Girls Only Helpful Hints!

Stay connected with your troop this summer with Girls Only! "Girls Only" is the newest phase of development to our website and is a free, safe, and secure, social website for troops and their girl members - of all ages. This service is available for every troop.

The "Girls Only" site is private and other your own troop members, no one else, except GSNEO web administrators have access to your site.
This social microsite will help troops stay connected with their members, serve as a site for troop leaders to post notices, a calendar of event, share photos and videos, and post troop documents.

Girls and leaders can create their own custom avatars, show off their badges and patches on a virtual sash, and post comments to each other.

All issues/bugs/feature requests should be sent to Judy at
jmatulevicus@gsneo.org

Logging In

1. First, go to www.gsneo.org and click on the "Log In" button.
2. Second, enter in your username and password. This is the same as your usual Girl Scout login information. Please contact Judy at jmatulevicus@gsneo.org if your usual login is NOT working.
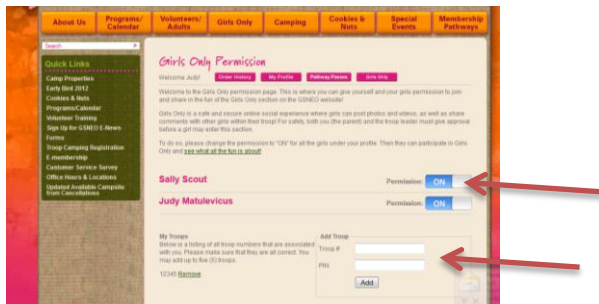

Homepage
You will see the GSNEO Home page upon logging in. You will need to click on your "Profile" tab at the top of the homepage.
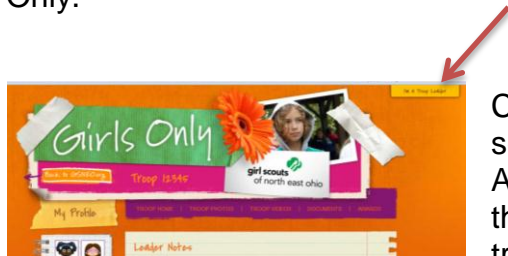
Once you have accessed Your Profile, you will see a new button inside you profile for Girls Only. When you click it you will get a new screen that allows you "turn on" permission for your daughter and you (if you are a troop leader) to be a part of Girls Only. If you are a troop leader with multiple troops, please add them in this area for access inside Girls Only.

Once you have completed these steps to give permission for your daughter and yourself, click on the link "see what the fun is about" and you are inside the new "Girls Only."
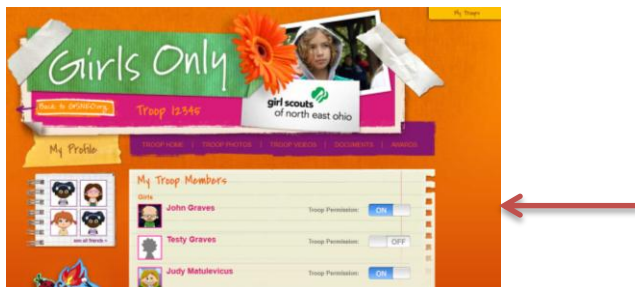
Troop Leaders:
You will need to verify your position as troop leader when you first enter Girls Only.

Click on the login button at the top right corner of the screen. Type in your 5-digit troop number and 4-digit ACH pin number. All girls listed on the website with that 5-digit troop number should now appear on your troop list.

Troop leaders verify girls are a member of the troop and give permission by sliding switch to "on." You will find troop member listed in the "notebook" under "my profile" on Girls Only. You will need to do this process for each of your troops.

The Girls Only Homepage consists of the following areas:

My Profile:
This is where you can personalize your avatar, add photos and add videos.

- To personalize your avatar, click on the Avatar Placeholder, and follow the prompts.
- To add photos, first create an album, choose from photos that are stored on your computer.
- To add video, first create an album; choose from videos stored on your computer.
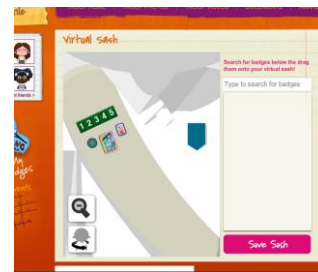
See All Friends
This area allows for you to view all of your friends (other troop members). You can click directly to their profile from this page.

My Badges
This is the virtual sash area. The sashes are color coded to represent the level of the user. In order to fill up your virtual sash:

- Do a search for a specific badge
- Choose the badge you are looking for
- Drag the badge to your sash
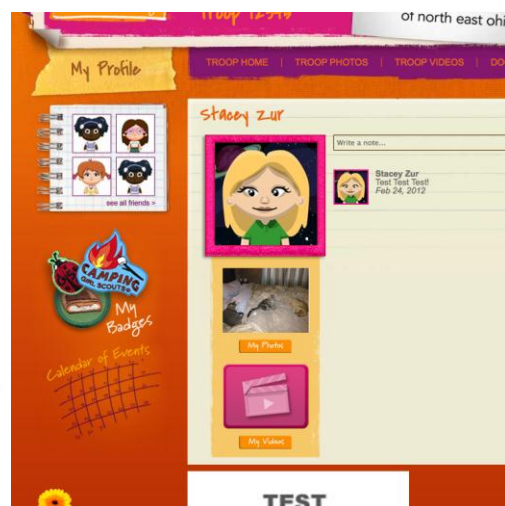- Click Save Sash

Calendar of Events
This is where you view and edit your troop calendar.

Creating an entry:
- Click on the date
- A pop up will appear.
- Type the information in and click Save
- Make sure the date is correct. You have a start and end date available.

Editing an entry:
- Click on the event in the calendar
- Select Edit in the right top corner
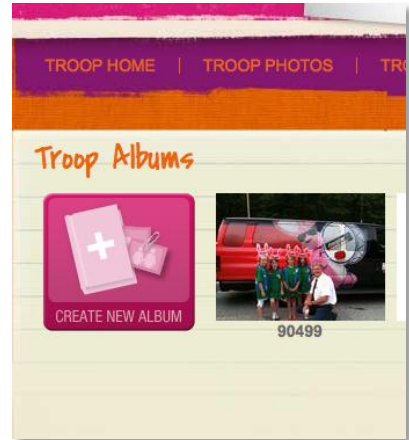- Make your edits
- Save Your Work

Troop Photos and Videos:

These areas hold all of the photos and videos that you *as a troop leader* can upload. The girls will be able to upload their own photos and videos under their profile page. We are demonstrating with the photos: video works the same way.

First, create a new album. Click the pink Create New Album icon, which will bring up a pop-up window- name the album, then click Save.

Once you have saved the album, you can add a photo to that album by clicking the pink Add A Photo icon. After you are finished, click Save.
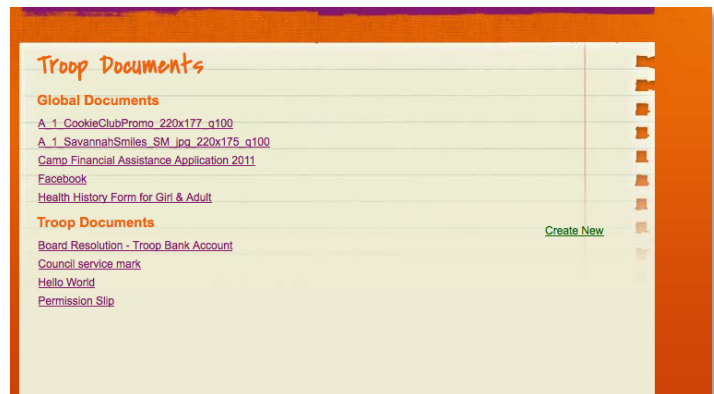

Documents

This section allows for you to upload documents.

Start with Create New. Click the link, which allows for you to name the document.

Choose the file you would like to upload from your computer. Click Save when you are finished.

Mouse-over the document to Edit/Delete.

Features:

Girls Only has a leader notes section where you can leave notes to your troop members. To leave a note, click on See All Notes, and then click on the right corner link that reads *Create Note*.

A pop up window will appear, allowing you to create a note for your troops. Click Save when you are finished.

You can also edit/delete notes by mousing over the Leader Note: a prompt will ask you if you would like to Edit or Delete.

Awards

This section allows for you to showcase your Troops Awards! Click the Edit link in the top right corner of the page to add text. Then click Save.