Navigating the VTK
User Manual

The Girl Scout Volunteer Toolkit (VTK) is a comprehensive online organizational, planning, and curriculum tool accessible on your computer, smartphone, or tablet. This user manual will assist you in navigating the VTK and will cover the following topics:

1. **ACCESSING THE VTK**
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   - Customizing Your Year Plan
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1. ACCESSING THE VTK

LOGGING IN

1. From our GSNorCal website, simply click “My GS” at the top of the page. Login using your “My GS” Member Community login. When you completed your registration and background check to become a troop leader, you were sent an email welcoming you to the “My GS” Member Community with information to set up your account. Need help? Contact member services: info@girlscoutsnorcal.org or 800-447-4475.

2. After logging in, click the “VOLUNTEER TOOLKIT” button to access the VTK.

THINGS TO KNOW – Please note that at this point, any links in the top green selection bar (“JOIN US,” “PROGRAM & EVENTS,” etc.), the top-right corner, the search bar, or the GSNorCal logo will redirect you back to our main website. The “My GS” button will lead you back to the VTK & Member Profile selection screen.

TIP – Use Google Chrome as your browser, if possible. Allow pop-ups.

2. Navigating the VTK

FRONT PAGE OVERVIEW

Use the lettered images above and the lettered key below to review the components of the VTK

A. VTK TABS – All tabs available in the VTK
B. SEE PAST YEARS – View archives of previously selected year plans from past membership years.
C. OPTIONS – In the right corner of each tab you will see the options to print, download, or get help.

- Print your current screen or one of the provided options by clicking the green printer icon.
- Download the plan or resource by clicking the green down-arrow bracket icon.
- Seek out additional help by clicking the green circled question mark icon.

D. DROP-DOWN MENU FOR MULTIPLE TROOPS – If you are listed as the troop leader for multiple troops, you will have access to toggle between your troops’ year plans with this function. It will list your troop number & the level associated with the troop. If you have only one troop, you will only see your troop listed.

E. ADDITIONAL HELP – VTK contains a guided tour that will walk you through the features of the VTK.

F. SIGN OUT BUTTON – Once you are done working in VTK, you can sign out, and you’ll be directed back to our GSNorCal website.
3. MY TROOP

MY TROOP OVERVIEW
The Volunteer Toolkit lets you view a roster of the currently registered girls and adult volunteers in your troop. Click the “MY TROOP” tab to view the girls’ and volunteer names, date of birth, age, parent/guardian email addresses, and phone numbers. You will also see each girl’s achievements (earned awards) and meeting attendance, if you track it. See the “Meeting Plan” section for more info on tracking attendance and achievements.

Use the image above and the lettered key below to review the components of “MY TROOP” tab.

A. VIEW TROOP DETAILS – Click the green arrow before the names to display or hide their details, including attendance & earned achievements that you’ve marked in meeting plans.

B. RENEW AND UPDATE TROOP MEMBERSHIP – Click “RENEW NOW” or “UPDATE CONTACT INFO” buttons which will redirect you to the “MEMBER PROFILE” section of our registration site where you can renew or edit contact information for anyone in your troop.

C. SEND EMAILS TO PARENTS – Send emails to everyone on your roster by clicking “EMAIL TO # CONTACTS” at the top. Emails will be sent to girls’ parents/guardians and to the adult volunteers. You can also send emails to individuals by clicking directly on the email.

D. DOWNLOAD OR PRINT ROSTERS – Download or print your girl roster using 📁 and 🖨️ icons.
4. YEAR PLAN

EXPLORE THE PRE-SELECTED TRACKS
The first time you log in to the VTK, you will be shown the “EXPLORE” tab which displays all available pre-selected tracks based on the program level of your troop. Use the image on the right and the lettered key on the left to review the components of the “EXPLORE” tab.

A. Choose “VIEW POPULAR TRACKS” to select a pre-selected track OR “Select Your Own” to start from scratch and create your own.

B. Viewing popular tracks will show you all the badge and Journey track options. Scroll down to download the Pre-selected Track Overview to see all tracks available for your program level. Click “PREVIEW” to preview all meetings included in each track and see what badges/Journeys are pre-populated with each plan.

C. **New** – The **NEW** icon marks the new Journeys that are available. To access the new badges, follow the steps for adding a meeting.

D. **Selecting a track** – Once you have decided on a track, choose “SELECT TRACK” or “Select Your Own” at the top to create your own.

THINGS TO KNOW – If you make customizations to a year plan, and then change to a different year plan, any customizations you have made will be erased.

The “YEAR PLAN” tab appears first each time you sign in, once your track is chosen. Your typical view will display the following:

- **Gray boxes:** Past meetings & activities. Past events cannot be moved or edited.
- **Orange bars:** Milestones set by GSNorCal to remind troops of important dates in the Girl Scout year.
- **Blue boxes:** Added activities. You can list council, service unit, or troop activities such as cookie booth dates.
- **Orange box:** Next meeting
- **Green boxes:** Future meetings. Upcoming meetings can be moved using the bar in front to drag and drop into a new place.
CHOOSING YOUR TRACK

- You will need to select a track before you can begin to customize any meetings or activities. You will have access to the pre-selected tracks for the registered program level of your troop.
  - Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Troops will see year plans for Badges, Journeys, and Select Your Own.
  - Multi-level troops will be able to choose between some Journeys and Select Your Own.

1. KNOW THE CONTENT – There are several resources to help you and your troop learn about the badges and Journeys that can be earned in each pre-selected track. Refer to the resources on the VTK webpage to help your troop make a decision.
   - Each pre-selected track is pre-populated with up to 15 suggested meetings in default order (6 for multi-level options). The first two meetings for all year plans are identical (excluding multi-level year plans).
     - Intro: Girls get to know one another, learn or review the GS Promise & Law and decide on what type of year they want to plan.
     - Jump into Journeys/Badges: Girls sample activities and choose a plan.

2. DISCUSS – Share the resources, pre-selected tracks, and information on the badges and Journeys with your girls. As a group, have girls discuss and vote for their favorite badges/Journeys. Then lead them in a discussion on which track will be the best fit for the troop.

3. SELECT YOUR YEAR PLAN – Once your troop has decided on a track, select your track or select your own.

“SELECT YOUR OWN” is available for all program levels. This option will allow you to create your own year plan and mix & match the Girl Scout Leadership Experience to fit your troop’s interests.

- You can use the search box to search for specific badges/Journeys or you can choose “Use Filters” to find available options.
- Click “Use Filters” and select:
  - Troop’s program level(s).
  - Type of meeting.
  - Applicable Journey or badge category. You can select multiple categories at once to view all plans.
  - NEW content will be marked next to the appropriate category.
  - NOTE: for Multi-level troops you are only given the option to view the multi-level Journeys at this stage, you will be able to access all the badges when you add meetings later on.
- As you find their favorite badges or Journey awards:
  - Check the “SELECT MEETING” box.
  - Scroll down to the bottom and click “ADD TO YEAR PLAN.”
- Note: if your troop works with younger girls or if you have a multi-level troop, you’ll have access to all content to help plan those meetings once the initial year plan is set. See add meetings.

TIP – Select a track to begin, but don’t plan or purchase supplies too far in advance until girls have made a decision about their year. Once girls make their decision, you can change your track selection if needed by clicking on the “EXPLORE” tab.

THINGS TO KNOW – The VTK does not contain all of the badges and Journeys, you will need to “ADD A MEETING” or “ADD ACTIVITY” to add in any additional meetings not included in the pre-selected track or in the VTK.
CUSTOMIZING YOUR YEAR PLAN
Most options for editing your year plan are found at the top of the “YEAR PLAN” tab as seen here.

SPECIFY DATES AND LOCATIONS:
After you select your year plan option, you will view the preset options without any dates. To set up meetings to follow your troop schedule, click “SPECIFY DATES AND LOCATIONS” from the “YEAR PLAN” tab.

- The first time, it will request your meeting start date (must be in the future).
- Start time for meetings (default will schedule meetings through June 30).
- How often you meet (default is 15 biweekly meetings).
- From the list of holidays, unselect the holiday weeks when your troop will be meeting.
- Click “UPDATE CALENDAR” to match the year plan to your meeting schedule.

After your initial setup of your meeting date and time, you will be given more options each time you select “SPECIFY DATES AND LOCATIONS.” Use the image and key below to view the components of this section.

A. **View and edit calendar** – List the meeting dates, titles and grade level of meetings.
B. **Change location** – You can add, delete, or edit location names & addresses to assign to your meetings. You can add multiple addresses to apply to specific meetings or apply one location to all.
C. **View activities** – View all activities you added, you can also delete them from here if necessary.
D. **Schedule changes** – If your regular schedule changes, click on the Gear symbol to update your calendar from that date forward.
E. **Edit individual meetings** – You are able to change date and time, cancel (delete) a specific meeting, or combine meetings by clicking the Calendar symbol next to the corresponding meeting.

**NOTE:** Once you setup your start date, you can click on the colored meeting date blocks in the year plan to make changes to the date or time of the meeting, delete the meeting, or be taken to the above calendar options.
COMBINE MEETINGS:
From the “YEAR PLAN TAB”, click “SPECIFY DATES AND LOCATIONS”, then click the “CALENDAR” tab and then
the calendar icon. “COMBINE MEETINGS” offers you the opportunity to merge two or more meeting content
into one meeting date. If you add meetings from different program levels, you can merge those meetings, too!
This functionality is perfect for multi-level troop planning or for condensing multiple meetings into one.

ADD MEETINGS
If you wish to add additional meetings during the year, visit your “YEAR PLAN” tab, and
click “ADD MEETING” to view the filterable Meeting Library or use the search box. Click
“SELECT MEETING” once you find the desired badge or award. “ADD TO YEAR
PLAN” will save it & add it at the end of your year plan for you to drag and drop into your
preferred order.

- First, you’ll select:
  - Troop’s program level(s).
  - Type of meeting.
  - Applicable Journey or badge category. You can select multiple
categories at once to view all plans.
  - **NEW** content will be marked next
to the appropriate category.

- As you find their favorite badges or
journey awards:
  - Check the “SELECT MEETING”
box. Be sure to add all parts of the
meetings.
  - Scroll down to the bottom and
click “ADD TO YEAR PLAN.”
ADD AN ACTIVITY
If you wish to add a troop day trip, service unit event, or council program, visit your “YEAR PLAN” tab, and click “ADD ACTIVITY” to build a custom activity. Older girl troops can use this feature to add their own plans in the VTK year plan.

5. MEETING PLAN
The “MEETING PLAN” tab delivers more information and tools for each meeting in your year plan. This tab can also be accessed by clicking on any meeting in the “YEAR PLAN” tab.

REPLACE A MEETING
If you decide to replace a meeting with a different meeting in the Meeting Library:

1. Select the intended meeting from within the “YEAR PLAN” tab or use the left and right arrows in the “MEETING PLAN” tab.
2. Once on the correct meeting in the “MEETING PLAN” tab, click “REPLACE THIS MEETING” at the top to view other options in the Meeting Library.
3. Click “SELECT MEETING” to make the change.

THINGS TO KNOW – If a badge has more than one part, you must select all the parts in order to earn the badge. If you reset your Year Plan, all past meetings will be lost. Make sure to use the “ADD MEETING,” “REPLACE THIS MEETING,” “DELETE MEETING,” and “ADD ACTIVITY” tools to modify your current year plan.
DELETE A MEETING

To delete a meeting:
1. Select the intended meeting from within the “YEAR PLAN” tab or use the left and right arrows in the “MEETING PLAN” tab.
2. Once on the correct meeting in the “MEETING PLAN” tab, click “DELETE MEETING.”
3. Click “YES, DELETE.”
4. For past meetings, the system will prevent the deletion if you have tracked attendance and/or badges for that meeting.

PLANNING MATERIALS

Meeting Overview is the summarization of your meeting as a whole, including: notes for volunteers, ideas to prepare ahead, how to get help from your friends & family network, any award connection, and meeting length.

Activity Plan is the guide for all meeting activities. It will provide the following information for each activity:
- How much time it will take
- Recommended materials
- Steps
- Tips or notes for volunteers
- Occasional scripting suggestions
- For some activities, it will also offer variations to better fit your troop’s needs.

Materials List tells you everything needed for the meeting by activity, such as craft supplies and printable meeting aids.

MANAGE COMMUNICATIONS

Edit/Sent Reminder E-mail will open a pop-up box with a scripted e-mail template relaying information from the meeting’s overview or the event’s details.
- You can choose who the recipients are (all parents/guardians or make your own list).
- Customize the e-mail to match the troop’s needs (such as adding reminders or information to parents).
- Attach council forms or meeting aids (you will see a list of available resources).
- Send e-mails directly from the pop-up (scroll all the way down to send)

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RECORD ATTENDANCE & ACHIEVEMENTS

Record Attendance & Achievements will open a pop-up box with the girls’ names. In the pop-up, you are able to check off that a girl was present and/or earned the badge or award from that meeting. This is a quick and easy way to take attendance and track achievements earned right at your meeting from your smartphone or tablet.

MEETING AIDS

Meeting Aids include worksheets, songs, videos, and other types of PDF reference materials that you can access right from your meeting with an internet connected device or print ahead of time to follow at your meeting.

THINGS TO KNOW – Not all resources available for the meeting are listed right away. For additional meeting aids not listed, click on the “ADD MEETING AIDS” button to see a complete list of resources available for that meeting.

MEETING AGENDA

Meeting Agenda lists all of the activities for the meeting with the planned times for each activity.

- You can add your own pieces to the agenda, such as snack time or troop government time by clicking “ADD AGENDA ITEM” below the agenda.
- You can change the order of activities by dragging and dropping.
- Delete activities by clicking on the “X” icon.
- You can also edit the times allotted for each planned activity if more or less time is desired, in 5 minute increments up to 60 min.
GET GIRLS OUTSIDE – There are several meetings that offer activity options to get girls outside. The alternate plans can be selected to take the meeting outdoors. This feature is denoted by the tree icon on both the Year Plan view and in the Meeting Agenda. It will turn green if an outdoor activity is selected for that meeting. You can change your outdoor activity option by clicking on the agenda title and choosing the activity you would like to complete. The meeting overview will automatically update.

MEETING NOTES
Add a note to yourself or to let other leaders in your troop know what changes you have made or to leave them reminders for the meeting. Parents cannot see what the leaders write in the section.

6. RESOURCES

RESOURCES
The “RESOURCES” tab provides several GSUSA and GSNorCal resources such as the meeting aids and overviews for each meeting available in the VTK. You can search the resources based on program level or topic.

For additional resources, check out the GSNorCal VTK webpage where we have gathered all the resources you need to learn more about the badges and Journeys available for your grade level. The GSNorCal VTK webpage will always have the latest news, info, and resources on the VTK. You’ll find these and more!

- **Pre-selected Tracks Overview** - Great place to start to learn about which Journeys and Badges can be earned in each track for your program level.
- **GSNorCal VTK Tip Sheet: New Journeys and Badges** - Learn all about the new badges and Journeys that are available for 2019.
- **Badge Explorer** - Check out GSUSA’s digital Badge Explorer. If you have internet access at your troop meetings, this is a great tool to have the girls explore the badges in more detail.
- **Badge Charts** - Complete list of all badges available to girls for each program level. Great at-a-glance resource to know what is available.
- **Awards Logs** - Updated Awards Logs with new Journeys and badges will help girls keep track of the awards they have earned. Replaces the outdated log in your Girl’s Guide to Girl Scouting.