



Membership Systems Upgrade

How can you help to get the data ready to move to the upgraded platform?

Can you help?

We would like to move the data from our current Membership Systems Go! and Join Us to the upgraded platform in as clean a format as possible. This is where we need your help as we can't do it alone. We've got some tasks that can be completed either as an individual, in your unit or District set up and we've even created some for County to complete too.

If you have any questions or queries about any of these tasks, please contact the Membership Systems Team (membershipsistemas@girlguiding.org.uk) who will be able to provide more information.

All Volunteer Checklist

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|--|--|
| All of your volunteer roles in guiding (including past roles) are correctly recorded on your Go! record | |
| All of your volunteer roles have the correct start and end date | |
| All of your qualifications are recorded correctly with the current equivalent if the qualification is no longer available (e.g. Guiders Warrant now matches LQ Module 1 - 4 with relevant section module) | |
| All of your contact details are correct and up to date | |

If any of the above are not correct, please contact your County's Go! Coordinator who will ensure the details are updated and/or corrected.

Unit Checklist

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|--|--|
| The unit meeting place is recorded | |
| The Day, Time (e.g. 17:30 - 19:00) and Frequency of when your unit meets is recorded | |
| The unit's Maximum Capacity is recorded | |
| All ' Active ' members of the unit are shown and have correct start dates | |
| All ' Active ' members of the unit are shown and have correct contact information | |

If any of the above are not correct, please contact your County's Go! Coordinator who will ensure the details are updated and/or corrected. They can also offer advice to help you update the information.

District and Division Checklist

| | |
|---|--|
| All volunteers have an ' Active ' Go! record | |
| All volunteers have correct contact information recorded on Go! | |
| Any ' Active-Pending ' volunteers have their Recruitment Checks in progress | |
| All active volunteers with a valid-to date in the past have been corrected | |
| Girls on the District Waiting-to-Transfer list have had a Waiting-to-Transfer role added for their preferred unit | |

If any of the above are not correct, please contact your County's Go! Coordinator who will ensure the details are updated and/or corrected. They can also offer advice to help you update the information.

NB// District and Division Waiting -to -Transfer roles will not be able to move across to the upgraded platform.

County Checklist

| | |
|---|--|
| All Leaders & Assistant Leaders have the correct modules of The Leadership Qualification recorded | |
| All Dates of Birth are correct (e.g. 01-Jan-1900 dates have been corrected) | |
| Any ' Active-Pending ' volunteers have their Recruitment Checks in progress | |
| All active levels with no active roles have been made inactive or had roles added | |

If any of the above are not correct, please contact your County's Go! Coordinator who will ensure the details are updated and/or corrected. They can also offer advice to help you update the information.

NB// Records with a Date of Birth of 01-Jan-1900 will not move to the upgraded system