

go! Basic Training Notes

SLIDE 2: How the Database works

The Go! Database has 3 main sections

- Personal details Management
- Role Management - managing positions a person holds within Guiding
- Level Management - managing units, Districts and Divisions

SLIDE 3: Logging in

Training site web address: <http://goonlineservicestrain.guk.org.uk>

My Registration number is My password is.....

SLIDE 4: Main Menu

SLIDE 5: Update Details

EXAMPLE (SLIDE 6): Update personal telephone number

- Click on Update Details menu, then on one of the list shown
- Use the **add** and **edit** buttons and click **submit** at the end

SLIDE 7: Role Management

Click on Role Management menu, click on unit where the girl is / will be

EXAMPLE (SLIDES 8, 9, 10): Add a girl

- Click on the role she will have (e.g. Brownie)
- Search to ensure she is not already on the system
- Click on **new** if she is not, then add her details then click **submit**

EXAMPLE (SLIDES 11, 12): View or update girl info

- Click on View Active Members to see a list of unit's Active Members
- Click on **edit** by the girl's name
- Use the **add** and **edit** buttons to edit her details then click **submit**

EXAMPLE (SLIDES 13, 14): Transfer a girl

- Add a new role to the girl (e.g. Guide)
- In her Role Details, change her main role to Guide
- In her Role Details, change her Brownie role to Inactive and add a Valid To date

SLIDE 15: Level Management

Click on Level Management menu and choose the unit you are editing

EXAMPLE: Update email contact for unit

- Use the **add** and **edit** buttons to edit the details then click **submit**

EXAMPLE (SLIDE 16): View level details for unit

- Click on Additional Details in the List shown
- Use the tick boxes to update information then click **update**
- Scroll down to view District, Division, etc.

EXAMPLE (SLIDE 17): Additional functions for unit

- Click on Balance Sheet / Attendance Admin in List shown

County website home page: www.girlguidingmiddxnw.org.uk
(click on Go! Logo for more info on Go!)

County Go! Email address: go@girlguidingmiddxnw.org.uk

Go! Free national helpline: 0808 168 1908

GO! Advanced Training Notes

SLIDE 1: Using Go! at higher levels (District/Division/County)

- County Users
- District or Division Commissioners
- Key Users

Don't forget to talk! Go! is a tool, it does not replace everything you do now.

SLIDE 2: How the database works

- Update details, Role Management, Level Management
- Searching for records - importance of member only having one record

SLIDE 3: Active and Inactive - members

Click on Role Management menu, click on unit where the girl is / will be.

EXAMPLE: Add girl returning to Unit

- Click on View Inactive Members to see a list of unit's Inactive Members
- Click on **edit** by the girl's name, and add a new Role to her record

SLIDE 4: The Recruitment Process - add a volunteer

- Select the Adult's organisation (unit, district, etc)
- Click on the role she will have (e.g. Leader in Training)
- Search to ensure she is not already on the system
- Click on **new** if she is not, then add her details then click **submit**
- Use the **add** and **edit** buttons to edit her details (including Referees in Address section) from Personal Details list then click **submit**
- To further edit, click on View Active Team Members then on **edit** by the adult's name

SLIDES 5, 6: Role Management - District Level

EXAMPLE (SLIDE 5): Edit District Team

- Click on Level (District or Division)
- Click on **edit** by the adult's name
- Use the **add** and **edit** buttons to edit her details then click **submit**

EXAMPLE (SLIDE 6): End District Role

- Click on **edit** by the adult's name
- Change the Valid To Date then click **submit**

SLIDE 7: Level Management - create a Unit

- Click on Level Management menu then Add a New Level
- Enter the details then click **submit**
- Use Level Additional Details in list if necessary

SLIDE 8: Level Management - make a Unit inactive

- Click on Level Management menu then on House icon by unit name

SLIDE 9: County Go! Functions

e.g. Merging and moving units, districts and divisions, add historic roles, change membership status, close records, provide reports.

SLIDE 10: Help using Go!

Use the Friendly Guide, The Go! Manual, national Telephone and Email helpline. Documents will be available for download on County website.