WE DISCOVER, WE GROW
Girlguiding

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 (membershipsystems@girlguiding.org.uk) who will be able to provide more information.

All Volunteer Checklist

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 update using the relevant update buttons on your record, or please contact your County's Go! Coordinator who will be able to provide more assistance.

Unit Checklist

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 help to 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 adde	

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