Ready for the start of term (and just after it)

We're going to take you through the different things you need to complete on GO to ensure you're ready for the start of term. We'll cover the following, with information about why you do it and how to get it done:

1) Removing girls from the list who have left or not come back
2) Contacting the girls you're inviting to join
3) Printing the starting leaflets for those girls who are joining
4) Creating the emergency contact form for the term
5) Adding the girls who have joined
6) Creating the unit's register for the term
7) Creating events for any activities and ensuring a consent form is created if required
8) Creating the Individual Details form once a year
9) Updating the details of a girl based on their returned starting leaflet/individual details form

More in depth instructions with screenshots for some of these can be found in the Help Zone and this is highlighted below if available.

Removing girls from the list who have left your unit
The below instructions should be used to show that a girl is no longer a member of your unit, this may be because they have changed unit and/or section, or they have left guiding. You should follow these steps as soon as possible after a girl has left your unit.

These instructions can also be found in 'Ending a Role' from the Help Zone.
1) Click on 'Young Member Roles'
2) Click on the actions arrow for the girl who has left
3) Click on 'End Role'
4) Enter the date of their last meeting and click 'update' to save the information
NOTE// If the girl has left Girlguiding, it will mark their record as 'left guiding'.

Contacting the girls who you're inviting to join
You're almost ready for the start of term, you've let your existing members know the date you're back but haven't invited any new members to start.

These instructions can also be found in 'Received an Enquiry' from the Help Zone.
1) Click on 'Young Member Enquiries'
2) Click on the girl's name
3) Using the relevant contact information, invite them to join via 'phone, email or post
4) Record the update using the add note button
5) When you receive confirmation of the girl coming to visit, use the meeting arranged option to show when her first unit meeting will be.

Printing the starting leaflets for girls who are joining your unit
When a girl joins your unit, you need to ensure they complete a starting leaflet to ensure you have all of the information you need about the new girl including her parent/carer contact information.

The below instructions should be used to generate the starting leaflet for each girl who is joining:
1) Click on 'Young Member Roles' or 'Waiting List'.
2) Using the action arrow for the girl click on 'Edit Role' or 'Personal Details'.
3) Scroll to the bottom and tick the box to generate the form; use the update button.
4) Click back onto this page in the next five to ten minutes and the document will now show and you can click on it to download
NOTE// This document will be deleted after 20 minutes of generating. You can always click to regenerate.

Creating the emergency contact list for the term
Each term you need an emergency contact list to ensure you have details for contacting parent/carers or emergency contacts during unit meetings if the need arises. When you have followed the steps for the first term, you can use the same event for subsequent terms, just follow step three onwards each term.

The below instructions should be used to show to create an emergency contact list for the term
1) Click on 'Events'.
2) Click 'Add Event'.
3) Enter the event name as 'term list' and tick the box to generate the list.
4) Use the update button.
5) Click back onto this page in the next five to ten minutes.
6) Click on the document name to download the document.
NOTE// This document will be deleted after 20 minutes of generating. You can always click to regenerate.

Adding the girls who have joined your unit
A girl becomes a member after her second unit meeting; therefore, once she's been back you'll need to make sure she's showing on your active list.

The below instructions should be used to add girls to your active young members list once they have returned for their second unit meeting.
1) Click on the 'Unit Leader' button at the top of the screen and then on 'My Units' from the drop down.
2) Click on the relevant unit from the list of units on the screen. *If the girl is a member and not on your enquiry list skip to step five*.
3) Click on the 'Young Member Enquiries' tab across the top of the screen.
4) Click on the actions arrow for the girl and select 'Confirm Role'; enter the date she joined your unit and save. You'll now find the girl on your active young members list.
5) If the girl is a member and not already on your enquiries list; click on the 'Young Member Roles' tab from the top of the page.
6) Select the add button above the table, based on the role required, enter the girl's membership number and click 'Search'.
7) Check the details, click on the Action arrow and select 'Transfer In'; under 'Destination Status' select 'Active', click 'Submit'. A confirmation message will be displayed. The girl will now appear in your unit's active list.

Creating the register for the term
Each term you'll need a register so that you know who is at the meeting; this would also be used to check you have everyone in the event of a fire.

The below instructions should be used to generate the register for the term
1) Click on 'Young Member Roles'.
2) Change the view (using options above name column) to Register.
3) Use the download button.
4) Add columns for each meeting and remove information you don't need.

Creating events and consent forms for events during the term

Adventure is a key part of guiding; lots of adventures; from walking to the park to going climbing; need a consent form to be completed by the parent/carer so that you have the relevant permission for the girl to take part.

The below instructions should be used to show to create consent forms for the term
1) Click on 'Events'.
2) Click 'Add Event'.
3) Enter the event name and other relevant details and tick the box to generate the forms.
4) Use the update button.
5) Click back onto this page in the next five to ten minutes.
6) Click on the document name to download the document.
NOTE// This document will be deleted after 20 minutes of generating. You can always click to regenerate.

Creating the Individual Details form once a year

Every year you need to check that the details held about a girl are up to date. The Data Protection Act requires up to date details to be held and the easiest way to do this is to ask parent/carers to update the individual details form and return it to you so that you can amend details on the system.

The below instructions should be used to create the individual details form.
1) Click on 'Unit Details'.
2) Scroll to the bottom and tick the box to generate the form.
3) Use the submit button.
4) Click back onto this page in the next five to ten minutes.
5) Click on the document name to download the forms.
NOTE// This document will be deleted after 20 minutes of generating. You can always click to regenerate.

Updating the details of a girl based on their returned starting leaflet/individual details form

Every year you need to check that the details held about a girl are up to date. Now that you have received their starting leaflet or individual details form, it's time to update the details on GO.

The below instructions should be used to update a girl's information.
1) Click on 'Young Member Roles'.
2) Click on the action arrow for the girl you need to update the details for.
3) Click on 'Edit Individual'.
4) You can now update all the information on the screen and click 'submit'.
5) Shred/destroy the Starting Leaflet/Individual Details or any other paper they have given you containing the information.
NOTE// You must have the emergency contact 1 details recorded on GO for the information to save.