



Help Guide for Member Zone

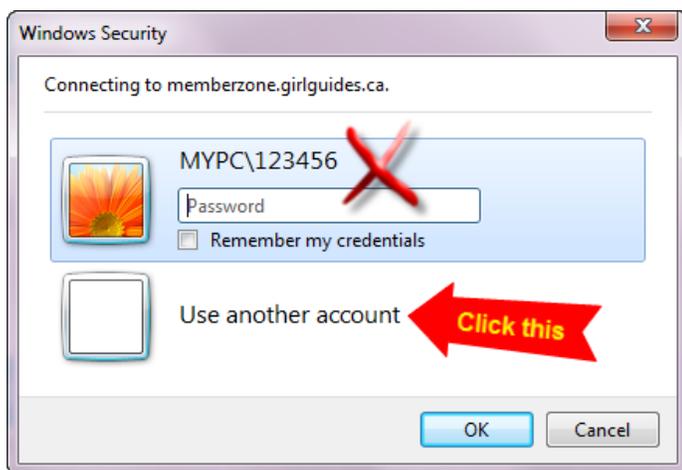
The Member Zone is exclusive to adult Members of GGC. Family accounts or Girl Member accounts do not have access to Member Zone.

How to Login to Member Zone

1. Go to Girl Guides homepage <https://www.girlguides.ca>, click “My GGC” then under **Member Zone for Guiders**, click “Sign-In”.
2. On the sign-in prompt, enter your username which is your **Member ID or iMIS number** (e.g., 123456) and then your password.

TIP

- If the login fails or defaulting to a different ID, click “Use another account” then type the username with the domain in this format: YourMemberID@girlguides.ca (e.g. **123456@girlguides.ca**)
- If using Safari in a **MAC computer**, enter the username in this format: **national\YourMemberID** (e.g., **national\123456**)



Cannot login with your password?

On MY GGC page Member Zone section, click “**Forgot password**”. In the next page, enter your iMIS number and the email address saved in your profile then click “**Submit**”. A temporary password will be emailed to you.

Need to change your password?

Login to Member Zone then click “**Administration**” from the top menu bar and select “**Change Password**”.

New Guider?

Newly activated Adult Member or first time user will need to activate the Member Zone account first. Go to the **My GGC** page, under **Member Zone for Guiders**, click on “**New Member**” and enter your iMIS number and email address then click “**Submit**”. An email will be sent to you with your login details.

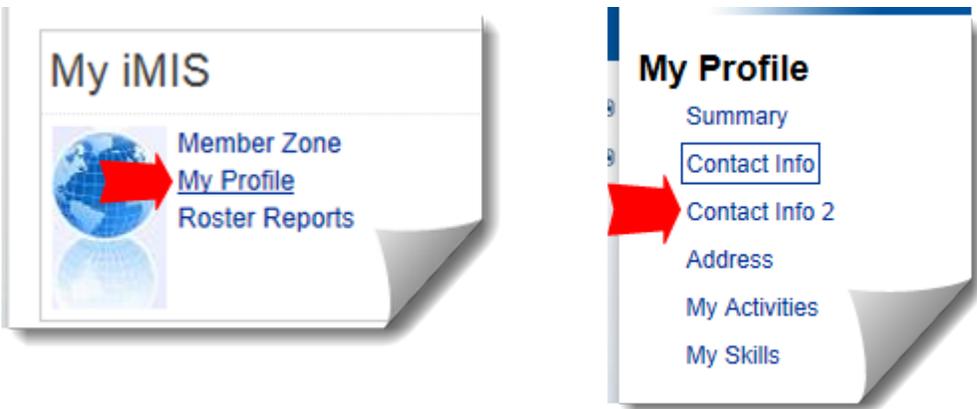


How to Update Membership Profile

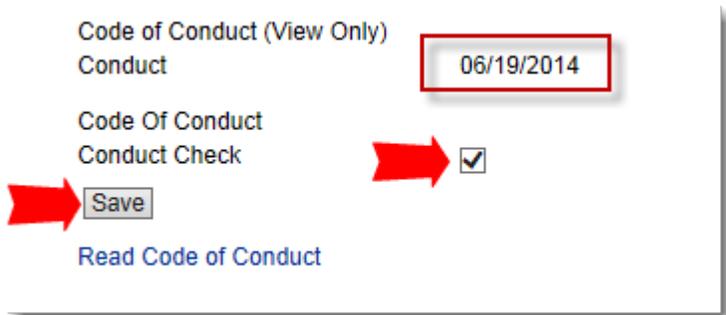
- login to Member Zone
- On the welcome page, under the iMIS Central section, click “**Update Your Profile, Access Unit and District Roster**”



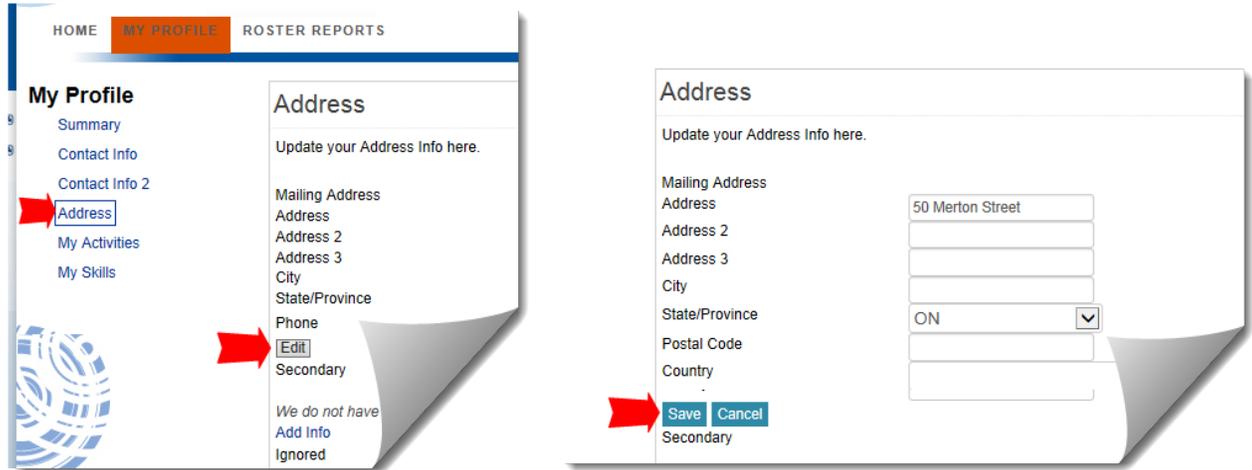
- On **iMIS Central** page, click “**My Profile**” then click the desired option from the left side menu



- **To update Code of Conduct**, go to “**Contact Info2**”. First, if there is an old date across the **Code of Conduct**, uncheck the **Conduct Check** box then click “**Save**”. Refresh the screen (or press F5) so the **Code of Conduct date** is cleared. To update or renew the Code of Conduct, put a check mark in the “**Conduct check**” check box then “**Save**”. Refresh the screen (or press F5) so the **Code of Conduct date** reflects the current date.



- To update mailing address information, go to “Address” from the left side menu. Click “Edit” to enable the editing mode. Enter the new information and then click “Save” when done.



How to generate and print a Roster report

- Login to Member Zone
- On the welcome page, under the iMIS Central section, click “**Update Your Profile, Access Unit and District Roster**”
- On **iMIS Central** page, click “**Roster Reports**”. The reports available on this page depend on active position(s) in your profile. The Unit Activity Roster reports are generated in the following format:
 - **Full-Report** – include mailing address and all available contact information of adult leaders, girls and their parents
 - **Basic-Report** – include only the home phone, mobile phone and email address of adult leaders and girls
 - **Excel Report** – content is the same as the full report but tabular format which can be saved into Excel

Note that **Unit Activity Roster for next Guiding Year** section is made available in April to August and then it becomes the rosters for the current Guiding year on September 1st.



HOME MY PROFILE **ROSTER REPORTS**

Unit Activity Roster (current Guiding Year)

You have the following unit rosters available:

- 67th Calgary Spark Unit, Sarcee Hills DS, Calgary AR (Full-Report)
- 67th Calgary Spark Unit, Sarcee Hills DS, Calgary AR (Basic-Report)
- 67th Calgary Spark Unit, Sarcee Hills DS, Calgary AR (Excel-Report)

TIP

- You may need to enable the pop-up blocker or compatibility view from the browser's Tools menu to properly display the report content or add GirlGuidies.ca domain in the Trusted Sites.
- MAC computers with Chrome does not display the unit rosters, we recommend to use Safari.
- Accessing iMIS Central site or the reports from an office computer may not work well due to network firewall or security setting.

Having problems viewing or printing the report?

Click "Export" then select "Acrobat (PDF) file" and it will prompt you to either "Open" or "Save As", select open so you can view the report in PDF format or print it.

HOME MY PROFILE **ROSTER REPORTS**

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Unit Roster - Basic Report

Unit: 67th Calgary Spark Unit, Sarcee Hills DS, Calgary AR 80682

Meeting Place/Day/Time: Ambrose University 150 Ambrose Circle Calgary, AB T3H 0L5
Wednesday 18:30:00

s: 14
Adult Positions: 4

The screenshot shows the 'Unit Roster - Basic Report' page. A red arrow points to the 'Export' button in the top right corner. Another red arrow points to the 'Acrobat (PDF) file' option in the dropdown menu that appears after clicking 'Export'. The dropdown menu also includes options for XML, CSV, MHTML, Excel, TIFF, and Word.

What reports are available and who can view them?

The reports are available on the Roster Reports page based on an active member's current position(s). For instance, Unit Leaders and Community Leaders (at the unit level) can view their unit activity rosters while District/ Area commissioners and Admin Community Leaders can view all unit rosters in their area. If your roster is not available, contact your local Guiding office at 1-800-565-8111 to check your profile is up to date.

The positions with access to each of the roster categories are listed as follows:

The screenshot displays the iMIS Central interface with several report categories highlighted by colored boxes. Arrows point from these boxes to lists of positions that have access to each report.

Report Category	Accessible Positions
Unit Activity Roster (current Guiding Year) You have the following unit rosters available: <ul style="list-style-type: none"> 2nd Woodlawn Brownie Unit, Woodlawn DS, No Dartmouth Shore DV, Dartmouth Shore A (Full-Report) 2nd Woodlawn Brownie Unit, Woodlawn DS, No Dartmouth Shore DV, Dartmouth Shore A (Basic-Report) 2nd Woodlawn Brownie Unit, Woodlawn DS, No Dartmouth Shore DV, Dartmouth Shore A (Excel-Report) 	<ul style="list-style-type: none"> Leader: Guider/Guider Contact Position: Community Leader/Leader Contact/Guiders – unit level Position: Treasurer/Adviser – unit level
Trefoil/Link Unit Activity Roster You have the following Trefoil/Link unit rosters available:	<ul style="list-style-type: none"> Trefoil Link
Unit Activity Roster – for District/Admin. Com./Area/Province level Positions (current Guiding Year) You have the following entities available through your position(s): <ul style="list-style-type: none"> Admin Community 32 	<ul style="list-style-type: none"> Commissioners Deputy Commissioners Area Treasurer Advisers/Adviser Contact
District/Area/Admin. Community/Province Positions Directory You have the following Positions Directories available: <ul style="list-style-type: none"> Admin Community 32 	<ul style="list-style-type: none"> Unit Leaders Area/AdCom level Advisers Commissioners Deputy Commissioners Community Leaders/Guiders
Province/Area/Admin. Community/District Members Open Activities You have the following Open Activities available: <ul style="list-style-type: none"> Admin Community 32 	<ul style="list-style-type: none"> Unit Leaders Commissioners Community Leaders
Potential Member Status Report You have the following Potential Members Status Reports available: <ul style="list-style-type: none"> Admin Community 32 	<ul style="list-style-type: none"> Commissioners Community Leaders/Guiders Screeners