

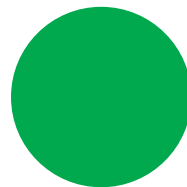


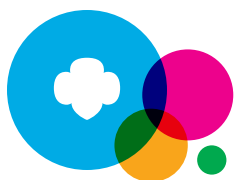
VOLUNTEER TOOLKIT USER GUIDE:

Troop Volunteer



The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! With this step-by-step guide, you can start your troop year strong and spend more time adventuring with your Girl Scouts!





VOLUNTEER TOOLKIT USER GUIDE:

Troop Volunteer

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Who Has Access

SERVICE UNIT

Volunteers who hold a service unit and support troop leaders and families in their respective geographical area. Access is granted through the council based on placement in designated support roles.

TROOP 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 VTK.

PARENTS/GUARDIAN OF GIRL SCOUTS IN A TROOP

Each parent/guardian has access to see their troop's VTK account. They have read-only permission for the meeting schedule and agendas, plus additional resources. Note: parent/guardian accounts can only be accessed if the troop leader has set up a year plan.

PARENTS/GUARDIAN OF GIRL SCOUTS NOT IN A TROOP - JULIETTE (INDIVIDUALLY REGISTERED MEMBERS)

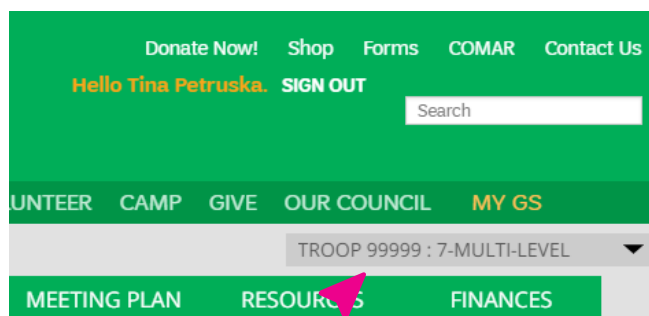
Each primary caregiver of a currently registered Girl Scout who is not part of a troop will get troop leader-like access with their girl(s). Access is granted through the council based on confirmation of individually registered status.

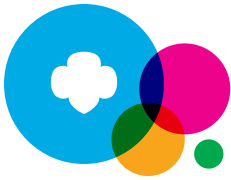
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www.girlscouts.org

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





VOLUNTEER TOOLKIT USER GUIDE:

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Where To Find the Volunteer Toolkit

The Volunteer Toolkit (VTK) can be used from any computer, tablet, or smartphone with internet access. For best results, use a VTK-friendly browser such as Chrome or Firefox with a cleared cache and visit <https://www.comgirlscouts.org>

In the upper right-hand corner of your screen, click **MY GS**. Select **Volunteer Toolkit** to log in using the credentials provided by the council.

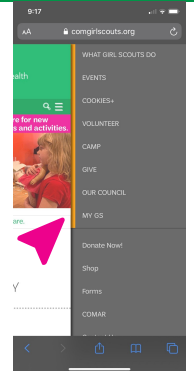
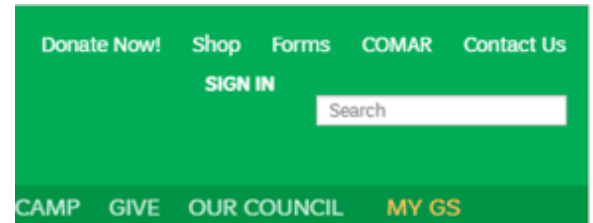
NOTE: The VTK does not work on Internet Explorer.

Basic Navigation

Welcome to the Volunteer Toolkit! We've outlined everything you need to know to get started and have the best troop year ever!

The Volunteer Toolkit is divided into tabs that each have unique tools to help you plan your troop year and manage each meeting. If you're on a computer, you'll see the **GREEN TABS** across the top of your browser window.

Mobile users will see a grey dropdown menu at the top of their screen, with tabs beneath.



TIP: Print – Download – Help

You'll notice these three icons on almost every page of the VTK.



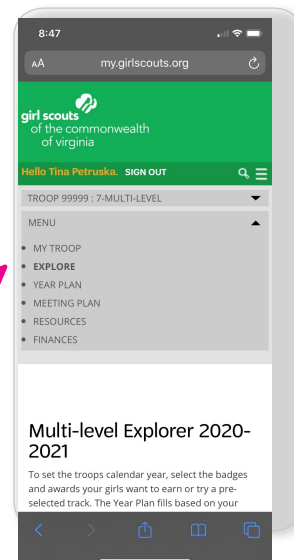
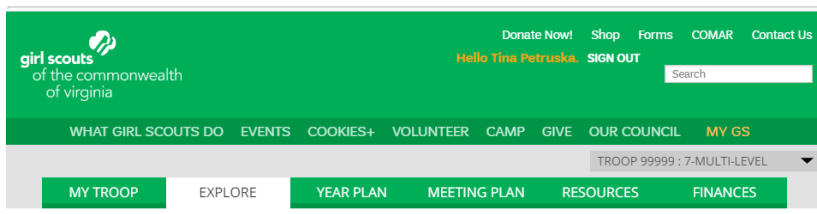
Print your current screen by clicking the green printer icon.

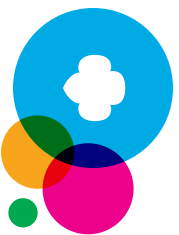


Download the page or resource by clicking the green down-arrow bracket icon.



Seek out additional **help** by clicking the green question mark icon OR by clicking the binoculars next to Take a Guided Tour.





VOLUNTEER TOOLKIT USER GUIDE: Troop Volunteer

MY TROOP

This tab houses your complete girl roster along with each girl's primary caregiver's name and contact information. Click the **green arrow** next to each name to expand and see her personal information and a snapshot of achievements and attendance.

From this tab you can also:

- Email caregivers
- Print a troop roster with achievement and attendance information
- Renew memberships
- Customize the page with a troop photo

NOTE: Do you have more than one troop? Access each one from the dropdown menu at the top of your screen.

EXPLORE

Wondering how to get started? You can see all the exciting options for your troop year in the **EXPLORE** tab. You'll be able to:

- Browse prebuilt tracks of badge and Journey activities
- Create your own activity track with your girls
- Preview tracks and badge requirements before you add them to your year plan
- See an overview of all preselected tracks at the bottom of the page. It's even printable, so you can easily review your options with your girls at your first meeting!

Don't worry: you can always add, remove, or change your plan as you go, one meeting at a time.

Once you've made a choice, your year plan will be automatically populated. A year plan is required in the VTK before other features become available.

YEAR PLAN

From this tab you can:

- Set meeting dates and locations
- Add badges, Journeys, and activities to your plan
- Preview badge and Journey requirements
- Setting up your year plan allows caregivers to see their side of the VTK, too!
- You'll also find exciting Girl Scout partnerships and promotions in the rotating banners at the top of your screen. Tired of seeing them? Just click the "X."

MEETING PLAN

Make every troop meeting a success! Here you'll find:

- Suggested scripts
- Material lists
- Printable meeting aids
- A customizable meeting schedule that you can rearrange or add and delete meetings

You can also track attendance at each meeting and check off completed badges and awards. Caregivers can see all these details, too!

RESOURCES

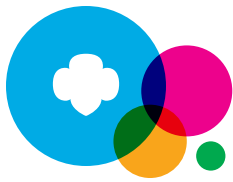
- Where do badges belong on her uniform?
- Which awards can your girls earn at the next grade level.
- What's an investiture ceremony?

If you've got questions, you'll find the answers you need in the **RESOURCES** tab.

FINANCES

This is where you will submit your Troop or SU Financial Information.

Must be submitted by June 15 using the financial form in VTK.



VOLUNTEER TOOLKIT USER GUIDE:

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Set Up Your Year Plan

The first time you log in to the Volunteer Toolkit, you'll need to start a year plan before you can customize meetings or activities.

If you aren't seeing the correct grade level for your troop, please contact Help Desk at gshelper@comgirlscouts.org

TIP: *Start your year plan* by exploring options under the **EXPLORE** tab.

MY TROOP **EXPLORE** YEAR PLAN MEETING PLAN RESOURCES FINANCES

Multi-level Explorer 2020-2021

To set the troops calendar year, select the badges and awards your girls want to earn or try a pre-selected track. The Year Plan fills based on your selection. Easily make changes at any time.

Build Your Own

Search or filter to select the badges and awards that fit the style of your troop.

START ADDING PETALS, BADGES OR JOURNEYS

Pre-selected Tracks

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

VIEW POPULAR TRACKS

Build Your Own

Search or filter to select the badges and awards that fit the style of your troop.

START ADDING PETALS, BADGES OR JOURNEYS

Pre-selected Tracks

Not sure what to pick? These tracks get your troop Year Plan started and let you add choices as well.

VIEW POPULAR TRACKS

Are you sure you want to reset your Year Plan?

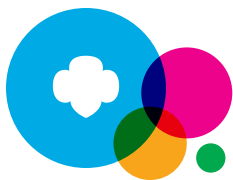
Resetting your Year Plan will erase all current meeting details, including attendance and achievements.

No, Never Mind Yes, Reset

RESET MY YEAR PLAN VIEW MY YEAR PLAN

Manage Calendar Add Badge / Journey Add Activity Past Years

5



VOLUNTEER TOOLKIT USER GUIDE:

Troop Volunteer

BUILD YOUR OWN

CREATE YOUR OWN YEAR PLAN

Search to Add a Petal, Badge or Journey Meeting

Search for a badge or journey award by name

Or Use Filters

TAKE A GUIDED TOUR

1. Select your Girl Scout Level(s)

☒ Daisy ☐ Brownie ☐ Junior ☐ Cadette

☐ Senior ☐ Ambassador ☐ Multi-level

2. Select the type of meeting plan you want

☐ Intro/Family Meeting ☒ Badges/Petals ☐ Journey ☐ Award Earning

☐ Closing/Bridging

3. Select your categories

☐ Badges for 2017-2018 ☐ Badges for 2018-2019 ☐ Badges for 2019-2020 ☐ Badges for 2020-2021

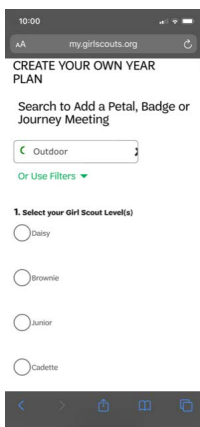
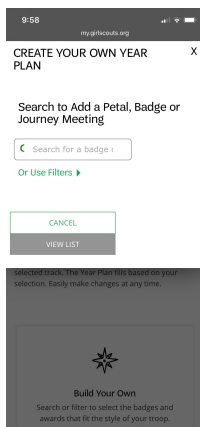
☐ Cookie Business ☐ Creativity and the Arts ☐ Entrepreneurship ☐ Healthy Living

☐ Life Skills ☐ Outdoor ☐ STEM

CANCEL

VIEW LIST

▲ **BUILD YOUR OWN** allows you to build your year plan from scratch! You can mix and match badges, Journeys, and activities with the interests of your girl(s). **Build Your Own** also allows you to search through all badges and Journeys regardless of grade level. Use the filters to sort through all available programming, and the **Select Meeting** checkboxes to choose which badges and Journeys to add to your year plan. Once you're finished, click **Add to Year Plan** at the bottom.



PRESELECTED TRACKS

K-5 Multi-Level JOURNEYS

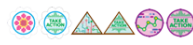
K-5 STEM Outdoor: Think Like a Citizen Scientist



2 awards each Daisy, Brownie & Junior, 6 meetings

PREVIEW

K-5 STEM: Think Like a Programmer



2 awards each Daisy, Brownie & Junior, 6 meetings

PREVIEW

K-5 STEM: Think Like an Engineer



2 awards each Daisy, Brownie & Junior, 6 meetings

PREVIEW

6-12 Multi-Level JOURNEYS

6-12 STEM Outdoor: Think Like a Citizen Scientist **NEW**



2 AWARDS EACH CADETTE, SENIOR, AMBASSADOR 6 MEETINGS

PREVIEW

6-12 STEM: Think Like a Programmer



2 awards each Cadette, Senior & Ambassador, 6 meetings

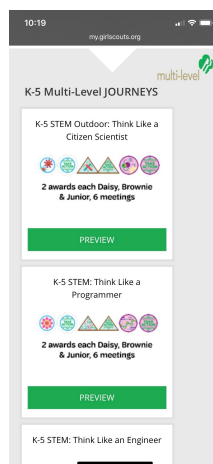
PREVIEW

6-12 STEM: Think Like an Engineer



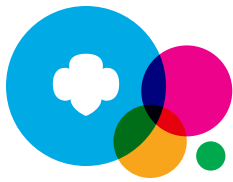
2 awards each Cadette, Senior & Ambassador, 6 meetings

PREVIEW



▲ **PRESELECTED TRACKS** are a preset selection of meeting plans for a specific Journey or set of badges. Click **View Popular Tracks**, and from there you can preview each combination of awards. Once you've found the right one, click **Select Track** and your year plan will be created.

Once you've made your selection in the **EXPLORE** tab, you'll automatically be taken to the **YEAR PLAN** tab. This is also the tab you'll be brought back to each time you log in.



VOLUNTEER TOOLKIT USER GUIDE:

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Add 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** 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. Meetings already in your plan will be clearly marked.

Once you've made your selections, click **Add to Year Plan**.

CYBERSECURITY SAFEGUARDS 1
Brownies find out what information is private and how to safely share information.

☐ SELECT MEETING

CYBERSECURITY SAFEGUARDS 2
Brownies learn how to be safe online and earn the Cybersecurity Safeguards badge.

☐ SELECT MEETING

NOTE: meeting titles with numbers at the end are part of a series and you'll want to add all of them to meet the requirements for the award.

CREATE YOUR OWN YEAR PLAN

Search to Add a Petal, Badge or Journey Meeting

Or Use Filters ▼

TAKE A GUIDED TOUR

1. Select your Girl Scout Level(s)

- ☐ Daisy
- ☒ Brownie
- ☐ Junior
- ☐ Cadette
- ☐ Senior
- ☐ Ambassador
- ☐ Multi-level

2. Select the type of meeting plan you want

- ☐ Intro/Family Meeting
- ☐ Badges Petals
- ☒ Journey
- ☐ Award Earning
- ☐ Closing/Bridging

3. Select your categories

- ☐ It's Your Planet - Love It
- ☐ It's Your Story - Tell It
- ☐ It's Your World - Change It
- ☐ OutdoorNEW
- ☐ STEMNEW

CANCEL

VIEW LIST

NOTE: Keeping it Girl-Led, have the girls check out the **Award and Badge Explorer** before adding badges, journeys and awards to the year plan.

MY TROOP EXPLORE YEAR PLAN MEETING PLAN RESOURCES FINANCES

Manage Calendar Add Badge / Journey Add Activity Past Years

TIP: View Past Year Plans

Each July the VTK resets. Your year plan will be archived and you'll no longer be able to make changes. 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: Do not add activities past June 15. Everything in the year plan will be archive with nationals updates.

Achievement and attendance records DO NOT archive. Please download a copy of this information for your records.

10:34 mygirlscouts.org

CREATE YOUR OWN YEAR PLAN X

Search to Add a Petal, Badge or Journey Meeting

Or Use Filters ▼

1. Select your Girl Scout Level(s)

☐ Daisy

☒ Brownie

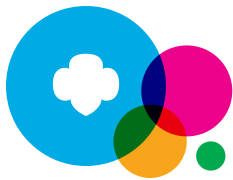
☐ Junior

☐ Cadette

☐ Senior

Build Your Own

Search or filter to select the badges and awards that fit the style of your troop.



VOLUNTEER TOOLKIT USER GUIDE:

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Add Dates and Locations

CALENDAR. To continue planning your year, you must set meeting dates for your year plan. What day will your meetings begin and how often will you meet? What time will your meetings generally start?



At the top, click the green **Manage Calendar** link. Using the pop-up widget, set the cadence for your meetings. Don't worry, you can still make changes after this! Click **Update Calendar** when finished.

MEETING DATE AND LOCATIONS

X

CALENDAR LOCATION ACTIVITIES

Start Date 04:00 PM biweekly

April 2020

Su Mo Tu We Th Fr Sa

10/14/2019 Columbus Day ☒ 11/11/2019 Veterans Day ☒

12/25/2019 Christmas Day ☒ 01/01/2020 New Year's Day ☒

02/18/2020 Washington's Birthday ☒ 05/25/2020 Memorial Day ☒

07/04/2020 Independence Day ☒

UPDATE CALENDAR

Once you've set this up, when you use the **Manage Calendar** link again, you'll notice it looks entirely different! Now you can customize each individual meeting, add the location, or even reset the entire schedule.

MEETING DATE AND LOCATIONS

X

CALENDAR LOCATION ACTIVITIES

Select the to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the to use the planning wizard to reconfigure the calendar from that date forward.

| | | | | |
|--|-------------------------|-----------------------------|---|--|
| | 1 Apr 10, 2020 04:00 PM | Digital Game Design 1 | b | |
| | 2 Apr 17, 2020 04:00 PM | Digital Game Design 2 | b | |
| | 3 Apr 24, 2020 04:00 PM | Leap Bot Design Challenge 1 | b | |
| | 4 May 01, 2020 04:00 PM | Leap Bot Design Challenge 2 | b | |
| | 5 May 08, 2020 04:00 PM | Money Manager 1 | b | |
| | 6 May 15, 2020 04:00 PM | Money Manager 2 | b | |

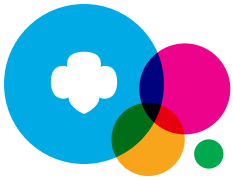
11:01 my.girlscouts.org

MEETING DATE AND LOCATIONS X

CALENDAR LOCATION ACTIVITIES

Select the to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the to use the planning wizard to reconfigure the calendar from that date forward.

| | | | | |
|--|-------------------------|-----------------------------|---|--|
| | 1 Apr 10, 2020 04:00 PM | Digital Game Design 1 | b | |
| | 2 Apr 17, 2020 04:00 PM | Digital Game Design 2 | b | |
| | 3 Apr 24, 2020 04:00 PM | Leap Bot Design Challenge 1 | b | |
| | 4 May 01, 2020 04:00 PM | Leap Bot Design Challenge 2 | b | |
| | 5 May 08, 2020 04:00 PM | Money Manager 1 | b | |
| | 6 May 15, 2020 04:00 PM | Money Manager 2 | b | |



VOLUNTEER TOOLKIT USER GUIDE:

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EDIT MEETINGS. 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 combine meetings. Select the two meetings you'd like to combine, then select the new date that meeting will occur. After you've made any changes, click **Save** and your year plan will be updated.

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.

LOCATION. Now that your dates are set, you can connect an address to each one. If you're meeting in multiple locations, add each address then connect it to the appropriate meeting using the checkboxes. Click **Assign** or **Apply** and then close out of the window.

You can also get to the **Meeting Date and Location** widget simply by clicking on a date in your year plan. Change a date quickly or select **See More Calendar Options**.

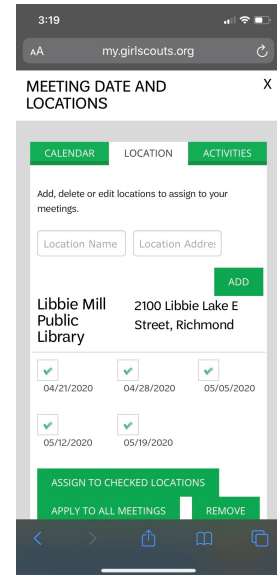
TIP: Manage Your Meetings



Select the calendar icon to change date or time, or cancel or combine meetings.



Select the gear icon to reconfigure calendar from a specific date forward.



MEETING DATE AND LOCATIONS

CALENDAR

LOCATION

ACTIVITIES

Add, delete or edit locations to assign to your meetings.

ADD

Libbie Mill Public Library

2100 Libbie Lake E Street, Richmond

☒ 04/21/2020

☒ 04/28/2020

☒ 05/05/2020

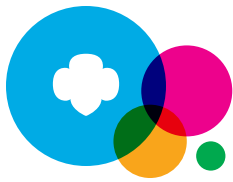
☒ 05/12/2020

☒ 05/19/2020

ASSIGN TO CHECKED LOCATIONS

APPLY TO ALL MEETINGS

REMOVE



VOLUNTEER TOOLKIT USER GUIDE:

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Add Activities to Your Year Plan

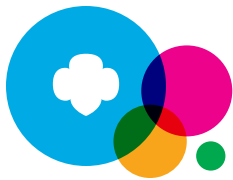
Meetings and badges are only one part of a go-getting Girl Scout's troop year! You can add things like field trips, service projects, or cookie booth sales to your year plan as well. And the Volunteer Toolkit connects to your council website so you can browse and add council events, too. Any activity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

Back 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 event details are clear and any special instructions are included here.

| CUSTOM ACTIVITY | | COUNCIL ACTIVITY | | | | |
|---------------------|----------------------|------------------|-------|----|-------|----|
| Activity Name | mm/dd/yy | | 04:00 | PM | 06:00 | PM |
| Location Name | Location Address | | | | | |
| Cost | Activity Description | | | | | |
| ADD ACTIVITY | | | | | | |

COUNCIL ACTIVITY. The council activity is not activated yet.



VOLUNTEER TOOLKIT USER GUIDE:

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Tools for Planning Your Meeting

Set yourself—and your troop—up for success at each meeting! The **MEETING PLAN** tab has a robust collection of tools and information to help you plan an engaging meeting every time.

MY TROOP **EXPLORE** **YEAR PLAN** **MEETING PLAN** **RESOURCES** **FINANCES**

MEETING : DAISY INTRO MEETING
AUGUST 31 04:00 PM

Parents, Caregivers and Girls are welcomed into Girl Scouting.

CATEGORY: Getting Started

PLANNING MATERIALS

- Meeting Overview
- Activity Plan
- Materials List

MANAGE COMMUNICATIONS

Edit/Sent Meeting Reminder Email

Record Attendance & Achievements
(0 present, 0 achievements)

MEETING AIDS

- Daisy Name Tag Template
- Girl Scout Daisy Flower Friends Template
- Girl Scout Family Promise
- Girl Scout Promise Template

+ Add Meeting Aids

AGENDA

| | | | |
|------|---|-------|---|
| 4:00 | Parent Meeting Agenda | 00:35 | ⓧ |
| 4:35 | As Girls Arrive: Daisy Name Tag | 00:10 | ⓧ |
| 4:45 | Girl Scout Traditions | 00:15 | ⓧ |
| 5:00 | Daisy-to-Daisy Game | 00:10 | ⓧ |
| 5:10 | Girl Scout Law Concentration / Memory Card Game | 00:15 | ⓧ |
| 5:25 | Closing Ceremony: Friendship Circle | 00:05 | ⓧ |

1:30

+ Add Agenda Item

MEETING NOTES

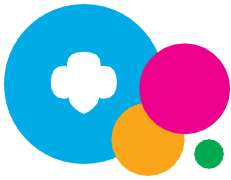
PLANNING MATERIALS. High-level resources show you from start to finish what your girls will achieve during the meeting (1. Meeting Overview), what you'll do and say (2. Activity Plan), and the meeting aids plus the materials you'll need (3. Material List).

MANAGE COMMUNICATIONS. Send emails to caregivers to remind them of meetings and keep them up to date on what's happening. Emails are prepopulated with relevant meeting information, but you can customize them based on your needs. You can even attach meeting aids or other relevant documents from your council website at the bottom of the screen before sending.

You can also **Record Attendance and Achievements** in this section. Use the checkboxes to mark who's at the meeting—and if it's a meeting where you're finishing a badge or award, you can mark that too. You can see the full picture of what a girl has earned on the **MY TROOP** tab, with the option to download.

MEETING AIDS. These documents and videos are the leg-up you need for 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.

AGENDA. Wondering how you'll kick off your meeting's activities? Here, you'll find instructions and details for each activity, materials needed, time it takes to complete, and the recommended sequencing. You'll also find opening and closing activities to round out your meeting.



VOLUNTEER TOOLKIT USER GUIDE:

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Multi-Level Troops: There are two ways you can merge your meetings together for Multi-level Troops. The first is the easiest.

| | | |
|-----------|---|--|
| MEETING 1 | OUTDOOR ART MAKER 1 Outdoor Daisies explore the colors of nature as they create art projects. | |
| MEETING 2 | OUTDOOR ART CREATOR 1 Outdoor Brownies take first steps toward earning their Outdoor Art Creator badge. | |
| MEETING 3 | OUTDOOR ART EXPLORER 1 Outdoor Juniors take first steps toward earning their Outdoor Art Explorer badge. | |
| MEETING 4 | OUTDOOR ART MAKER 2 Outdoor Daisies listen to the sounds of nature and make their own music. | |
| MEETING 5 | OUTDOOR ART CREATOR 2 Outdoor Brownies take final steps toward earning their Outdoor Art Creator badge. | |
| MEETING 6 | OUTDOOR ART EXPLORER 2 Outdoor Juniors take the final steps to earn their Outdoor Art Explorer Badge. | |

Merge Badge Requirements. Once you have added the badge requirement in the order, then add your meeting calendar.

Click Calendar Icon: Once Calendar is populated, click on calendar. Next click on calendar icon next to meet date to merge badge activities to one date.

| CALENDAR | LOCATION | ACTIVITIES |
|--|------------------------|------------|
| Select the to change the date, time, or cancel an individual meeting. You can also group multiple meetings to a single date. Select the to use the planning wizard to reconfigure the calendar from that date forward. | | |
| 1 Mar 23, 2020 04:00 PM | Outdoor Art Maker 1 | d |
| 2 Mar 30, 2020 04:00 PM | Outdoor Art Creator 1 | b |
| 3 Apr 06, 2020 04:00 PM | Outdoor Art Explorer 1 | j |
| 4 Apr 13, 2020 04:00 PM | Outdoor Art Maker 2 | d |
| 5 Apr 20, 2020 04:00 PM | Outdoor Art Creator 2 | b |
| 6 Apr 27, 2020 04:00 PM | Outdoor Art Explorer 2 | j |

MEETING DATE AND LOCATIONS

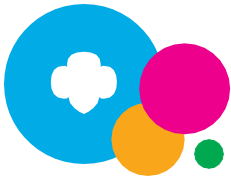
☐ Change Date / Time
 ☐ Cancel Meeting
 ☒ Combine Meetings

Select the meetings you'd like to schedule for the same day

| | | | |
|-------------------------------------|-----------------------|------------------------|---|
| <input checked="" type="checkbox"/> | Mar 23, 2020 04:00 PM | Outdoor Art Maker 1 | d |
| <input checked="" type="checkbox"/> | Mar 30, 2020 04:00 PM | Outdoor Art Creator 1 | b |
| <input checked="" type="checkbox"/> | Apr 06, 2020 04:00 PM | Outdoor Art Explorer 1 | j |
| <input type="checkbox"/> | Apr 13, 2020 04:00 PM | Outdoor Art Maker 2 | d |
| <input type="checkbox"/> | Apr 20, 2020 04:00 PM | Outdoor Art Creator 2 | b |
| <input type="checkbox"/> | Apr 27, 2020 04:00 PM | Outdoor Art Explorer 2 | j |

CANCEL
CONTINUE

Combine Meetings: Next Click on Combine Meetings and click which meetings you would like to merge. Then click continue



VOLUNTEER TOOLKIT USER GUIDE:

Troop Volunteer

Multi-Level Troops: Continued...

MEETING DATE AND LOCATIONS

☐ Change Date / Time ☐ Cancel Meeting ☒ Combine Meetings

Select a date for the meetings and "Save" your choice.

Meetings to schedule on the same day:

- Outdoor Art Maker 1
- Outdoor Art Creator 1
- Outdoor Art Explorer 1

March 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Change Time:

04:00 PM

Choose date: Next Click on the date you would like the badges merged to. Then Save. The badges will merge to the new date you have chosen.

Completed: Your badges are all merged on the date/time of your meeting.

MAR 23 04:00 PM

OUTDOOR ART CREATOR 1
Outdoor
Brownies take first steps toward earning their Outdoor Art Creator badge.

MAR 23 04:00 PM

OUTDOOR ART MAKER 1
Outdoor
Daisies explore the colors of nature as they create art projects.

MAR 23 04:00 PM

OUTDOOR ART EXPLORER 1
Outdoor
Juniors take first steps toward earning their Outdoor Art Explorer badge.

MAR 21 04:00 PM

FIRST AID 1
Healthy Living & Life Skills & Get Girls Outside!
Girls take first steps toward earning their First Aid Badge.

MAR 28 04:00 PM

FIRST AID 1
Healthy Living & Life Skills & Get Girls Outside!
Girls take first steps toward earning their First Aid Badge.

APR 04 04:00 PM

FIRST AID 1
Outdoor & Badges for 2018-2019
Seniors learn how to provide aid for life-threatening injuries and illnesses.

APR 11 04:00 PM

FIRST AID 1
Life Skills
Girls begin learning how to take care of people in an emergency.

2nd way is to change your meeting times.: Once you have the badge requirement in the order, then add your meeting calendar.

Change date/times: Once the dates have been populated. Click on the date of the badge you would like to change. Change the Date and the time. Note this way you must have start time 5 minutes apart in order for it to work. Then save.

MAR 21 04:00 PM

MAR 28 04:00 PM

APR 04 04:00 PM

APR 11 04:00 PM

FIRST AID 1

MAR 28, 2020 FIRST AID 1

Change meeting date and time

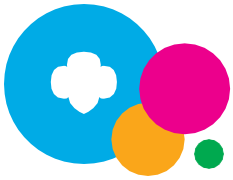
March 2020

Start Time 4:00 PM

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Delete Meeting

See more calendar options



VOLUNTEER TOOLKIT USER GUIDE:

Troop Volunteer

Multi-Level: Either way you have the same meeting that you will be working on that badge.

Note: If you are working on Multi-badges it works the same way – either adding then merge into meeting date or changing date/times.

| | | |
|-----------------------|--|--|
| MAR 21 04:00 PM | FIRST AID 1 Healthy Living & Life Skills & Get Girls Outside! Girls take first steps toward earning their First Aid Badge. | |
| MAR 21 04:05 PM | FIRST AID 1 Healthy Living & Life Skills & Get Girls Outside! Girls take first steps toward earning their First Aid Badge. | |
| MAR 21 04:10 PM | FIRST AID 1 Outdoor & Badges for 2018-2019 Seniors learn how to provide aid for life-threatening injuries and illnesses. | |
| MAR 21 04:15 PM | FIRST AID 1 Life Skills Girls begin learning how to take care of people in an emergency. | |
| MAR 28 04:00 PM | FIRST AID 2 Healthy Living, Life Skills & Get Girls Outside! Girls finish earning their First Aid badge. | |
| MAR 28 04:05 PM | FIRST AID 2 Healthy Living & Life Skills & Get Girls Outside Girls finish earning their First Aid Badge. | |
| MAR 28 04:10 PM | FIRST AID 2 Life Skills Girls continue learning how to take care of people in an emergency. | |

Customize: There are lots of ways to customize your meeting agenda:

- ▶ Drag and drop activities to reorder in the agenda.
- ▶ Use the dropdown 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. Just be careful you aren’t deleting a required activity for earning an award!
- ▶ Click **Add Agenda Item** at the bottom to add your own activities!
- ▶ Add a note at the end to remind yourself and/or other troop leaders about important things to remember for each meeting.

If at any time you want to **replace** or **delete** an entire meeting, just use the respective links at the top of the meeting plan.



Don't forget, if at any time you want to download or print your year plan or meeting plan, look for these icons at the top of the page.

Questions?

Looking for more Volunteer Toolkit support? Contact Help Desk at gshelper@comgirlscouts.org