



Australian Government

Community Grants Hub  
Improving your grant experience



# Update Grant Activity Contacts

## Grant Recipient Portal Task Card

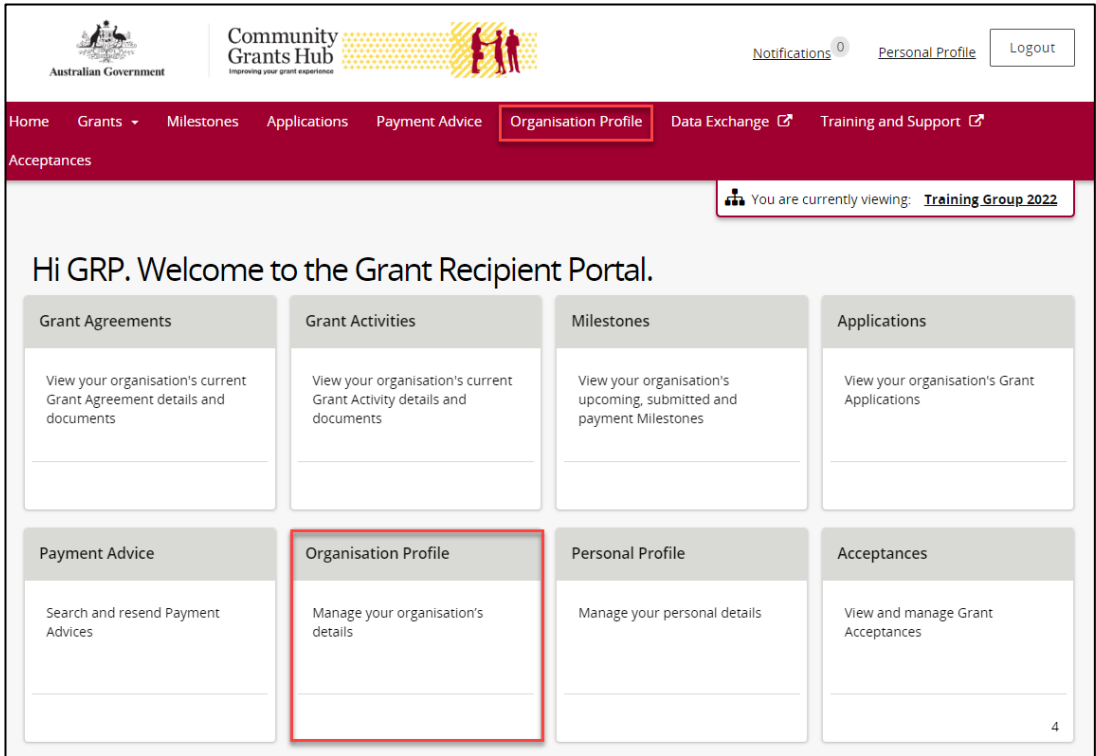
**Portal Access required:** Administrator or Editor

The Grant Recipient Portal (Portal) enables grant recipients to update their Grant Activity Contacts.

This task card describes the process of viewing, adding and removing Grant Activity Contacts.

There are two pathways for a user to add and remove a contact for a Grant Activity in the Portal, either through the **Organisation Profile** or through the **Grant Activities** link/tile on the Home screen.

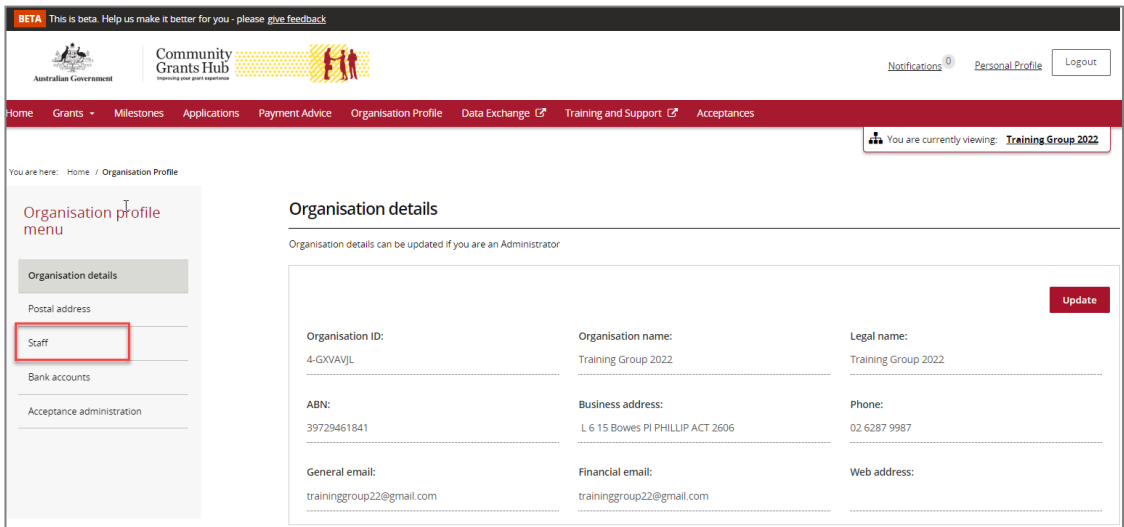
## Navigating to Grant Activity Contacts through the Organisation Profile

Step	Action
1	<p>From the Home screen, select the <b>Organisation Profile</b> tile. Alternatively, select the <b>Organisation Profile</b> link from the Navigation menu.</p>  <p>The screenshot shows the Community Grants Hub interface. At the top, there is a navigation bar with links for Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. Below the navigation bar, there is a section for 'Acceptances' showing 'You are currently viewing: Training Group 2022'. The main content area displays a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' followed by a grid of eight tiles: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Personal Profile, and Acceptances. Each tile contains a brief description of its function.</p>



Step	Action
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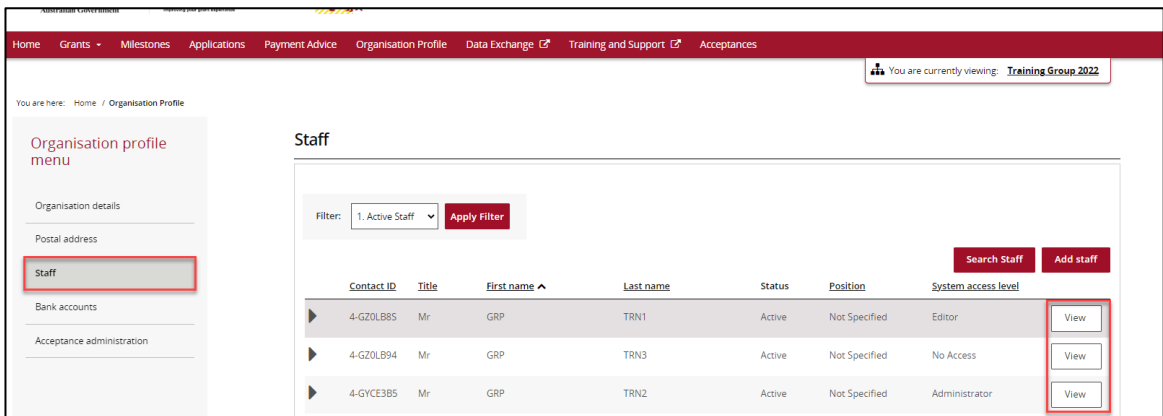
2 The Organisation Profile screen will display. Select **Staff** from the Organisation profile menu to display the Organisation's Staff screen.



3 The Organisation's Staff screen will display. This screen displays Active Staff for the organisation by default. The Staff list can be filtered using the **drop down** menu to choose one of the following:

1. Active Staff
2. Inactive Staff
3. All Staff

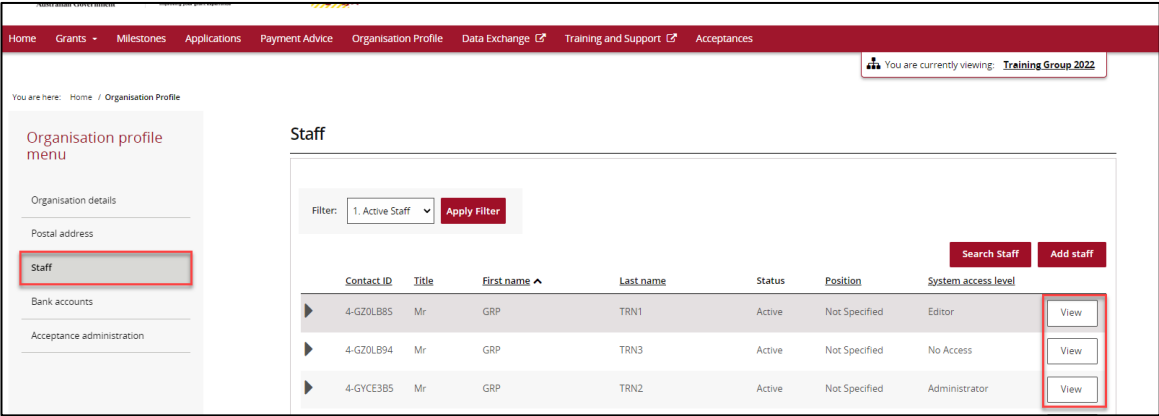
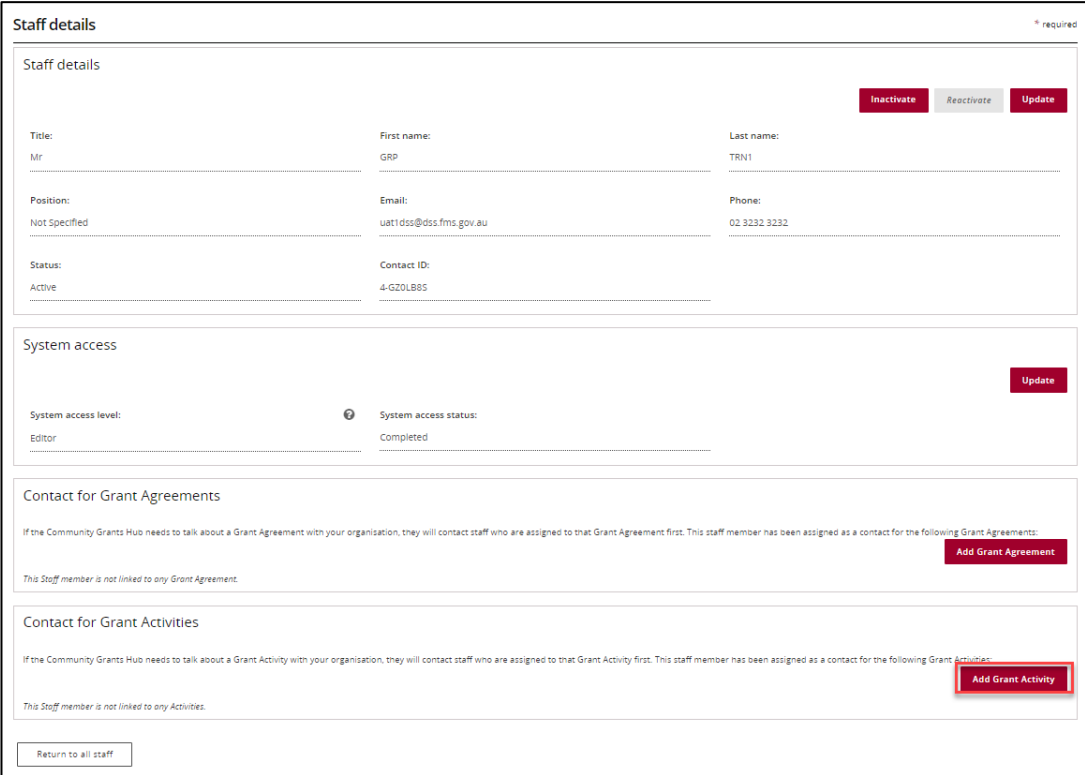
Select **View** to display additional information about a particular contact.





Step	Action											
4	<p>The Staff details screen will display. This screen has four sections:</p> <ul style="list-style-type: none"><li>• Staff details</li><li>• System access</li><li>• Contact for Grant Agreements</li><li>• Contact for Grant Activities</li></ul> <p>Grant Activity Contacts are listed under the <b>Contact for Grant Activities</b> section.</p> <p>To add a contact through the Organisation Profile, proceed to step 5.</p> <p>To remove a contact through the Organisation Profile, proceed to step 11.</p> <div data-bbox="272 936 1422 1749"><p><b>Staff details</b> <span style="float: right;">* required</span></p><hr/><p><b>Staff details</b></p><table border="0" style="width: 100%;"><tr><td style="width: 33%;">Title: Mr</td><td style="width: 33%;">First name: GRP</td><td style="width: 33%;">Last name: TRN1</td></tr><tr><td>Position: Not Specified</td><td>Email: uat1dss@dss.fms.gov.au</td><td>Phone: 02 3232 3232</td></tr><tr><td>Status: Active</td><td>Contact ID: 4-GZ0LB85</td><td></td></tr></table><p style="text-align: right;"><a href="#">Inactivate</a> <a href="#">Reactivate</a> <a href="#">Update</a></p><hr/><p><b>System access</b></p><table border="0" style="width: 100%;"><tr><td>System access level: Editor</td><td>System access status: Completed</td></tr></table><p style="text-align: right;"><a href="#">Update</a></p><hr/><p><b>Contact for Grant Agreements</b></p><p><small>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:</small></p><p style="text-align: right;"><a href="#">Add Grant Agreement</a></p><p><small>This Staff member is not linked to any Grant Agreement.</small></p><hr/><p><b>Contact for Grant Activities</b></p><p><small>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:</small></p><p style="text-align: right;"><a href="#">Add Grant Activity</a></p><p><small>This Staff member is not linked to any Activities.</small></p><p><a href="#">Return to all staff</a></p></div>	Title: Mr	First name: GRP	Last name: TRN1	Position: Not Specified	Email: uat1dss@dss.fms.gov.au	Phone: 02 3232 3232	Status: Active	Contact ID: 4-GZ0LB85		System access level: Editor	System access status: Completed
Title: Mr	First name: GRP	Last name: TRN1										
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Status: Active	Contact ID: 4-GZ0LB85											
System access level: Editor	System access status: Completed											

# Adding a Grant Activity Contact through the Organisation Profile

Step	Action
5	<p>To add a contact to a Grant Activity, select <b>Staff</b> from the Organisation profile menu. Click <b>View</b> next to the staff member you want to add as a Grant Activity Contact.</p> 
6	<p>The Staff details page will display. Select <b>Add Grant Activity</b>.</p> 



Step	Action
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7 The list of Grant Activities will display which you can assign the contact to. Select the **Actions** button next to the Grant Activity you want to add the contact to. The Actions button provides you with three options:

1. Assign as a contact
2. Assign as the primary contact
3. View all contacts for this Activity.

Select **Assign as a contact** if you want to assign the contact to the Grant Activity (but not as the primary contact).


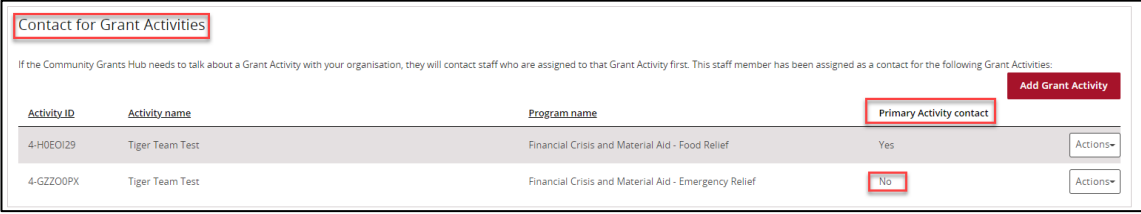
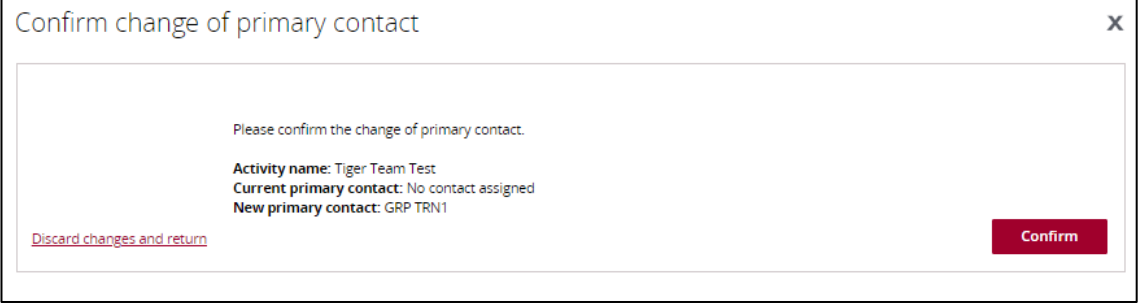
Select **Assign as the primary contact** if you want to assign the contact to the Grant Activity as the primary contact.

**Note:** If you want to see all contacts assigned to the Grant Activity, select **View all contacts for this Activity**.

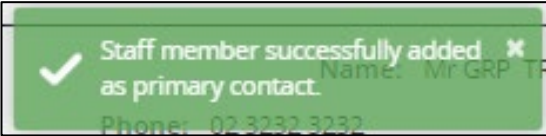
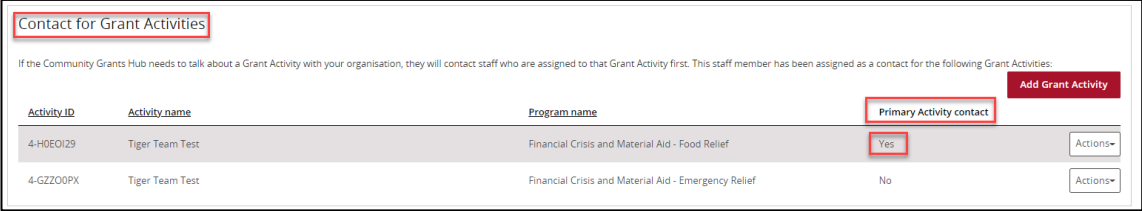
The screenshot shows the 'Staff: Grant Activity contact' page in the Community Grants Hub. It includes a navigation menu, a sidebar for 'Organisation profile menu', and a main content area. The main content area displays a 'Staff member' profile for Captain RAYMOND HOLT and a table of Grant Activities. The table has columns for 'Activity ID', 'Activity name', and 'Program name'. Each row has an 'Actions' button. A red box highlights the 'Actions' button for the first row (Activity ID: 4-GZPJFA), which has opened a dropdown menu with three options: 'Assign as a contact', 'Assign as the primary contact', and 'View all contacts for this Activity'.

Activity ID	Activity name	Program name	Actions
4-GZPJFA	PVT test	Financial Crisis and Material Aid - Food Relief	Assign as a contact Assign as the primary contact View all contacts for this Activity
4-H0E0L29	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Actions
4-H0E0IGH	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Actions
4-H0E0IFR	Tiger Team Test C-VLT	Financial Crisis and Material Aid - Food Relief	Actions
4-H0CR0XX	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Actions
4-H0CR0LU	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Actions
4-H0JC0UAQ	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Actions
4-GZ200LV	Tiger Test Team	Financial Crisis and Material Aid - Emergency Relief	Actions
4-GZ200NX	Tiger Test Team	Financial Crisis and Material Aid - Emergency Relief	Actions

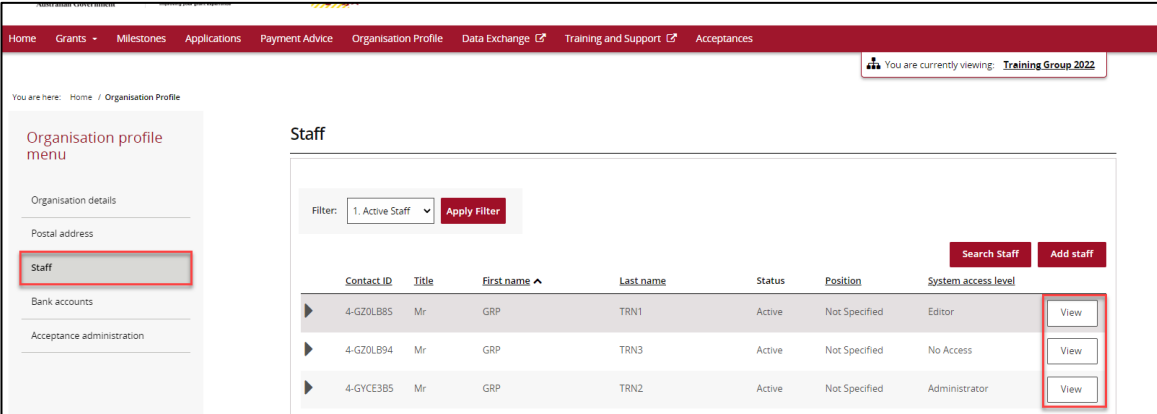


Step	Action															
8	<p>To assign as a contact, select <b>Assign as a contact</b>.</p> <p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the Grant Activity will be listed on the Staff details screen under <b>Contact for Grant Activities</b> with a <b>No</b> for <b>Primary Activity contact</b>.</p>   <table border="1" data-bbox="272 817 1417 1030"><thead><tr><th data-bbox="272 817 391 929">Activity ID</th><th data-bbox="391 817 790 929">Activity name</th><th data-bbox="790 817 1133 929">Program name</th><th data-bbox="1133 817 1348 929">Primary Activity contact</th><th data-bbox="1348 817 1417 929">Actions</th></tr></thead><tbody><tr><td data-bbox="272 929 391 974">4-HOEOI29</td><td data-bbox="391 929 790 974">Tiger Team Test</td><td data-bbox="790 929 1133 974">Financial Crisis and Material Aid - Food Relief</td><td data-bbox="1133 929 1348 974">Yes</td><td data-bbox="1348 929 1417 974">Actions</td></tr><tr><td data-bbox="272 974 391 1030">4-GZZO0PX</td><td data-bbox="391 974 790 1030">Tiger Team Test</td><td data-bbox="790 974 1133 1030">Financial Crisis and Material Aid - Emergency Relief</td><td data-bbox="1133 974 1348 1030">No</td><td data-bbox="1348 974 1417 1030">Actions</td></tr></tbody></table>	Activity ID	Activity name	Program name	Primary Activity contact	Actions	4-HOEOI29	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Yes	Actions	4-GZZO0PX	Tiger Team Test	Financial Crisis and Material Aid - Emergency Relief	No	Actions
Activity ID	Activity name	Program name	Primary Activity contact	Actions												
4-HOEOI29	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Yes	Actions												
4-GZZO0PX	Tiger Team Test	Financial Crisis and Material Aid - Emergency Relief	No	Actions												
9	<p>To assign as the primary contact, select <b>Assign as the primary contact</b>.</p> <p>A confirmation message will display asking you to confirm the change by selecting <b>Confirm</b>.</p> <p>Select <b>Confirm</b> to proceed with changing the primary contact.</p> <p><b>Note:</b> you can select <b>Discard changes and return</b> to cancel the change.</p>  <div data-bbox="272 1355 1417 1657"><p>Confirm change of primary contact</p><p>Please confirm the change of primary contact.</p><p>Activity name: Tiger Team Test Current primary contact: No contact assigned New primary contact: GRP TRN1</p><p><a href="#">Discard changes and return</a> <span style="float: right;"><b>Confirm</b></span></p></div>															
10	<p>A message will temporarily display on screen confirming the change was successful and the Grant Activity will be listed on the Staff details screen under <b>Contact for Grant Activities</b> with a <b>Yes</b> for <b>Primary Activity contact</b>.</p> <p><i>Successful message - changing primary contact</i></p>															



Step	Action
	 

## Removing a Grant Activity Contact through the Organisation Profile

Step	Action
11	<p>To remove a contact from a Grant Activity, select <b>Staff</b> from the Organisation profile menu. Click <b>View</b> next to the staff member you want to remove as a Grant Activity Contact.</p> 



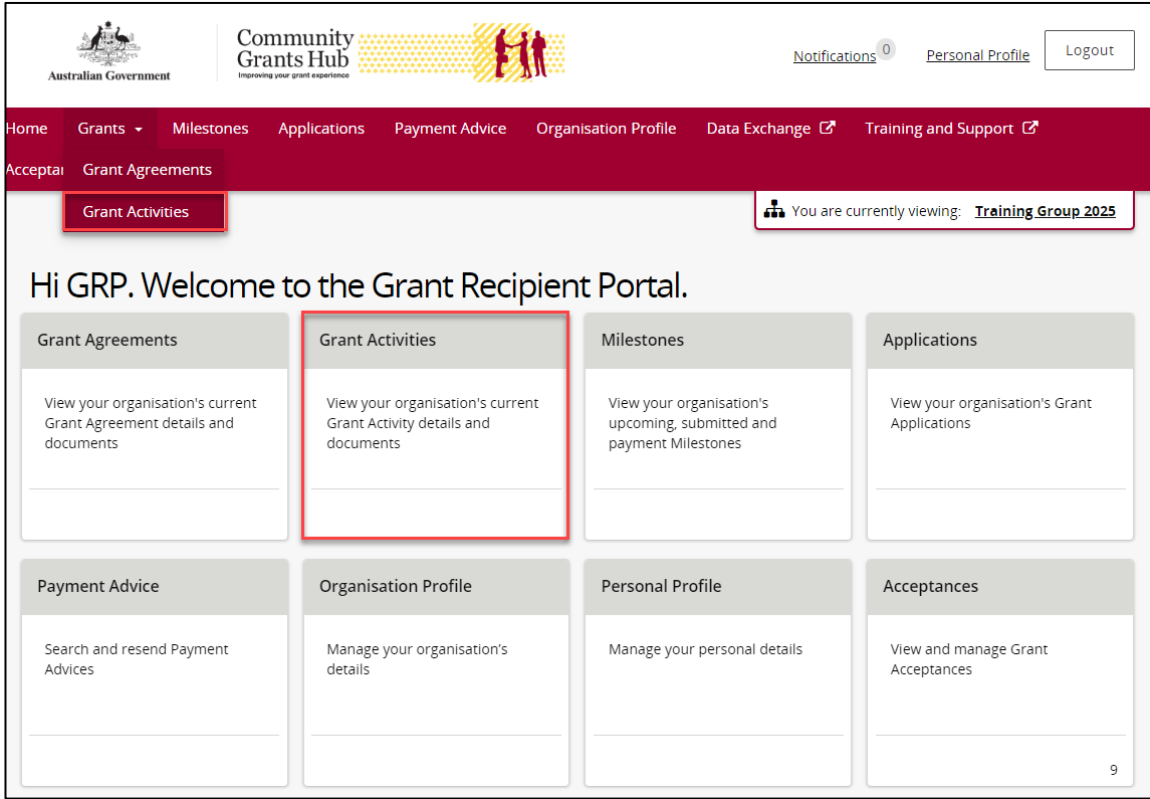
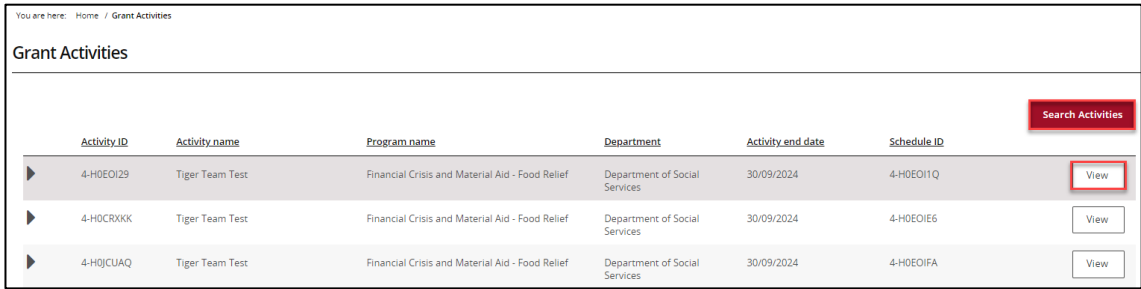
Step	Action																														
12	<p>The Staff details page will display. To remove a staff member as a contact for a Grant Activity, go to the <b>Contact for Grant Activities</b> section. Click on the <b>Actions</b> button next to the Grant Activity you want to remove the contact from and select <b>Remove contact from Activity</b>.</p> <p><b>Note:</b> you are unable to remove a contact from the Grant Activity if they are listed as the primary contact. You will need to assign a new primary contact before removing the existing primary contact.</p> <div data-bbox="272 786 1406 1576"><p>Staff details <span>You are currently viewing: Training Group 2022</span></p><p><a>Inactivate</a> <a>Reactivate</a> <a>Update</a></p><table><tr><td>Title:</td><td>First name:</td><td>Last name:</td></tr><tr><td>Mr</td><td>GRP</td><td>TRN3</td></tr></table><table><tr><td>Position:</td><td>Email:</td><td>Phone:</td></tr><tr><td>Not Specified</td><td>uat3dss@dss.fms.gov.au</td><td>02 3232 3232</td></tr></table><table><tr><td>Status:</td><td>Contact ID:</td></tr><tr><td>Active</td><td>4-GZ0LB94</td></tr></table><p>System access <span>Update</span></p><table><tr><td>System access level:</td><td>System access status:</td></tr><tr><td>No Access</td><td>Completed</td></tr></table><p>Contact for Grant Agreements <span>Add Grant Agreement</span></p><p>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:</p><p><i>This Staff member is not linked to any Grant Agreement.</i></p><p>Contact for Grant Activities <span>Add Grant Activity</span></p><p>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:</p><table><thead><tr><th>Activity ID</th><th>Activity name</th><th>Program name</th><th>Primary Activity contact</th><th>Actions</th></tr></thead><tbody><tr><td>4-GZZOOPX</td><td>Tiger Team Test</td><td>Financial Crisis and Material Aid - Emergency Relief</td><td>No</td><td><a>Remove contact from Activity</a> <a>Assign as the primary contact</a> <a>View all contacts for this Activity</a></td></tr></tbody></table><p><a>Return to all staff</a></p></div>	Title:	First name:	Last name:	Mr	GRP	TRN3	Position:	Email:	Phone:	Not Specified	uat3dss@dss.fms.gov.au	02 3232 3232	Status:	Contact ID:	Active	4-GZ0LB94	System access level:	System access status:	No Access	Completed	Activity ID	Activity name	Program name	Primary Activity contact	Actions	4-GZZOOPX	Tiger Team Test	Financial Crisis and Material Aid - Emergency Relief	No	<a>Remove contact from Activity</a> <a>Assign as the primary contact</a> <a>View all contacts for this Activity</a>
Title:	First name:	Last name:																													
Mr	GRP	TRN3																													
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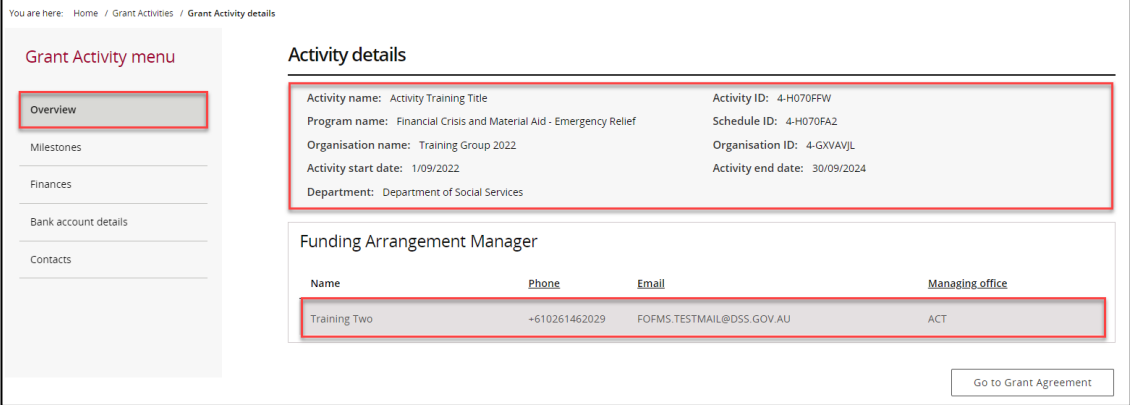
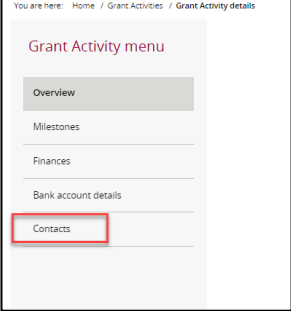


Step	Action																									
13	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the Grant Activity will be removed from the Staff details screen under <b>Contact for Grant Activities</b>.</p> <p><i>Successful message - removing contact</i></p> <div data-bbox="272 674 845 831"></div> <div data-bbox="272 857 1422 1140"><p>Contact for Grant Activities</p><p>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:</p><table border="1"><thead><tr><th>Activity ID</th><th>Activity name</th><th>Program name</th><th>Primary Activity contact</th><th></th></tr></thead><tbody><tr><td>4-HOEOI29</td><td>Tiger Team Test</td><td>Financial Crisis and Material Aid - Food Relief</td><td>Yes</td><td>Actions</td></tr><tr><td>4-GZZO0PX</td><td>Tiger Team Test</td><td>Financial Crisis and Material Aid - Emergency Relief</td><td>No</td><td>Actions</td></tr><tr><td>4-HOEOIFR</td><td>Tiger Team Test CWLT</td><td>Financial Crisis and Material Aid - Food Relief</td><td>No</td><td>Actions</td></tr><tr><td>4-GZPIJFA</td><td>PVT test</td><td>Financial Crisis and Material Aid - Food Relief</td><td>Yes</td><td>Actions</td></tr></tbody></table><p>Add Grant Activity</p></div> <p>The following error message will appear on the top of the page if the contact is a primary contact for the Grant Activity. You will need to assign a new primary contact to the Grant Activity before removing the existing primary contact. The system will not allow the removal of the primary contact without a replacement.</p> <div data-bbox="272 1335 1426 1442"><p>! There are error(s) on the page</p><p>Primary contacts cannot be removed. To remove the staff member as a contact for this Activity, change the primary contact to another staff member first.</p></div>	Activity ID	Activity name	Program name	Primary Activity contact		4-HOEOI29	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Yes	Actions	4-GZZO0PX	Tiger Team Test	Financial Crisis and Material Aid - Emergency Relief	No	Actions	4-HOEOIFR	Tiger Team Test CWLT	Financial Crisis and Material Aid - Food Relief	No	Actions	4-GZPIJFA	PVT test	Financial Crisis and Material Aid - Food Relief	Yes	Actions
Activity ID	Activity name	Program name	Primary Activity contact																							
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## Navigating to Grant Activity Contacts through the Grant Activities link/tile

Step	Action																												
14	<p>From the Home screen, select the <b>Grant Activities</b> tile. Alternatively, select <b>Grants</b> in the Navigation menu and select <b>Grant Activities</b> from the drop down menu.</p>  <p>Hi GRP. Welcome to the Grant Recipient Portal.</p> <p>The screenshot shows a dashboard with several tiles. The 'Grant Activities' tile is highlighted with a red border. The tiles include: Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Organisation Profile, Personal Profile, and Acceptances. A navigation menu at the top includes Home, Grants (with a dropdown arrow), Milestones, Applications, Payment Advice, Organisation Profile, Data Exchange, and Training and Support. A user profile box indicates 'You are currently viewing: Training Group 2025'.</p>																												
15	<p>The Grant Activities screen will display a list of your organisation's Grant Activities. To view a particular Grant Activity, select the Grant Activity's <b>View</b> button or use the <b>Search Activities</b> button to help navigate to your Grant Activity.</p>  <p>The screenshot shows the 'Grant Activities' screen with a table of activities. The 'View' button for the first activity is highlighted with a red box. A 'Search Activities' button is also visible in the top right corner.</p> <table border="1" data-bbox="276 1805 1414 2018"> <thead> <tr> <th>Activity ID</th> <th>Activity name</th> <th>Program name</th> <th>Department</th> <th>Activity end date</th> <th>Schedule ID</th> <th></th> </tr> </thead> <tbody> <tr> <td>4-H0EOI29</td> <td>Tiger Team Test</td> <td>Financial Crisis and Material Aid - Food Relief</td> <td>Department of Social Services</td> <td>30/09/2024</td> <td>4-H0EOI1Q</td> <td><a href="#">View</a></td> </tr> <tr> <td>4-H0CRXXX</td> <td>Tiger Team Test</td> <td>Financial Crisis and Material Aid - Food Relief</td> <td>Department of Social Services</td> <td>30/09/2024</td> <td>4-H0EOIE6</td> <td><a href="#">View</a></td> </tr> <tr> <td>4-H0JCUAQ</td> <td>Tiger Team Test</td> <td>Financial Crisis and Material Aid - Food Relief</td> <td>Department of Social Services</td> <td>30/09/2024</td> <td>4-H0EOIFA</td> <td><a href="#">View</a></td> </tr> </tbody> </table>	Activity ID	Activity name	Program name	Department	Activity end date	Schedule ID		4-H0EOI29	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2024	4-H0EOI1Q	<a href="#">View</a>	4-H0CRXXX	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2024	4-H0EOIE6	<a href="#">View</a>	4-H0JCUAQ	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2024	4-H0EOIFA	<a href="#">View</a>
Activity ID	Activity name	Program name	Department	Activity end date	Schedule ID																								
4-H0EOI29	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2024	4-H0EOI1Q	<a href="#">View</a>																							
4-H0CRXXX	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2024	4-H0EOIE6	<a href="#">View</a>																							
4-H0JCUAQ	Tiger Team Test	Financial Crisis and Material Aid - Food Relief	Department of Social Services	30/09/2024	4-H0EOIFA	<a href="#">View</a>																							

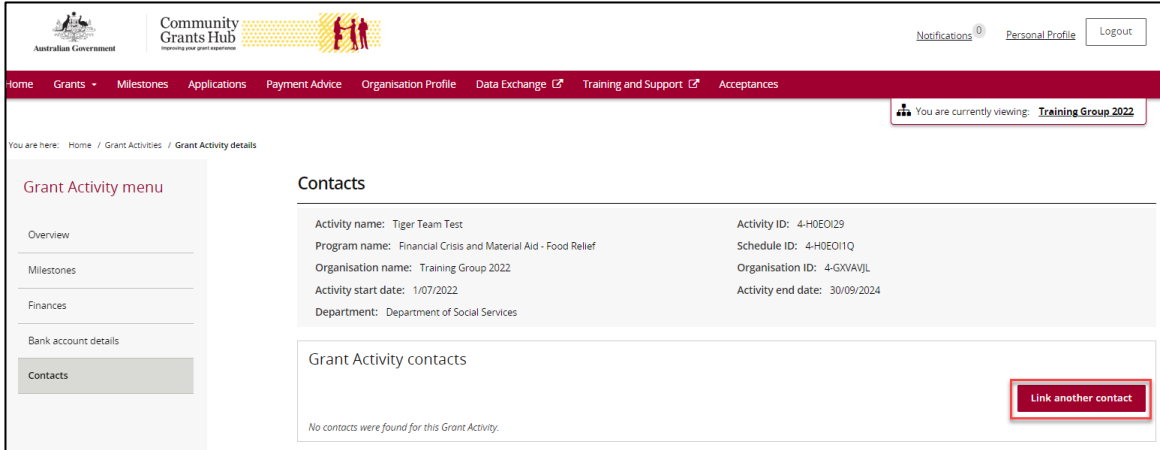


Step	Action
16	<p>The Activity details screen will display an overview of the Grant Activity by default. The below information related to the Grant Activity can be viewed:</p> <ul style="list-style-type: none"><li>• Activity name</li><li>• Program name</li><li>• Organisation name</li><li>• Activity start date</li><li>• Department</li><li>• Activity ID</li><li>• Schedule ID</li><li>• Organisation ID</li><li>• Activity end date</li><li>• Funding Arrangement Manager</li></ul> 
17	<p>From the Grant Activity menu, select <b>Contacts</b>.</p> 
18	<p>The Contacts screen will display. This screen displays all contacts linked to the Grant Activity.</p> <p>To add a contact through the Grant Activities link/tile, proceed to step 19.</p> <p>To remove a contact through the Grant Activities link/tile, proceed to step 25.</p>

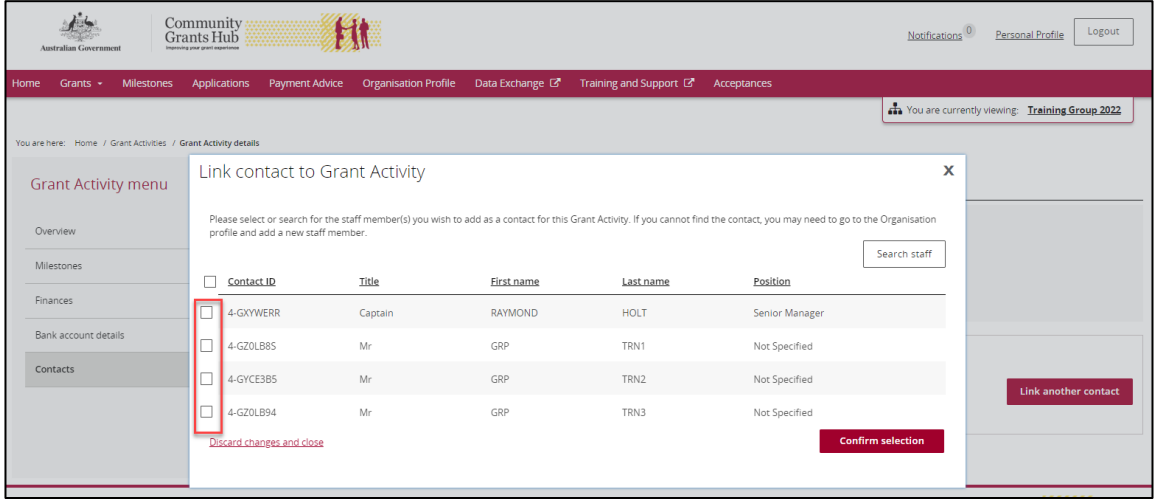




Step	Action
	

## Adding a Grant Activity Contact through the Grant Activities link/tile

Step	Action
19	<p>To add a contact to a Grant Activity, select <b>Contacts</b> from the Grant Activity menu, then click on <b>Link another contact</b>.</p> 
20	<p>A list of contacts for the organisation will display. Click on the <b>box</b> next to the staff member(s) you want to add as a contact for the Grant Activity and then click on the <b>Confirm selection</b> button.</p>

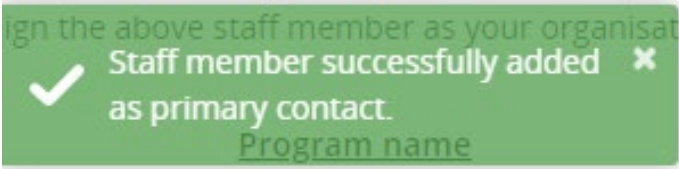
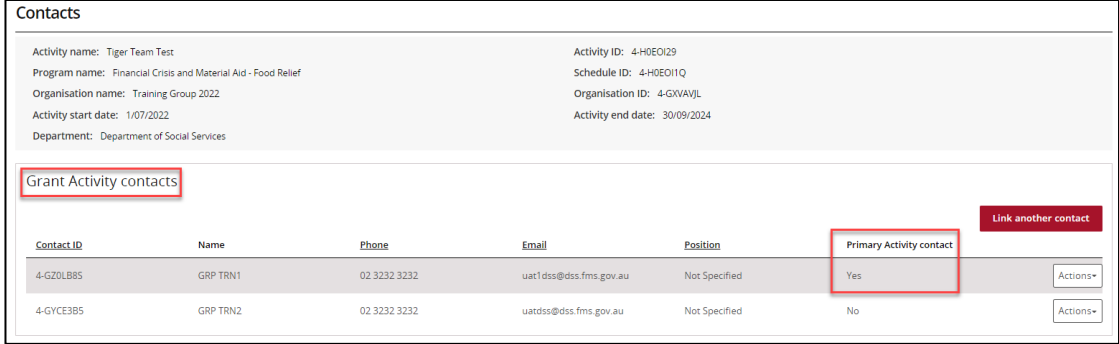


Step	Action
	
21	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the contact will be listed on the Contacts screen under <b>Grant Activity contacts</b>.</p> <p><i>Successful message – adding contact to Grant Activity</i></p>  <p>Your contact has now been added to the Grant Activity.</p> 



Step	Action																					
22	<p>To update the contact as the primary contact, select <b>Actions</b> and then select <b>Assign as the primary contact</b>.</p> <p><b>Note:</b> There will be a <b>Yes</b> under the <b>Primary Activity contact</b> column for the contact who is listed as the primary contact.</p> <div data-bbox="271 672 1428 1064"><p>Contacts</p><p>Activity name: Tiger Team Test      Activity ID: 4-H0EOI29 Program name: Financial Crisis and Material Aid - Food Relief      Schedule ID: 4-H0EO1IQ Organisation name: Training Group 2022      Organisation ID: 4-GXVAVJL Activity start date: 1/07/2022      Activity end date: 30/09/2024 Department: Department of Social Services</p><p>Grant Activity contacts</p><table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Activity contact</th><th></th></tr></thead><tbody><tr><td>4-GZ0LB85</td><td>GRP TRN1</td><td>02 3232 3232</td><td>uat1dss@dss.fms.gov.au</td><td>Not Specified</td><td>Yes</td><td>Actions-</td></tr><tr><td>4-GYCE3B5</td><td>GRP TRN2</td><td>02 3232 3232</td><td>uatdss@dss.fms.gov.au</td><td>Not Specified</td><td>No</td><td>Actions-</td></tr></tbody></table><p>Buttons: Link another contact, Assign as the primary contact, Remove contact from Activity</p></div>	Contact ID	Name	Phone	Email	Position	Primary Activity contact		4-GZ0LB85	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions-	4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions-
Contact ID	Name	Phone	Email	Position	Primary Activity contact																	
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4-GYCE3B5	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions-																
23	<p>When you select <b>Assign as the primary contact</b> a confirmation message will display asking you to confirm the change of the primary contact by selecting <b>Continue</b>.</p> <p>Select <b>Continue</b> to confirm the change of primary contact.</p> <p><b>Note:</b> you can select <b>Discard changes and return</b> to cancel the change.</p> <div data-bbox="271 1321 1005 1803"><p>Confirm change of primary contact X</p><p>Please confirm the change of primary contact.</p><p><b>Activity name:</b> Tiger Team Test <b>Current primary contact:</b> RAYMOND HOLT <b>New primary contact:</b> GRP TRN1</p><p><a href="#">Discard changes and return</a>      <b>Continue</b></p></div>																					

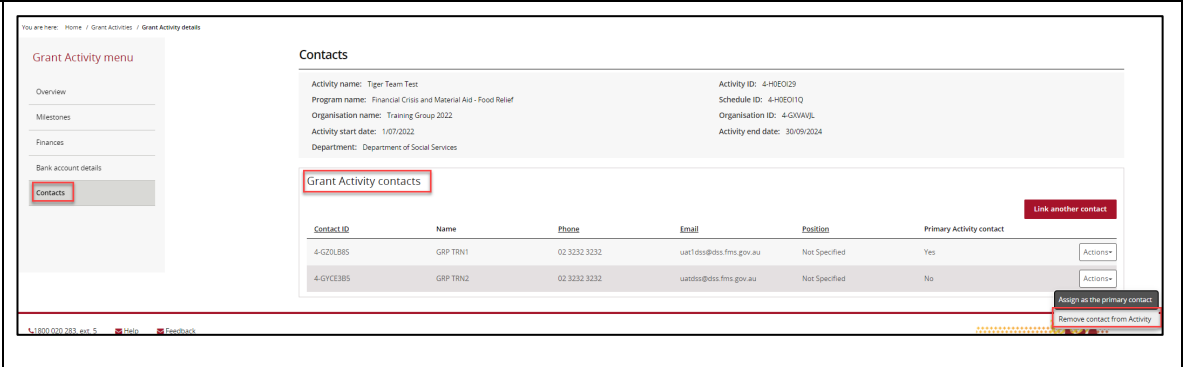
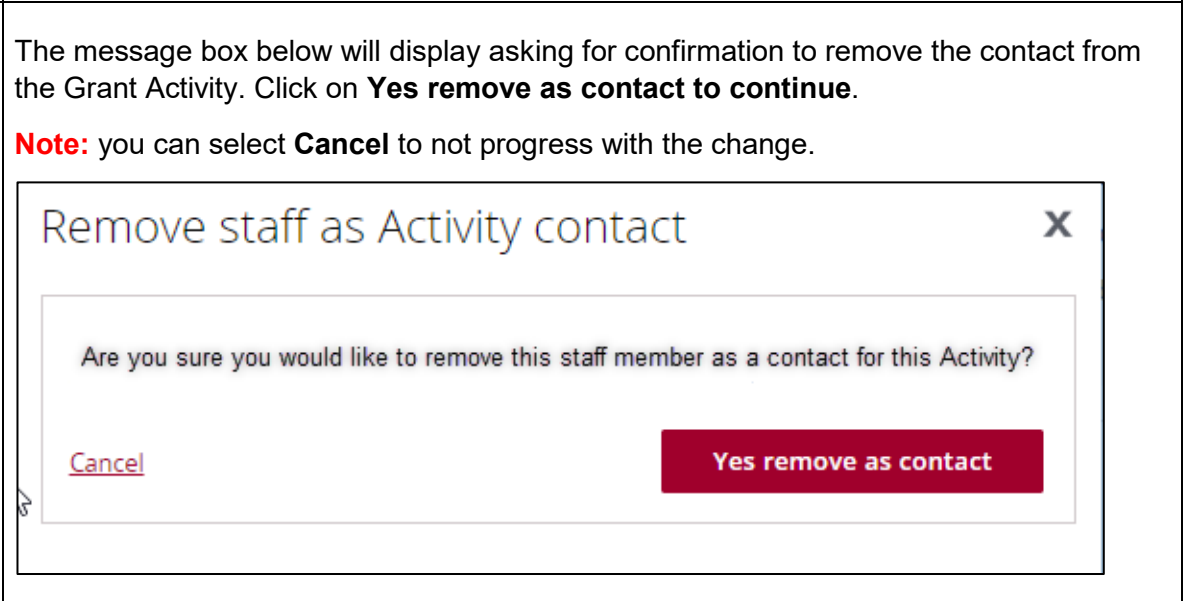


Step	Action																					
24	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the contact will be listed on the Contacts screen under <b>Grant Activity contacts</b> with a <b>Yes</b> for <b>Primary Activity Contact</b>.</p> <p>A message will temporarily display on screen confirming the change was successful.</p> <p><i>Successful message - changing primary contact</i></p>  <p>Your contact has now been updated as the primary contact.</p>  <table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Activity contact</th><th>Actions</th></tr></thead><tbody><tr><td>4-GZ0LBBS</td><td>GRP TRN1</td><td>02 3232 3232</td><td>uat1dss@dss.fms.gov.au</td><td>Not Specified</td><td>Yes</td><td>Actions</td></tr><tr><td>4-GYCE3BS</td><td>GRP TRN2</td><td>02 3232 3232</td><td>uatdss@dss.fms.gov.au</td><td>Not Specified</td><td>No</td><td>Actions</td></tr></tbody></table>	Contact ID	Name	Phone	Email	Position	Primary Activity contact	Actions	4-GZ0LBBS	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions	4-GYCE3BS	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions
Contact ID	Name	Phone	Email	Position	Primary Activity contact	Actions																
4-GZ0LBBS	GRP TRN1	02 3232 3232	uat1dss@dss.fms.gov.au	Not Specified	Yes	Actions																
4-GYCE3BS	GRP TRN2	02 3232 3232	uatdss@dss.fms.gov.au	Not Specified	No	Actions																

## Removing a Grant Activity Contact through the Grant Activities link/tile

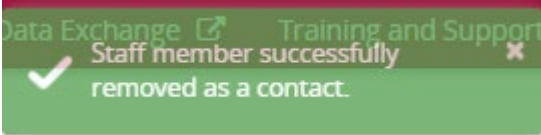
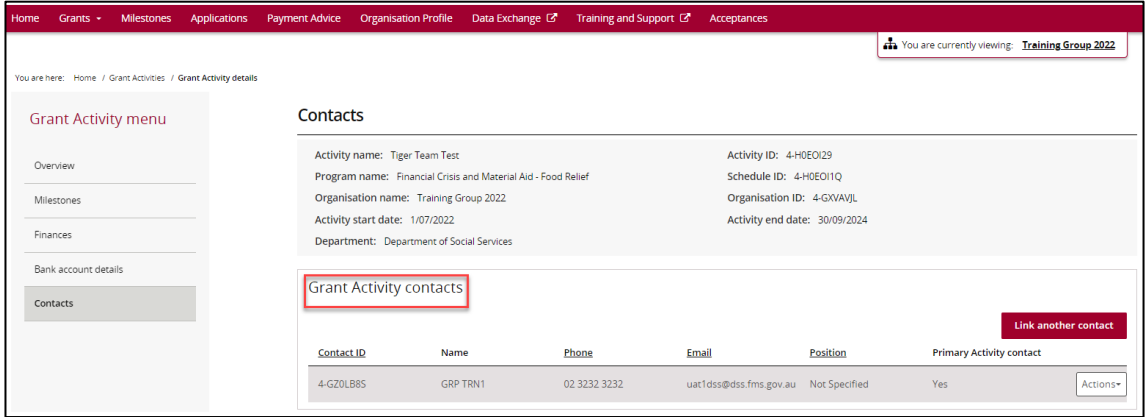
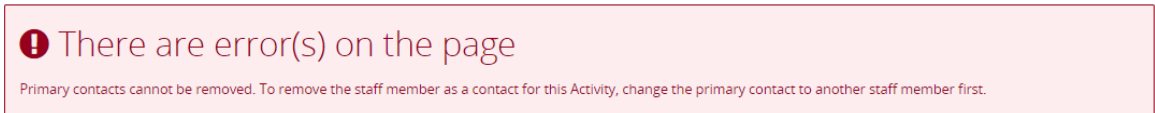
Step	Action
25	<p>To remove a contact from a Grant Activity, select <b>Contacts</b> from the Grant Activity menu, then select the <b>Actions</b> button next to the contact and select <b>Remove contact from Activity</b>.</p>



Step	Action																					
	 <p>Contacts</p> <p>Activity name: Tiger Team Test Program name: Financial Crisis and Material Aid - Food Relief Organisation name: Training Group 2022 Activity start date: 1/07/2022 Department: Department of Social Services</p> <p>Activity ID: 4-HSE020 Schedule ID: 4-HSE010 Organisation ID: 4-GVAWL Activity end date: 30/09/2024</p> <p>Grant Activity contacts</p> <table border="1"><thead><tr><th>Contact ID</th><th>Name</th><th>Phone</th><th>Email</th><th>Position</th><th>Primary Activity contact</th><th>Actions</th></tr></thead><tbody><tr><td>4-GZL885</td><td>GRP TRN1</td><td>02 3232 3232</td><td>uat1oss@dos.fms.gov.au</td><td>Not Specified</td><td>Yes</td><td>Actions</td></tr><tr><td>4-GVCE385</td><td>GRP TRN2</td><td>02 3232 3232</td><td>uat2001@dos.fms.gov.au</td><td>Not Specified</td><td>No</td><td>Actions</td></tr></tbody></table> <p>Buttons: Link another contact, Assign as the primary contact, Remove contact from Activity</p>	Contact ID	Name	Phone	Email	Position	Primary Activity contact	Actions	4-GZL885	GRP TRN1	02 3232 3232	uat1oss@dos.fms.gov.au	Not Specified	Yes	Actions	4-GVCE385	GRP TRN2	02 3232 3232	uat2001@dos.fms.gov.au	Not Specified	No	Actions
Contact ID	Name	Phone	Email	Position	Primary Activity contact	Actions																
4-GZL885	GRP TRN1	02 3232 3232	uat1oss@dos.fms.gov.au	Not Specified	Yes	Actions																
4-GVCE385	GRP TRN2	02 3232 3232	uat2001@dos.fms.gov.au	Not Specified	No	Actions																
26	<p>The message box below will display asking for confirmation to remove the contact from the Grant Activity. Click on <b>Yes remove as contact to continue</b>.</p> <p><b>Note:</b> you can select <b>Cancel</b> to not progress with the change.</p>  <p>Remove staff as Activity contact</p> <p>Are you sure you would like to remove this staff member as a contact for this Activity?</p> <p>Buttons: Cancel, Yes remove as contact</p>																					





Step	Action
27	<p>If the change is successful, a message will temporarily display on screen confirming the change was successful and the Grant Activity will be removed from the Contacts screen under <b>Grant Activity contacts</b>.</p> <p><i>Successful message - removing contact</i></p>  <p>Your contact has now been removed from the Grant Activity.</p>  <p>The following error message will appear on the top of the page if the contact is a primary contact for the Grant Activity. You will need to assign a new primary contact to the Grant Activity before removing the existing primary contact. The system will not allow the removal of the primary contact without a replacement.</p> 

## Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email:** [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone:** 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 9:00am – 5:00pm (AEST/AEDT)