





Instructions for GKAS Online Sign Up

Action	Step-By-Step Instructions	Important Sign Up Notes
<p>Initial Sign Up – Adding a New Program, Event, Product Request, and Dentists</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Initial Sign Up. <ul style="list-style-type: none"> o Go to http://givekidsasmile.ada.org o Click SIGN UP for GKAS o Click SIGN UP NOW TO JOIN OUR TEAM o Enter Security Code o Click the I acknowledge terms and conditions. o Click the SUBMIT button <input type="checkbox"/> Create a Program ←————→ <ul style="list-style-type: none"> o Complete PROGRAM INFORMATION. o Click the SAVE button at bottom of the page to save information and to receive an email with your Permanent User Id o Click the EDIT button at the bottom of the page if you wish to make changes. Note: click the SAVE button to save changes. o Click the ADD EVENT NOW button at the bottom of the page to add an Event or click EXIT to return to the GKAS Main Menu. <input type="checkbox"/> Create an Event. ←————→ <ul style="list-style-type: none"> o Click the ADD EVENT NOW bottom at the bottom of the Program Information page. o Enter EVENT INFORMATION o Click the SAVE button at the bottom of the page to save information. o Click the EDIT button at the bottom of the page if you wish to make changes. o Click the SAVE CHANGES button. o Click the ADD ANOTHER EVENT bottom to create another event. Note: ONLY do this step if you have another dentist to add or click the REQUEST FREE PRODUCTS button at the bottom of the page. <input type="checkbox"/> Request Product. <p>An Event must be created prior to Requesting Products. If you coordinate multiple events, you <u>must</u> request product for each event.</p> <ul style="list-style-type: none"> o Click the REQUEST FREE PRODUCTS button at the bottom of the Event Information page. o Enter shipping information. o Click the SAVE button at the bottom of the page to save information. o Click the EDIT button if you wish to make changes. o Click the SAVE CHANGES button. o Click the EXIT button at the bottom of the page to return to the GKAS Main Menu. <input type="checkbox"/> Add a Volunteering Dentist. <ul style="list-style-type: none"> o Click the ADD DENTISTS TO YOUR PROGRAM button at the bottom of the Request Product page. o Enter the Volunteering Dentist information o Click the SAVE button at the bottom of the page to save Dentist information. o Click the EDIT button at the bottom of the page to make changes. o Click the SAVE button. o Click the ADD ANOTHER DENTIST button. Note: ONLY do this step if you have another dentist to add. o Click EXIT to return to the GKAS Main Menu o Click the LOGOUT button from the GKAS Main Menu to exit the system. 	<ul style="list-style-type: none"> <input type="checkbox"/> To sign up go to http://givekidsasmile.ada.org <input type="checkbox"/> Retain your program's Permanent User ID. This Permanent User ID is <u>your</u> unique Give Kids A Smile program identifier. <input type="checkbox"/> Click the Help  for assistance at the top of the page. <p>Programs are considered the primary program contact and that information will be retained in the system this year going forward and should <u>only be entered once.</u></p> <p>Events are considered the individual GKAS sites where the Day activities/services will be performed. <u>To request product an Event MUST be created first.</u></p> <ul style="list-style-type: none"> • If you coordinate multiple events, please enter each event separately and not under one event location. • We realize that you are in the planning stages for the upcoming year and may not know all the exact event locations before the product request deadline of Nov. 13. Similar to previous years please do your best to estimate which locations are planning to participate in February. You are welcomed and encouraged to return to the system to add and update event information.



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Updating a Program's contact information	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter the PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter the SECURITY CODE. <input type="checkbox"/> Click the SUBMIT button. <input type="checkbox"/> Select UPDATE PROGRAM INFORMATION from the GKAS Main Menu. <input type="checkbox"/> Update various information. <input type="checkbox"/> Click the SAVE button at the bottom of the page. <input type="checkbox"/> Click the EXIT button at the bottom of the page to the GKAS Main Menu. <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system. 	<p>Click the Help  for assistance at the top of the page.</p>
Adding New Event	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select the ADD ANOTHER EVENT button from the GKAS Main Menu. <input type="checkbox"/> Enter Event Information. <input type="checkbox"/> Click the SAVE button at the bottom of the page. <input type="checkbox"/> Repeat this process if you have multiple events <input type="checkbox"/> Click the EXIT button at the bottom of the page to the GKAS Main Menu. <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system. 	<p>Click the Help  for assistance at the top of the page.</p>
Update Event Information	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select the UPDATE EVENTINFORMATION button from the GKAS Main Menu. <input type="checkbox"/> Select EDIT next to the event you are updating from the table to the RIGHT. <input type="checkbox"/> Update various information. <input type="checkbox"/> Click the SAVE button at the bottom of the page. <input type="checkbox"/> Repeat this process if you have multiple events <input type="checkbox"/> Click the EXIT button at the bottom of the page to the GKAS Main Menu. <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system 	<p>Click the Help  for assistance at the top of the page.</p>

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<p>Delete Event Information</p> <p>The Delete function is permanent please do so sparingly.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select the UPDATE EVENTINFORMATION button from the GKAS Main Menu. <input type="checkbox"/> Select DELETE next to the Event Name that you would like to delete. Note: A table will appear on the RIGHT SIDE of the screen. <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system 	<p>Click the Help  for assistance at the top of the page.</p>
<p>Adding a New Product Request</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select the REQUEST PRODUCTS button from the GKAS Main Menu. <input type="checkbox"/> Click SELECT EVENT next to Event Name you would like to request product for. Note: A table will appear on the RIGHT SIDE of the screen. <input type="checkbox"/> Complete shipping information. <input type="checkbox"/> Click the SAVE button at the bottom of the page. <input type="checkbox"/> Repeat this process if you have multiple request <input type="checkbox"/> Click the EXIT button at the bottom of the page to the GKAS Main Menu. <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system 	<p>Click the Help  for assistance at the top of the page. Deadline to Request Product is November 13, 2009.</p>
<p>Add a Volunteering Dentist Information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select the ADD VOLUNTEER DENTIST INFORMATION from the GKAS Main Menu. <input type="checkbox"/> Enter the Volunteering Dentist contact information <input type="checkbox"/> Click the SAVE button at the bottom of the page to save the information. <input type="checkbox"/> Click the EDIT button at the bottom of the page to make changes. <input type="checkbox"/> Click the SAVE button. <input type="checkbox"/> Repeat this process if you have multiple dentist <input type="checkbox"/> Click EXIT to return to the GKAS Main Menu <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system 	<p>Click the Help  for assistance at the top of the page.</p>

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Updating a Volunteering Dentist Information	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select the UPDATE VOLUNTEER DENTIST INFORMATION from the GKAS Main Menu. Note: A table will appear on the RIGHT SIDE of the screen. <input type="checkbox"/> Update the Volunteering Dentist contact information <input type="checkbox"/> Click the SAVE button at the bottom of the page to save the information. <input type="checkbox"/> Click the EDIT button at the bottom of the page to make changes. <input type="checkbox"/> Click the SAVE button. <input type="checkbox"/> Click EXIT to return to the GKAS Main Menu <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system 	Click the Help  for assistance at the top of the page.
Enter Actual Event Data This tab will not be available until February 8, 2010	<ul style="list-style-type: none"> <input type="checkbox"/> Go to http://givekidsasmile.ada.org <input type="checkbox"/> Click SIGN UP for GKAS <input type="checkbox"/> Click SIGN UP NOW TO JOIN OUR TEAM <input type="checkbox"/> Click UPDATE TAB <input type="checkbox"/> Enter PERMANENT USER ID or PRIMARY CONTACT EMAIL. <input type="checkbox"/> Enter SECURITY CODE <input type="checkbox"/> Click SUBMIT <input type="checkbox"/> Select ENTER ACTUAL EVENT DATA <input type="checkbox"/> Select the EVENT to enter actual event data. Note: A table will appear on the RIGHT SIDE of the screen. <input type="checkbox"/> Enter actual event data. <input type="checkbox"/> Click the SAVE button at the bottom of the page. <input type="checkbox"/> Repeat this process if you have multiple events <input type="checkbox"/> Click EXIT to return to the GKAS Main Menu <input type="checkbox"/> Click the LOGOUT button from the GKAS Main Menu to exit the system 	Data collection is an integral part of the system upgrades. We will continue to collect data about the number of children served, number of dentists, volunteers and, care value. We are also asking you for specific data regarding services performed, such as the actual number of prophylaxis (cleanings), x-rays, fluoride treatments, restorations with fillings/crowns. We realize most programs are collecting this type of data already so the new system will give all programs a central place to record their work. Visit www.ada.org/goto/gkas GKAS Program Planning Toolbox to download the sample data collection form. Click the Help  for assistance at the top of the page.