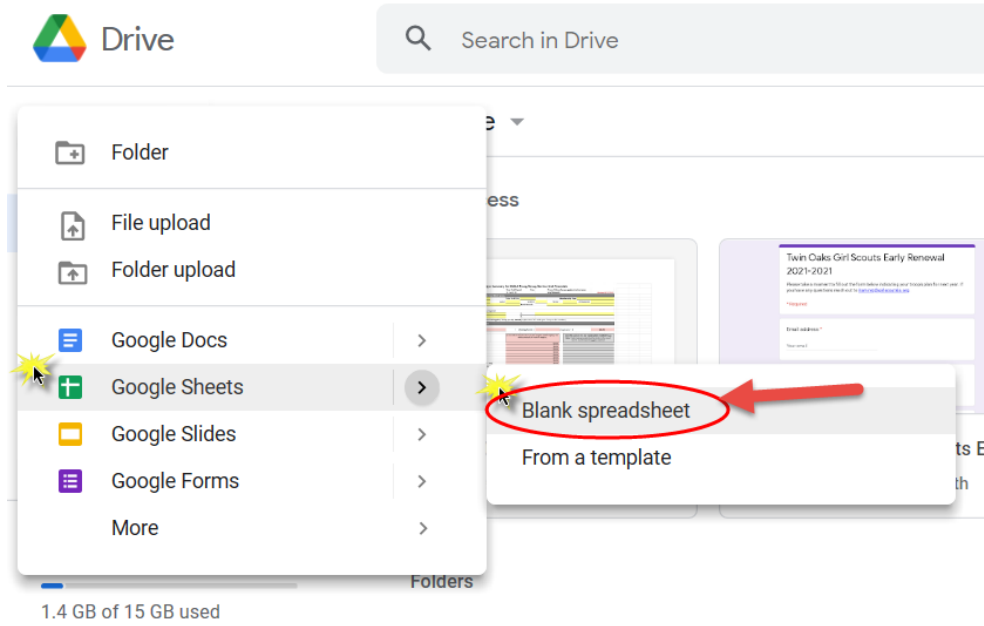


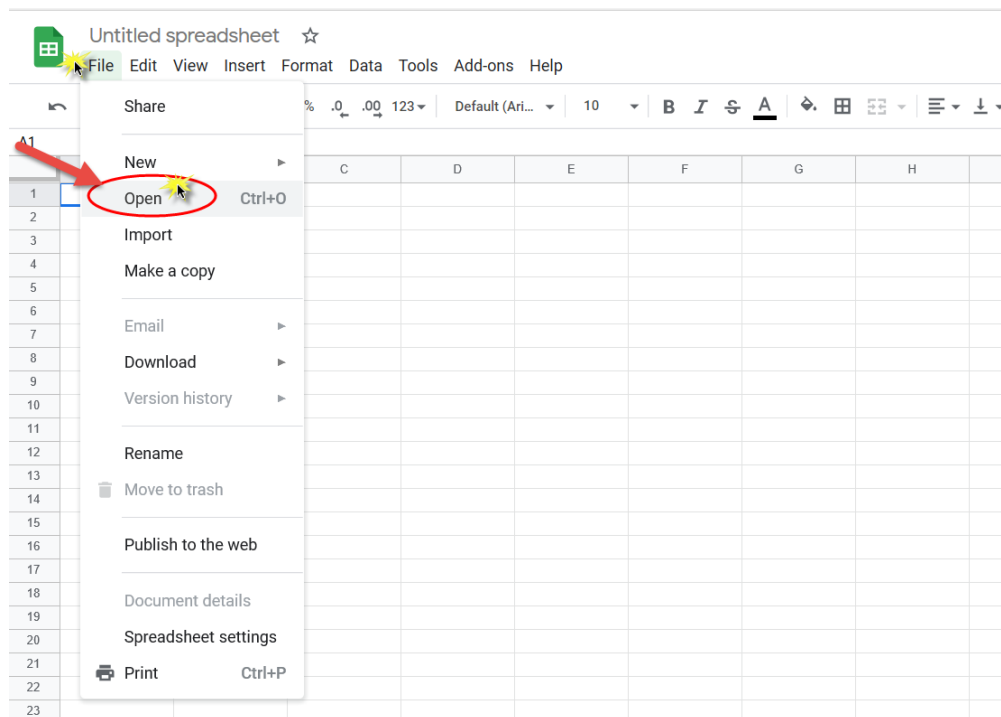
VTK Ledger Instructions for Mac Users

If you are a Mac user, please follow the four steps below to prepare your financial ledger for submittal to the Volunteer Toolkit (VTK).

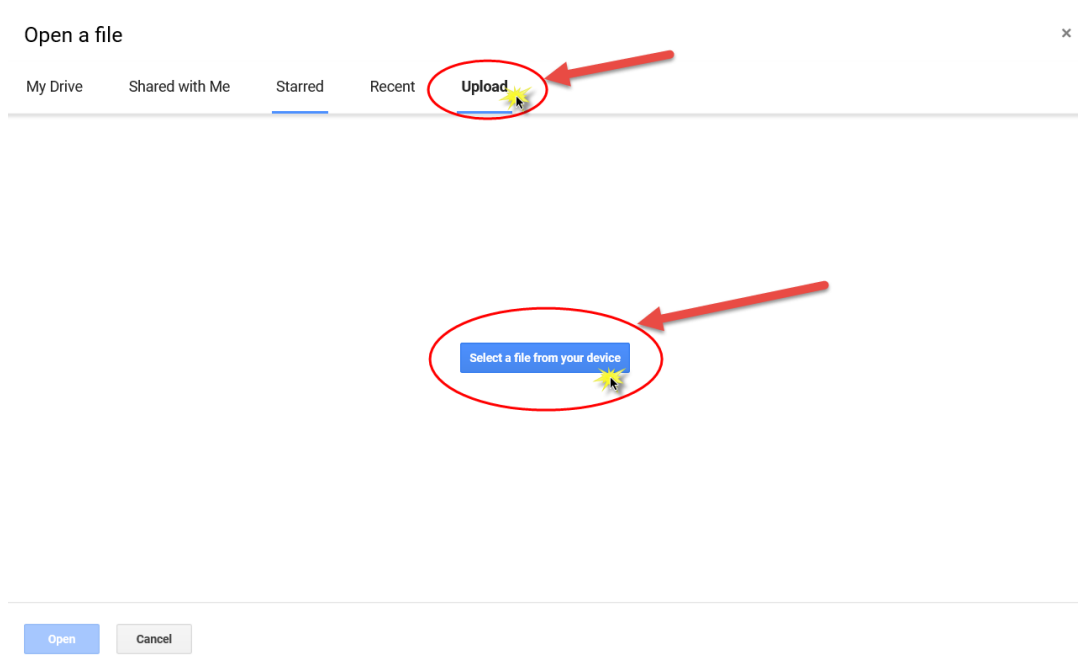
1) Log into Google Drive and select a new Google Sheet for your troop VTK ledger.



2) Once the new Google Sheet has opened, select "File" and then "Open".



- 3) Select “Upload” on the far-right hand corner of the pop up window and choose “Select a file from your device”. From here you will select the VTK financial ledger that you originally downloaded from the GSGLA website.



- 4) When your troop’s financial ledger is completed and ready to submit, you must convert it into an Excel sheet before submitting through the Volunteer Toolkit. First select “File” and “Download”. Then select “Microsoft Excel (.xlsx)” and save it to your computer for submission.

