

Volunteer Toolkit Help Sheet

Choose Your Year Plan

- To find the Volunteer Toolkit, go to www.GirlScoutsToday.org and select the *MyGS* link. Do you have your login credentials? Enter them here. If you cannot find your log in credentials, contact info@GirlScoutsToday.org for a new one.
- When you log into the volunteer toolkit you'll see the year plan options available to you and your troop plus see your roster.
- Your choices fall into **two basic categories: Journeys and badges**. *Skim through the year plans to become familiar with them.*
- Your first two troop meetings will explore both options. **Each plan is populated with 15 meetings in a default order.** Along with your girls, select a Year Plan.
- To change your Year Plan selection, click "Year Plan Library".

View Meeting Plan Details

- Now, select a meeting.
- *Selecting Overview* in the meeting plan *gives you a quick description of the meeting* you are viewing.
- The **Activity Plan**, *details each of the meeting's activities.*
- The **Materials List** *tells you exactly what you need for that meeting.*
- The **Meeting Aids** are used during meetings with girls. *They can be worksheets, song lyrics, and other types of reference materials.*
- Each **Meeting Agenda** *has between four and eight agenda items which are set to a default time and order.*
- ***Selecting Year Plan** *returns you to your troop's Year Plan.*

Set Your Troop Year Calendar

- To **set up your Calendar** in the Year Plan, **select Specify Dates and Locations.**
- Here *you can set the day, times and frequency of your meetings.*
- **Your Calendar is auto-filled** based on the start date and frequency you select. Be sure to **de-select the holidays your troop won't meet.**
- **In orange** you'll see **council reminders** for spring membership renewal and product sales start and end dates.

Set Location for Troop Meetings

- To add locations to the meeting in your Year Plan, **go to Meeting Dates and Locations, select Location, and enter location names and addresses for your meetings**, then select which meeting dates to apply specific locations to.

Drag and Drop Meeting to Reorder them in the Year Plan

- You may **choose to change the order of your meetings**.
- This is **simply drag-and-drop**. *Moving the meetings around will not affect your calendar settings.*

Select Additional Meetings from the Meeting Library

- There may be times when you and the girls want to add a different meeting to your troop year.
- When you **select Add a Meeting**, you'll see every meeting available in the meeting library.
- Choose the meeting you would like to add by clicking "*select meeting*".
- *Selecting a meeting puts it at the end of your year plan. Drag and drop* it to the date you want.

Change/Cancel a Meeting or Series of Meetings

- Sometimes you may need to make a change to a specific meeting, or to cancel a meeting. **Go to Meeting Dates and Locations** in the Year Plan and click the calendar icon next to that meeting and make the changes.
- To make changes to an entire series of upcoming meetings, select the gear icon to the right of the date, then change the calendar from the selected date forward.

Meeting Plan Tab

- There are 3 key sections in the **Meeting Plan tab**: Planning Materials, Meeting Aids and Meeting Agenda.
- Planning Materials contains the meeting **Overview**, the **Activity Plan**, and **Materials List** for your meetings.

Activity Tab

- Go on to Activities Tab from our website.
- Search for dates, locations, or age level to find program events.
- Can register for one or many events by adding to My Activities, then checkout and pay all at once.
- Will be added to your VTK Year Plan.

Managing the Agenda

- Each meeting has between four and eight agenda items which are set to a default time and order.
- Daisy meetings are 60 minutes, all others are 90. If these times are too long, or too short, or you don't like the order, this is where you can change them.
- You can **switch the Activity order** by dragging and dropping the item into the desired place.
- **To change the time of an item**, *select the Agenda item, click the Time drop down box, select desired time, and Back to Meeting*
- You can also **delete the agenda item** from your meeting plan by *selecting the agenda item, clicking Delete This Agenda Item, and then OK.*
- **Customize your agenda** by *clicking Add Agenda items. Enter agenda item name, choose time allotment from drop down box (click arrow), type agenda item description, and click Save.* This new item will appear at the top of your agenda. Drag-and-drop it wherever you'd like.

Resources Tab

- Here you can search the Volunteer Toolkit for meeting aids, meeting overviews, and additional resources and information you may need.
- It houses a variety of resources that are accessible via the volunteer toolkit. You can **locate the resources you need by either searching for it in the search box or browsing resources by category.** This makes it very easy to find what you are looking for.
- **Search for a resource by category, name, or keyword.** If it is a meeting aid, you can **add it to any of your meetings.** *Simply click Add to Meeting and choose the meeting you want that meeting aid to go to.*
- To search for other grade level overviews, **type in the search engine:** Brownie Overview or Junior Overview.

Attendance, Correspondence to parents

- Located under My Troop – see your entire troop roster
 - You can email one or all of your troop parents (cannot pick and choose, only one or all)
 - You can see the attendance of all of your girls (you mark them under the specific meeting plan you are doing)

My GS Community

- My GS Community will be the platform for renewal of Individual membership and the Volunteer Toolkit. Troop Leaders will be able to renew their individual and family memberships, manage their troop and email communication to parents. It is also your link to the Volunteer Toolkit
- You find the My GS Community login at the top right hand corner of our website. Just click on the "Sign-in" link.