



Girlguiding

Bedfordshire

girls in the lead



STREAMLINE



Commissioners Hints and Tips

The following team members have access to amend details at a given level.

District Team

District commissioner, district assistant, district secretary, district key user, district administrator The Role of recruiter is a Anglia role and therefore does not exist in Go. Any person who is a recruiter needs to be set up as a District key user or Administrator.

Division Team

Division commissioner, assistant division commissioner, division secretary, division key user, division administrator

IMPORTANT POINTS TO NOTE

- The members of the district and division teams noted above have equal access rights
- You cannot enter or end a role for yourself at any level
- If you are also a unit leader or have held a role in a unit you cannot add or end roles for any adult in that unit - another member of the district team can do this for you or ask a member of the division team to do it for you
- If ending a role please change status of role to **inactive and enter an end date.**

County

- Enter and end all commissioner roles on Go!
- Main contact for unit, district or division if incorrect can be changed by ART but suggest wait for county Go! Please contact Sophie who will make the changes in Late Oct.

Existing volunteers

- Add and end roles as required
- Remember to change role status and enter valid from and valid to dates
- Change membership status to inactive if leaving Guiding

New volunteers process

- Add all information as requested on Go!
- Add the referee information - address, phone and email CHQ will take up the references (by email where provided) Once references cleared CHQ will add the satisfactory reference attribute to Go! record
- Complete online CRB check, When cleared CHQ will enter on Go!
- When CRB and 2 references cleared volunteer will receive membership card and information about Go! Along with a password. DC can view progress of checks on Go!
- NOTE there are two roles for occasional helper and occasional residential helper make sure the correct one is selected.
- CRB and reference checks are mandatory for residential occasional helpers
- Checks are not mandatory for occasional helper but they must not be left unsupervised with the girls nor attend a residential event if no checks done
- Until we have County Go!, If you add a new volunteer to be a leader in training, please also send the volunteers details to Donna Pienkowski email donnapienkowski@ntlworld.com to enable her to allocate a mentor.

Young Leaders and Duke of Edinburgh Girls

- These roles are entered by the district team
- If a girl is already on Go! as a girl member you will not be able to access her record to add these roles. Request access via CHQ - associated with girl/volunteer box (CHQ are reviewing this process)
- At age 16 the YL role will become invalid so you need to add new role of YL 16-18 and complete CRB and reference checks
- Go! passwords are being sent to all YLs 14 upwards and registered D of E girls. They have limited access to data

At present there are some records that the district team cannot view - these are being investigated:-

- List of girls in units
- Unit meeting place can be viewed but not the day and time (Unit time and day can only be added or changed by the unit team.

Reports: "Read the How do I" carefully before using these

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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