

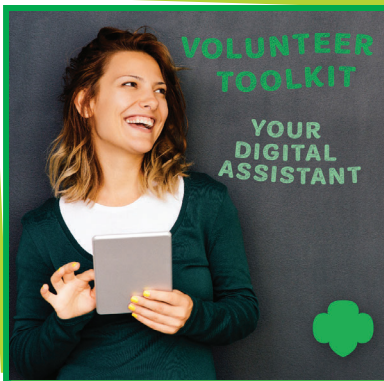
MyGS

All Girl Scouts of Western Ohio members have a MyGS account, which is made up of three components.

- **Member Profile:** Here you'll find multiple functions: Access your personal information and membership status, register for GSWO program events, and access confirmation packets for these events. Troop leaders have access to the troop member roster and can renew the troop's membership.
- **Volunteer Toolkit (VTK):** This comprehensive digital tool allows you to create and manage your troop calendar/meetings and access resources to guide you through your troop year.
- **gsLearn:** This is your Girl Scout learning portal where you will access required training and additional learning opportunities to get you started on the path to a successful Girl Scout experience.

Volunteer Toolkit

The Volunteer Toolkit (VTK) is a great companion to the other resources in your Girl Scout library. Free, online access means you can manage your troop calendar, find resources, meeting guides and additional information the moment you become a troop leader!



Resources

- Use GSUSA's tutorial videos accessible in the VTK and gsLearn for quick tips.
- Visit our council website, gsw.org for additional VTK learning opportunities and guidance.
- Follow the GSWO Volunteer Support Facebook group for regular updates. If you have questions, contact our Customer Care team at 888.350.5090.
- Follow the GSWOblog for more information, tips and tricks.

Volunteer Toolkit Highlights

What will I find in the Volunteer Toolkit (VTK) and how does it make managing the troop easier?



<p>ORGANIZATION</p>	<p>Plan and organize your troop year.</p> <p>View and manage your troop roster. Create a calendar by selecting the track that best fits your troop's need whether that's a custom option, a badge track or a Journey track. Each meeting on your calendar contains resources to help you organize your plans, from material lists, step-by-step meeting guides, communication tools and more.</p>
<p>COMMUNICATION</p>	<p>Communicate with your troop.</p> <p>Send individual emails or group emails to all parent/caregivers and all adult troop members, including registered troop assistants and co-leaders. Use the pre-populated email template in each meeting or use the option in the My Troop tab to share upcoming information and update families on girls' achievements.</p>
<p>RESOURCES</p>	<p>Find resources for Troop Leader and Girl Scout families.</p> <p>The Resource tab is full of resources to provide troop leaders key documents, guidance and additional tools to help provide girls a successful Girl Scout Leadership Experience through any point in their Girl Scout path. The VTK is a great tool for families to view the troop calendar and find resources to help them support their girl in their Girl Scout experience.</p>
<p>EXCLUSIVE CONTENT</p>	<p>The VTK is home to exclusive program content.</p> <p>The VTK is a unique tool and is the only place you can find the STEM and Outdoor Journey meeting guides for all Girl Scout levels.</p>

GETTING STARTED ON THE VOLUNTEER TOOLKIT

As your awesome digital tool, the VTK will help you manage your time and your troop. You can use it to renew troop members, communicate with caregivers, plan your year, track attendance and badges earned, and submit your troop's finances. Consider it your digital assistant! Girl Scouts of the USA maintains this resource and will continue to update content and features to better meet the needs of our busy Girl Scout volunteers.

First, you must be a currently registered member of Girl Scouts and have chosen a leader role in your troop. If you meet these criteria, follow the steps below to set up access to the VTK:

1. Using Google Chrome or Safari as your browser, go to our council website: gsw.org.
2. Click on "My GS" (in yellow letters on the right).
3. Click on "Volunteer Toolkit."
4. To Login, use your MyGS login credentials. Your username is the email address you used when registering for Girl Scouts. If you are not sure which email you used, please call customer care.
5. Click on the "My Troop" tab to review your troop's roster, update contact information, or send an email to the caregivers in your troop.
6. Once logged in, click on the "Year Plan" tab and click on "Specify Dates and Locations" (in green under tab) to create a calendar of future meetings and meeting locations. You can choose to not meet on certain holidays, assign meeting locations, and update this information as the year progresses by adding activities or meeting dates. To find badges and meeting options to add to your Year Plan, click on "Add Badge/Journey." You can use the search option or use the filters to select the new meetings.
7. The "Explore" tab allows you and your girls to select a track that best fits the needs and interests of your troop. Each track contains a pre-selected group of Girl Scout badges. You and your troop can choose the "Build Your Own" option to build a customized plan, selecting from all the available badges and Journey. Once selected, you can add additional meetings and troop activities.
8. Once you've chosen a year plan, you can click on the "Meeting Plan" tab to access meeting plans, materials and communications. Click on the arrow on the right of each meeting header to advance to future meeting plans.
9. Find a variety of resources for troops and families from GSUSA and GSWO in the "Resource" tab. You'll find safety information, traditions, pertinent documents and more to guide you through your Girl Scout year.
10. Use the "Finance" tab to turn in your annual finance report due on June 30.

Questions? Please feel free to contact Customer Care at 888.350.5090 or customercare@gsw.org

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