

## GSUSA- Volunteer Toolkit- Troop Leader View

### Course Topic & Resource Outline

Course Completion Time: 20 minutes

#### **Module 1: Logging into the Volunteer Toolkit**

##### **Logging In**

- You will log in from our webpage, [www.gssofsi.org](http://www.gssofsi.org). You will select MYGS from the top right-hand corner.
- Once you log in, you will click “My Account” from the top menu, then “Volunteer Toolkit” from the left-hand menu.

##### **First Year Troop Leader Experience**

- Once you log in and select the VTK, a pop-up will ask you if this is your first year as a Girl Scout Troop Leader. Selecting “yes” will take you on a guided path with recommendations to simplify your onboarding process. You can also choose to “Take a Guided Tour.”

##### **Basic Navigation**

- Navigation tabs are included to help you locate each of the tools within the VTK. Tabs are located at the top of the screen on computers, and within a grey drop-down menu at the top for mobile users.
- Every page has the option to print, download, or click for more information or to Take a Guided Tour.
  - My Troop- Girl rosters and family contact information are located here. Clicking the green arrow next to a girl will reveal her contact information, awards, and achievements. You can email caregivers, print rosters, and renew memberships from this page.
  - Explore- Prebuilt tracks and individual badges to build a meeting from scratch can be found here. Your Year Plan will be populated based on your choice. You must select an option, but you can change it later. View Journey and badge requirements here, or download a pre-selected track overview to take to your first meeting.
  - Year Plan- Schedule your troop meetings, add or swap out badges/awards, set meeting dates and locations, add custom council activities, preview requirements, and view previous years from this tab.

- Meeting Plan- Access meeting prep information, materials list, and suggested scripts. You can also find virtual meeting resources, customize meeting schedules, track attendance, and check off completed badges and awards.
- Resources- Find information for your Girl Scout questions, such as badge placement on uniforms, special awards available, or leading Girl Scout traditions. 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.
- Finances- This tab is used to submit financial reports and other year-end information. GSofSI does not utilize this tab at this time.

## **Module 2: Tools at your Fingertips**

### **Explore your Options**

You will be taken to the Explore tab when you log in for the first time. From here, you can explore the My Troop, Resource, or Finance tabs, but the Year Plan and Meeting Plan tabs will require you to make a selection under the Explore tab before proceeding.

- Meeting plans are badges or awards and the steps to achieve them; tracks are groups of meeting plans gathered based on topics that relate or a well-rounded diversity of options.

### **Explore Meeting Plans**

You can build a Year Plan that is fully customized to your troop's interests. You can search through all badges and Journeys regardless of your troop's program level. Use the available filters, or search for specific meetings and select the ones you want. Once you're finished, click "Add to Year Plan" at the bottom to continue.

- After adjusting your filters, you'll see a list of meeting plans that match your search. Numbers at the end of each meeting name means it will take more than one meeting to complete, so you'll need to select both.
- After selecting a meeting, you can click on the image to see just the steps it will take to complete the badge, or you can select the Preview button to view all the details of the meeting plan.
- Check the box and select "Add to Year Plan" to add it to your troop's Year Plan.

### **Resetting Your Plan**

You can remove your Year Plan at any time and start from scratch by going to the Explore tab and selecting "Reset My Year Plan," but be careful, as once you delete it, it deletes all meetings, activities, and achievements that have been recorded.

## **The Calendar**

Volunteers should set up their calendar to get the most out of their VTK. Click “Manage Calendar,” select a start date for your meetings 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.

### **Edit Meeting Dates and Times**

Select the icon to the left of the meeting to edit the date, time, cancel the meeting, or combine meetings. To combine, select the two meetings you want to combine, then choose the new date on which the combined meeting should occur. Make sure to save any changes. Selecting “Manage Calendar” will allow you to see a green gear to the right of each meeting, which will take you back to the original view of the Meeting Date and Location. From here, you can reset your meeting schedule if needed.

### **Location**

You can add meeting locations or virtual meeting links once your dates are set. You can also add this information and assign it to meeting dates using the checkboxes and clicking “Assign” or “Apply.” You can change the location for a meeting in multiple ways—by clicking on a date in your year plan, changing a date quickly, selecting “See More Calendar Options,” or going through the Meeting Plan tab.

### **Add or Change Meetings to Your Year Plan**

To add or change a meeting, 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. Once you’ve made your selections, click “Add to Year Plan.”

### **Adding Other Types of Activities**

You can add things like field trips, service projects, or cookie booth sales to your year plan as well. Anything you add will show up chronologically in blue; click “Add Activity” to begin. Use “Custom Activity” to add your own date, time, location, and details of an event, or select “Council Activity” to add a council event. Note that this only adds to your year plan and does not register you for the event.

### **View Past Year Plans**

The VTK archives each year in July where you can no longer make changes; however, you can use the green “Past Years” link to view past Year Plans. Note that archives do not save achievement and attendance records, so you will need to do that for your own records.

## **Milestones**

Orange bars across your Year Plan tab may appear and are important dates, events, or updates your local Girl Scout staff want you to know about. They may contain links or more information.

## **The Meeting Plan Tab**

The meeting tab has many tools to help you plan an engaging meeting.

- **Planning Materials:** Has a meeting overview, activity plan (script), and materials list
- **Virtual and In-Person Safe Meeting Resources:** Has resources on how to virtualize your meeting, as well as badge adaptations, safety guidelines, and bridging resources.
- **Manage Communications:** Send a pre-populated email to caregivers, or record attendance and achievements.
- **Meeting Aids:** Contains useful documents you may need to complete your meeting.
- **Agenda:** Contains the instructions and details for each activity; to reorder, drag and drop, or click on the drop-down arrow to change the time allotted. You can also delete the activity by clicking the "X." Finally, you can also add an item by clicking "Add Agenda Item."
- **Additional Resources:** This media goes beyond what is required to earn the badge and can provide supplemental information for you and your girls.
- **Meeting Notes:** Use this area to record any of your personal notes for the meeting.

## **Record Attendance & Achievements**

Track badges and awards girls have achieved along with their attendance on the Meeting Plan tab after your last meeting for the badge. Caregivers can log into their toolkit and see images, names of awards and the date they were marked earn, too.

## **The Finance Tab**

**\*Please note that GSofSI does not utilize the Finance Tab at this time.**

The Finance Tab is designed to:

- Share your troop's year-end finance report, including your income and expenses.
- Report bank accounts, account signers and balances.
- Add receipts or other attachments to your form and send them directly to your council.
- Let your council know your plans for next year, whether you'll be returning or not.
- You'll be sent a confirmation email with a copy of the report as well.

## **Wrapping It Up**

If you have more than one Girl Scout in a troop or multiple volunteer roles, you will have a VTK for each all under one login for your convenience. The grey drop-down box in the upper left corner of your screen will allow you to navigate between accounts.

## **Other Types of Access**

- Troop Treasurers: will only have the ability to edit and submit the report on the Finance Tab. All other tabs will be read-only.
- Product Program Managers (Fall & Cookies): have the full detailed view of the My Troop tab so that they may contact families and coordinate their respective programs. All other tabs will be read-only.
- Caregivers: have access to their child's troop VTK; they have read-only permission for the meeting schedule and agendas, plus additional resources.
- Caregivers of Individually Registered Girls: will gain leader-like access to the VTK based on council confirmation of IRG status.
- Demo Access: Available for staff and volunteer roles for training purposes; does not contain girl or troop information.