

Navigating the Member Community

Your digital assistant to the Volunteer Toolkit and Member Profile



The Girl Scout Member Community is a comprehensive online organizational, planning, and curriculum tool accessible on your computer, smartphone, or tablet. In this guide, we will assist you in navigating the VTK and Member Profile and will cover the following topics:

Accessing the Member Community

- Logging in

Accessing the VTK

- Selecting Volunteer Toolkit

Navigating the VTK

- Front page overview

My Troop

- View troop details
- Renew and update troop membership
- Send emails to parents
- Download and print rosters

Year Plan

- Explore the Year Plan library
- Choosing your Year Plan
- Customizing your Year Plan
 - Setting meeting dates/locations
 - Combining Meetings
- Adding meetings
- Adding meeting activities

Meeting Plan

- Delete and replace meeting
- Planning materials
- Managing communications
- Recording attendance
- Meeting aids
- Meeting agenda
- Meeting notes

Resources/Finances

- Resources
- Finances

Member Profile

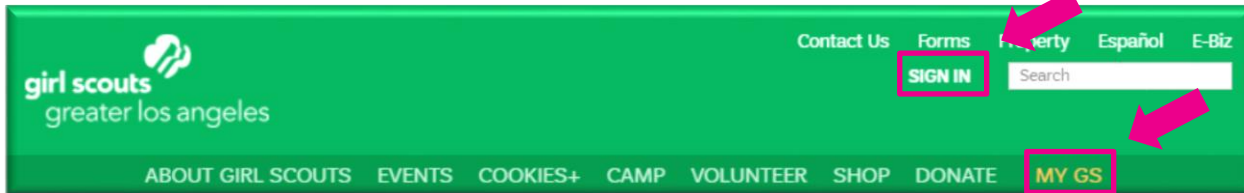
- Tabs Overview

Accessing MY GS

The Girl Scout Member Community, also known as MY GS, is the new Girl Scout web portal where you can manage your family membership and Leaders can manage their troops.

Every family that is registered in Girl Scouts, should have received an email from Member Community inviting you to join. This email was sent to the address you used when you last registered. Click on the Member Community link embedded in the email message to create a password. It is suggested you use the password you created for ebiz.

From our GSGLA website (girlscoutsla.org), simply click “MY GS” or “Sign In” at the top of the page. You will be prompted to log in, enter your email and password to proceed.



There are two sections:

- Member Profile
- Volunteer ToolKit

If you have questions or need help please contact the Customer Care team at (213) 213-0123.

Accessing the Volunteer Toolkit

After logging in, click the “VOLUNTEER TOOLKIT” button to access the VTK.

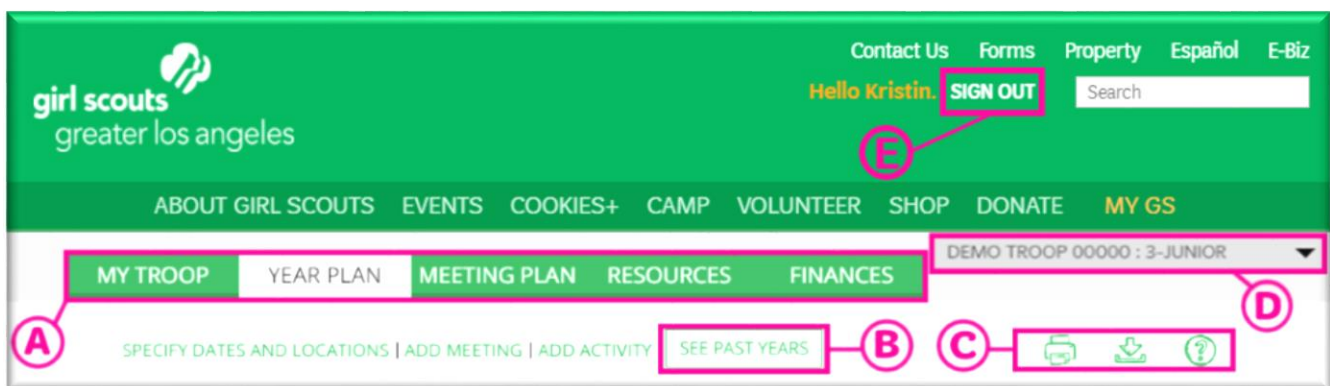


* Please note that at this point any links in the top green selection bar (Join Us, Program & Events, etc.), the top-right corner, the search bar, or the GSGLA logo will redirect you back to our main website. The My GS button will lead you back to the VTK & Member Profile selection screen.

TIP – Use Google Chrome as your browser, if possible. Allow pop-ups.



Navigating the Volunteer Toolkit






A. VTK tabs

B. See past years

- View archive of previously selected year plans from past membership years.

C. Options

-  Print your current screen or one of the provided options by clicking the green printer icon.
-  Download the plan or resource by clicking the green down-arrow bracket icon.
-  Seek out additional help by clicking the green circled question mark icon.

D. Drop-down menu for multiple troops

- If you are listed as the Troop Leader for multiple troops, you will have access to toggle between your troops' year plans with this function. It will list your troop number and the level associated with the troop. If you only have one troop, you will only see your troop listed.

E. Sign out button

- Once you are done working in VTK, you can sign out, and it will redirect you back to our GSGLA website.



My Troop


The Volunteer Toolkit lets you view a roster of the currently registered girls and adult volunteers in your troop. Click on the “MY TROOP” tab to view the girls’ and volunteer names, parent/guardian email addresses, and phone numbers.

MY TROOP | YEAR PLAN | MEETING PLAN | RESOURCES | FINANCES


ADD/CHANGE A PHOTO OF YOUR TROOP | REMOVE TROOP PHOTO

TROOP DEMO INFO

email to 3 contacts Please check this box if you use Outlook


A  Ava Apodaca Girl

Robin Smiley-Apodaca

C  rsmiley@girlscoutsnorcal.org (555) 555-5555

DOB: 05/17/2011


AGE: 6


Secondary Info:
Robin Smiley-Apodaca  rsmiley@girlscoutsnorcal.org


Achievements:

Meetings Attended:

B **RENEW NOW** **UPDATE CONTACT INFO**

TROOP DEMO VOLUNTEERS Add a New Volunteer 

Rebecca Baeza Adult Rebecca Baeza  rebecca.b@girlscoutsnorcal.org (555) 555-5555

Sheryl Jucker Adult Sheryl Jucker  sjucker@girlscoutsnorcal.org (555) 555-5555

A. View troop details

- Click the green arrow prior to the names to display or hide their details, including attendance and earned achievements that you've marked in meeting plans.

B. Renew and update troop membership

- Clicking on the "RENEW NOW" or the "UPDATE CONTACT INFO" buttons will redirect you to our registration site where you can renew girls in your troop and edit their information.

C. Send emails to parents

- Send emails to everyone on your roster by clicking the "email to # contacts" at the top. Emails will be sent to girls' parents/caregivers and to the adult volunteers. You can also send emails to individuals by clicking directly on the email.

D. Download or print rosters

- Download or print your girl roster using the  and  icons.



Year Plan

Explore the Year Plan Library

The first time you log in to the VTK, you will be shown the Year Plan Library which displays all available pre-built year plans based on the Program Grade Level of your troop.

A. Year Plan Library

- You can show and hide the Year Plan Library by clicking on the green arrow. Year Plans are separated by Badges, Journeys, and Create Your Own.

B. Year Plan Overview

- Click on the Year Plan Overview to download a list of all the badges that are offered for each pre-built year plan.

C. Preview year

- Click on Preview to preview all 15 meetings included in each year plan.

D. New

- The **NEW** icon marks the new content added to the GS Program.

E. Selecting a plan

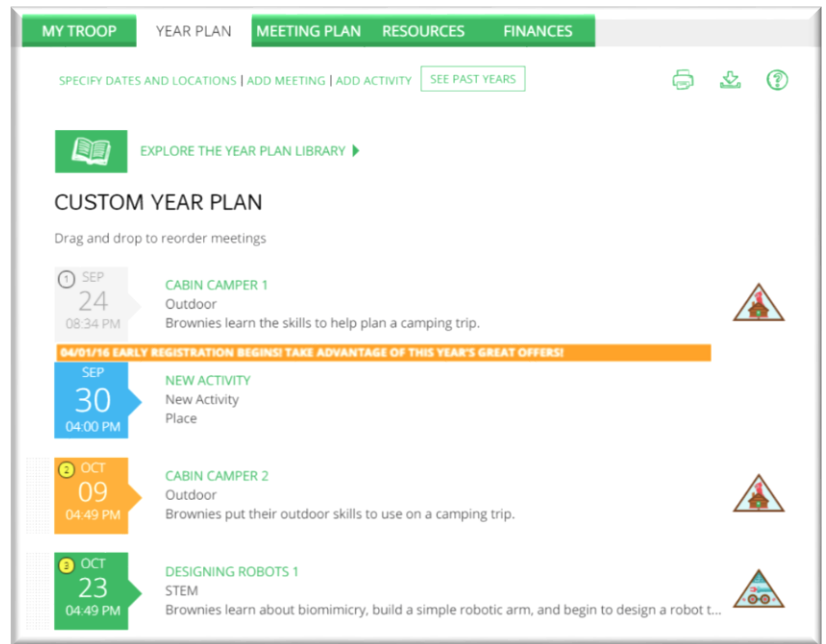
- Once you have decided on a year plan, choose "SELECT" or "Get Started Now" to create your own.

*** Please note that if you make customizations to a year plan, and then change to a different year plan, any customizations you have made will be erased.**

The screenshot shows the "Daisy Year Plan Library for 2017-2018" interface. At the top, there is a navigation bar with a green arrow icon and the text "EXPLORE THE YEAR PLAN LIBRARY" (callout A). Below this, the main content area is titled "Daisy Year Plan Library for 2017-2018" and includes a "Year Plan Overview" link (callout B). The content is organized into sections: "PETALS, LEAVES AND BADGES" with a "Daisy Petals, Leaves and Badges" entry that has a "PREVIEW" button (callout C) and a "SELECT" button; "JOURNEYS" with several entries, each having a "PREVIEW" button and a "SELECT" button. One "Outdoor" entry is marked with a "NEW" icon (callout D). At the bottom, there is a "CREATE YOUR OWN YEAR PLAN" section with a "Get Started Now" button (callout E).

The Year Plan tab appears first each time you sign in. Once your year plan is chosen, your typical view will display the following.

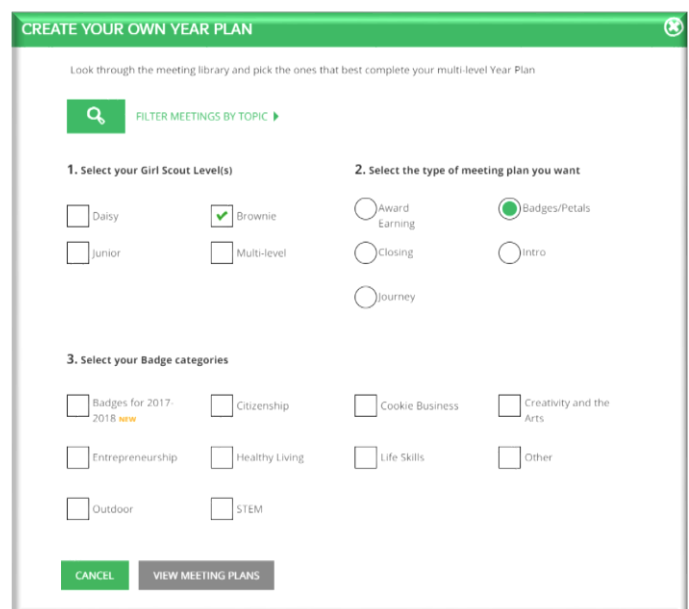
- **Gray boxes:** Past Meetings & Activities. Past events cannot be moved or edited.
- **Orange bars:** Milestones set by GSGLA to remind troops of important dates in the GS Year.
- **Blue boxes:** Added Activities. You can list council, service unit, or troop activities such as cookie booth dates. Older girls can use “Add Activity” to create their own year plan.
- **Orange box:** Next Meeting.
- **Green boxes:** Future Meetings. Upcoming meetings can be moved using the bar in front to drag and drop into a new place.



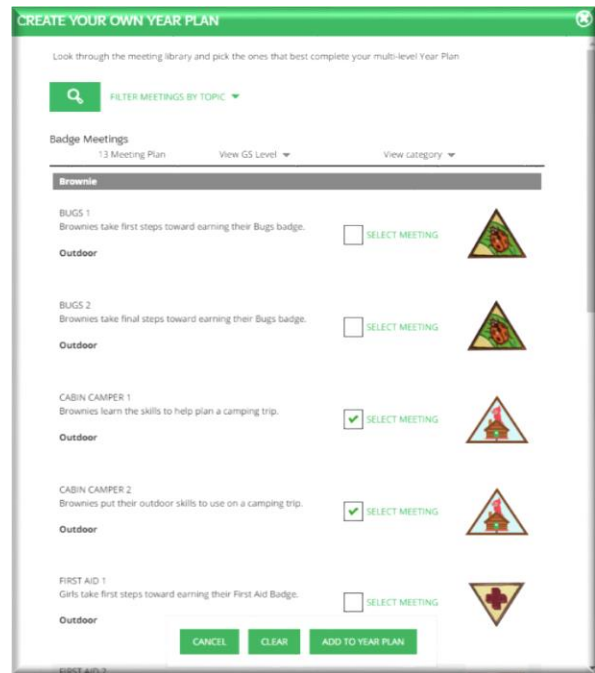
Choosing Your Year Plan

- You will need to select a year plan before you can begin to customize any meetings or activities. You will have access to the year plans for the registered grade level of your troop.
 - Daisy, Brownie, and Junior troops will see year plans for Badges, Journeys, and Create Your Own.
 - Multi-Level troops will be able to choose between Select Journeys and Create Your Own.
 - Cadette, Senior, and Ambassador troops are only given the option to Create Your Own Year Plan.
- Skim through the year plans to become familiar with them.
 - Use the VTK overviews and previews found in the Year Plan Library.
 - Use GSGLA Program Resources.
- Each plan year is pre-populated with 15 suggested meetings in default order (six for multi-level options).
- The first two meetings for all year plans are identical (excluding multi-level year plans).
 - *Intro:* Girls get to know one another, learn or review the GS Promise & Law and decide on what type of year they want to plan.
 - *Jump into Journeys/Badges:* Girls sample activities and choose a plan.

- Create your own year plan is available for all grade levels. For Daisy, Brownie, and Junior levels, this option will allow you to mix & match the Girl Scout Leadership Experience to fit your troop’s interests.
- First, you’ll select:
 - Troop’s program level(s).
 - Type of meeting.
 - Applicable Journey or badge category. You can select multiple categories at once to view all plans.
 - **New** content will be marked next to the appropriate category.
 - Note: for Multi-Level troops you are only given the option to view the multi-level journeys at this stage, you will be able to access all the badges when you add meetings later on.



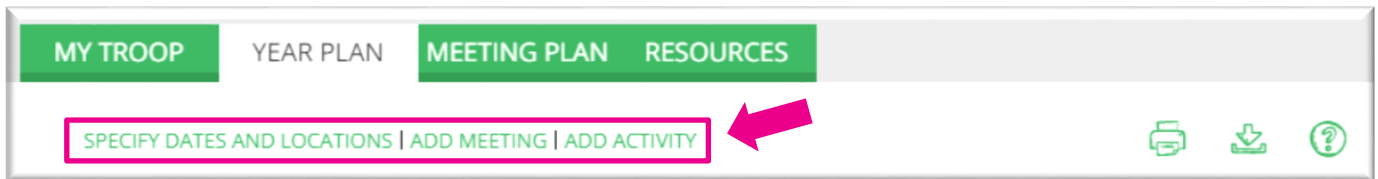
- As you find their favorite badges or journey awards:
 - Check the “SELECT MEETING” box
 - Scroll down to the bottom and click “ADD TO YEAR PLAN”.
- For our older girls, there is no pre-created content, but you can add custom activities to your year plan. Also, if your troop works with younger girls you will have access to all Daisy, Brownie, and Junior content to help plan those meetings.
- Select a year plan to begin, but don't plan or purchase supplies too far in advance until girls have made a decision about their year. Once girls make their decision, you can change your Year Plan selection if needed by clicking on the Year Plan Library.



Things to know – The VTK does not contain all of the badges and journeys. You will need to add a meeting or activity to add in any additional meetings not included in the year plans.

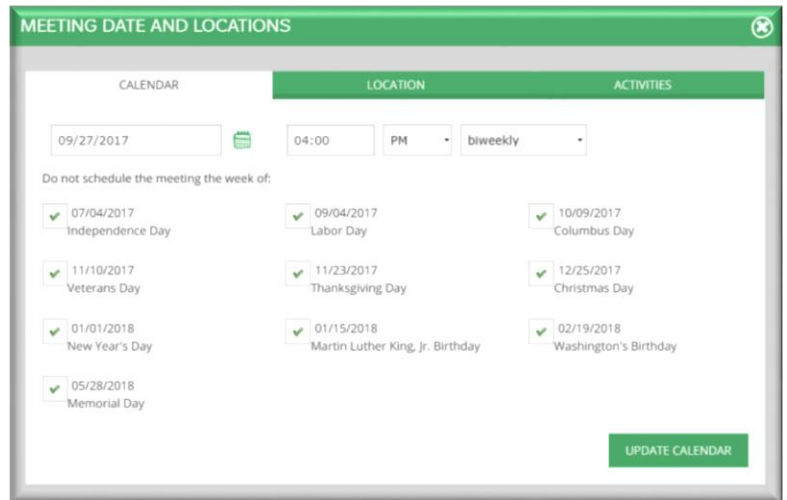
Customizing Your Year Plan

Most options for editing your year plan are found at the top of the Year Plan page as seen here.

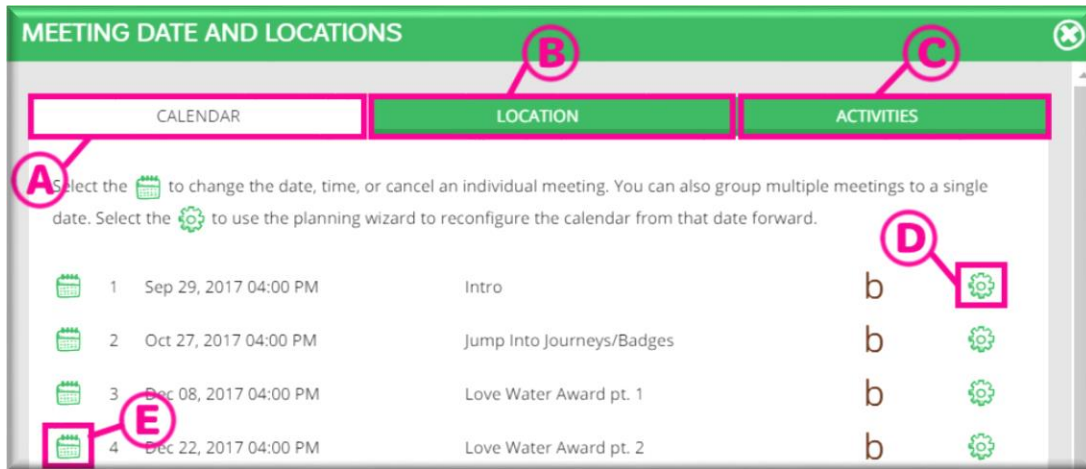


Specify Dates and Locations: After you select your Year Plan option, you will view the preset options without any dates. To set up meetings to follow your troop schedule, click “SPECIFY DATES AND LOCATIONS” on the Year Plan tab.

- The first time, it will request your meeting start date (must be in the future).
- Start time for meetings (default will schedule meetings through June 30).
- How often you meet (default is 15 biweekly meetings).
- From the list of holidays, unselect the holiday weeks when your troop will be meeting.
- Click “UPDATE CALENDAR” to match the year plan to your meeting schedule.



After your initial set up of your meeting date and time, you will be given more options each time you select “SPECIFY DATES AND LOCATIONS.”



A. View and edit calendar

- o List the meeting dates, titles and grade level of meetings.

B. Change location

- o You can add, delete, or edit location names and addresses to assign to your meetings. You can add multiple addresses to apply to specific meetings or apply one location to all.

C. View activities

- o View all activities you added, you can delete them from here also.

D. Schedule changes

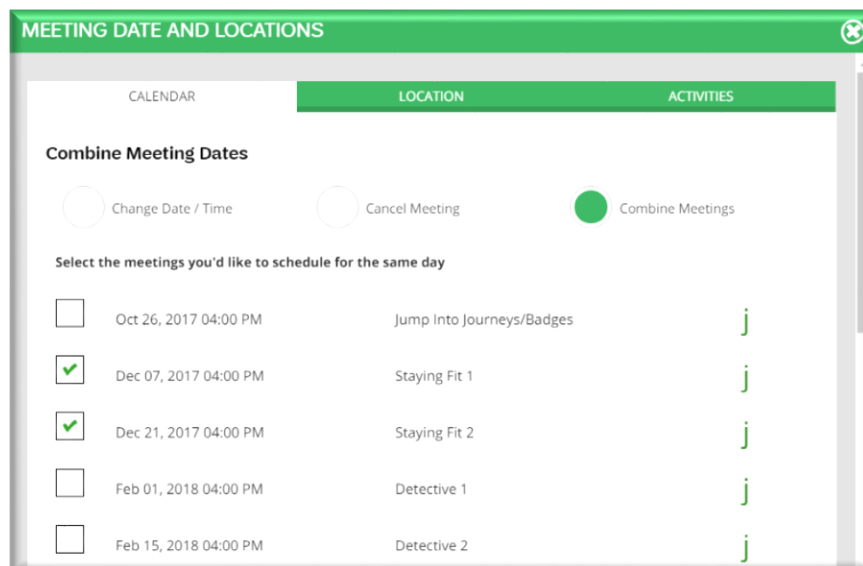
- o If your regular schedule changes, click on the Gear icon to update your calendar from that date forward.

E. Edit individual meetings

- o You can change date and time, cancel (delete) a specific meeting, or combine meetings by clicking the Calendar icon next to the corresponding meeting.

Combine Meetings

A combine meetings option is available by clicking the Calendar icon. "Combine Meetings" offers you the opportunity to merge two or more meetings of content into one meeting date. If you add meetings of different program levels, you can merge those meetings, too! This functionality is perfect for multi-level troop planning.



Add Meetings

If you wish to add additional meetings during the year, visit your Year Plan tab, and click “ADD MEETING” to view the filterable Meeting Library. Click “SELECT MEETING” once you find the desired badge or award. “ADD TO YEAR PLAN” will save it and add it at the end of your year plan for you to drag and drop into your preferred order.

- First, you’ll select:
 - Troop’s program level(s).
 - Type of meeting.
 - Applicable Journey or badge category. You can select multiple categories at once to view all plans.
 - **New** content will be marked next to the appropriate category.
- As you find their favorite badges or journey awards:
 - Check the “SELECT MEETING” box.
 - Scroll down to the bottom and click “ADD TO YEAR PLAN.”

MEETING LIBRARY HINT: meeting overviews are available under resources

SEARCH FILTER MEETINGS BY TOPIC

1. Select your Girl Scout Level(s)

Daisy Brownie Multi-level

Junior

2. Select the type of meeting plan you want

Award Earning Badges/Petals Intro

Closing Journey

3. Select your Badge categories

Badges for 2017-2018 **new** Citizenship Cookie Business Creativity and the Arts

Entrepreneurship Healthy Living Life Skills Other

Outdoor STEM

CANCEL **VIEW MEETING PLANS**

Brownie

CABIN CAMPER 1
Brownies learn the skills to help plan a camping trip. **SELECT MEETING**

Outdoor, Badges for 2017-2018

CABIN CAMPER 2
Brownies put their outdoor

CANCEL **CLEAR** **ADD TO YEAR PLAN**

Add An Activity

If you wish to add a troop day trip, service unit event, or council program, visit your Year Plan tab and click “ADD ACTIVITY” to build a custom activity. Older girl troops can use this feature to add their own plans in the VTK year plan.

ADD AN ACTIVITY

CUSTOM ACTIVITY **COUNCIL ACTIVITY**

Activity Name mm/dd/yy 04:00 PM 06:00 PM

Location Name Location Address

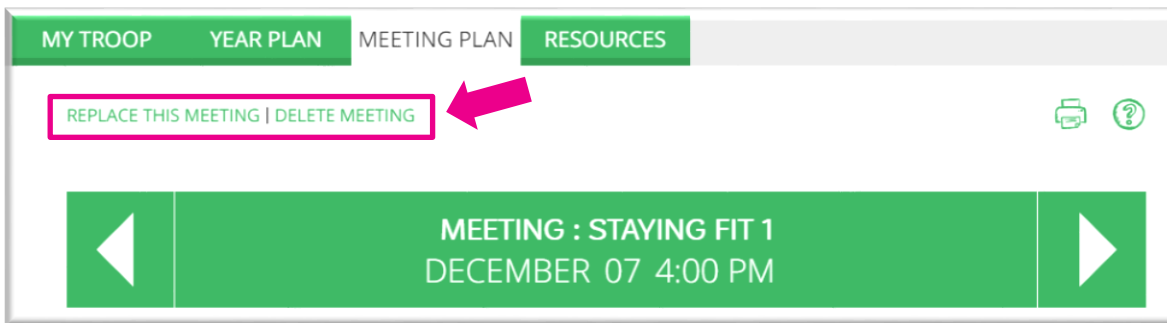
Cost Activity Description

ADD ACTIVITY



Meeting Plan

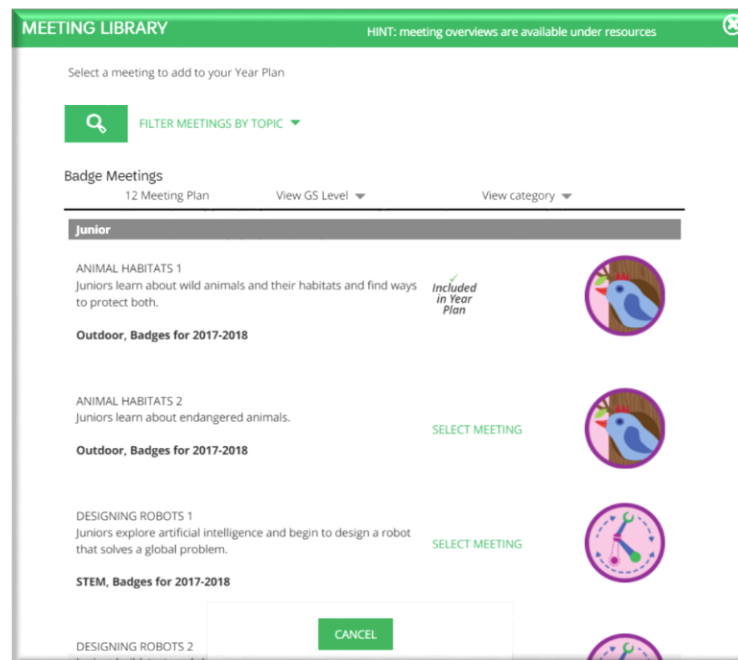
This tab delivers more information and tools for each meeting in your year plan. This tab can also be accessed by clicking any meeting on the Year Plan tab.



Delete and replace meetings

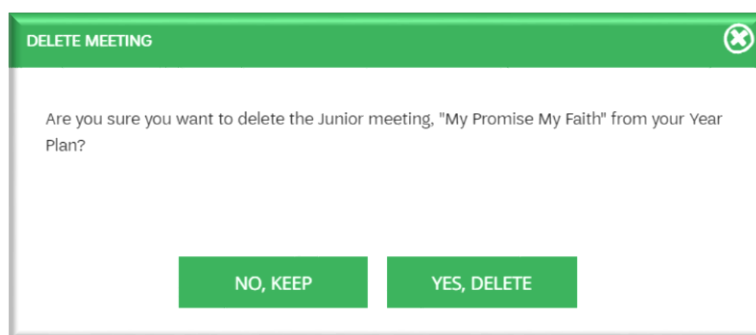
If you decide to replace a meeting with something else in the Meeting Library:

- Select the intended meeting from within the Year Plan tab or use the left and right arrows in the Meeting Plan tab.
- Once on the correct meeting in the Meeting Plan tab, click “REPLACE THIS MEETING” to view other options in the Meeting Library.
- Click “SELECT MEETING” to make the change.



To delete a meeting:

- Select the intended meeting from within the Year Plan tab or use the left and right arrows in the Meeting Plan tab.
- Once on the correct meeting in the Meeting Plan tab, click “DELETE MEETING.”
- Click “YES, DELETE.”
- For past meetings, the system will prevent the deletion if you have tracked attendance and/or badges for that meeting.



*** Please note: If you reset your Year Plan, all past meetings will be lost. Make sure to use the “ADD MEETING,” “REPLACE THIS MEETING,” “DELETE MEETING,” and “ADD ACTIVITY” tools to modify your current year plan.**

Planning Materials

Meeting Overview is the summarization of your meeting as a whole, including notes for volunteers, ideas to prepare ahead, how to get help from friends & family network, any award connection, and meeting length.

Activity Plan is the guide for all meeting activities. It will provide the following information for each activity:

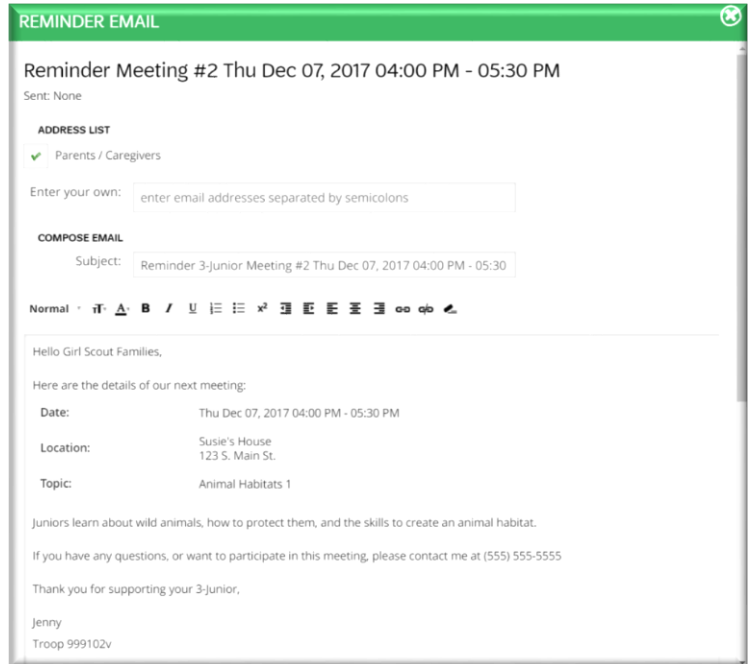
- How much time it will take.
- Recommended materials.
- Steps.
- Tips or notes for volunteers.
- Occasional scripting suggestions.
- For some activities, it will also offer variations to better fit your troop's needs.

Materials List tells you everything needed for the meeting by activity, such as craft supplies and printed meeting aids.

Managing Communications

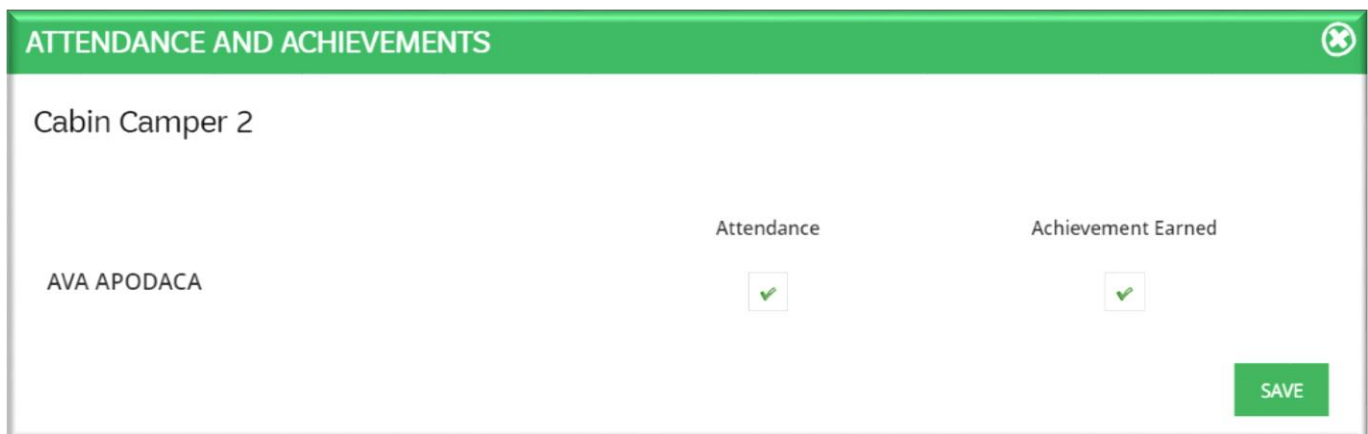
Edit/Sent Reminder E-mail will open a pop-up box with a scripted e-mail template relaying information from the meeting's overview or the event's details.

- You can choose who the recipients are (all parents/caregivers or make your own list)
- Customize the e-mail to match the troop's needs (such as adding reminders or information to parents)
- Attach council forms or meeting aids (you will see a list of available resources)
- Send the e-mail directly from the pop-up (scroll all the way down to send)



Recording Attendance


Record Attendance & Achievements will open a pop-up box with the girls' names. In the pop-up, you can check off that a girl was present and/or earned the badge or award from that meeting.





Meeting Aids


Meeting Aids include worksheets, songs, videos, and other types of PDF reference materials you will need to print/access for the meeting activities. For additional meeting aids not listed right away, click on the "Add Meeting Aids" button to see a complete list of resources available for that meeting.



MEETING AIDS

 **Robotics Badges Glossary**
badge resource

 **Brainstorming Tips: Think, Pair, Share**
volunteer resource

 **Robotics Badges Materials List**
badge resource

 **The Girl Scout Promise and Law**
promise and law




 


Meeting Agenda

Meeting Agenda lists all of the activities for the meeting with the planned times for each activity.


- You can add your own pieces to the agenda, such as snack time or troop government time, by clicking Add Agenda Item below the agenda.
- You can change the order of activities by dragging and dropping.
- Delete activities by clicking on the activity title & selecting “DELETE THIS AGENDA ITEM.”
- You can also edit the times allowed for each planned activity if more or less time is desired in 5-minute increments up to 30 min.


MEETING AGENDA

4:49	As Girls Arrive	:10
4:59	Opening Ceremony	:10
 Select	5:09 First Aid Kit Memory Game	:20
	5:29 Wrap it up!	:15
5:44	Food Fighters	:10
 Select	5:54 Outdoors Safety Match Game	:15
6:09	Closing Ceremony	:05
		1:25



Get Girls Outside – There are 18 pre-designed meetings that offer ideas to get girls outside. The alternate plans can be selected to take the meeting outdoors. This feature is denoted by the tree icon on both the Year Plan view and in the Meeting Agenda. It will turn green if the outdoor plan is selected for that activity. You can change this option by clicking on the agenda title and choosing either “INSIDE” or “GET GIRLS OUTSIDE.”


AGENDA 

15  **SAVE** **DELETE THIS AGENDA ITEM**

Agenda Item: Wrap it up!

INSIDE GET GIRLS OUTSIDE!

Meeting Notes

Add a note to let other leaders in your troop know what changes you have made or to leave them reminders for the meeting. Parents cannot see what the leaders write in the  **Add A Note** section.



Resources/Finances

Resources:

This tab provides several GSUSA resources grouped by category, including the adult-to-girl supervision ratio chart. Search by typing in the name of the resource you are looking for (like a kaper chart), and you can add it to any meeting in your year plan. You will not be able to access resources from our website using this tab. For GSGLA council-specific resources, visit [our Forms page](#) on our council website.

- Each council has their own customized version of Volunteer Essentials; make sure you are viewing the [GSGLA Volunteer Essentials](#) for the most up to date information, located at www.girlscoutsla.org.

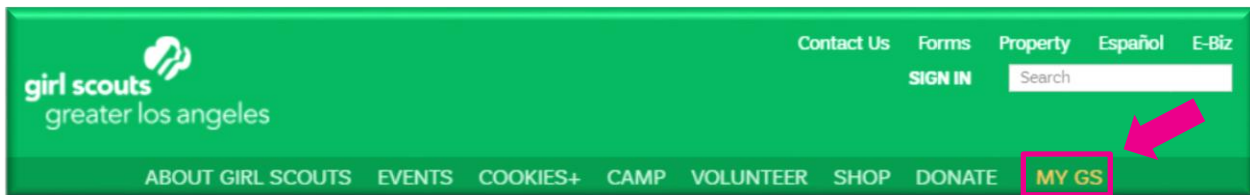
Finances:

GSGLA will not be utilizing this tab as of now, but coming soon. For more information on finances, you can contact your Service Unit Treasurer and view our Money Matters and Opening Your Bank Account courses on the [GSGLA Online Training Site](#).



Accessing the Member Profile

From our GSGLA website (girlscoutsla.org), simply click “MY GS” at the top of the page. You will be prompted to log in, enter your email and password to proceed.



After logging in, click the “Member Profile” button to access the Member Profile.



As a currently registered adult and an approved Troop Leader, the Member Profile section under the MY GS tab allows you to manage your membership, view troop information, and edit personal information.

The following eight tabs make up the Member Profile section:

MEMBERSHIP

Everyone will see: This is where you will find your specific household membership information. There will be a green Add Role option. Choose this option to add roles to your profile, e.g. Troop Chaperone, Troop Driver. To volunteer for a troop, click on Add Role. This takes you to the Opportunity Catalog where you can search for a troop by troop number or zip code. If the troop doesn't come up it could be that it is not currently displayed in the Opportunity Catalog.

Please Note: If additional roles are not displayed, contact your Support Specialist or Customer Care to ask to have additional roles added.

Once a role is selected, this will generate an email for background screening and to continue the process if needed.

To quickly view the Opportunity Catalog:

- Click add/change troop for your daughter (if no daughter click/add a new girl to household and click go, complete a girl registration) and click continue.
- This will take you to Ways to Participate where you can search for specific troop or by zip code. (Note: Choosing "none" for grade will list all the troops within that zip code.)

TROOPS

Leaders will see: This is a listing of all the girls and adults registered in the troop. As a leader you will be able to reregister your troop members and view/edit your troop meeting information. If an adult is a registered member click on the green add/edit link to add a role for that parent. It will pull up the listings of available troop volunteer roles for your troop. You can add parents and if a background check is required, this will generate the background email to continue the process.

Please Note: If additional roles are not displayed, contact your Support Specialist or Customer Care to ask to have additional roles added.

Leader can:

- See the entire troop roster, see registration status, and see CBC expiration dates for troop volunteers.
- Edit/view troop information.
- Add new members to the troop and can toggle between adult and girl.

Leaders with two or more troops will be able to toggle between them.

FAMILY PROFILE

Everyone will see: This is the information for your family account. You will see all registered family members. Here you can edit your family information, including email preferences.

The screenshot shows the 'Tierney Household' page. At the top, there's a navigation bar with 'MEMBERSHIP', 'TROOPS', 'FAMILY PROFILE', 'ACTIVITIES', 'MY ACTIVITIES', 'CHANGE PASSWORD', 'LOG OUT', and 'MyGS'. Below the navigation, there's a header for 'Tierney Household' with a sub-header 'Do you need to change any profile details for members of your household?' and a link 'EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS'. The main content is a table for 'Membership Year Oct 1, 2017 to Sept 30, 2018'. The table has columns for 'Name', 'Participation', 'Status', and 'Renewal Choice'. There are three rows of data for Kristin Tierney. The first row shows 'Adult Membership' with 'Adult Members SU903' and 'Time to Renew for 2018'. The second row shows 'Adult Membership' with 'Adult Members SU437' and 'Inactive'. The third row is empty. There are 'Renew' buttons in the 'Renewal Choice' column for the first two rows. Below the table, there's a 'CONTINUE' button. At the bottom, there's a section 'ADD A NEW MEMBER TO HOUSEHOLD' with a 'Select:' dropdown menu set to 'Adult' and a 'GO' button.

The screenshot shows the 'Girls' page for a troop. At the top, there's a header 'Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.' and a sub-header 'To request financial assistance, please email your local Girl Scout council.' Below the header, there's a table for 'Girls' with columns for 'Name', 'Participation', 'Status', 'Renewal Choice', and 'Edit'. There are five rows of data for girls in Troop 10796. The first row is Anna Grover, 'Troop 10796', 'Renewed for 2018', with an 'Edit' link. The second row is Isabell Bushaw, 'Troop 10796', 'Renewed for 2018', with an 'Edit' link. The third row is Jazmyn Merchant, 'Troop 10796', 'Time to Renew for 2018', with a dropdown menu set to 'I'll decide later' and an 'Edit' link. The fourth row is Jessenia Welch, 'Troop 10796', 'Time to Renew for 2018', with a dropdown menu set to 'I'll decide later' and an 'Edit' link. The fifth row is Madison Join, 'Troop 10796', 'Renewed for 2018', with an 'Edit' link.

ACTIVITIES

NOT IN USE AT THIS TIME. To register for camp, programs, events, and adult learning opportunities, visit girlscoutsla.org and click on the **eBiz** tab.

MY ACTIVITIES

NOT IN USE AT THIS TIME. To view and register for activities, visit girlscoutsla.org and click on the **ebiz** tab.

CHANGE PASSWORD

This is where you can change your password.

LOG OUT

Log out of MY GS

MY GS

Toggle to Volunteer Tool Kit or Home