



CouncilAlignMENT

— Est. 2016 —

Name: _____

Username: _____

Password: _____



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Girl Scouts of Middle Tennessee is excited to share highlights of **CouncilAlignMENT**.

What is CouncilAlignMENT?

CouncilAlignMENT is a single source, single entry system that has been designed by a Girl Scout Council to fulfill the needs of volunteers, parents, and staff who want to better serve Girl Scouts in our community. This software program speaks the Girl Scout language and we believe will provide our constituents with a meaningful experience.

What are the modules of CouncilAlignMENT?

There are 8 different modules included in the initial software development. The modules are:

- Membership
- Program Events
- Adult Training
- Teen Mentoring (*Note: moving forward – Older Girls will be referred to as Teen Mentors*)
- Camps
- Properties
- Reports
- Users/Communications

What features are available to each user on CouncilAlignMENT?

Parents

- Can find a troop online that is accepting new girls
(The troop is identified by distance by location preference adult enters)
- Ability to register their girl for programs, teen mentoring and summer camp
- Ability to update or cancel registrations for camp and programs
- Ability to make payments online for programs, teen mentor activities and summer camp
- Ability to make partial payments for summer camp
- Ability to see the patches, badges and awards their girl has earned
- Ability to see history of programs, teen mentor activities and summer camps attended
- Ability to receive communication through CouncilAlignMENT and from their troop leader, service unit, council
- Receive communication via email, text and voice through CouncilAlignMENT
- View financial records of summer camp payments (useful for tax purposes)
- Edit their personal and child profile at any time and update each year
- Can register not-yet Girl Scouts for programs and summer camp
- Provide feedback through surveys
- Ability to share basic health information

Volunteers —

Troop Leaders

- Can view troop roster
- View the non-yet registered but associated parents
- Track and update badges and patches received
- Send communication via email and CouncilAlignMENT messages to parents, teen mentors
- View upcoming programs specific to the troop age level
- Ability to register troop for programs or teen mentor activities
- Ability to make payments
- Ability to register for property reservation and camping activities
- Ability to register for adult training
- Troop Leaders are able to share and update the availability for new girls in their troop
- Ability to view basic health information with the permission of parent/guardian

Service Unit Managers

- Ability to share volunteer opportunities in their community and activities
- Ability to send communication to all troop leaders in their service unit
- Ability to access rosters of troop leaders and troop members in their service unit
- Ability to search a profile for volunteers and girls in their service unit

Teen Mentor

- Ability to view and register with parent's permission for program aid opportunities and teen mentor activities
- Ability to track their hours of service (CouncilAlignMENT cumulates all their hours)
- Ability to see all patches, badges and awards earned
- Ability to see the history of programs, teen mentor activities and summer camp

Council User

- Ability to view all information in one place (database): Girl Scout Registration, Program, Teen Mentor, Adult Training, Summer Camp and Property Use History
- Ability to view troops and their availability at a glance
- Ability to edit profile
- Ability to assign a troop to an individual girl based on location and date/time preference
- Ability to transfer registrations from one troop to another
- Ability to communicate to a targeted audience or entire membership through email, voice, text, CouncilAlignMENT messaging
- Ability to run reports on any data and analyze and compare to previous years
- Ability to create personalized reports and save for auto update sharing with council users and volunteers
- Ability to poll our membership through survey and quickly tally the responses
- Ability to register and process payment quickly for all modules
- Ability to transmit to GSUSA
- Ability to ask pre-event questions
- Ability to enter and change programs annually
- Summer Camp Ability to capture summer camp buddy information
- Programs, Teen Mentor and Adult Training – ability to capture and share T-shirt sizes and basic health information

*CouncilAlignMENT automatically records the attendance of girl and adult on their individual record
Ability to use on computer or mobile device; Global Calendar viewable by age level*



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Troop Leader View

After logging into **CouncilAlignMENT**, troop leaders will have accessibility to view their personal profile, register a girl in their custodial care, complete a volunteer application, register for camp, view existing camp registrations, and much more! There are also links at the top right to donate to Gift to Girls and to ask questions or email for support. At the top right of the screen, they will see their username. If they click on this, they will be able to change their password. Next to their username is their “Cart”, which will hold pending membership, camp, and program registrations.

- **Messages Portal:** Allows them to send communications to parents to announce meeting changes, meeting plans, program opportunities, etc.
- **Survey Portal:** After they attend a Council sponsored program or camp, surveys about the experience will appear in this portal.
- **Meetings Portal:** Shows upcoming troop meetings and the Registered Activities Portal will show upcoming programs your troop is registered for.
- **Volunteer Portal:** Available volunteer opportunities will show up under Volunteer Opportunities Portal.
- **Available Activities Portal:** Upcoming available programs to register for will show up under the Available Activities Portal.
- **Troop Management Portal:**
 - » Girl Availability: This is where a leader can change the number of girls they are accepting in their troop.
 - » Troop Member Roster (Re-register Option): This is where a leader can complete the spring registration process and payment. They can then continue to revisit this portal to see roster and contact information for those registered.
 - » Badges and Awards: Leaders are able to track badges and awards earned in their troop. Click on the girl name to complete tracking process.
 - » Patches: Leaders are able to track patches earned in their troop. Click on the girl name to complete tracking process.
 - » Troop Year Plan & Meeting Agenda Build: Here, leaders are able to schedule their year, build meeting agendas, and view Council-sponsored activities that correlate with your troop meetings.
 - » Forms, Documents, and Leader How-To's: A space for all the documents leaders may need to manage their troop.
 - » Communications: Leaders can send a CouncilAlignMENT message or email to the parents in their troop. They are able to pick the girls and adults they want to send the message to – great opportunity to remind them of a troop meeting or to bring their cookie money!

If a leader does not see the Troop Management box, check the FAQ sheet for trouble-shooting.



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Troop Management Instructions

After logging into **CouncilAlignMENT**, troop leaders can scroll down to view their troop management portal. This portal hosts an assortment of features to help a leader track troop progress, register members, plan their meetings, and communicate with families. Troop leaders and assistant leaders have access to this management portal. See below for more detailed instructions on each feature.

Girl Availability

This feature allows a troop leader to specify the number of girls they are accepting into their troop. Girls registering online have the option of entering an address and finding a troop nearby. If a troop has a positive “girl availability” the girl can choose to join this troop. After the girl has registered, the troop leader will be contacted and asked to check her CouncilAlignMENT roster for her new girl and then contact her with troop meeting details.

- If it does not matter which grade the girls are in, then **choose option one**.
- If it is important that the girls only come from specific grades, then **choose option two**.

We appreciate all troops that are willing to welcome new Girl Scouts. However, if you choose not to add any additional girls in your troop, then you do not need to make changes in this feature.

Badges and Awards

This feature allows a troop leader to track the badges earned by each girl.

- If the leader has a multi-level troop, they will only see the badges available for each girl, based on her level.
- When the girl completes a badge, click on that badge. Select the girls who have completed the requirements by clicking on the **red X** and changing it to a **green check-mark**. Click “Save” on the bottom of the screen.
A leader may also select an individual girl and follow the directions above to record her badges earned. Please remember to click “Save” at the bottom of the screen.
- If the leader has made a mistake and recorded earned badges on the wrong girl, the leader may go into the girl record and click on the **green check-mark** and it will go back to a **red X**. This will take the badge away from that girl.
- After a leader has presented the girls with their earned badges, they can click on each girl’s name and fill in the “Date Received” by using the drop down calendar. Click “Save” at the bottom of the page.

Patches

This feature works the same as **Badges and Awards**. It allows the leader to keep track of fun patches for each girl. Follow the directions listed above by clicking on the girl's name. This section does not allow a leader to enter a date received.

Troop Year Plan and Meeting Agenda Build

Create Year Plan:

To best use this feature, start by creating the troop year plan. Enter the troop start date for the upcoming year, meeting frequency, meeting duration (must be in minutes not hours), and then select the council-created year plan or Journey year plan. This feature will only show plans related to girl levels in the troop. Click on "Create Year Plan." It will automatically upload this information to all calendars for members of the troop. *Council-created year plans can be found in the "Forms, Documents, and Leader How To's."*

Add A Meeting:

After creating the troop year plan, a leader may want to add additional meetings, block off certain dates, or share meeting agendas with parents.

- Meeting – List the specific badge the troop is working on or a meeting description
- Begin and End Dates – List the date(s) the meeting is taking place
- Location – Choose where the meeting will be held
- Begin and End time – Specify the times of the meeting
- Agenda – Complete the necessary information for each applicable area. You can also add another line by clicking on "Add Item."
- Click "Save" after each meeting entry.

Check out the "Block Off Date" feature! Choose yes, then complete necessary fields. An example of how to use this would be if all the girls in troop were attending school field trip and the troop wanted to note that on the calendar. OR specify reminders in the calendar. For instance, "First Cookie Deposit Due" these dates will show up in red and act as reminders to parents and leaders.

Location:

All troop leaders are asked to update the meeting location for the upcoming year. A troop leader can also add additional meeting locations. This would allow the additional meeting locations to appear in the "Add a Meeting" section.

Related Activities:

After choosing the year plan or journey the troop is working on, visit this section to see related Council activities and programs available to the girls. This may be added to the troop calendar.

Forms, Documents & Troop Leader How To's

This feature will allow leaders to access Council forms, documents, and year plans in order to best serve their troop. Choose the category related to the needed form.

Send Communications

This feature allows troop leaders to communicate quickly and easily with families. Select the people who need to receive the communication by checking the box next to their names. The leader should include themselves in order to track that the message was sent. Then click “Proceed To Next Step.”

This will bring a leader to the communication page. Leaders have access to send CouncilAlignMENT messages and emails directly to troop. Type the message and attach any necessary files. Click the “Send” button. The message will only go out to the people you selected.

Communication explanation:

- **Email:** An email will be sent to all names selected. It will appear in the mailbox from **noreply@councilAlignMENT.com**. Families will not be able to reply to this email, but will need to communicate with the leader directly if they wish to follow-up.
- **Message Notification:** Families will see a message appear on their CouncilAlignMENT landing page upon login. Families will only see this message if they log in to CouncilAlignMENT.

This feature does not save the communications sent. We recommend that the leader includes themselves when sending the communication to track messages sent.



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Service Unit Manager View

What tools does the “Profiles” tab provide me?

This tab is available to Service Unit Managers and allows you access to contact information and troop rosters in your Service Unit.

- Click on “Site Menu” and then “Profiles” and then “Individual” to look up individual girls or adults in your Service Unit. This is helpful when you are in need of contacting an individual.
- Click on “Site Menu” and then “Profiles” and then “Troop” to look up a troop roster or seek information about the meeting location of a specific troop in your Service Unit.

What does the “Reports” tab provide me?

This tab is available to Service Unit Managers and allows you to create reports that share helpful information about your Service Unit. These reports can be exported to excel and shared as needed. Many Service Unit Managers will share these reports with their SU leadership team and especially Product Program Managers.

Below you will find some helpful steps for completing common reports, but please take the time to explore all the features and possible reports you may need. Reach out to your Regional Executive with any questions.

“Report Tab” Basics

1. Click on “Reports” and “Membership List of Individuals”
2. On this first page, ensure the Registration Year is correct and choose specific Service Unit.
3. Scroll to bottom and click on “Proceed to Next Step” in bottom right corner.

This next page allows you to choose all the fields you are interested in gathering information on. When you check a field, be sure to change the number to the column order you want it to be appear on the excel.

4. After you have chosen the data you need, scroll to bottom and click on “Generate Report.”
5. Your report will appear! You can click on “Export to Excel” to download to excel, save on your own computer, and share with other volunteers on your Service Unit team.

Roster of Troop Leaders with contact information in my Service Unit

1. Click on “Reports” and “Membership List of Individuals”
2. On this first page, under “Membership Info,” ensure the Registration Year is correct and choose specific Service Unit.
3. Under “Troop Info,” click on “Position ID” and choose “Troop Leader.”
4. Scroll to bottom and click on “Proceed to Next Step” in bottom right corner.

This next page allows you to choose all the fields you are interested in gathering information on. When you check a field, be sure to change the number to the column order you want it to be appear on the excel.

5. Under the “Troop Info” column, click on “Troop Number” and choose a 1 for sort order.
6. Under the “Troop Info” column, click on “Troop Grade Level” and choose a 2 for sort order.
7. Under the Troop Info” column, click on “Troop Leaders” and choose a 3 for sort order.
8. Under the “Contact Info” column, click on “Mobile Phone” and choose 4 for sort order.
9. Under the “Contact Info” column, click on “Preferred Email” and choose 5 for sort order.

After you have chosen the data you need, scroll to bottom and click on “Generate Report.”

10. Your report will appear! You can click on “Export to Excel” to download to excel, save on your own computer, and share with other volunteers on your Service Unit team.

Report to gather Number of Girls in Troops for Service Unit

(helpful to send to Product Programs Service Unit Manager)

1. Click on “Reports” and “Membership Count”
2. On this first page, under “Membership Info,” ensure the Registration Year is correct and choose specific Service Unit.
3. Scroll to bottom and click on “Proceed to Next Step” in bottom right corner.

This next page allows you to choose all the fields you are interested in gathering information on. When you check a field, be sure to change the number to the column order you want it to be appear on the excel.

4. Under the “Troop Info” column, click on “Troop Number” and choose a 1 for sort order.
5. Under the “Troop Info” column, click on “Troop Grade Level” and choose a 2 for sort order.
6. Under the “Membership Info” column, click on “Adult or Girl” and choose a 3 for sort order.

After you have chosen the data you need, scroll to bottom and click on “Generate Report.”

7. Your report will appear! You can click on “Export to Excel” to download to excel, save on your own computer, and share with other volunteers on your Service Unit team.



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Membership Registration

Returning Troop Registration

With **CouncilAlignMENT**, troop leaders will be able to re-register their troop quickly and easily.

- To re-register your troop, log in to CouncilAlignMENT with your username and password.

If the adult logging in is not currently registered for upcoming membership year, the first screen that appears will include a message at the top that indicates they are not currently registered as an adult member of Girl Scouts. If the adult plans to register as a troop - on this page, click the “Skip Individual Registration” button. This will take a leader to their landing page.

- From here, the leader should scroll down to the troop management section and click “Troop Member Roster (Re-Register Option).”
- At the top, click “Re-Register Troop.” This will take them to a page where they will be able to select the girl and adult members that are re-registering.
- Select each girl and adult who plans to re-register (the leader should include herself) and then click the blue Re-Register button.
- This will take the leader to their shopping cart. At this point, they may add any Gift to Girl donations next to the individual making the donation. Leaders should enter all donations for each member giving before checking any of the Xs.
- Once all the donations have been entered, they will need to click on the **red X** buttons next to each membership and donation amount. As you click on these **red Xs**, they will turn into **green check-marks**. All items that do not have a **green check-mark** next them will remain in your cart until payment is completed.
- At the bottom of this screen they will enter payment information. Be prepared/familiar with the address associated with troop debit card as you will be prompted to enter it.

Once troop registrations have been paid for and processed, troop leaders will need to complete the following steps:

- On your landing page under the Troop Management portal, click on “Troop Year Plan & Meeting Agenda Build.” Select “Locations” and to add or edit a meeting location. Select “Primary” on the meeting location that is active and select save.

On your landing page under the Troop Management portal, click on Girl Availability. Select from either Option One or Option Two to update the number of girls that you are willing to accept into your troop. Once entered, scroll to the bottom of the page to save your entry.

New Troop Registration

- As new troop leaders are recruited, membership staff will guide troop leaders through the process of creating a CouncilAlignMENT login, completing online volunteer form, and online background check.
- At the “Ready, Set, Go” new leader training, membership staff will train new troop leaders in how to use the resources and tools in CouncilAlignMENT. They will also be trained and given instructions for how to have parents register online at their first parent meeting.
- The membership staff will set up the new troop in CouncilAlignMENT to show new troop leaders and appropriate girl availability to welcome new members into the brand new troop.
- Before or during the parent meeting, leaders will provide instructions to parents for how to register online. Parents will have also heard about this process from a membership staff during a school or community recruitment.
- New troop leaders will have more time to focus on starting their brand new troop, getting to know their girls, and enjoy Girl Scout opportunities sooner!

Individual Registration

- An individual girl or adult may register using CouncilAlignMENT. We do encourage girls and adults who are already part of a Girl Scout troop to go through the registration process with their troop leader.
- A brand new girl or adult member will have an opportunity to complete the registration form and payment after creating a CouncilAlignMENT login. They can then choose to join a troop (with “open girl availability”) or wait to be placed. If the girl or adult does not choose a troop, membership staff will be contacting them directly to discuss placement options. Membership staff will connect with current troop leaders to check on willingness of a troop to welcome new girls before placement.
- A current girl or adult member that registers individually will be placed in a holding troop “99999” and will be contacted by the membership staff to ensure appropriate troop placement. The membership staff can then transfer the girl or adult to correct troop.

Membership staff will be available to assist new troop leaders and current leaders throughout this process to ensure all feel comfortable and knowledgeable on navigating CouncilAlignMENT. If anyone does not have access to a computer or debit/credit card for online payment – please communicate with your membership staff and we will ensure membership registration happens easily and smoothly for the troop or individual.



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Trainings

Girl Scouts of Middle Tennessee loves to see troops participating in programs, camps and adventures! There are several training requirements for troop leaders to take their troop on one of these adventures. See below for instructions for training registrations.

STEP 1: Decide on the training to attend

STEP 2: Register for the Training

1. Log into CouncilAlignMENT
2. Select View Calendar under the Available Activities Bar. Navigate the calendar to the desired month click on the training event. The registration process begins.
3. In the Adult Information Bar – Review information and click on the **red X** next to “Include in registration?” The **red X** will change to a **green check-mark**.
4. Answer Activity Questions if any.
5. Mark contact preferences then click “Save.”
6. When registration is complete, you’ll receive a confirmation. This does not place you into the training/event. This verifies receipt of registration only.

STEP 3: Payment

Once the individual has registered and the training has met its minimum, CouncilAlignMENT will populate an item in the individual’s cart. All training fees are due 15 days prior to training. An individual can pay online. All balances are due prior to the date of the training. Payment is not accepted at training events.

STEP 4: Before the Training

Emails will be sent at least one week prior to the event with all information needed. If registration was received after the event was filled, the individual will be placed on a waiting list and will receive notification if space becomes available.

Communication about Trainings

For clarification concerning any training reach out to the Shelia Majors at SMajors@gsmidtn.org.
Please avoid responding to noreply@councilalignment.org.



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Teen Mentors

Girl Scouts of Middle Tennessee loves to see our girls become Teen Mentors and participate in leadership trainings and service opportunities. See below for instructions for training registrations and logging service hours.

STEP 1: Decide on the training to attend

STEP 2: Register for the Training

1. Log into CouncilAlignMENT
2. Select View Calendar under the Available Activities Bar. Navigate the calendar to the desired month click on the training event. The registration process begins.
3. In the Information Bar – Review information and click on the **red X** next to “Include in registration?” The **red X** will change to a **green check-mark**.
4. Answer Activity Questions if any.
5. Mark contact preferences then click “Save.”
6. When registration is complete, you’ll receive a confirmation. This does not place you into the training/event. This verifies receipt of registration only.

STEP 3: Payment

Once the individual has registered and the training has met its minimum, CouncilAlignMENT will populate an item in the individual’s cart. All training fees are due 15 days prior to training. An individual can pay online. All balances are due prior to the date of the training. Payment is not accepted at training events.

STEP 4: Before the Training

Emails will be sent at least one week prior to the event with all information needed. If registration was received after the event was filled, the individual will be placed on a waiting list and will receive notification if space becomes available.

Communication about Trainings

For clarification concerning any training reach out to the Sam Keeney at SKeeney@gsmidtn.org.
Please avoid responding to noreply@councilalignment.org.

Service Hours

We know that Girl Scouts are very involved in their local communities and do A LOT of service work. On your child's profile page of CouncilAlignMENT, service hours can be logged to track service hours for both Girl Scout and non Girl Scout related volunteering.

As she takes on Teen Mentor related responsibilities like Program Aide, and CIT trainings those hours will automatically populate in her Service Hour "Activity" record. All other Service Hours can be manually added.

STEP 1: On the child's profile page, select "Service Hours."

STEP 2: Select "Add Manual Service Hours."

STEP 3: Type in the description, number of service hours and date earned.

STEP 4: Select "Save" and watch the log grow over her Girl Scout career!



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Programs

Viewing Available Activities (Programs)

- On the home page go to the “Available Activities” bar. Activities shown are specific to the grade level of your child/troop.
- Directly below the “Available Activities” bar, upcoming activities available for your daughter/troop grade level will appear.
- To view more activities click on the “View Calendar” at the top right corner of the “Available Activities” bar. The calendar form is available in list and calendar format.
- To see the status of the activity refer to the color key at the top of the calendar page.

Register for an Activity

- To register click on the activity in the list or calendar format. Decide if you are going to register as a troop or an individual.
- Select troop if registering 2 or more girls from the same troop.
- Select individual if registering a single child. Our recommendation is to have the parent/guardian register their child for an activity if 1) the troop leader is not attending or 2) if the troop is not responsible for the payment of the activity.

Troop Activity Registration:

1. Click on the activity in list or calendar format.
A list of registered girls, adult and adult-non-members associated with the troop will show.
2. Select each participant attending the activity.
3. Select a responsible troop leader. The responsible troop leader is accountable for payment and all communication pertaining to this activity.
4. After selecting the participants, the fee section will appear showing a summary of fees.
5. Click “Continue and Complete.”
6. Complete Activity questions (if there are any) and select your contact preference:
 - Email: You will receive an email for communication with this activity including; activity status, payment status and information packet. This email is sent to the chosen responsible troop leader.
 - Message Notification: You will receive reminders of activity status and payment status. This contact preference is viewed on your home page in CouncilAlignMENT under the “Messages” bar.
 - Text: You will receive communication reminders about activity status and payment status. Texts are sent to the mobile number of the chosen responsible troop leader.

7. Payment bar: If this is a pre-paid event you will be prompted to complete the payment process. If not, you will receive a bill. Payments will show up in the cart of the chosen responsible troop leader.
8. Click “Save and Continue” at the bottom.

Individual Activity Registration:

1. Click on the activity in the list or calendar format.
Information for the child you are registering will appear. Please review the information and update as needed.
2. Click the **red X** that will change to a **green check-mark** in the “Girl Information” section to register your Girl Scout.
3. Complete “Activity Questions” (if there are any) and select your contact preference:
 - Email: You will receive an email for communication with this activity including; activity status, payment status and information packet. This email is sent to the chosen responsible troop leader.
 - Message Notification: You will receive reminders of activity status and payment status. This contact preference is viewed on your home page in CouncilALIGNMENT under the “Messages” bar.
 - Text: You will receive communication reminders about activity status and payment status. Texts are sent to the mobile number of the adult in charge of the girl.
4. Select the Emergency Contact or “Add New Emergency Contact.”
5. Select Attending Adult.
6. Payment bar: If this is a pre-paid event you will be prompted to complete the payment process. If not, you will receive a bill. Payments will show up in the cart of the chosen responsible troop leader.
7. Click “Save and Continue” at the bottom.

After completing registration and the activity has met it’s minimum, a communication for the activity and payment status will be sent.

You will have 10 days from the date you receive the payment communications to pay the balance. All balances are due prior to the activity. Unpaid balances must be resolved before you are allowed to register for another activity.



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Summer Camp

To view available camp programs and to register for camp online, a CouncilAlignMENT login is needed. An individual is not required to register as a Girl Scout in order to create an account. However, please note that if your camper is not a registered as a Girl Scout, you will be charged the Non-Girl member fee for her program.

Viewing available Camp Programs

- On the home page, look for the first blue bar which says, “Hello [Your Name].” Under that bar there will be several buttons. Click on the “Register for Camp” button.
- The search feature at the top of the page allows you to narrow the search by camp (Camp Holloway or Camp Sycamore Hills), session dates or name of the program.

Camp sessions are shown based on your camper’s grade. Girls should register for the grade they will be attending in the upcoming school year.

Registering for Camp Programs

1. Choose the girl you are registering for camp.
2. Click on your chosen program. The status of the program will display next to it.
3. Fill out the required information on the registration form.
4. Enter your camper’s chosen buddy if applicable. Please note, we honor ONE buddy request per camper.
5. Enter your camper’s trading post amount, if desired. We recommend between \$25-\$40.
6. Complete the camp program questions.
7. Select your contact preference:
 - Email: You will receive an email for communication with this activity including; activity status, payment status and information packet. This email is sent to the chosen responsible troop leader.
 - Message Notification: You will receive reminders of activity status and payment status. This contact preference is viewed on your home page in CouncilAlignMENT under the “Messages” bar.
 - Text: You will receive communication reminders about activity status and payment status. Texts are sent to the mobile number of the chosen responsible troop leader.
 - Voice Message: You will receive communication reminders about activity and payment status. Voice calls are sent to the mobile number of the chosen responsible adult.

8. Select any subprograms you wish to add (Camp Holloway only).
9. Select the Emergency Contact or “Add New Emergency Contact.”
10. Click “Continue” to move to the payment page.

Individual Activity Registration:

1. You will see the total of all camp fees and discounts applied including camp fee, discount applied and chosen subprograms. The trading post amount will display below the camp session total fees.
2. Edit the payment amount to the amount you would like to make. You must pay at least a \$100 deposit to secure your spot.
3. Hit the “Update” button.
4. Enter credit card information into the fields on the bottom half of the page.
5. Click “Continue.”
6. Click “Authorize” to confirm that card can be charged amount listed.

Congratulations! You’re registered for camp! You can print your confirmation page for your records. You will receive a confirmation via your chosen communication method informing you if you have been placed or placed on the waiting list. You will also be able to see your registered sessions under “Program Event History” in your profile.

Making Payments:

1. You will be able to make partial payments on your balance. To find your current balance, click on your shopping cart and select “Camp.”
2. Enter payment information and the amount that you wish to make and click update.
3. Enter credit card information into the required fields.
4. Click “Continue.”
5. Click “Authorize” to confirm that card can be charged amount listed.

All Summer Camp Fees are due at the beginning of May (see camp brochure annually for date).

Making Changes to Existing Camp Registrations:

On your home page, look for the first blue bar which says, “Hello [Your Name].” Under that bar there will be several buttons. Click on the “Existing Camp Registration” button.

1. Select the camp program that you would like to edit.
2. Follow the steps to cancel registration.



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Properties

Troop Camping and Service Unit Camporee Related Training

Before your troop takes advantage of our properties, there are a series of trainings that must be completed prior to reserving cabin and/or tent unit(s). See specific training instructions to register appropriately.

1. If you would like to schedule a day use only trip to camp, you will need to complete Camp Ready, Camp Prep, Camp Info & Procedures and have a current first aid/CPR training on file with Girl Scouts of Middle Tennessee.
2. If you would like to reserve one of our fully equipped cabin units, you will need to complete Camp Ready, Camp Prep, Camp Info & Procedures and have a current first aid/CPR training on file with council and camping skills one or outdoor skills training.
3. If you would like to reserve a cabin unit without a kitchen or a platform tent unit, you will need to complete Camp Ready, Camp Prep, Camp Info & Procedures and have a current first aid/CPR training on file with council, and camping skills one and two or outdoor skills training.
4. If you would like to primitive tent camp, you will need to complete Camp Ready, Camp Prep, Camp Info & Procedures and have a current first aid/CPR training on file with council, and camping skills one, two, and three or outdoor skills training.
5. In order to reserve the commercial kitchen, you must have commercial kitchen training.

Troop Camping

Troop camping is open for reservation by troops on the third weekend of each month. The fourth and fifth weekends of the month are also available for troop camping on a first-come first-serve basis.

You may make reservations up to 90 days in advance. Each troop may reserve a maximum of two units per reservation. Reservations are limited to one active troop camping reservation at a time. You may make a second reservation as soon as you complete your final attendance for your first reservation. You must have completed the required trainings detailed above prior to reserving your unit. Each individual who will be visiting the property must complete the liability waiver on CouncilAlignMENT.

Service Unit Camporees and Service Unit Events

The first weekend of each month is reserved for service unit camporees. The fourth and fifth weekends are also available for service unit camporees on a first-come first serve basis.

You may make reservations up to 180 days in advance. Reservations are limited to one active service unit reservation at a time. You are eligible to make a second reservation as soon as the final attendance has been entered for your initial reservation. You must have completed the required trainings detailed above prior to reserving your unit. Each individual who will be visiting the property must complete the liability waiver on CouncilAlignMENT.

When cooking for service unit camporees, you will need to reserve the commercial kitchen. The kitchens in each unit are only designed to cook for the maximum capacity for each specific unit.

Your service unit must be able to meet the girl minimums detailed below in order to register for a service unit camporee. If your service unit does not meet the minimums below, please submit your reservation as a troop camping reservation:

Camp Piedmont: 40 Participants

Camp Holloway: 45 Participants

Camp Sycamore: 100 Participants

Day Use

All members are eligible to schedule day use at our properties. You may make day use reservations 90 days in advance. You may not make consecutive day use reservations at the same camp.

You must have completed the required trainings (same as day use) detailed above prior to reserving your unit. Each individual who will be visiting the property must complete the liability waiver on CouncilAlignMENT.

Troop Meetings

All members are eligible to schedule troop meetings at our properties. You may make troop meeting reservations 90 days in advance. You may reserve multiple troop meeting reservations at camp.

You must have completed the required trainings detailed above prior to reserving your unit. Each individual who will be visiting the property must complete the liability waiver on CouncilAlignMENT.

How to Make a Reservation:

1. Log into CouncilAlignMENT and select home.
2. Select Property Reservations then, select “Make New Reservation.”
3. If you have not already done so, please accept the property liability waiver for all persons listed at the bottom of the screen.
4. Select “Property Reservation History” then, select “Make New Reservation.”
5. Select the appropriate reservation type and the property you would like to visit.
6. Select the time frame that you would like to visit camp.
7. Then, choose from the available dates and units in the calendar below.
8. Select “Reserve” at the bottom right of the page.
9. Select “Incomplete” below the attendance header to add attendees and see who needs to complete their property waiver.
10. Select “Review” to choose from available camp activities Then, add your participation totals and select “Save.”
11. Be sure to select your preferred communication methods and submit your reservation.
12. Click the **red x** beside the items you would like to pay for and enter your credit card information below.
13. Select “Continue” at the bottom right corner of the page.
14. Review your reservation and payment details, then select authorize payment.

Payment and Cancellation Policy:

Your deposit payment is due at the time the reservation is booked. The balance due for your reservation must be paid 30 days prior to your reservation date. All deposits will be refunded for cancellations made more than thirty days before the reservation date. Cancellations less than thirty days before your reservation date and non-payments/late payments will result in the forfeiture of your deposit and your full site fee will be due and payable.



CouncilAlignMENT

— Est. 2016 —

Frequently Asked Questions

***“I cannot find my login and password for CouncilAlignMENT”
or “I am having trouble logging into my profile.”***

- Encourage individual to check spam folder for an email from **noreply@CouncilAlignMENT.com**
- If they cannot find this email, please login to CouncilAlignMENT and check the email the individual has on file. This is the email where CouncilAlignMENT emails are being sent.

If correct email is on file and you still need help logging in, please go to **https://ca52.councilalignment.org**.

1. Click on “Forgot Password” and enter email address (it must be the specific one CouncilAlignMENT has on file)
2. Go to email you received from **noreply@CouncilAlignMENT.com**
3. Click on “Please reset your password by clicking here”
4. Enter your **NEW** password — not the **OLD** one
5. Click the Reset Button to save
6. Now, go back to **https://ca52.councilalignment.org** and click on “Forgot Username”
7. Follow instructions to reset username
8. Once you have done this, use new username and password to log in to CouncilAlignMENT

After logging into **CouncilAlignMENT**, the individual can click on their username as the top right and change password at any time. They can also edit their email on their Profile tab.

“When I log in, I can only see the ‘HOME’ tab and everything else is blank.”

If they are using a Chrome browser, follow directions below to “clear the cache.”

1. Right click and choose the “Inspect” button.
2. Then, find the “Refresh” button at the top left of screen, right-click and choose “Empty cache and hard reload.”
3. Log out and log back in.

“I requested a login and received a message that Council needs to approve.”

During the weekdays, they will receive an email from **noreply@CouncilAlignMENT.com** within 24 hours confirming they have been approved and able to log in with the username and password they created.

“How do I register a new girl to my already registered troop?”

We want all parents to have a **CouncilAlignMENT** login so they can view upcoming activities, receive latest updates, and view badges their daughter has earned. Therefore, please encourage the parent to visit <https://ca52.councilalignment.org> and click “Create User Account” and follow process to register the girl online.

After completing the registration form, the parent should follow steps to choose the correct troop. In order for them to “see” your troop as available, the leader will need to ensure their girl availability is accurate to accept the girl. Leaders can change “girl availability” by visiting the landing page and clicking on Troop Management – Girl Availability.

“How do I edit one of my girls’ profiles in my troop?”

1. On your home page, scroll down to “Registered Troop Members”
2. Click on the girl who needs the change (i.e. “Jane Doe”)
3. Click on “Edit Profile”

***Troop Leaders can change name, phone, address.** If you need changes to troop number, grade level, etc. please contact Regional Executive with the change needed. Changes to T-shirt size can be made once per year at registration time.

“I accidentally placed a girl or adult membership in my cart and cannot remove it.”

A leader or parent may need help removing this individual from their cart. A Regional Executive can follow these steps to assist a parent or leader through this process.

1. Click on “Site Menu”
2. Click on “Membership”
3. Click on “Module Reports”
4. Click on “Unpaid Membership Report”
5. Search the name of the parent/leader who needs to be removed
6. Click on “Detail”
7. Click on “Delete”

“I am a troop leader and cannot see my troop management box.”

The troop leader should ensure they are set up as a leader in CouncilAlignMENT by checking the following:

1. Go to home landing page and ensure “Volunteer Form” is complete.
2. Contact membership staff to ensure online background check is complete. Membership staff will also check if the leader is appropriately labeled in CouncilAlignMENT.