

Volunteer Tool Kit Tip Sheet

Go to <http://www.gs-top.org>

Click on My GS and then choose Volunteer Toolkit

Enter username and password (if you don't have one contact customer care@gs-top.org)

My Troop Tab

- Add troop photo
- List of troop members
 - Click on member and you can see member information
 - Achievements and meeting attendance
- Send email

Year Plan Tab

- Specific dates and locations (troop meeting information for each meeting)
 - Calendar
 - Location (can add individual locations to meetings or one location to all)
- Add a meeting (from library)
- Add an Activity (create your own)
- Move meetings around by dragging and dropping
- You can print or download the year calendar

Meeting Plan Tab

- Open meeting
- Meeting overview
- Activity plan
- Materials list
- Edit/send meeting reminder (can add additional email address)
- Record attendance/achievements (will show in individuals records)
- Meeting Aids
- Meeting Agenda that you can customize

Resources Tab

- List of available resources from GSUSA
 - Troop leadership
 - Safety and Travel
 - Volunteer Aids

Finance Tab

- Log summery of expense by quarter.

YouTube

https://www.youtube.com/watch?v=jAX64BTLtnI&index=1&list=PLZaWZO965rJ2_OmlsOCwnzUe0xkhTBhrG