

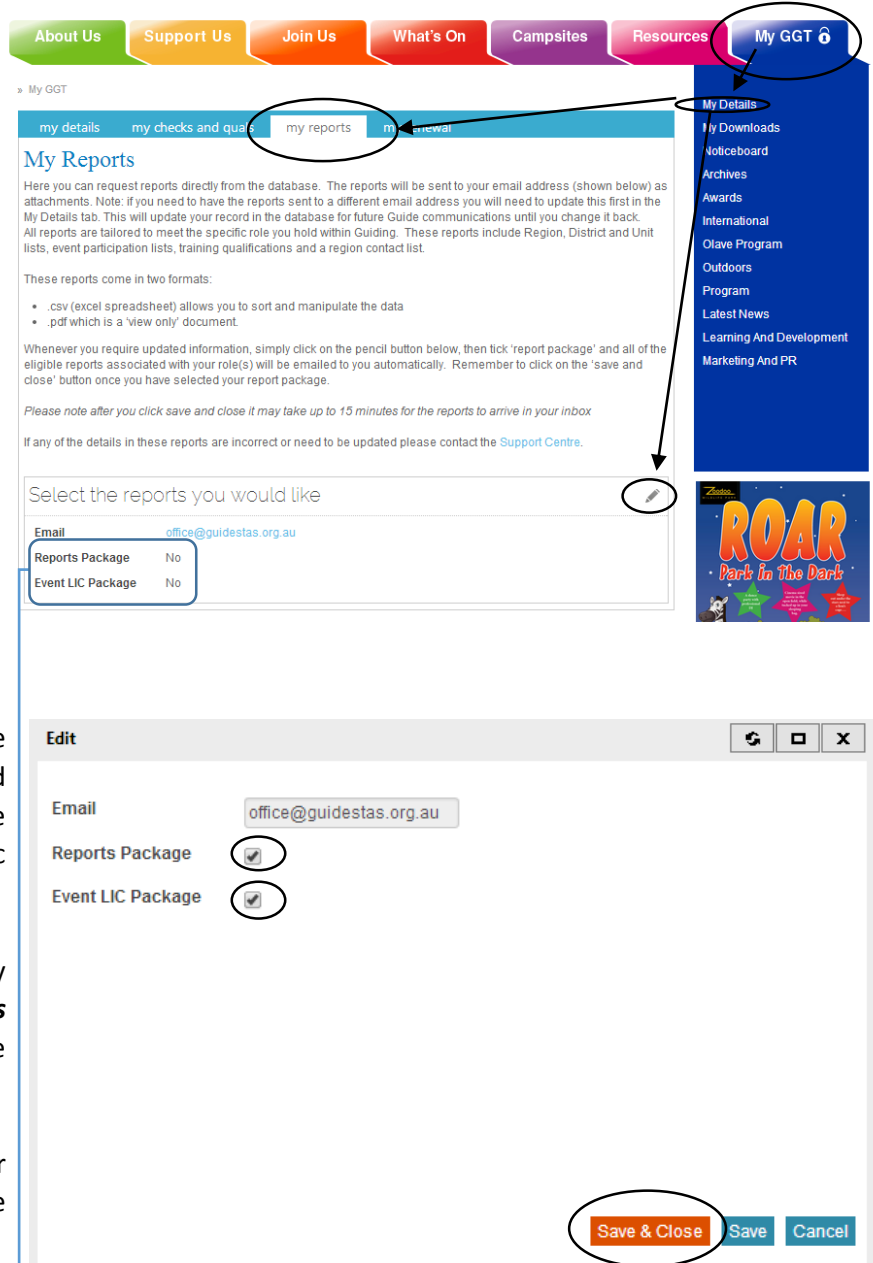
# Database and Website

## HOW TO DOWNLOAD AND UNDERSTAND THE REPORTS

1. Go to [www.guidestas.org.au](http://www.guidestas.org.au)
2. Click on “Log in”.
3. Your Membership number is your Username and date of birth (ddmmyy) is the Password (**unless you have manually changed it**).





# Database and Website



The screenshot shows the 'My GGT' section of the website. The 'My Reports' tab is selected. Below the navigation bar, there are tabs for 'my details', 'my checks and qual', 'my reports', and 'my renewal'. The 'my reports' tab is active, showing a 'My Reports' page with instructions on how to request reports. A table below the instructions shows the status of report packages:

Reports Package	No
Event LIC Package	No

An 'Edit' popup window is open, showing the same table with checkboxes next to the 'No' values, indicating that the packages are currently being generated. The 'Save & Close' button is highlighted with a red circle.

- Under the “my GGT” section on the “My Details” webpage, select the “my reports” tab.
- Click on the  icon to select your report package.
- From the popup window you can view which email address the reports will be emailed to. (You can change this email address through the “my details” tab).
- Click the checkbox of the specific reports package you would like to request.

The “**Reports Package**” is only applicable to Unit, District and Region Managers and the tickbox will deliver all available reports that apply to your specific position/s.

The “**Event LIC Package**” is only applicable **to Trainer’s, LIC’s Managers** for their specific events/trainings that are applicable to you.

Refer to “**How to Download Reports**” for more details about the reports available in these packages.

- Click on “**Save & Close**” to process your report request.

“No” means there are no packages currently being generated.

“Yes” means that this report package is currently being generated and can be expected in your email inbox within 15 minutes

## My Reports

All report packages are tailored to meet the specific role you hold in Guiding and will be emailed to you as a series of attachments in both Excel and PDF formats. These reports will be reviewed to ensure that they are meeting your needs and to make improvements as necessary.

### Region Managers

- Region Volunteer List
- Region Volunteer Contact Details
- Region Training Qualifications
- Region Girls List
- Region Girls Contact Details
- Region Girls Summary
- Region Event Participation
- Region Contact List

### District Managers

- District Volunteer List
- District Volunteer contact Details
- District Training Qualifications
- District Girls List
- District Girls Contact Details
- District Girls Summary
- District Event Participation
- Region Contact List
- Region Contact

### Unit Leaders

- Unit List  
*PDF – This document will show only current financial members.*
- Unit Members List  
*Excel – This Document will show current financial and unfinancial members for a period of 12 weeks before they are automatically removed and marked inactive.*
- Unit Health Information
- Unit Custody Details
- Unit Contact Details
- Unit Event Participation
- Region Contact List

### Event Leader in Charge (LIC)

- Participant List
- Summary Statistics
- Activity List
- Registration List
- Leader Qualifications
- Additional Application Questions
- Central reference – full participant details including activities selected