



GOOGLE ACCOUNT – HELP GUIDE

The below links take you directly to the sections:

- [A. ALREADY HAVE A GOOGLE ACCOUNT](#)**
- [B. HOW TO CREATE A GOOGLE ACCOUNT](#)**
- [C. HOW TO DELETE A GOOGLE ACCOUNT](#)**

How to submit a 2024 application

All submissions for the 2024 Awards are to be submitted online using Google forms.

We are using a Google form to collect the information we require for your application. This requires the user to have a Google account. If you do not have one, and you are unsure how to create one, this help guide provides step-by-step instructions of how to create a Google account.

The person entering the data into the form must supply an email address at the start of the form, when prompted (this can be any email address and not necessarily a Gmail). This email address will receive a copy of the information that has been submitted. No other contacts within the form will receive a confirmation.

Once the Google account is set-up, the application process includes the applicant clicking on the submission form link, signing on to Google, completing an online form and uploading the application form, and their institution's logo and one project image. Once these documents have been submitted, you are unable to change any details.

The form can be saved in case you are unable to complete it in one sitting. Google will save it for 30 days. See the guide below for more information (section A2).

After your application has been submitted online, you will not be using Google again for your submission and all further contact will be sent to the email addresses you provide within the form. If you had to create a Google account especially for this, and you wish to delete the account after submission, instructions of how to do so can be found at the foot of this guide.

Information to prepare

Please do ensure that you have read the rules and processes which are available from our website ([International Green Gown Awards | Green Gown Awards](#)). **We recommend that you have all the information to-hand before you start entering the information on your submission form.** An overview of the submission form questions and what you need to upload are listed on the website.

Contact for enquiries

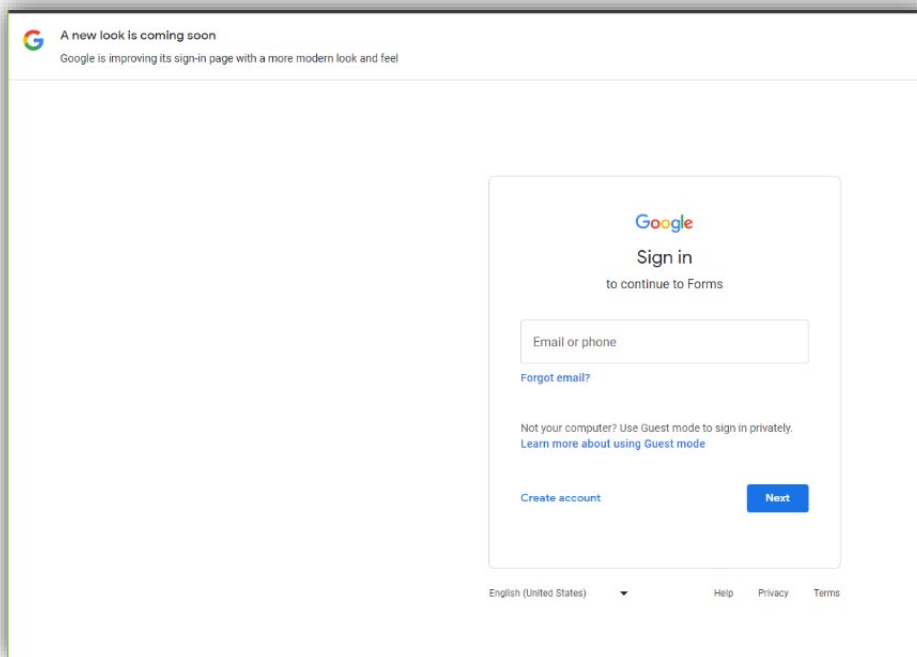
If you still encounter problems after following this guide and are unable to create a Google account, please contact us directly and we will try our best to help you.

Greengown@eauc.org.uk

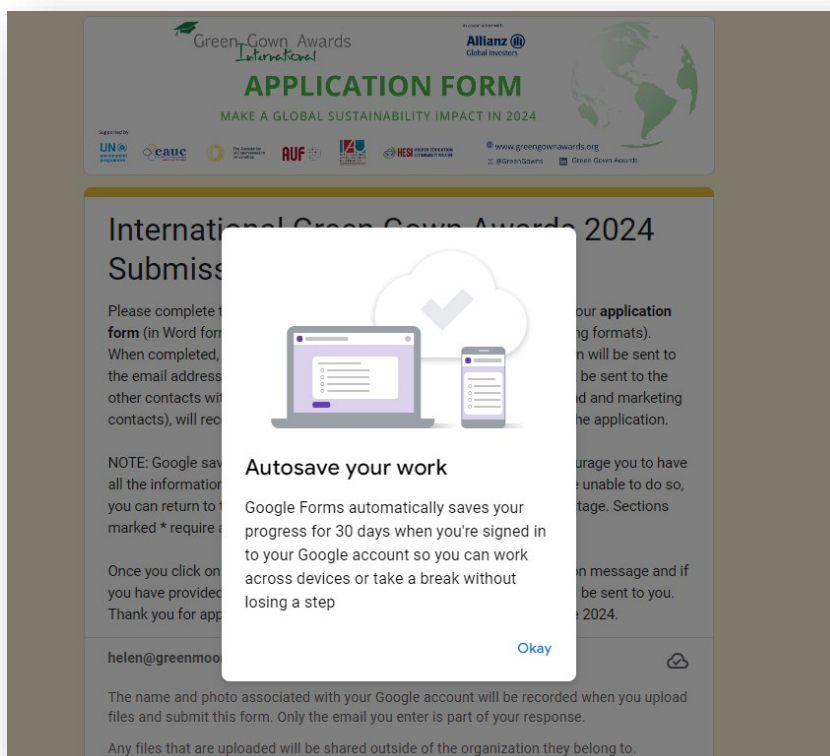
Further guidance on using google forms

A. ALREADY HAVE A GOOGLE ACCOUNT

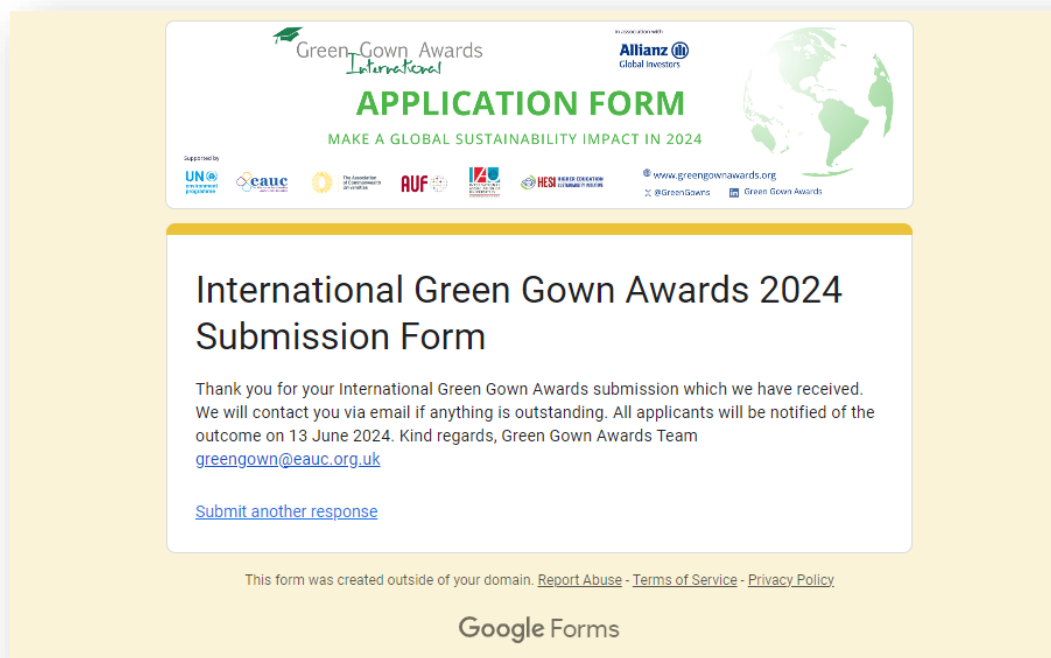
1. When you click on the form submission link it will take you to a Google Sign in page. You need to log in to your Google account and will then be directed straight to the submission form. You will then follow the instructions on the submission form.



NOTE: If you are unable to complete the submission form in one sitting, Google Forms automatically saves your progress for 30 days (this only works if you are working online). You will receive this pop-up notification box when you start working on the submission form. To access your saved form, reopen the form URL in the same Google Account that you used to create the draft.



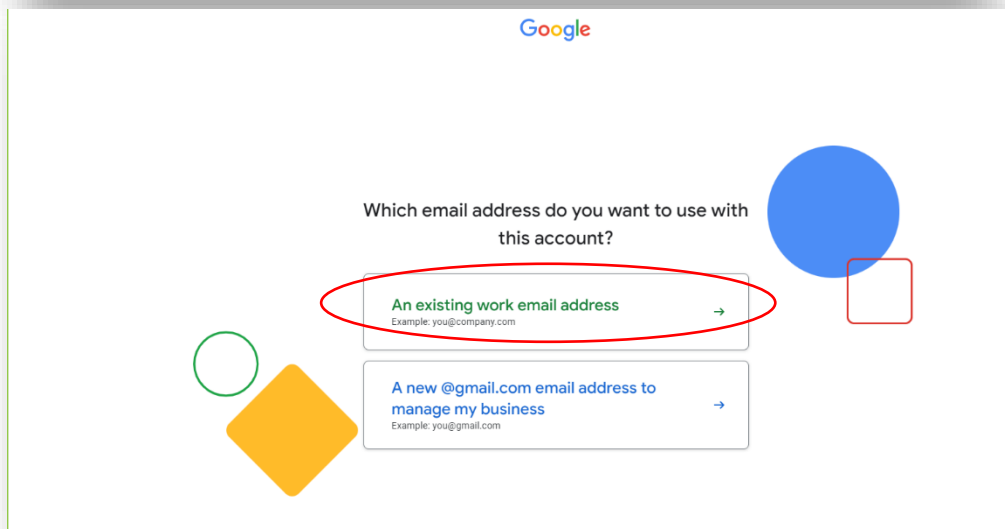
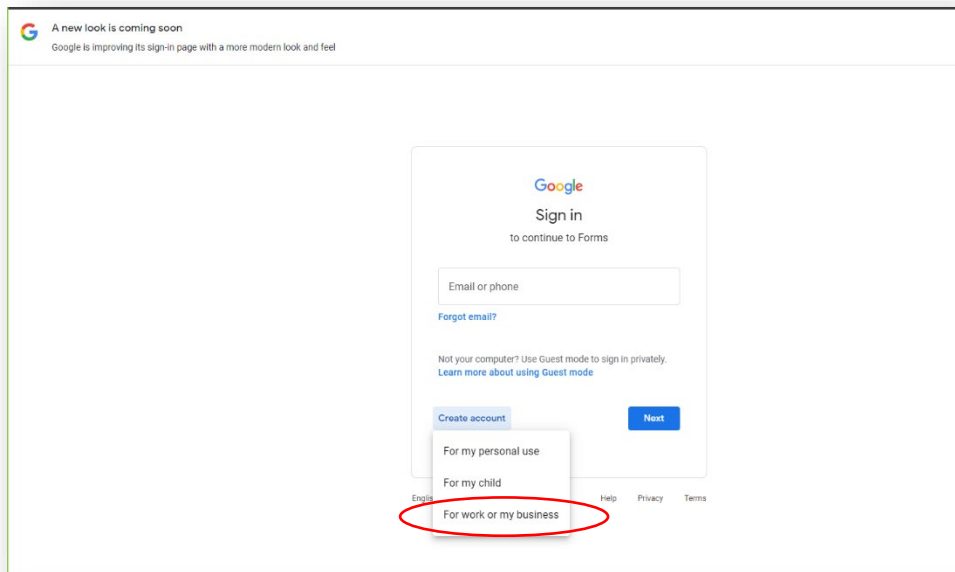
2. When you have finished completing the form and have pressed "submit", you will receive the below pop-up message. If you have more than one project to submit, it also allows you to submit it from here - select "submit another response".



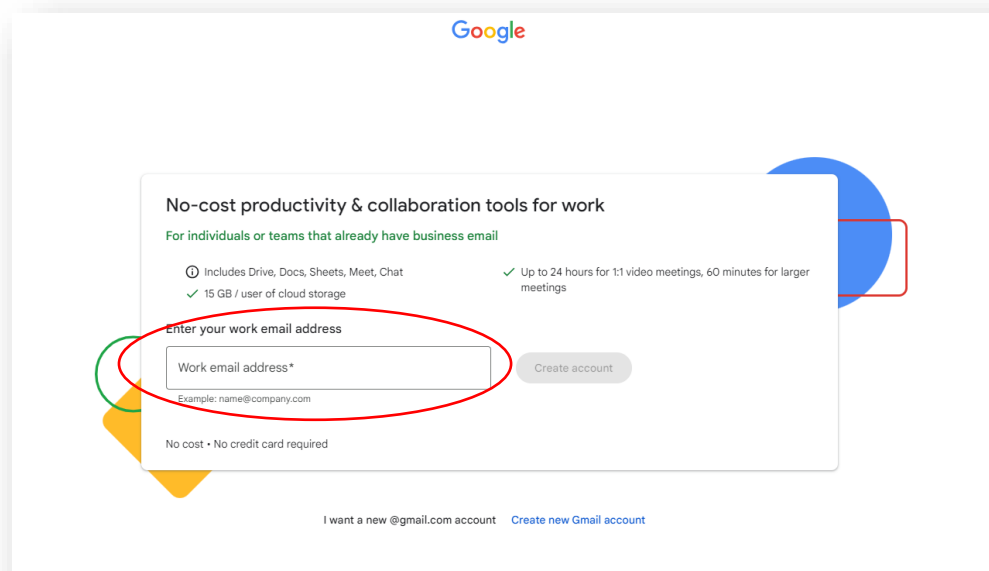
3. A copy of your submission will be sent to the email address you provided at the start of the form.
4. All further correspondence from the International Green Gown Awards Team will be sent out via email to the contacts listed on the submission form (excluding the email of the person entering the information – unless it is the same contact).
5. The Google submission form is only used for the initial submission of your application and supporting documents. It will not be used again.

B. HOW TO CREATE A GOOGLE ACCOUNT

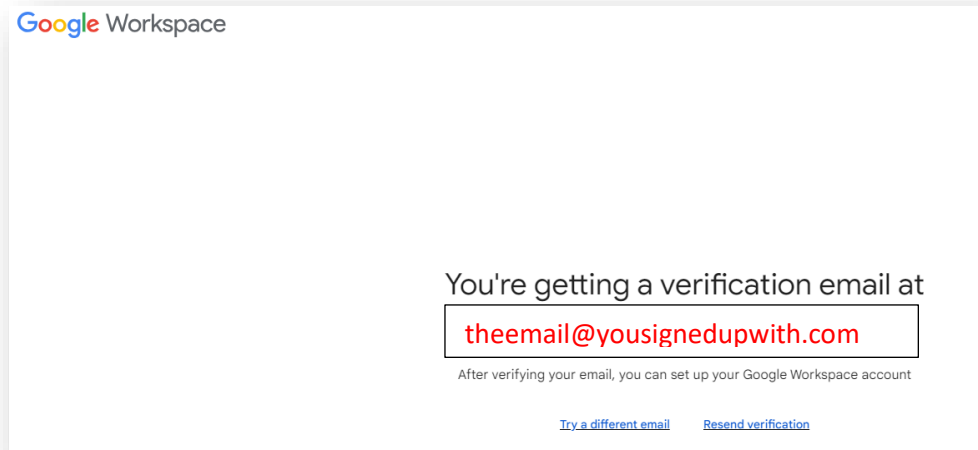
1. If you do not have a Google account, you will need to create one. Follow these steps below. Click on "create account" and select your preferred account option from the drop-down menu choices. For this example, we selected "for work or my business".



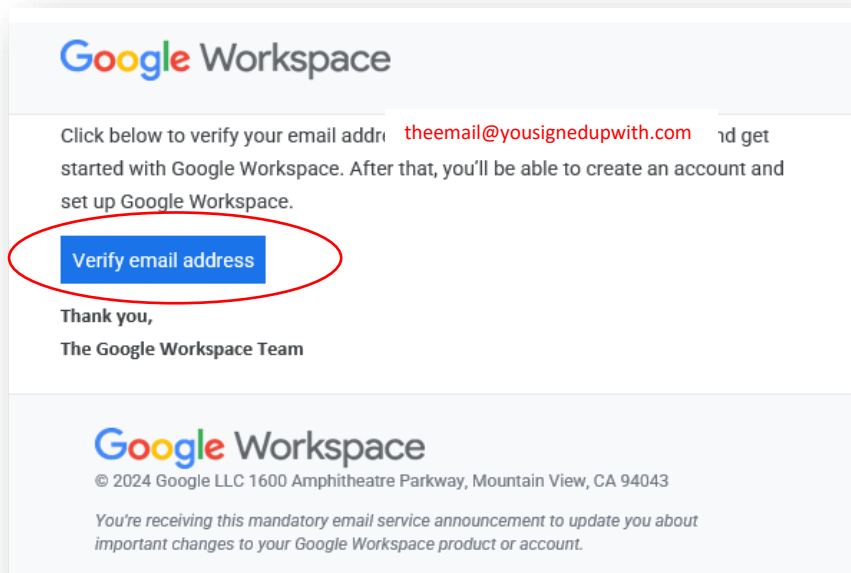
2. Enter your existing work email address (please note that any email address can be used and not just a Gmail email address).



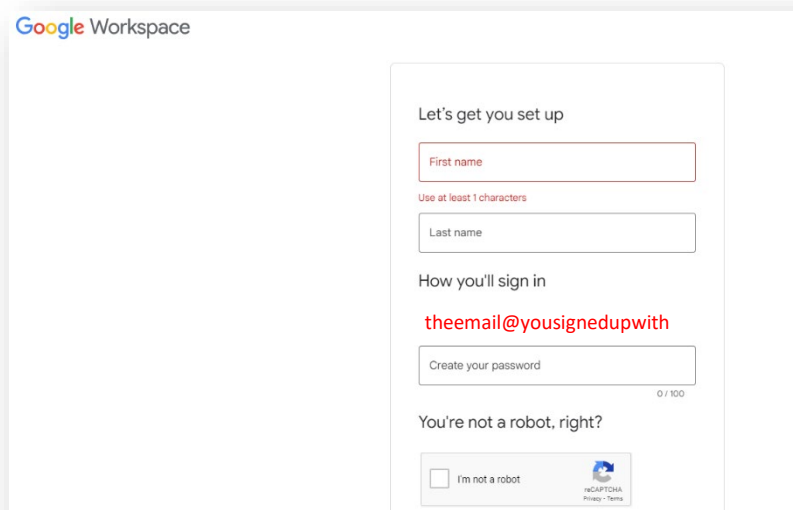
- An email verification link will be sent to your inbox.



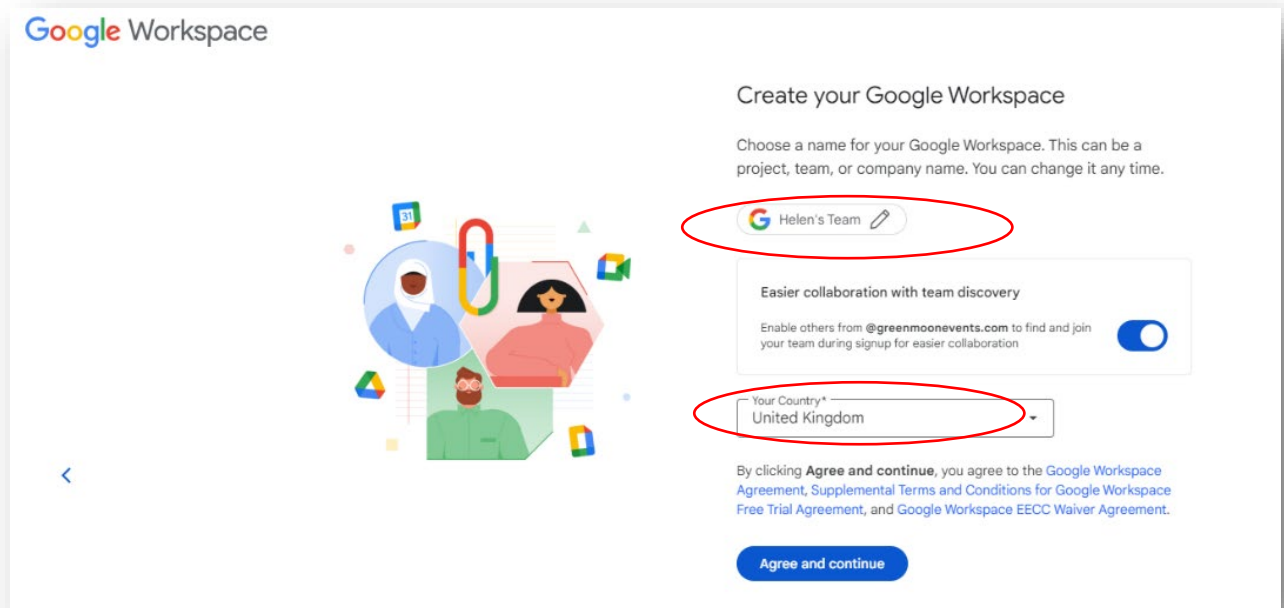
- Go to your inbox (of the email address you signed up), click on the "verify email address" box.



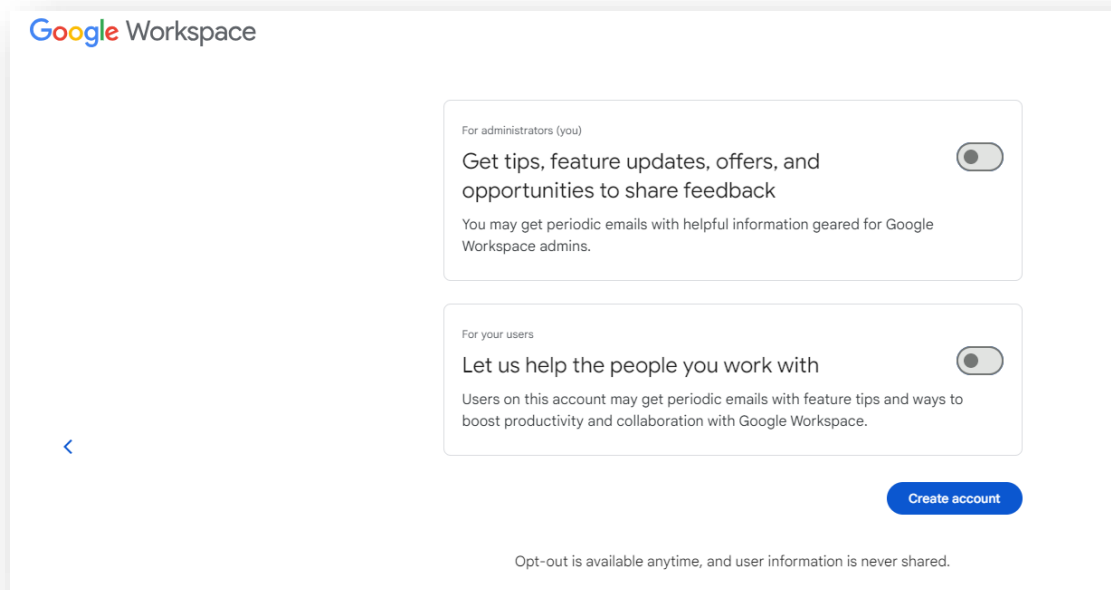
- This will then take you back to the Google Sign in page. Enter your first name, last name and create a password. Tick the "I am not a robot" box.



6. You are then given options to create your Google Workspace. You can edit your Team name and select your country. Select "agree and continue".



7. You can select/deselect any additional features. Then select "create account".



8. You will then receive a "welcome to your new account" box, which includes a disclaimer. You will need to select "I understand".

9. At one of the stages, you may be asked to verify your identity by entering your mobile number and receiving a verification code, to enter in the appropriate pop-up box.

Google

Verify your identity

We've detected unusual activity on the account you're trying to access. To continue, please follow the instructions below.

Provide a phone number to continue. We'll send a verification code you can use to sign in.

Country
United Kingdom

Phone number

Google will only use this number for security purposes. Standard text messaging rates may apply.

Receive verification code via:

- Text message (SMS)
- Automated voice call

Get code

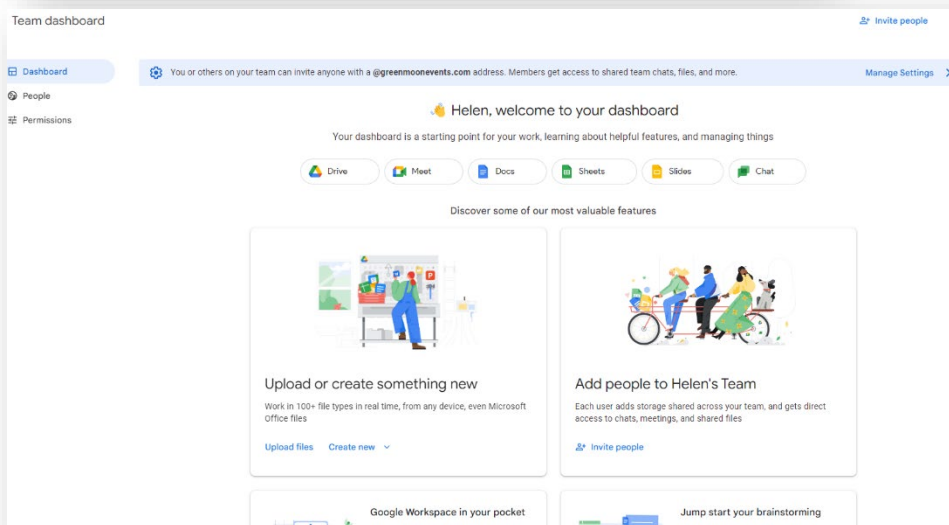
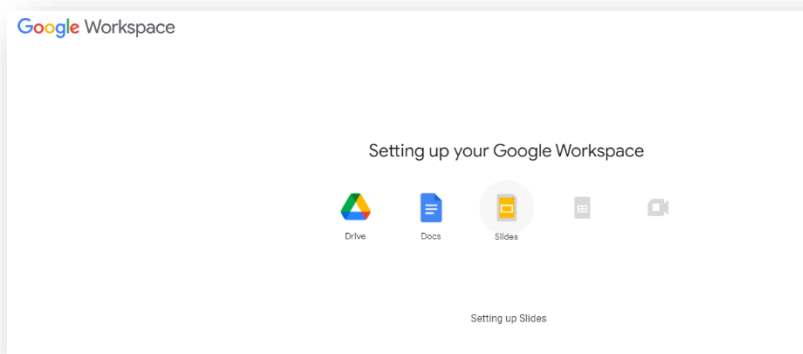
Google

Verify your identity

Enter verification code

Verify

10. Google Workspace will then be set up and it will take you to your Google dashboard.



11. You can now come out of this page and return to the submission form link and click on it/or paste into your browser. You will be asked to enter your Google account email and password. Please go to [Section A](#) above and follow the instructions.

C. HOW TO DELETE A GOOGLE ACCOUNT

If you wish to delete your newly registered Google account – see instructions of how to do so below.

1. Sign in to the [Admin console](#) (in your Google account, click on your icon/image, then in the box which appears, above your name, you will see "Learn more / admin console". Click on the "admin console").
2. Go to **Menu > Billing > Subscriptions**.
3. Click your subscription > **More > Cancel Subscription**.
4. Select a reason for cancelling > click **Continue**.
5. Check the box to confirm you read the information and want to continue.
6. Enter your email address > click **Cancel My Subscription**.
7. Once the subscription has been removed go to **Menu > Account > Account settings > Account management**.
8. Click **Delete Account**.
9. Check the box to confirm you read the information and want to continue.
10. Click **Delete Account**.