

Overview

With the Self-Reporting enhancement, adult members online can specify which positions they currently hold or will hold for a membership year. Using this feature, members can self-report multiple positions in different troops, Service Units or Areas. Members can self-report their positions on their Membership Profile when registering, or from the My Account page any time of the year.

Self-Reporting during Member Registration

Note: All positions are pending, subject to Council approval.

Position:

Year: 2011

Troop/SU/Area: [Search](#)

| Position | Year | Troop/SU/Area |
|----------|------|---------------|
|----------|------|---------------|

Self-Reporting from My Account

My Positions

Position:

Year:

Troop/SU/Area: [Search](#)

| Year | Troop/SU/Area | Position |
|------|---------------|----------------------------------|
| 2010 | Troop10089 | 14 - Member (No Assigned Positio |

Leaders cannot make mid-year position code changes for troop members, but can add positions during registration

You're currently managing: **Katherine R Vasek** | [Exit](#)



Information is read-only

My Positions

| Year | Troop/SU/Area | Position | Status |
|------|---------------|------------------------------------|--------|
| 2010 | Troop10089 | 14 - Member (No Assigned Position) | Active |

All positions reported online are given a Participation Status of "Pending" in Personify, indicating that the member has yet to be approved for the position. Once the member has been approved for the position, the council will update the Status to "Active" in the back-office. Members can view the statuses of all their positions online from My Account.

My Positions

Position:

Year:

Troop/SU/Area: [Search](#)

| Year | Troop/SU/Area | Position | Status |
|------|---------------|------------------------------------|--------------|
| 2010 | AREA001 | Troop Treasurer | Not Approved |
| 2010 | Troop10089 | 03 - Troop Committee Member | Active |
| 2010 | Troop16059 | 02 - Assistant Leader/Advisor | Active |
| 2010 | Troop16059 | 14 - Member (No Assigned Position) | Active |
| 2011 | AREA001 | Troop Treasurer | Active |
| 2011 | Troop16058 | 01 - Leader/Advisor | Active |
| 2011 | Troop16059 | 02 - Assistant Leader/Advisor | Pending |
| 2011 | Troop16059 | 14 - Member (No Assigned Position) | Active |

"Pending" positions must be reconciled in the back-office


In the text that follows, we will describe in detail how self-reporting activities are carried out online and in the back-office. We will also demonstrate the tools available to councils to help reconcile "Pending" positions.

Self-Reporting Online During Member Registration

As we stated above, members can self-report positions during registration. Below we will demonstrate how Jerianne Greene can renew her registration for 2011, self-reporting herself as an "01" of a troop and "Trainer" of a service unit in the process.


1. Jerianne logs onto the site, and clicks the option to **Renew** her registration from My Account.

Membership Info

 Adult Membership 2010

Member Since: 10/1/2002
Membership Status: Active

Your next membership renewal date: 10/1/2010

[Renew](#) 

[Print Membership Card](#)

2. She then clicks **Add** to complete her Membership Profile. The area for self-reporting is located in the bottom half of the Membership Profile.

Jerianne Green - 000008418590

| | Order Number | Date | Membership | Amount | Additional Information * |
|-------------------------------------|--------------|--------------|--|----------|---|
| <input checked="" type="checkbox"/> | 1042210922 | Apr 05, 2010 | Adult Membership 2011 10/01/2010 to 09/30/2011 | \$ 12.00 | *Add*  |

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Note: We encourage you to voluntarily provide the following employment information for your efforts.

Employer Occupation

[Add/Change](#)

Note: All positions are pending, subject to Council approval.

Position:

Year: 2011

Troop/SU/Area: [Search](#)

[Add Position](#)

| Position | Year | Troop/SU/Area |
|----------|------|---------------|
|----------|------|---------------|

Gender Male

3. From here she clicks the **Position** drop-down and selects the position of "01- Leader/Advisor".

Note: All positions are pending, subject to Council approval.

Position: --Select and Add Position-- 

Year: --Select and Add Position--

Troop/SU/Area: **01 - Leader/Advisor** 

Position

- 02 - Assistant Leader/Advisor
- 03 - Troop Committee Member
- 09 - USA Girl Scouts Overseas Committee Member
- 10 - USA Girl Scouts Overseas Committee Chair
- 12 - Trainer
- 13 - Special Service Adult
- Camp Staff
- Secretary
- SU Delegate
- Troop Treasurer

Gender Male Female

4. She then clicks the **Troop/SU/Area** box to search for her troop.

Note: All positions are pending, subject to Council approval.

Position: 01 - Leader/Advisor 

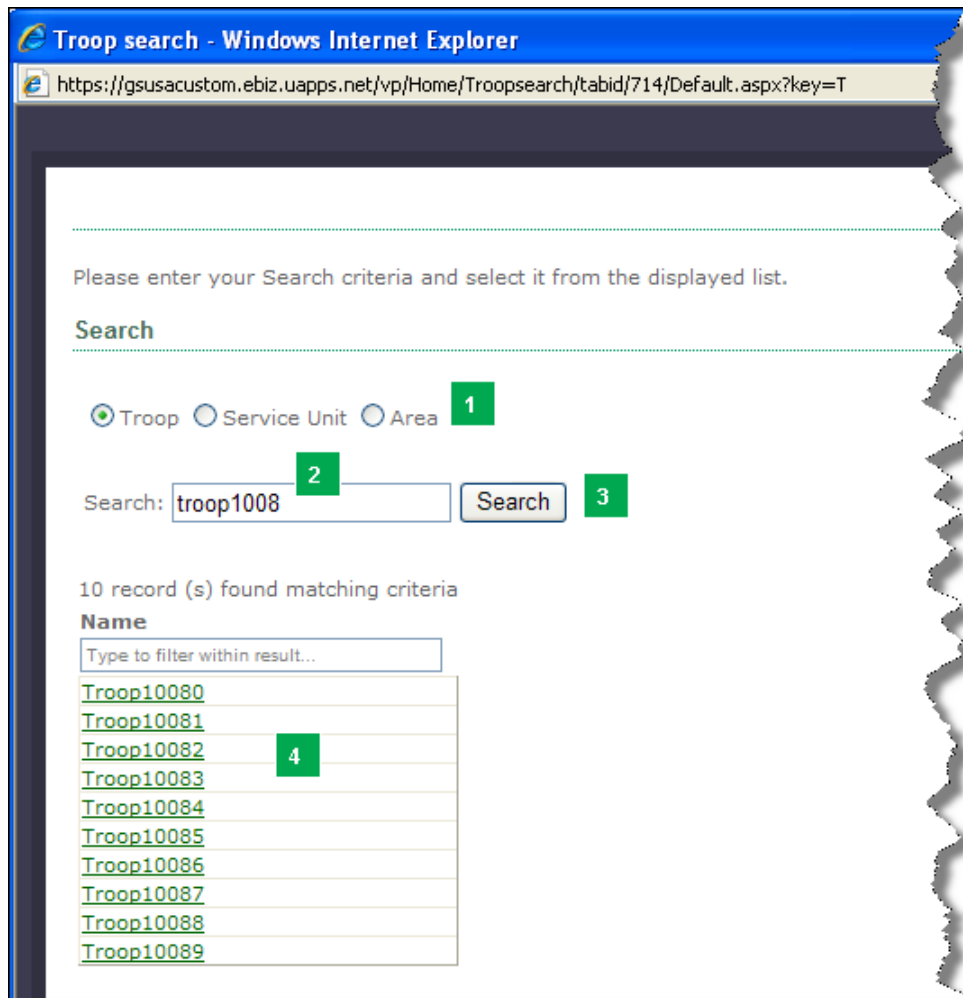
Year: 2011

Troop/SU/Area:

Click inside the field or click "Search"

5. The **Search** screen displays in its own window. Here she completes the following steps (see the accompanying screenshot below):

- 1 She can select "Troop", "Service Unit", or "Area" depending on whether the position directly serves a troop, service unit, or area. Her selection dictates the type of entity she can search for in the next step. Because she is an "01", she selects "Troop".
- 2 She then types all or part of the troop name in the **Search** box. The portal will search for all "Troop" entities that contain the specified string in the Troop Name. Jerianne is searching for Troop10089 and could return this value in her search by entering any of the following strings: "Troop10089", "10089", Troop1008", or "1008".
- 3 After typing a value in the Search box, she clicks **Search**.
- 4 All troops that match the pattern specified in the Search box are returned. She clicks the link for the troop in which she is holding the position.



6. The Troop she selects populates in the Troop/SU/Area box. She then clicks **Add Position** to add the position to her Membership Profile.

Note: All positions are pending, subject to Council approval.

Position:

Year: 2011

Troop/SU/Area: [Search](#)



Note: All positions are pending, subject to Council approval.

Position:


Year: 2011

Troop/SU/Area: [Search](#)

| Position | Year | Troop/SU/Area | |
|---------------------|------|---------------|------------------------|
| 01 - Leader/Advisor | 2011 | Troop10089 | Remove |


- Jerianne then repeats the steps above to add her second position of "Trainer" that she is will hold in "SU727".

Note: All positions are pending, subject to Council approval.

Position: 


Year: 2011

Troop/SU/Area: [Search](#)



| Position | Year | Troop/SU/Area | |
|---------------------|------|---------------|------------------------|
| 01 - Leader/Advisor | 2011 | Troop10089 | Remove |

Note: All positions are pending, subject to Council approval.

Position: 


Year: 2011


Troop/SU/Area: [Search](#)

| Position | Year | Troop/SU/Area | |
|---------------------|------|---------------|------------------------|
| 12 - Trainer | 2011 | SU727 | Remove |
| 01 - Leader/Advisor | 2011 | Troop10089 | Remove |

- She saves her Membership Profile, then processes payment for her registration.
- If she goes to My Account, she sees a list of her positions for the current and following membership years. As you can see, her self-reported positions show a status of "Pending". She is also given an "Active" position of "14- Member (No Assigned Position)" for next year because she paid for her registration and is an active member in that troop, regardless if her self-reported positions are approved or not.

My Positions

Position: 

Year: 

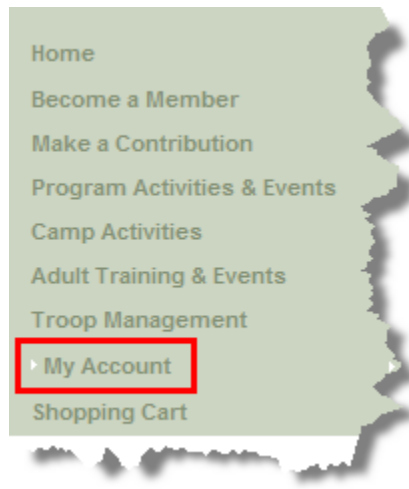
Troop/SU/Area: [Search](#)

| Year | Troop/SU/Area | Position | Status | |
|------|---------------|------------------------------------|---------|------------------------|
| 2010 | Troop10089 | 01 - Leader/Advisor | Active | |
| 2010 | Troop10089 | Troop Communicator | Active | |
| 2011 | SU727 | 12 - Trainer | Pending | Delete |
| 2011 | Troop10089 | 01 - Leader/Advisor | Pending | Delete |
| 2011 | Troop10089 | 14 - Member (No Assigned Position) | Active | |

Self-Reporting Online from My Account

Active members also can self-report positions any time during the year from My Account. Below we will demonstrate how Katherine can add a 2011 position of "Troop Treasurer" to her profile from My Account.

1. After logging on, Katherine navigates to My Account from the left side-bar.



2. She scrolls down to the My Positions section of the My Account page. From here she:

- 1 Selects a **Position**
- 2 Selects the **Year** for the position
- 3 Searches for the **Troop/SU/Area** in which she will serve as Troop Treasurer (see previous section for more details on this screen.)
- 4 Clicks **Add Position**.

My Positions

Position: 1

Year: 2

Troop/SU/Area: 3

4

| Year | Troop/SU/Area | Position | Status | |
|------|---------------|------------------------------------|---------|------------------------|
| 2010 | Troop10089 | 01 - Leader/Advisor | Active | |
| 2010 | Troop10089 | Troop Communicator | Active | |
| 2011 | SU727 | 12 - Trainer | Pending | Delete |
| 2011 | Troop10089 | 01 - Leader/Advisor | Pending | Delete |
| 2011 | Troop10089 | 14 - Member (No Assigned Position) | Active | |

- The position is added to the list with a Status of "Pending".

My Positions

Position:

Year:

Troop/SU/Area: [Search](#)

| Year | Troop/SU/Area | Position | Status | |
|------|---------------|------------------------------------|---------|------------------------|
| 2010 | Troop10089 | 01 - Leader/Advisor | Active | |
| 2010 | Troop10089 | Troop Communicator | Active | |
| 2011 | SU727 | 12 - Trainer | Pending | Delete |
| 2011 | Troop10089 | 01 - Leader/Advisor | Pending | Delete |
| 2011 | Troop10089 | 14 - Member (No Assigned Position) | Active | |
| 2011 | Troop10089 | Troop Treasurer | Pending | Delete |

Deleting Positions from My Account

Members have the option to delete "Pending" positions from the My Account page. This feature is helpful if a member self-reports a position incorrectly. To make a correction to a position, members should delete the position from My Account, and then add the correct position following the instructions above.

My Positions

Position:

Year:

Troop/SU/Area: [Search](#)

| Year | Troop/SU/Area | Position | Status | |
|------|---------------|------------------------------------|--------------|------------------------|
| 2010 | AREA001 | Troop Treasurer | Not Approved | |
| 2010 | Troop10089 | 03 - Troop Committee Member | Active | |
| 2010 | Troop16059 | 02 - Assistant Leader/Advisor | Active | |
| 2010 | Troop16059 | 14 - Member (No Assigned Position) | Active | |
| 2011 | AREA001 | Troop Treasurer | Active | |
| 2011 | Troop16058 | 01 - Leader/Advisor | Active | |
| 2011 | Troop16059 | 02 - Assistant Leader/Advisor | Pending | Delete |
| 2011 | Troop16059 | 14 - Member (No Assigned Position) | Active | |