



Girlguiding

Bedfordshire

girls in the lead



STREAMLINE



Guiders Hints and Tips.

We are now live on Go! Every person should have received an email from Girlguiding UK on Wednesday 5th Aug at approx 1.30pm, giving details of your password and how to access the new database.

If you have not received your email, please contact Membership Support on 0808 168 1908 (Mon-Fri 9am-7pm). Please have your membership number handy, if you do not know your membership number, please phone Sophie on 01525 402085 or email sophie.dackombe@tesco.net.

Once you are on Go! Please check your personal details, for those of you who have to contact Membership support for your password and then find that the email address in Go is correct, can you please enter it again.

If your unit contact or unit contact address is wrong, can you let Sophie know and this will be corrected late Oct, once we have County Go!

Food Allergies go in the Dietary requirements in personal Data.
Other Allergies go in long term disabilities.

Before entering waiting lists, check to see if the section below yours has entered their girls, otherwise you will be double entering the data. E.g. if you run brownies, speak to the rainbow leader to see if she has entered her girls.

In order to download reports you need to have Internet Explorer, this is being changed in the future. Have a play with the reports, it will save a lot of typing lists etc.

If you have an advisor role you will see it is very generic, this is due to the number of roles that Girlguiding has and the fact that Go! Is a package that has been amended for Girlguiding, to see what specific role you have if you go into additional details your role will be under specialism? E.g. a pack holiday advisor. Will be an 'outdoor advisor - specialism Pack Holiday'

You can not enter or end a role for yourself at any level.

REMEMBER

1. It is important not to create duplicate records when entering new girls or adult volunteers
2. The unique registration number for new volunteers will be assigned in an overnight run.
3. Some changes will not be visible until after the overnight run, this may also affect what you see on reports
4. Any errors made in GIRL data entry which you are unable to correct yourself contact MSN
Phone 0808 168 1908 or email gosupport@girlguiding.org.uk

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