

**MEMBER FILES UPDATING: iMIS
Nova Scotia**

The member / non member file located on the National iMIS database contains information specific to that person and is called an iMIS Profile.

While most of the information is entered as a result of Online or A5P registration (girl), A1 (Member) or A7 (non Member) other information is entered based on specific activities / achievements such as changes on positions, Awards, Trainings, Events attended etc.

Members can update their iMIS profiles for personal information via Memberzone while the following is updated by the Provincial office based on input as follows:

Activity	Responsible GGC Representative
Change in Member positions	Respective DC, AC, Provincial Adviser, DPC or PC
Awards- Adults	Respective DC, AC, DPC, PC or Office Manager
Awards - Girls	Respective Unit Guider, DC, AC or DPC- Youth
Trainings: Provincially Hosted	
• Safe Guide	National, Provincial Safe Guide Trainers or Unit Guiders
• Volunteer Food Handlers Course	Recognized GGC Training Representative(s), Individual via Certificate submission
• Unit Guider Conference	Training Adviser
Trainings: Individual	
• First Aid	Individual Member
• Others deemed appropriate to Guiding	Individual Member
Designations	
• Registered Nurse	Individual Member

Responsible GGC Representative
<ul style="list-style-type: none"> • Advises iMIS Coordinator of the achievements via email indicating Member name, iMIS #, details of the event/activity, date of event/activity, etc

iMIS Coordinator
<ul style="list-style-type: none"> • Enters information into Member iMIS record ensuring end dates where applicable.