

Emailing Comments from GME

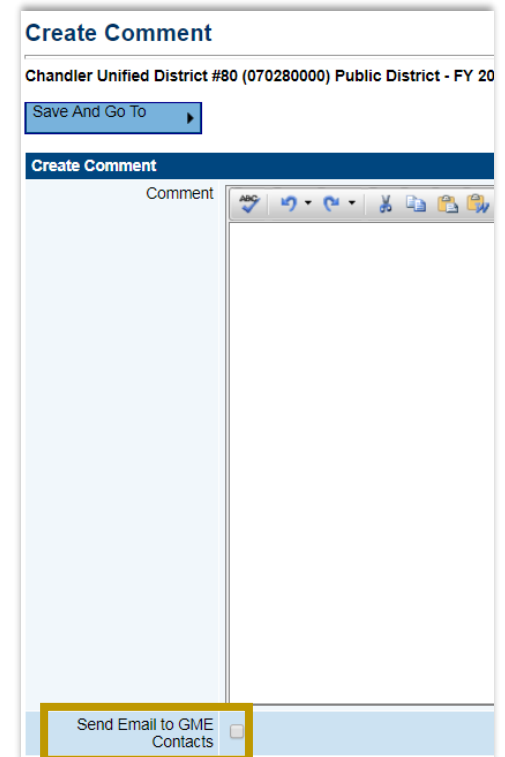
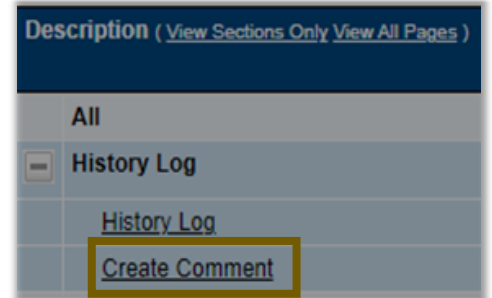
Comments can be emailed from any History Log found on any Sections page within any GME component.

To email comments to ADE contacts and/or other LEA users, after entering the comments, but BEFORE leaving the page, check the Send Email to GME Contacts box.

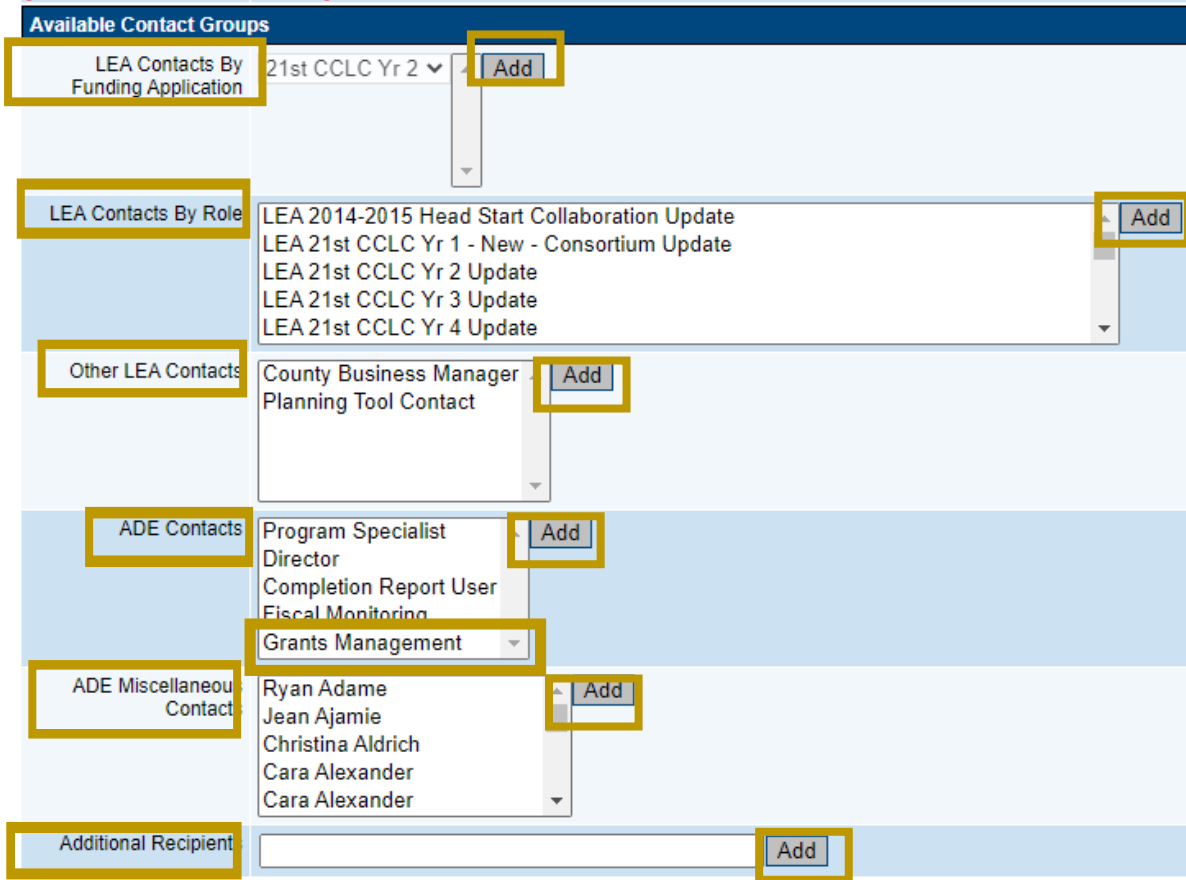
Once you check the aforementioned box, you will see the following Available Contact Groups:

- **LEA Contacts by Funding Application:** choose your organization's contacts associated with this Funding Application (assuming there are LEA contacts associated with the Funding Application).
- **LEA Contacts by Role:** send to others in your organization based on their roles, such as all users with the role of LEA Business Manager.
- **Other LEA Contacts:** send to County Business Manager (when not sending by specific email address).
- **ADE Contacts:** send to the Program Areas and Directors associated with the Funding Application. ***IMPORTANT: Select "Grants Management" from ADE Contacts to generate a request for support.***
- **ADE Miscellaneous Contacts:** sent to specific individuals within Department of Education.
- **Additional Recipients:** enter individual email addresses.

Note: you must click ADD button after each selection is made.



Available contact types may vary between different GME components. If Grants Management support is needed, the "Grants Management" option is available within the ADE Contacts group in all History Logs. This allows support requests to be generated by creating and emailing History Log comment from within any History Log in GME. **It is not necessary to add the Grants Management contact option to all emailed comments. Use only when Grants Management support is being requested**



Available Contact Groups




- LEA Contacts By Funding Application: 21st CCLC Yr 2 [Add]
- LEA Contacts By Role: LEA 2014-2015 Head Start Collaboration Update, LEA 21st CCLC Yr 1 - New - Consortium Update, LEA 21st CCLC Yr 2 Update, LEA 21st CCLC Yr 3 Update, LEA 21st CCLC Yr 4 Update [Add]
- Other LEA Contacts: County Business Manager, Planning Tool Contact [Add]
- ADE Contacts: Program Specialist, Director, Completion Report User, Fiscal Monitoring, Grants Management [Add]
- ADE Miscellaneous Contact: Ryan Adame, Jean Ajamie, Christina Aldrich, Cara Alexander, Cara Alexander [Add]
- Additional Recipient: [Add]

Once you have selected your recipients, click on the [Recipient Summary](#) to view list of individual participants; return to page to edit or remove any contact groups if needed.

To remove any contact groups, select 

Hover over [Save and Go To](#) and navigate to the next page; comments will be sent via email.

Recipient Summary

Contact Group(s) Selected	
	LEA Business Manager
	Director
	grant2@azed.gov

Need Assistance?

Grants Management System (GME)
Phone: 602.542.3901
<https://helpdeskexternal.azed.gov/>

Passwords/ADEConnect Support
Phone: 602.542.7378
<https://helpdeskexternal.azed.gov/>