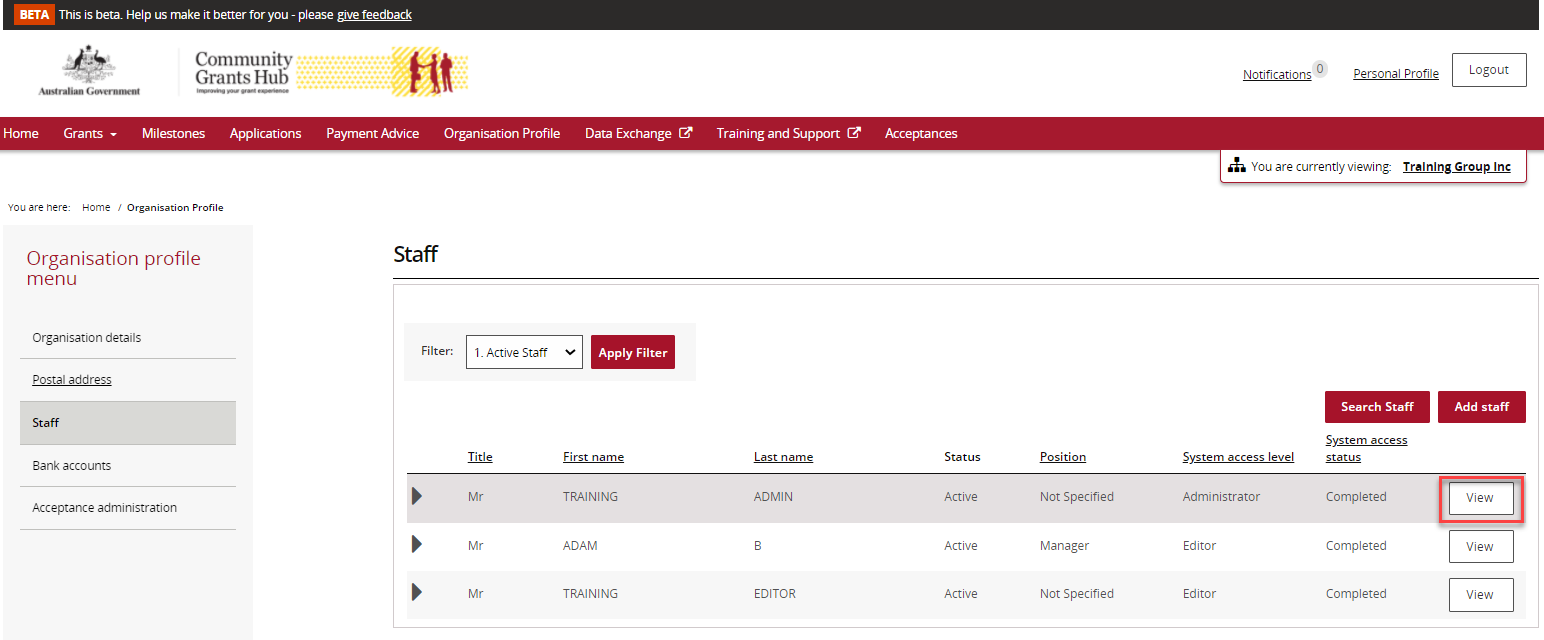
Changes to the Staff Details page in the Portal when adding staff members as contacts for Grant Activities for Organisation Administrators.

# Contacts for Grant Activities

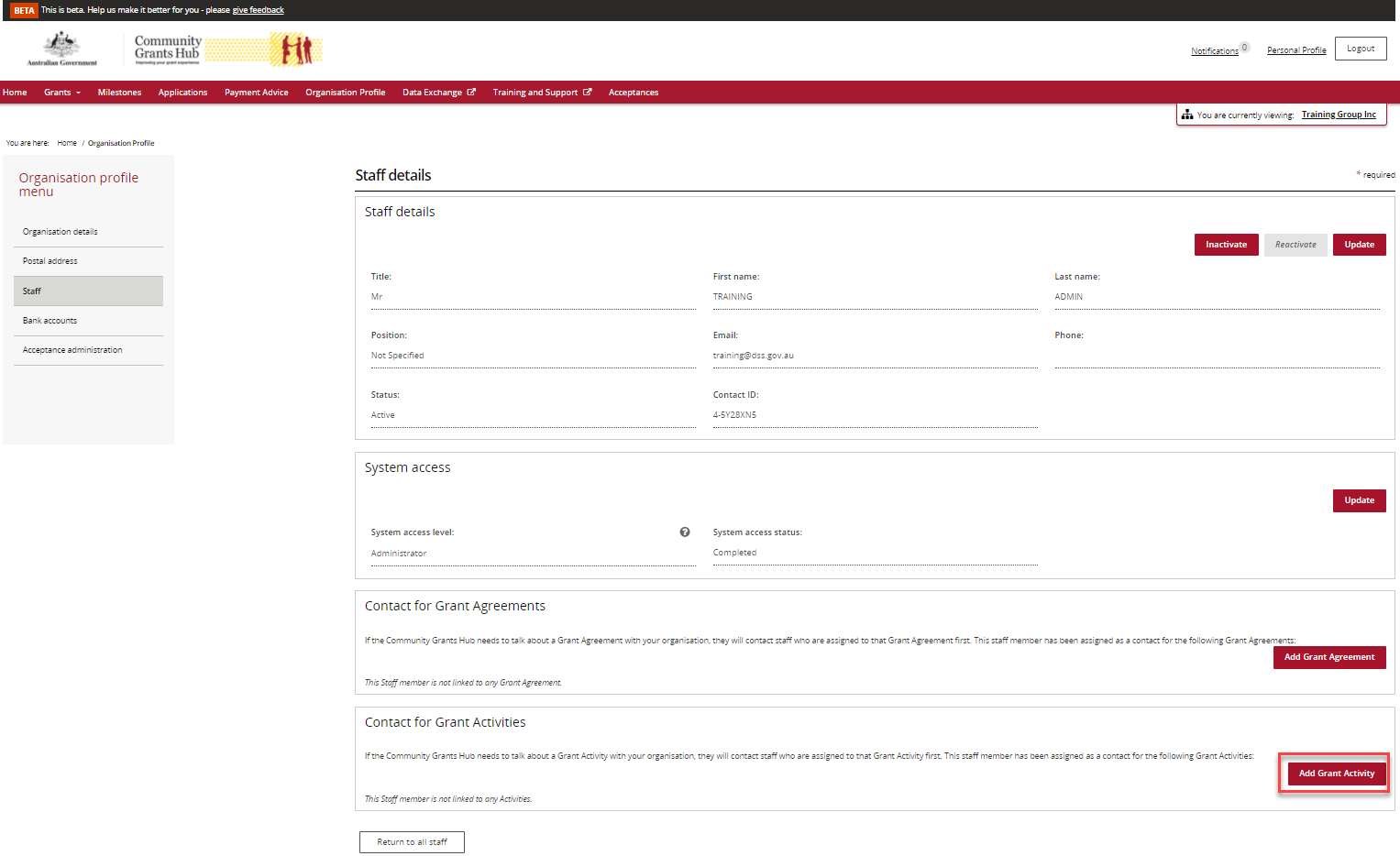
An Organisation Administrator for the Portal, can Add and Remove a contact to a Grant Activity in the Grant Recipient Portal, either through the **Organisation Profile** or through the **Grant Activities** tile on the home page.

## Organisation Profile

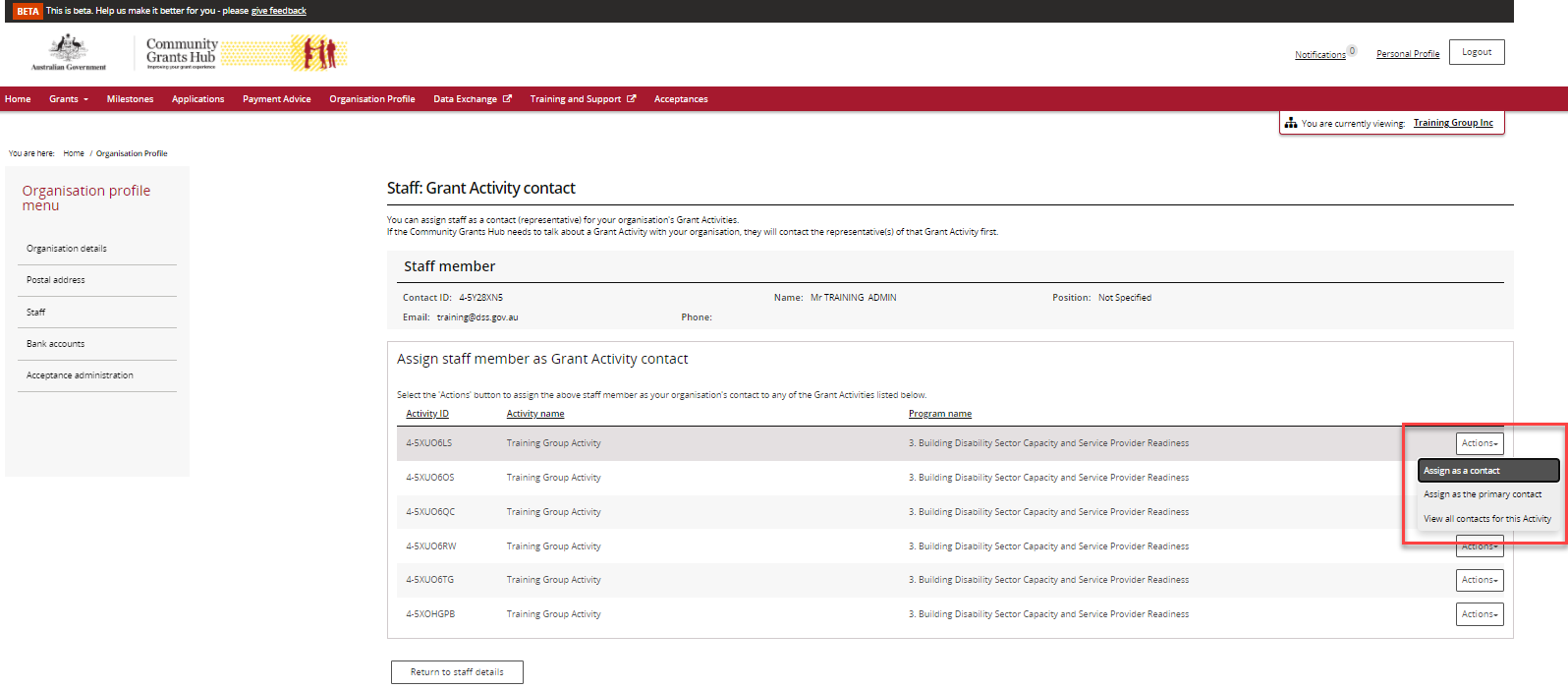
Click on the **Organisation Profile** and select **Staff** from the sub menu. A list of staff for your organisation will be displayed. Click on the **View** button next to the staff member you wish to add as a contact to an activity.



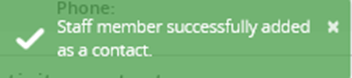
The screen below will appear with the staff details. Click on the **Add** **Grant Activity** button.



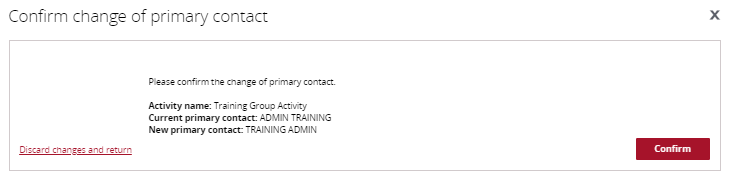
A list of Grant Activities for your organisation will appear. Click on the Action button next to the Grant Activity you wish to add the staff member as a contact and select **Assign as a contact** or **Assign as a Primary Contact**.



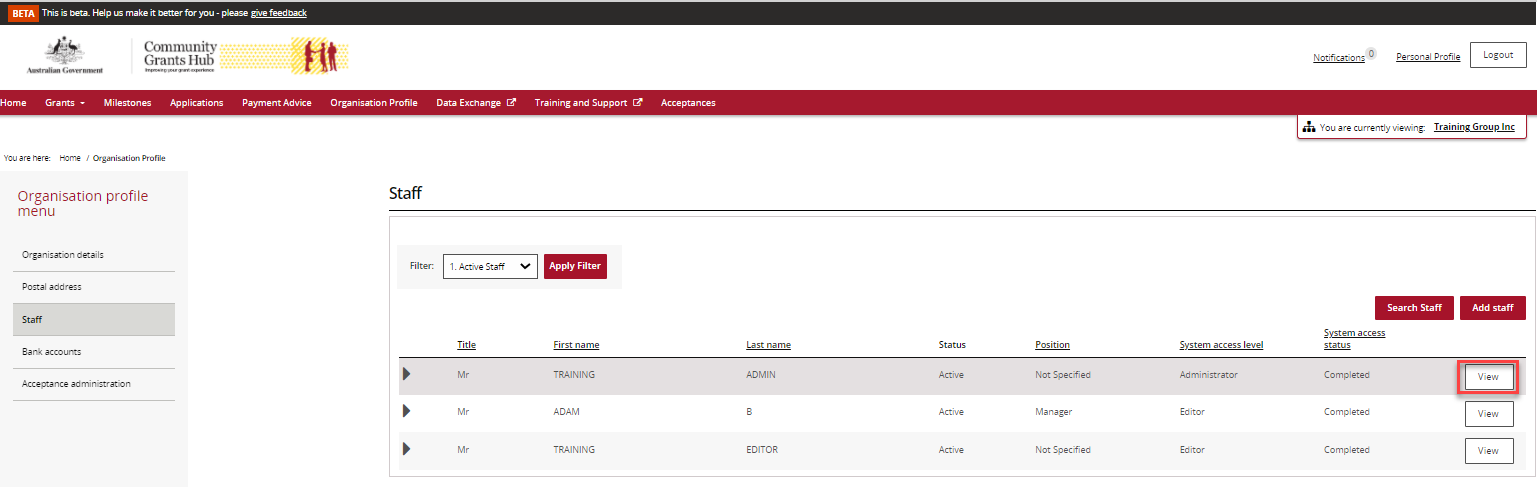
When the staff member is Assigned as a contact the confirmation message below will appear on the screen.



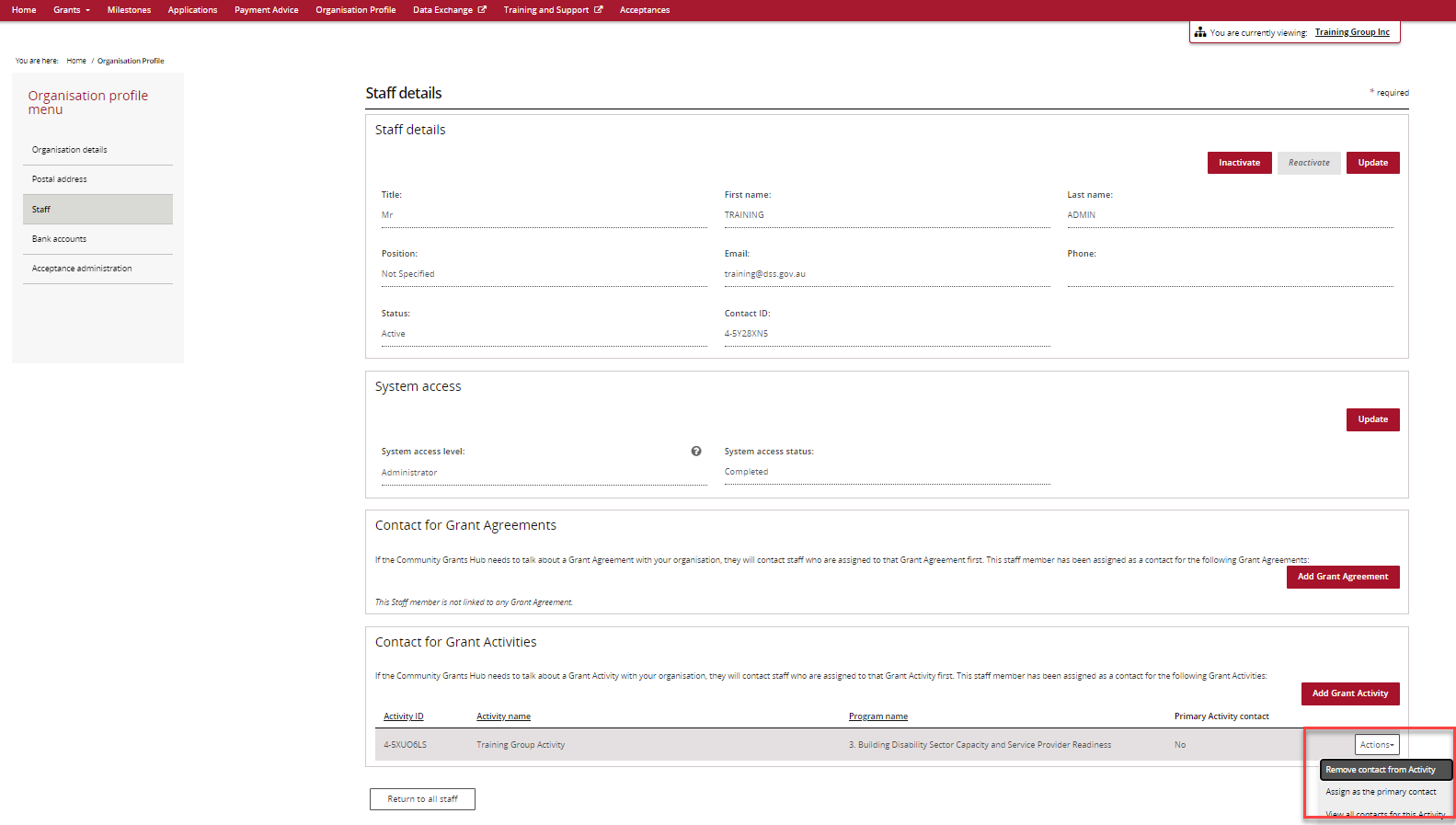
If the staff member is selected as the Primary contact the confirmation screen below will appear. Click on **Continue** to proceed.



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

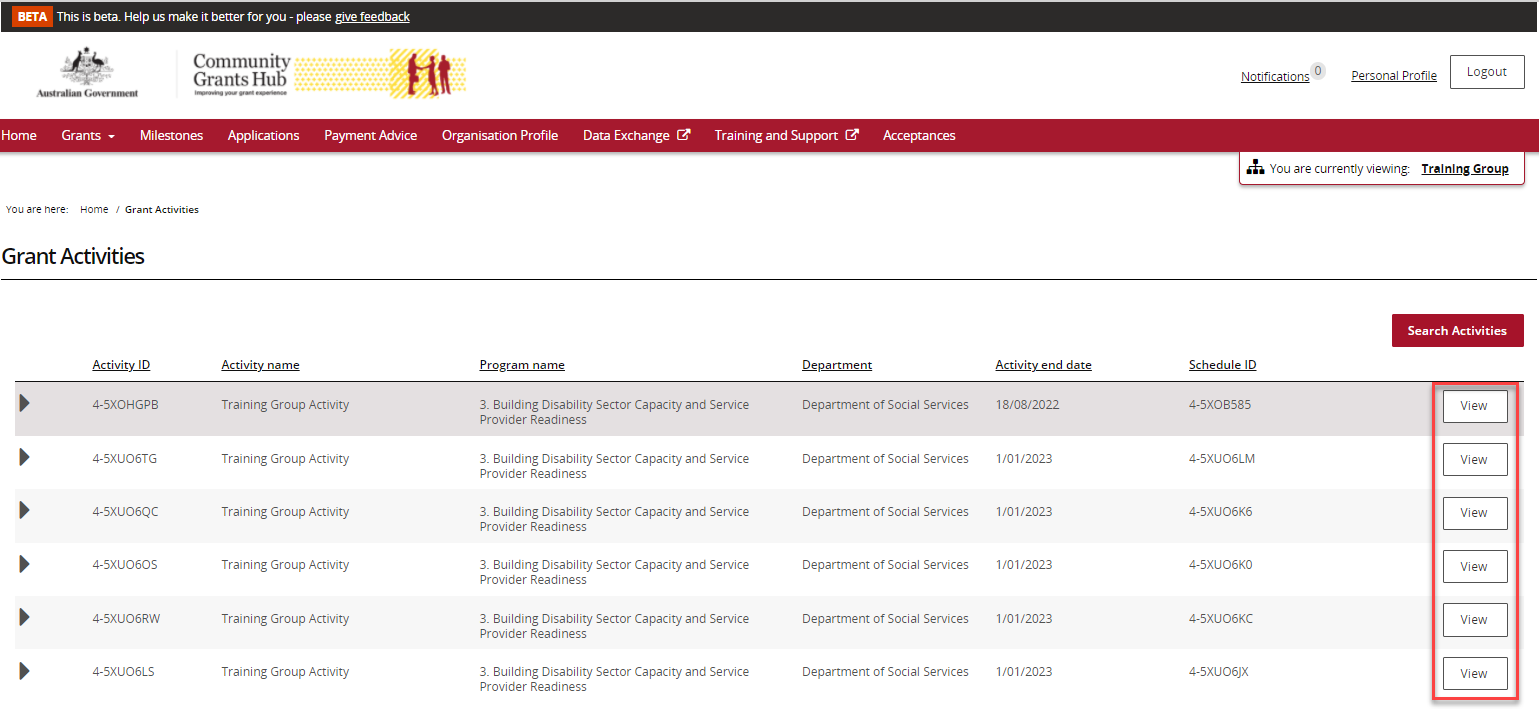


The Staff detail screen will appear. In the **Contact for Grant Activity** section, click on the **Action** button next to the Grant Activity and select **Remove as contact**.

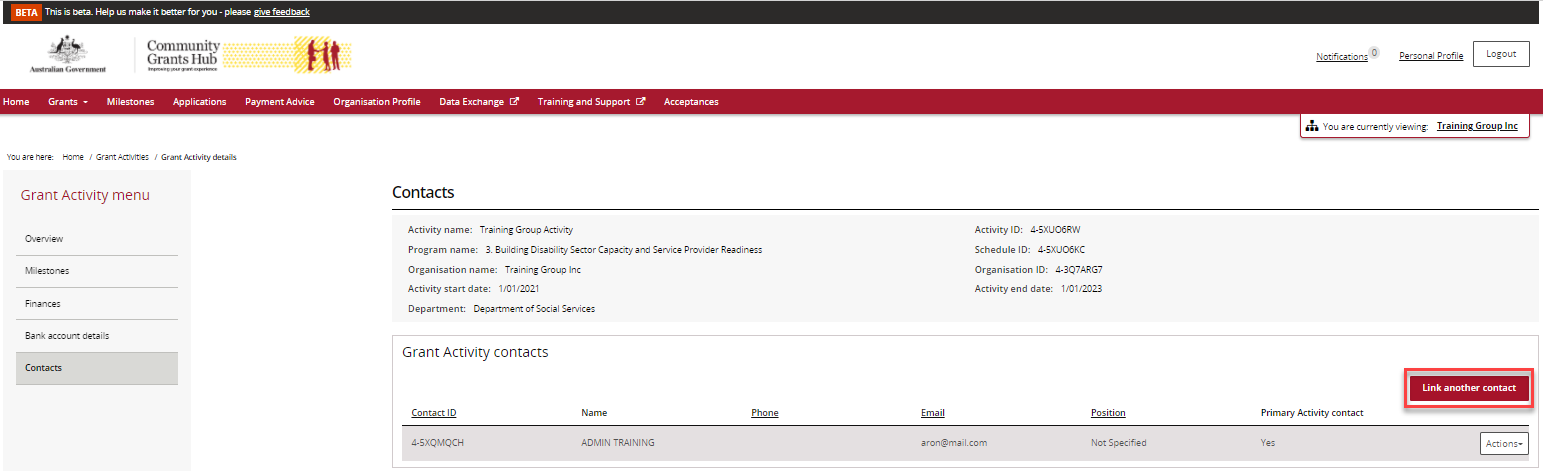


## Grant Activity page

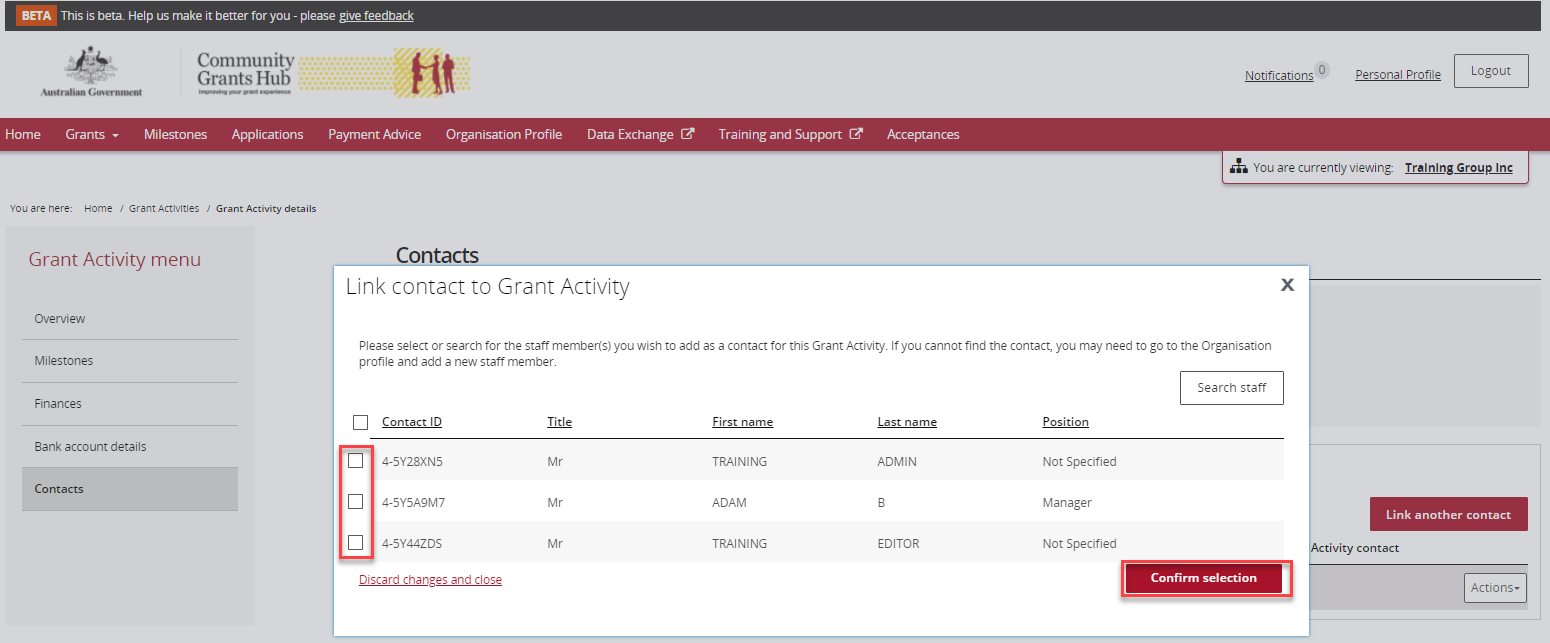
Click on the **Grant Activity** tile on the home page of the Portal and select the **View** button next to the Grant Activity you wish to add a contact.



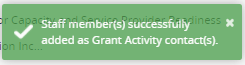
Select the **Contact** button from the menu on the left hand side. A list of all contacts for that Grant Activity will be displayed. Click on the red button **Link another contact.**



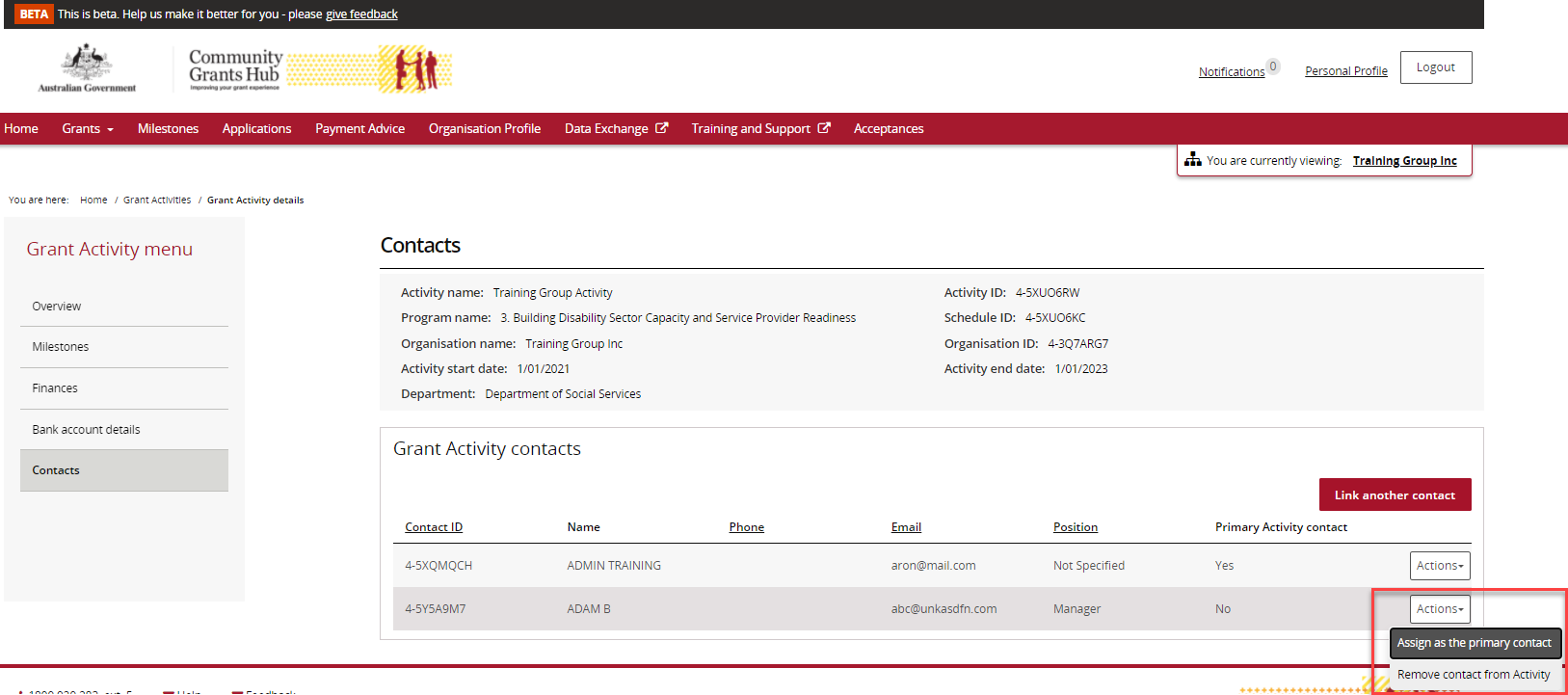
A list of active contacts in the organisation will be listed. Click on the box next to the staff member(s) you wish to add to the Grant Activity, then click on the red **Confirm selection** button.



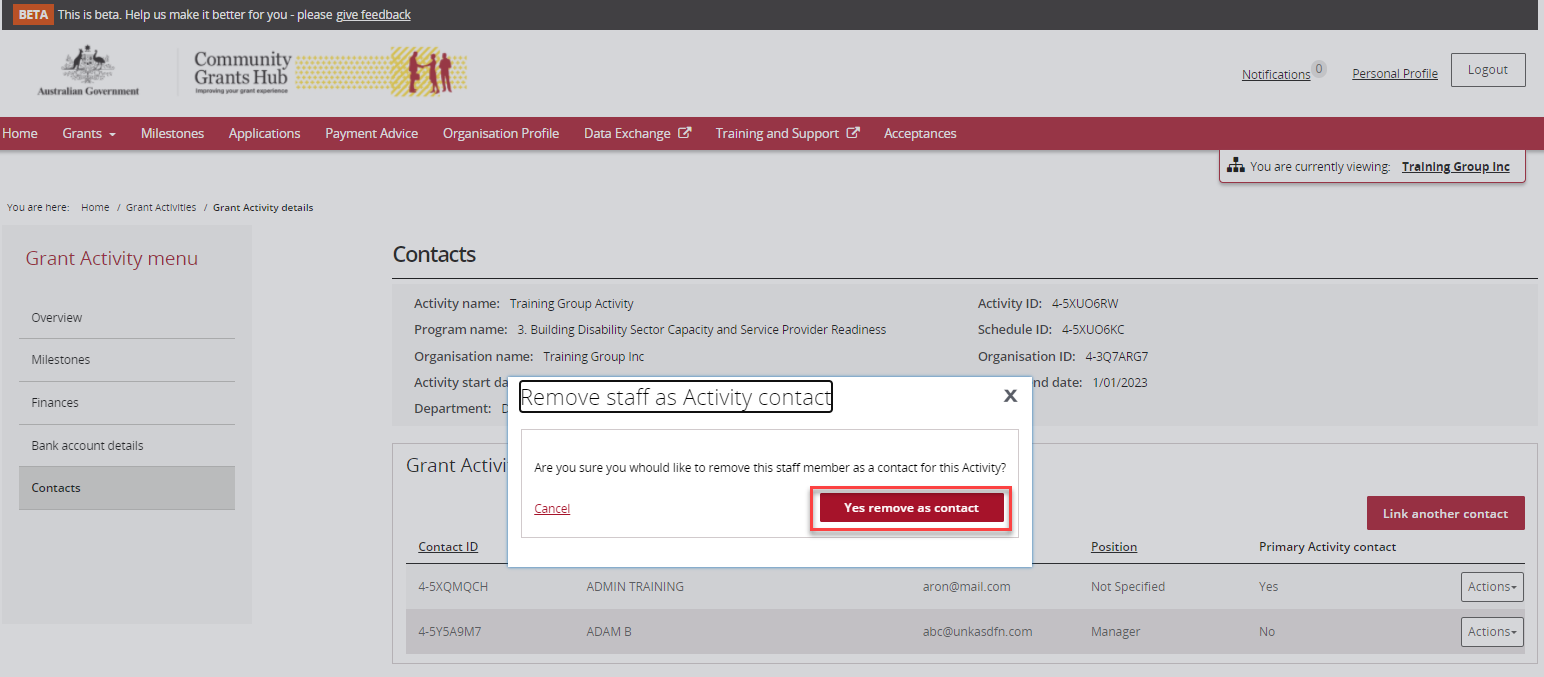
The confirmation message below will be displayed when the staff member(s) have been added as a contact for the Grant Activity.



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**.



The message below will appear.



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](mailto:GRP.Helpdesk@communitygrants.gov.au) or on 1800 020 230 (option 5).