GEORGIA DOWNTOWN ASSOCIATION

GDA GAInforms Portal Guide For City Users

Link to the site: www.gacities.com/home

1. **Click LOGIN**
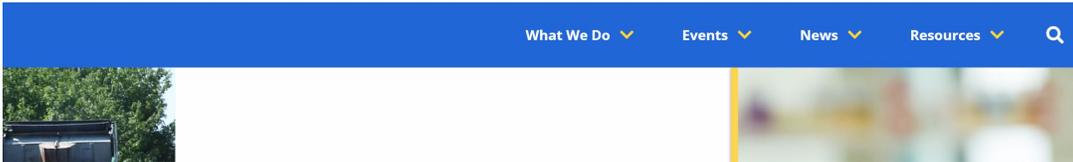
2. **Type GMA login credentials, username and password.**
3. **Click your name on the top right welcome address.**
4. **Select GDA Portal from the drop-down (see image below)**

Please contact rcoakley@gacities.com if you experience any issues in the portal.

5. **Answer the Affirmation Agreement and hit continue:**

Confirm GMA Informs Access - Georgia Downtown Association

SOUTH FULTON

Click 'Yes' to indicate your agreement with the following statements. Otherwise, select 'No'. Then, click 'Continue'

I affirm that I am a Designated Contact for the Participating Member named above, which is participating in the Georgia Downtown Association Initiative administered by Georgia Municipal Association.

As such:

- I am authorized by my employer, the local government named above, to act on its behalf to review and submit information on this portal.
- I agree to follow any instructions provided in the portal about what information should be submitted.
- I will keep my username and password secure and never share them with anyone.
- If I suspect that my password has been compromised, I will change it immediately.
- I will keep my Portal password/passphrase secure and will never share it with anyone, ever.
- I will immediately email GMA at rcoakley@gacities.com if I am no longer authorized to access the Portal.
- If I suspect that there has been unauthorized use of my Portal account, I will immediately change my password, examine my Portal submissions for accuracy, and notify GMA by emailing rcoakley@gacities.com.

| No | Yes |

Continue

6. **To submit an award application, determine which award category submitting, i.e. Design, Economic Development, Promotion, or Organization. Click the plus next to the category.**

Applications

	Applications	Status	Reviewed
+ 🖨	Conference Awards - Design	Ready	
+ 🖨	Conference Awards - Economic Development	Ready	
+ 🖨	Conference Awards - Organization	Ready	
+ 🖨	Conference Awards - Promotion	Ready	

7. **Complete information on each page and click next.**
8. **After submitting all information ensure to answer the last question on the page and click save & submit.**
9. **Click to submit an additional application or exit to Dashboard.**

Please contact rcoakley@gacities.com if you experience any issues in the portal.

Edit date 3.22.2024

10. To submit an Education Session Proposal, click the plus next to the category.

Applications

	Applications	Status
⊞ ✎ ✉ 🖶	Conference Awards - Design -	In Progress
+ 🖶	Conference Awards - Economic Development	Ready
+ 🖶	Conference Awards - Organization	Ready
+ 🖶	Conference Awards - Promotion	Ready
+ 🖶	Education Session Proposal	Ready
+ 🖶	2025 Request For Proposal	Ready

Showing 1 to 6 of 6 entries

11. Complete information on each page and click next.

12. After submitting all information click save & submit.

13. Click to submit an additional application or exit to Dashboard.

14. To submit a Request for Proposal, click the plus next to the category.

Applications

	Applications	Status
⊞ ✎ ✉ 🖶	Conference Awards - Design -	In Progress
+ 🖶	Conference Awards - Economic Development	Ready
+ 🖶	Conference Awards - Organization	Ready
+ 🖶	Conference Awards - Promotion	Ready
+ 🖶	Education Session Proposal	Ready
+ 🖶	2025 Request For Proposal	Ready

Showing 1 to 6 of 6 entries

15. Complete information on each page and click next.

16. After submitting all information click save & submit.

17. Click to submit an additional application or exit to Dashboard.

Please contact rcoakley@gacities.com if you experience any issues in the portal.

Edit date 3.22.2024