# VOLUNTEER TOOLKIT USER GUIDE

## Demo Access

The Volunteer Toolkit provides volunteers everything they need to deliver easy, fun troop meetings year-round! With this step-by-step guide, you can start your year strong and spend more time adventuring with your Girl Scouts!

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# WHO HAS ACCESS

**NOTE:** If you hold multiple roles, you'll have a Volunteer Toolkit account for each—all under one login! Look for the gray drop-down box in the upper-left corner of your screen to navigate between accounts.

## TROOP LEADERS AND CO-LEADERS

Active volunteers registered for the current Girl Scout membership year in a troop leadership role. There should be at least two volunteers with access to the same troop account in the Volunteer Toolkit.
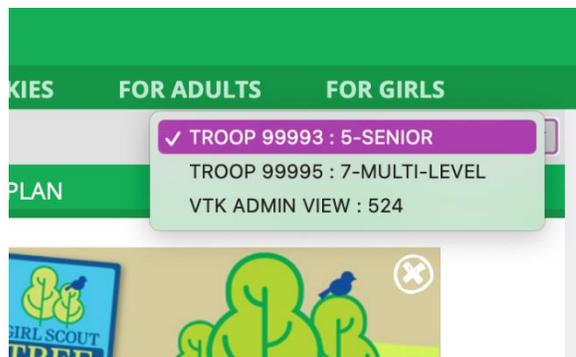
## TROOP FINANCE VOLUNTEERS

Active volunteers registered for the current Girl Scout membership year in a troop finance/administration role. This role will only have the ability to edit and submit the finance report found on the Finances tab. All other tabs will be read-only.

## CAREGIVERS OF GIRL SCOUTS IN A TROOP

Each primary caregiver has access to see their troop's Volunteer Toolkit account. They have read-only permission for the meeting schedule and agendas, plus additional resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.)

## CAREGIVERS OF INDIVIDUALLY REGISTERED GIRLS (JULIETTES)

Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop-leaderlike access with their Girl Scout(s). Access is granted through the council based on confirmation of individually registered status. If you are supporting an individually registered Girl Scout as a mentor, but are not her primary caregiver, you will have demo access in order to explore resources.

## DEMO ACCESS

Available for supporting volunteer and staff roles that need access to the Volunteer Toolkit for training purposes. Demo access mirrors troop functionality but does not contain individual or troop information. These users will have two demo accounts under the gray drop-down ("Troop Demo – Troop Leader" and "Demo – Parent") and can see both sides of the troop experience. Access is granted through the council based on placement in designated support roles.

# WHERE TO FIND THE VOLUNTEER TOOLKIT
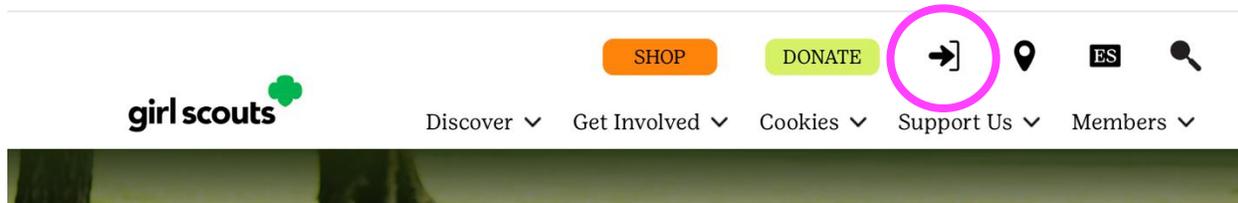


The Volunteer Toolkit can be used from any computer, tablet, or smartphone with internet access. For best results, use a Toolkit-friendly browser, such as Chrome or Firefox, with a cleared cache, and visit the GSCO website (girlscoutsofcolorado.org).

In the upper-right corner of your screen, click SIGN IN to login to myGS using the credentials provided when you registered. Once logged in, from the My Account page, select "Volunteer Toolkit" from the left menu.

## BASIC NAVIGATION

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your year and manage each meeting with ease. If you're on a computer, you'll see the green tabs across the top of your browser window. Mobile users will see a gray drop-down menu at the top with tabs beneath.
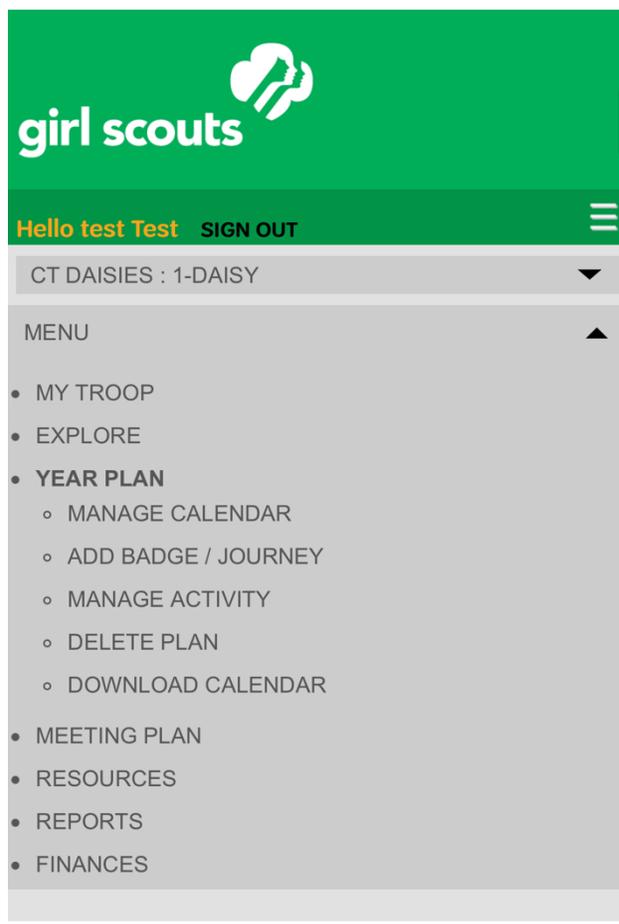


You'll notice three icons on almost every page of the Volunteer Toolkit:

**Print** allows you to print a copy of your current screen.

**Download** allows you to download calendar appointments (from the Year Plan tab), pages, and resources.

Seek additional **help** by clicking the green question mark icon or by clicking "Take a Guided Tour."

**My Troop**

| Demo – Troop Leader View | Demo – Parent View |
|---|---|
| Here you will see sample information for placement only, which is not tied to any specific troop or individual. Click the green arrow next to each name to expand and see additional information, including a snapshot of achievements and attendance.<br><br>From this tab, you can also see examples of how a troop leader can email caregivers, download and print a roster with individual achievement and attendance information, renew memberships, and customize the page with a troop photo. | Here you will only see the information for a specific Girl Scout associated with this parent or caregiver, just like a caregiver in a real troop. Click the green arrow next to the name to expand and see a snapshot of achievements and attendance.<br><br>A dashboard of images will show for each achievement (badge, Journey, award), once they have been earned and marked in the Volunteer Toolkit. |

## Explore

| Demo – Troop Leader View | Demo – Parent View |
|---|---|
| You'll find exciting options under the Explore tab, including prebuilt tracks for all program levels. You can also browse individual badges and meeting types to build a plan from scratch. Once you've made a choice, your year plan will be automatically populated. Selecting a year plan is required before other features become available, but don't worry—you can always change your plan as you go, one meeting at a time.<br><br>From this tab, you can also preview prebuilt tracks of badge and Journey activities, preview individual badge or award requirements, and download or print an overview of each preselected track. | Under this view you will not see the Explore tab. |

## Year Plan

| Demo – Troop Leader View | Demo – Parent View |
|---|---|
| From this tab, you can set a meeting schedule, add or swap out badges or awards, and fine-tune your Girl Scout year. For a walk-through of all the tools at your fingertips, click "Take a Guided Tour" on the Year Plan tab.<br><br>From this tab, you can also change individual meeting dates and locations, add more custom and council activities, preview requirements, and view previous years and important milestones (in orange) from your local area. | This view will show a read-only version of the year plan once it has been set up from the Demo – Troop Leader view. |

## Meeting Plan

| Demo – Troop Leader View | Demo – Parent View |
|---|---|
| Here you'll find the tools to make each badge, award, meeting, and activity a success. We've provided meeting prep information, materials lists, and even suggested scripts for many activities.<br><br>From this tab, you can also find virtual meeting resources, customize meeting schedules, track attendance, and check off completed badges and awards. | This view will show a read-only version of the meeting plan that has been set up on the Demo – Troop Leader view. |

**Resources**

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards can be earned, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other volunteers. All user types can see this tab and interact with it in the same way.

# FIRST-YEAR TROOP LEADER EXPERIENCE

The First-Year Troop Experience supports new leaders with additional guidance to get them acquainted with the Volunteer Toolkit. After logging in, you'll be prompted to follow a guided path with recommended steps to simplify the onboarding process.

If you're an experienced troop leader who needs a refresher or would like to simulate this experience, click "Take a Guided Tour" on any of the Volunteer Toolkit tabs to see the same guidance that a new leader would. To skip this question, just select "I am not a Troop Leader."

# SET UP YOUR YEAR PLAN

When you log into the Volunteer Toolkit, you'll always go to your Demo – Troop Leader view first. The first time you log in, you'll be taken to the Explore tab. From here you can visit the My Troop, Resources, or Finances tabs, but to activate the Year Plan and Meeting Plan tabs, you need to first make a selection under the Explore tab.
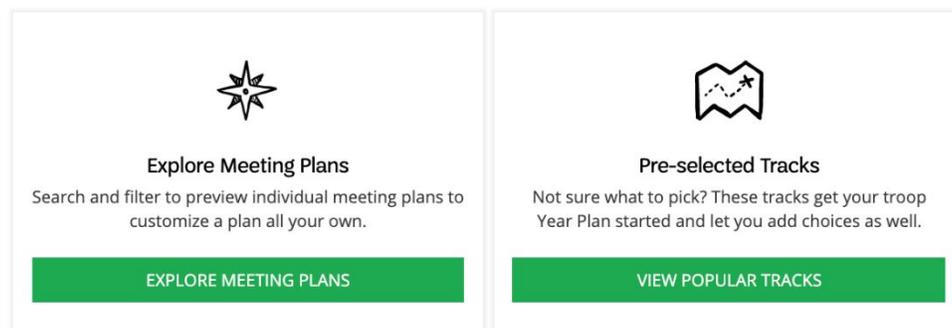


Before setting up a year plan, you can also check out the Award and Badge Explorer from the bottom of the tab to mix and match potential award options in a PDF and to share or make girl-led decisions. Once they've decided, you can always come back to build out the schedule for those badges and awards.

## Explore Meeting Plans

Build a year plan that's completely customized to your troop's interests! You can mix and match meeting plans that work toward the badges, Journeys, and activities that excite your troop. You can also search through all badges and Journeys for all program levels. Use the available filters, or search for specific meetings and simply select the ones you'd like to use in your year plan. Each year you can use the "New for [Insert Year]" filter to find all the new programming released in the Summer. Once you're finished, click "Add to Year Plan" at the bottom to move forward in the system.

**Preselected Tracks**

You can also choose from a preset collection of meetings with the preselected tracks option instead. First, select a program level from the multicolored options at the top. Then, click "View Popular Tracks" to preview each combination of awards and download them, if needed. Once you've decided, click "Select Track," and your year plan will be created. You can bundle Preselected Tracks too by returning to the Explore tab and adding another one to your plan.



**New for 2022-2023:** You can come back to the Explore tab throughout the year to add more meetings, or even combine pre-selected tracks without resetting your whole plan! The delete button has been moved to the year plan, and you have even more access to Explore and build a plan as unique as your troop!

# SET UP YOUR CALENDAR

You're almost ready to unlock everything the Volunteer Toolkit has to offer—your last step is setting up your meeting dates. On the Year Plan tab, click "Manage Calendar," select a start date for your meeting cadence to begin, and choose the frequency of your meetings and a general start time. Dates and times can be changed meeting by meeting after this step; simply select any combination to get started. Chaning the calendar and location is only available to the Troop Leader and won't be available in parent view.
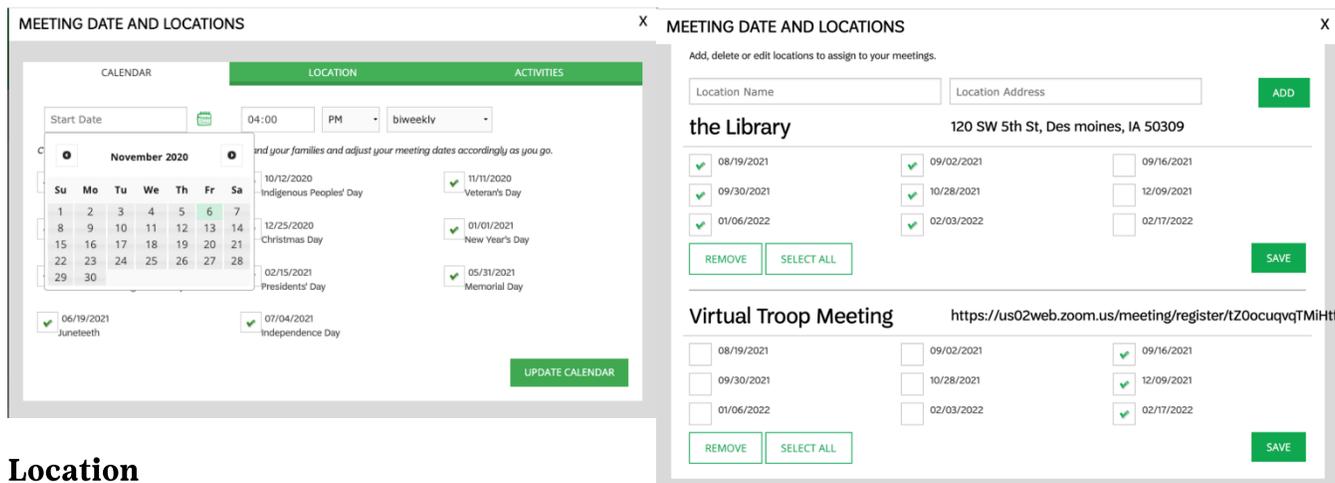


## Location

Now that your dates are set, you can add a physical address or virtual meeting link to all meetings. If you're meeting in different locations or a combination of in-person and virtual meetings, add each address or link, then connect them to the appropriate meeting(s) using the checkboxes. Click "Assign" or "Apply," and then close out of the window. You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, quickly changing a date, selecting "See More Calendar Options," or going through the Meeting Plan tab.

In the DEMO – Parent view, you will see the locations you have added and can click on them to access virtual links or physical address maps; however, locations cannot be edited from this view.
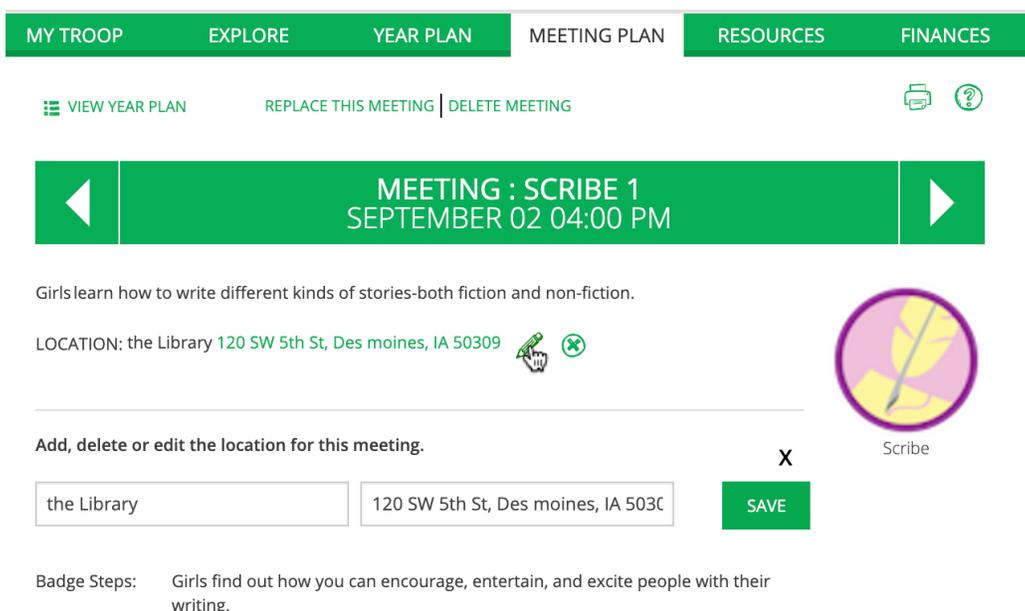
# ADDING MEETINGS AND ACTIVITIES

## Add or Change Meetings to Your Year Plan

Girl Scouts are ready for whatever comes their way—and that includes changes in meetings or their year plan. Start by using the green "Add Badge/Journey" link at the top of the year plan or the "Search to Add Meetings" link at the bottom of the year plan. Use the search feature or filters to sort through available meeting types and choose which ones to add to your year plan. Meeting titles with numbers at the end are part of a series, and you'll want to add all of these to meet the requirements for the award. Meetings already in your plan will be clearly marked. Once you've made your selections, click "Add to Year Plan."



## Edit Meeting Dates and Times

Select the green calendar icon to the left of each meeting date to change the date or time of that specific meeting. You can also choose to cancel one or more meetings, or to combine meetings. To combine meetings, select the two meetings you'd like to combine, then select the new date on which you would like that meeting to occur. After you've made changes, click "Save" and your year plan will be updated. After you've clicked the date of the meeting to the right, you'll see a green gear icon. This takes you back to the original view of the Meeting Date and Location widget, where you can reset the entire cadence of your meetings, if needed.

## Adding Other Types of Activities

Meetings and badges are only part of a go-getting Girl Scout troop's year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. The Volunteer Toolkit connects to your council website and gsEvents so you can browse and add local council events, too. Any activity you add will appear in blue and show up chronologically. At the top of the year plan, click "Add Activity."

### Custom Activity

Add your activity name, date, time, location, and details to your year plan. Remember: caregivers will see this information too, so be sure that event details are clear and any special instructions are included here.



### Council Activity

Search or filter through council events and add them to your year plan. This feature does not register you or your group for the event; it only adds the event to your year plan.

From the DEMO – Parent view, you will see these meetings and activities that are added to the year plan and can open them; however, you will not be able to edit them.

# VIEW PAST YEAR PLANS

Each July, the Volunteer Toolkit resets and archives your year plan. At that point, you'll no longer be able to make changes to any of your meetings. However, you'll still be able to view the plan through the green "Past Years" link at the top of your Year Plan tab. **Note that achievement and attendance records do not archive;** please download a copy of this information for your records. You will see "Past Year Plans" in both views. Caregivers can also download a copy of their own Girl Scout's achievements from the My Troop tab.
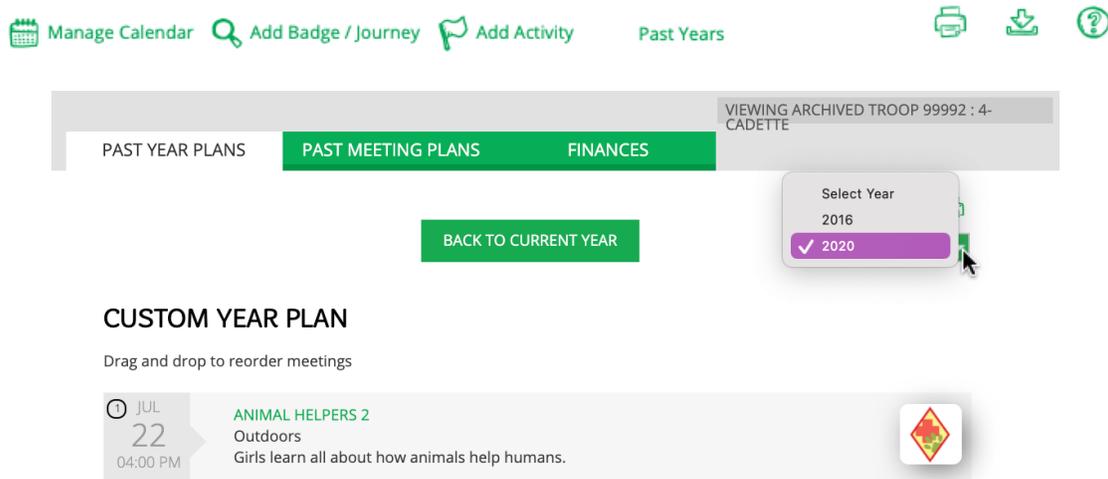


# DELETING THE YEAR PLAN

If you ever need to wipe the slate clean and start fresh, you can use the Delete button at the top of the year plan to do just that! Be careful though, deleting your plan will remove all meetings including the attendance and achievements you've tracked on them. It cannot be undone and is not recoverable, so use it carefully!
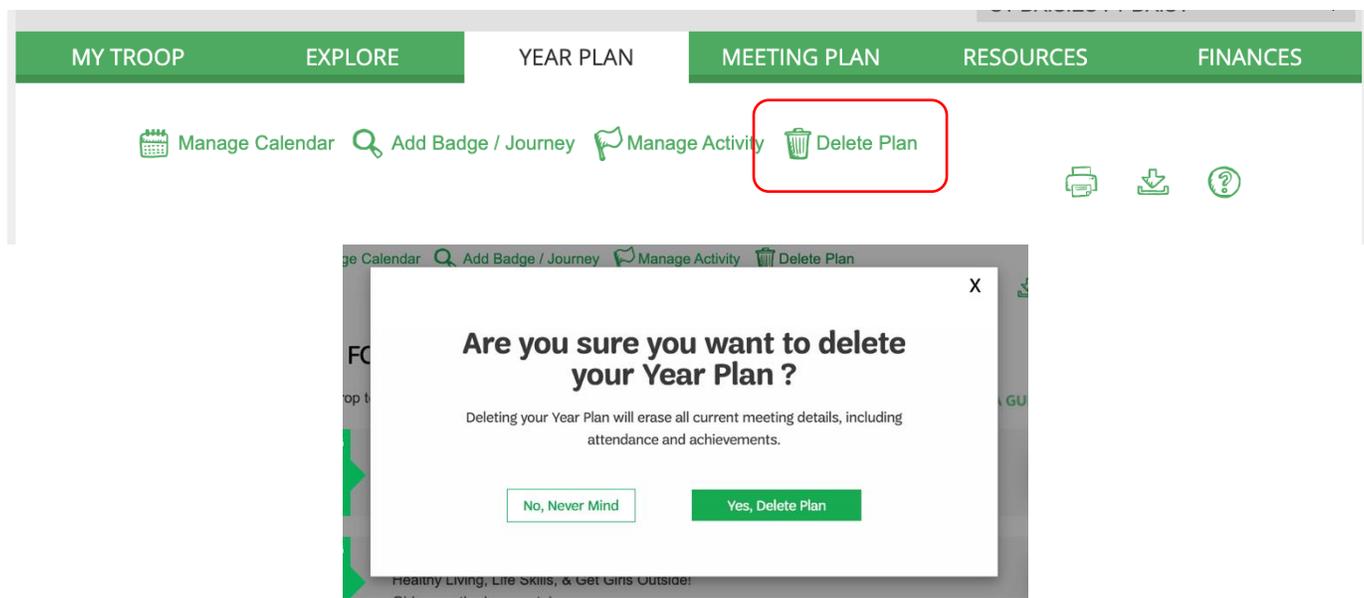
# MILESTONES

In both views, you might see orange bars across your Year Plan tab in chronological order with your other meetings and activities. These are important dates, events, or updates your local Girl Scout staff members want you to know about. These may also include links to additional information that relates to the date and title of the milestone.

**10/10/20 OPEN SHOP HOURS!**

① OCT **28** 04:00 PM — **STEM CAREER EXPLORATION 1** STEM,Badges for 2020-2021 Brownies make a personal collage and play a game to explore STEM careers.

② DEC **02** 04:00 PM — **AUTOMOTIVE DESIGN 2** STEM,Badges for 2020-2021 Brownies sketch and sculpt a vehicle and earn the Automotive Design badge.

**01/04/21 TEST- COOKIES START!**

## TOOLS FOR PLANNING YOUR MEETING

The Meeting Plan tab has a robust collection of tools and information to help you plan an engaging meeting every time. If, at any time, you want to replace or delete a meeting, just use the appropriate links at the top of the meeting plan. You can also quickly print or download planning materials using the print icon in the upper-right corner.

Below is a detailed look at the Troop Leader view. Almost everything on the Meeting Plan tab visible in the DEMO – Parent view but cannot be edited.

≣ VIEW YEAR PLAN     REPLACE THIS MEETING | DELETE MEETING

**◀ MEETING : 2023 GLOBAL ACTION AWARD 1 ▶**

LOCATION: Central Lee Elementary School 123 Old Hwy 218, Donnellson, IA 52625 ✎ ⊗

Award Steps: 2023 Global Action Award focuses on Goal 12: Responsible Consumption and Production. By exploring this goal, Girl Scouts think twice about the waste we create and how it impacts us and our planet. The goal is to improve the quality of life of all people everywhere on the planet. They'll also find out about their responsibilities for being a global citizen!

1. Explore the Global Goals and Global Action Award.
2. Explore what it means to be a global citizen.
3. Create a global citizen challenge.
4. Explore what responsible consumption means.
5. Create a responsible consumption challenge.

When Girl Scouts earn this award, they'll understand what it means to be a global citizen. They'll also explore how the things we use and the waste we create impacts our planet. They'll create two separate challenges: one for being a global citizen and one for SDG 12: Responsible Consumption and Production.

less ▲

2023 Global Action Award

**PRINT** X
What would you like to print?
☑ Badge/Award Overview
☑ Meeting Overview
☑ Meeting Plan
☑ Material List
CANCEL   PRINT

**PRINT:** Quickly print a copy of the entire meeting and it's resources.

**MEETING LOCATION:** Click here to add your meeting location, or if you've already added one, you'll see it linked here. Click the link to access URLs, or get directions to physical locations.

**STEPS:** Quickly see the high-level view of what it takes to earn a specific badge or award. You'll see how these steps connect later in the activities, where you'll see subtext showing which activity fulfills which step.

**PLANNING MATERIALS**

2023 Global Action Award Overview

Meeting Overview

Meeting Plan

Materials List

Virtual Meeting Planning

**MANAGE COMMUNICATIONS**

Edit/Send Reminder

Edit/Send Follow-Up

Edit/Send Speaker Invitation

Record Attendance & Achievements
(0 present, 0 achievements)

**MEETING PLANNER**

| | 1 | Arrival and Opening Ceremony | 00:15 ▾ | ⊗ |
|---|---|---|---|---|
| ▾ | 2 | Select an activity | 00:30 ▾ | |
| | | ◯ Play the Go Goals! Game<br>Fulfills Step 1 | | |
| | | ◯ Make a Global Goals Paper Chain<br>Fulfills Step 1 | | |
| | | ◯ Imagine Your Superpower<br>Fulfills Step 1 | | |

**PLANNING MATERIALS:** A combination of overview and step-by-step resources show you from start to finish what your girls will learn while earning this badge or award (Overview), details specific to planning this meeting. (Meeting Overview), what you'll do and say (Meeting Plan), the meeting aids plus the materials you'll need (Material List) and virtual meeting resources. (Virtual Meeting Planning)

**MANAGE COMMUNICATIONS:** Send templated emails to caregivers to remind them of meetings and keep them up to date on what's happening. Use the Speaker Invitation to bring guests to your meeting and prepare them ahead of time with relevant information for the badge or award you're working on. You can attach meeting aids or other documents from your council website at the bottom of the email before sending.

**ATTENDANCE AND ACHIEVEMENTS:** Here you can use the checkboxes to mark who attended each meeting and if they earned a badge or award. You can see the full list of what each girl earned on the My Troop tab, with the option to download the report.

**MEETING PLAN/NER:** Here you'll find instructions and details for reach activity, material lists, estimated time to complete, and recommended sequencing. Download or print the entire plan with just one click of the printer icon.

**MEETING PLANNER**

| | 1 | Arrival and Opening Ceremony | 00:15 ▾ | ⊗ |
|---|---|---|---|---|
| ▾ | 2 | Select an activity | 00:30 ▾ | |
| | | ◯ Play the Go Goals! Game<br>Fulfills Step 1 | | |
| | | ◯ Make a Global Goals Paper Chain<br>Fulfills Step 1 | | |
| | | ◯ Imagine Your Superpower<br>Fulfills Step 1 | | |
| ▸ | 3 | Select an activity | 00:30 ▾ | |
| | 4 | Create a Global Citizenship Challenge<br>Fulfills Step 3 | 00:30 ▾ | ⊗ |
| | 5 | Closing Ceremony | 00:10 ▾ | ⊗ |
| | 6 | Follow Up with Families | 00:10 ▾ | ⊗ |
| | | | 2:05 | |

⊕ Add to Meeting

**MEETING PLANNER (Cont.):** Find opening and closing activities to round out a meeting, along with activity choices for each step. There are a lot of ways to customize your meeting planner.

- Drag and drop activities to reorder.

- Use the drop-down on an activity to change the amount of time allotted for that activity.

- Delete an activity by clicking the "X" to the right of the activity.

  - **Heads up:** if you accidently delete a required activity for earning an award, you won't be able to add that activity back without first deleting the meeting.

- Click "Add to Meeting" to add your own activities.

**MEETING AIDS:** Once expanded using the green drop-down arrow, you'll see documents, videos, and links are the leg up you need to complete the activities in each meeting! Some are geared toward the adult supporting the meeting, and some are for girls completing the activities. You can find more information on how to use these resources in the activity plan.

Click "Add Meeting Aids" to add your own meeting aids.

**ADDITIONAL RESOURCES:** Take your meeting to the next level! These videos, documents, or suggested events go beyond the required steps for a badge or award, and they can help your troop take a deeper dive into the topics they're most excited about. You'll also find links to the Girl Scout shop to purchase booklets and awards. These materials connect to the Manage Communications email templates, so you can share them with families.

Click "Add Additional Resources" to save your own links here using a URL.

**MEETING NOTES:** Add a note at the end of a meeting plan with any important reminders or details that you only want troop leaders to see.

# RESOURCES

Under this tab, you'll find answers to your pressing Girl Scout questions—like where to put pins or badges on a uniform, which special awards Girl Scouts can earn, or how to lead well-loved Girl Scout traditions—along with national and local resources by topic.

From this tab you can also gain access to the Girl Scout Shop from each program level, download reference documents for all the awards a Girl Scout can earn, and explore tips for troop leaders and other roles. All user types can see this tab and interact with it in the same way.