

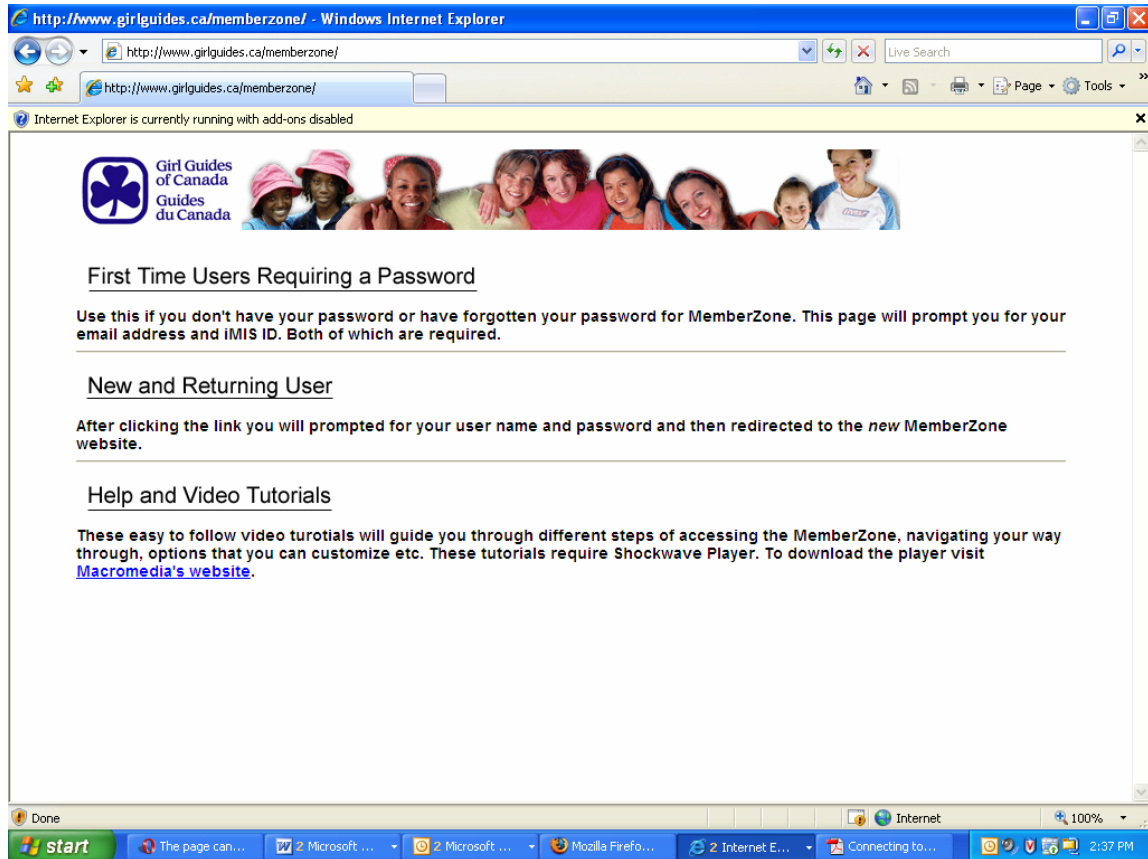
Girl Guides' Member Zone

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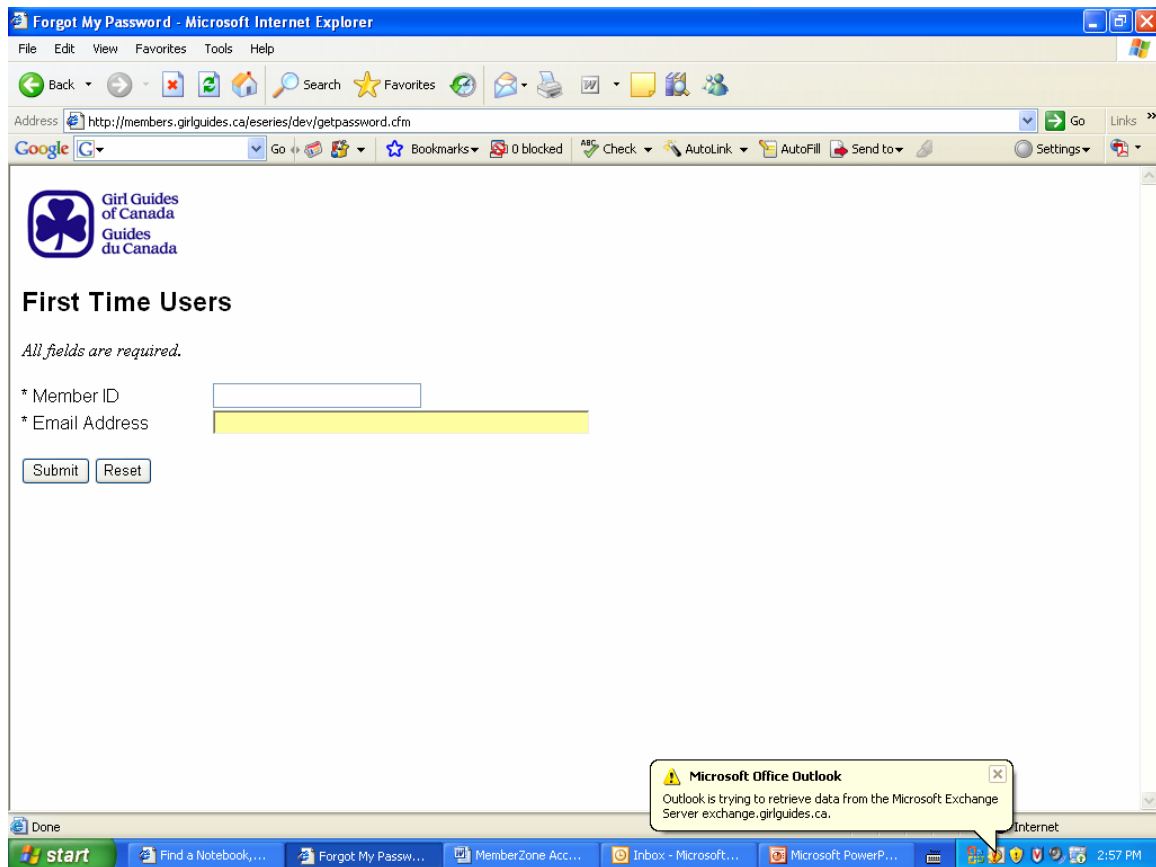
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Connecting to Memberzone

To start, open up your Internet Explorer browser and in the address bar type in www.girlguides.ca/memberzone. Press enter.



If you're a first time user and require a password click on the **First Time User Requiring a Password** link. You will be prompted for your Member ID and Email address. Your member id is your iMIS number, which appears above your name on the mailing label of your copy of the Canadian Guider. The email address must be the address that you provided to Girl Guides of Canada. Enter this information and click **submit**. It will take 24 hours for you to receive a confirmation email. Follow the instructions in the email to access MemberZone. If the information you submit does not match the information in iMIS you will receive a request for specific information. You must provide all the requested information in order to obtain access to MemberZone.

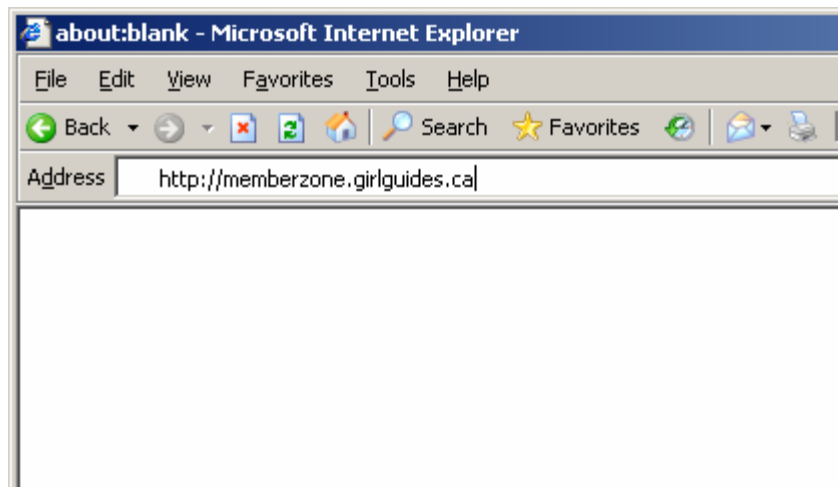


If you have your password, click on the **New and Returning User** link. After clicking the link you will be prompted for your user name and password. The following are instructions depending on which operating system you use.

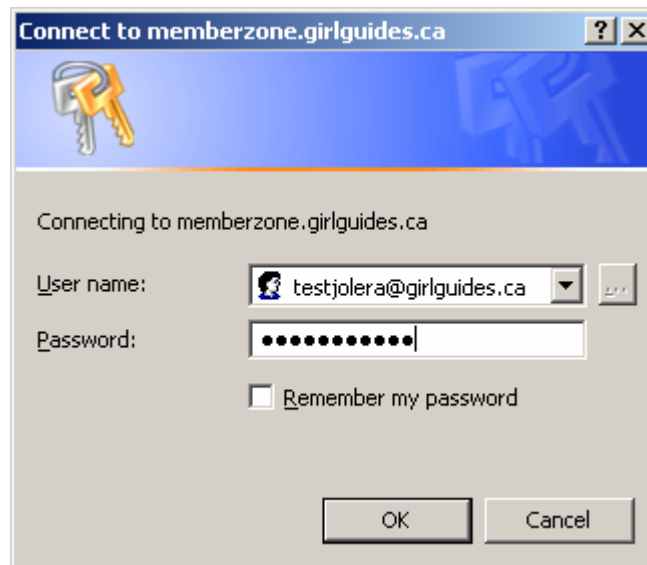
Using Windows XP or Windows 2003

Steps to Connect:

- Open Internet Explorer
- Type in the address <http://memberzone.girlguides.ca/>



- Once connected you will be prompted for a login.

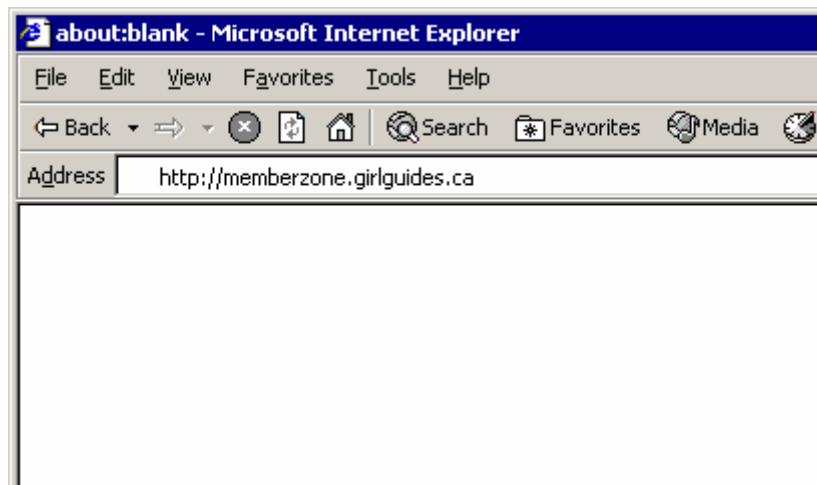


- Enter your username and password as provided with the authentication document.

Using Windows 2000

Steps to Connect:

- Open Internet Explorer
- Type in the address <http://memberzone.girlguides.ca/>



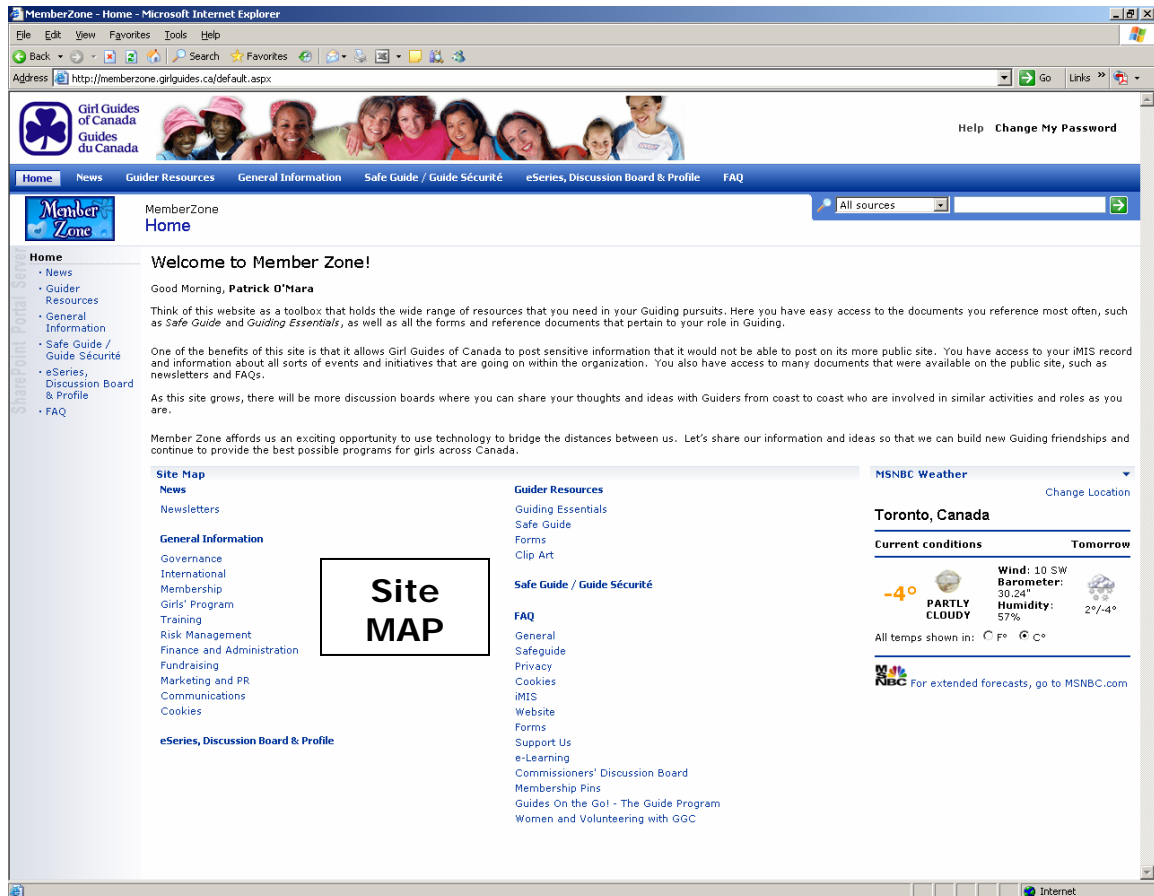
- Once connected you will be prompted for a login.



- Enter your username, password, and domain as provided with the authentication document.

Navigating Memberzone

The Home Page



The Home Page is your starting point for all Portal activity. Each page (or area) contains unique elements that will provide you with useful information and guide you down the correct path to locate your required resources.

An important part of the home page is the Site Map. The portal map lists all the available pages on Memberzone. If you are looking for something and can't seem to locate it, try our Site Map.

Along the top is the horizontal menu bar with all the main menus. Along the left side is a vertical sub menu that contains sub areas to main sections.

Click **News**. In this section you will find all the latest Girl Guides of Canada news.

Click **Guider Resources**. Here you will find resources based on your guiding position. As well, this is where you find all the forms.

Click **General Information**. In this section you will find resources created by the various departments and committees within Guides Canada, grouped by the department that created them. The information listed is meant to assist you with everything from understanding the governance structure of Guides Canada, to ordering cookies. Insurance forms, for example, can be found by clicking **Finance and Administration**.

Click **Safe Guide** to access information about risk-related planning. If you are a Guider who needs a copy of *Safe Guide*, it is available for download here.

The Home Page and all the available pages that are accessible through the top menu bar contains an area detail with a menu bar on the left and different webparts on the right. This layout is consistent throughout the site.

Home Page Web Parts

MemberZone - Home - Microsoft Internet Explorer

Address: http://memberzone.girlguides.ca/default.aspx

Girl Guides of Canada / Guides du Canada

Search Box Help Change My Password

Home News Guider Resources General Information Safe Guide / Guide Sécurité eSeries, Discussion Board & Profile FAQ

MemberZone Home

Welcome to Member Zone!

Think of this website as a toolbox that holds the wide range of resources that you need in your Guiding pursuits. Here you have easy access to the documents you reference most often, such as *Safe Guide* and *Guiding Essentials*, as well as all the forms and reference documents that pertain to your role in Guiding.

One of the benefits of this site is that it allows Girl Guides of Canada to post sensitive information that it would not be able to post on its more public site. You have access to your iMIS record and information about all sorts of events and initiatives that are going on within the organization. You also have access to many documents that were available on the public site, such as newsletters and FAQs.

As this site grows, there will be more discussion boards where you can share your thoughts and ideas with Guiders from coast to coast who are involved in similar activities and roles as you are.

Member Zone affords us an exciting opportunity to use technology to bridge the distances between us. Let's share our information and ideas so that we can build new Guiding friendships and continue to provide the best possible programs for girls across Canada.

Site Map

- News
 - Newsletters
- General Information
 - Governance
 - International
 - Membership
 - Girls' Program
 - Training
 - Risk Management
 - Finance and Administration
 - Fundraising
 - Marketing and PR
 - Communications
 - Cookies
- eSeries, Discussion Board & Profile

Guider Resources

- Guiding Essentials
- Safe Guide
- Forms
- Clip Art

Safe Guide / Guide Sécurité

FAQ

- General
- Safeguide
- Privacy
- Cookies
- iMIS
- Website
- Forms
- Support Us
- e-Learning
- Commissioners' Discussion Board
- Membership Pins
- Guides On the Go! - The Guide Program
- Women and Volunteering with GGC

MSNBC Weather Change Location

Toronto, Canada

Current conditions Tomorrow

-4° MOSTLY CLOUDY

Wind: 3 S
Barometer: 30.20"
Humidity: 57%

2°/-4°

All temps shown in: °F °C

For extended forecasts, go to MSNBC.com

GGC Web Parts

The screenshot shows the Microsoft Internet Explorer browser displaying the Girl Guides of Canada MemberZone News page. The browser's address bar shows the URL <http://memberzone.girlguides.ca/News/default.aspx>. The page features a blue header with the Girl Guides of Canada logo and a navigation menu. A search box is located in the top right corner, and a "Change My Password" link is next to it. Below the header, there are several menu bars, including "Home", "News", "Guides Resources", "General Information", "Safe Guide / Guide Sécurité", "eSeries, Discussion Board & Profile", and "FAQ". The main content area is titled "MemberZone News" and contains a "Current Location" section with a "Home" link. Below this, there is a "News Releases" section with a list of recent news items, including "Why girls need Guides" and "Governor General Invested as Honorary Patron". To the right of the news releases, there is an "Ads" section with a message about promoting upcoming events. At the bottom of the page, there are two callout boxes: "Updated content" and "Related Links".

Search Box

Help Change My Password

Menu Bars

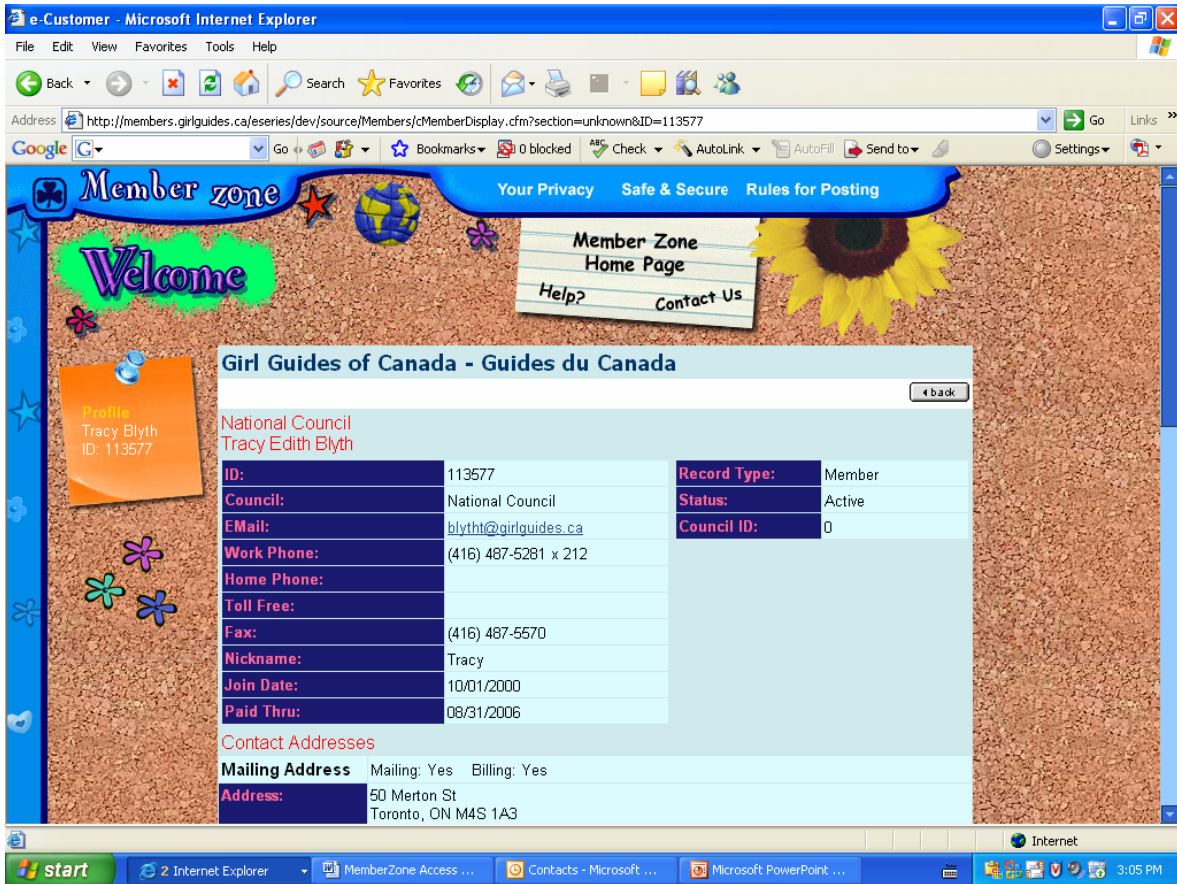
Updated content

Related Links

Here you can access your iMIS Profile and our discussion boards, which we call communities. Click on **Your iMIS Profile** and your iMIS profile appears.



This iMIS profile is an abbreviated version of your iMIS profile that is available from your iMIS input site. Soon, more information will be available, including reports.



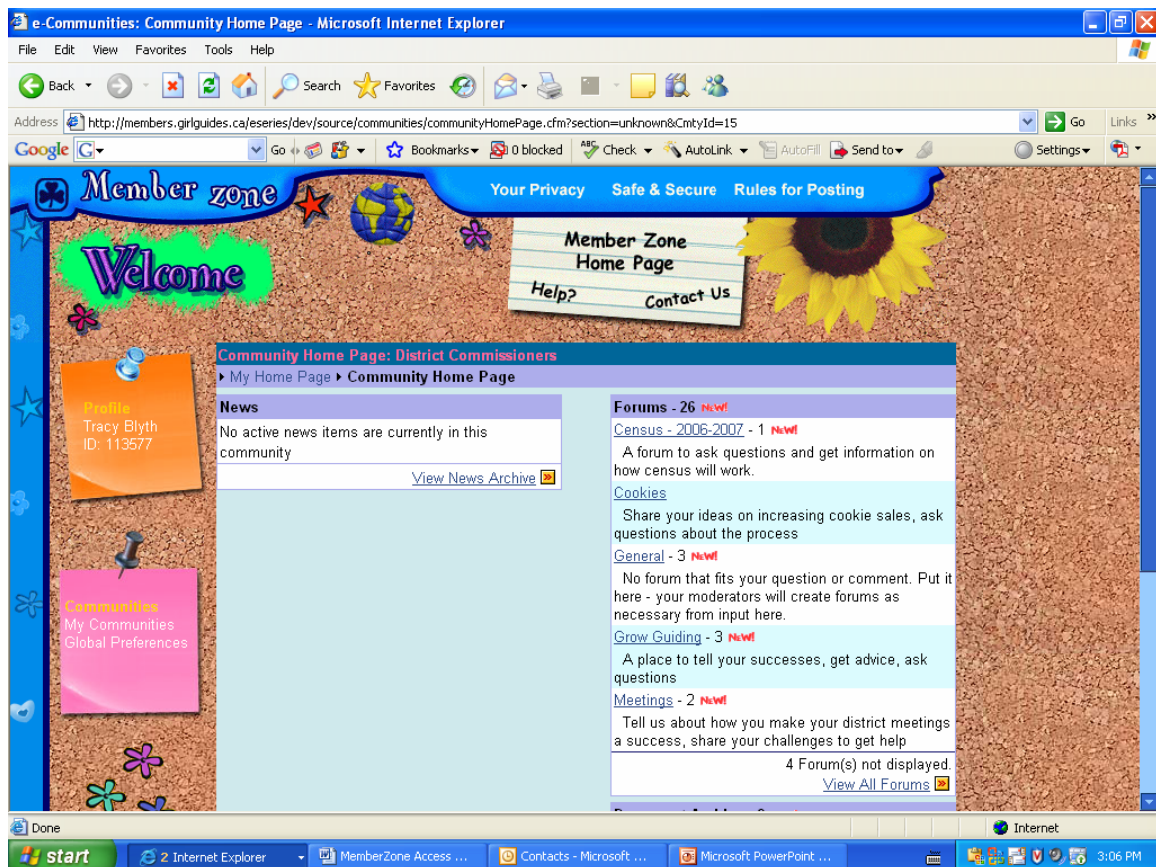
Click the **Guiding Community** link to enter the community. Here you can read, post, and browse messages. As this site grows, we will be adding discussion boards that are specific to certain groups, such as Unit Guiders, trainers and advisers.



To return to MemberZone click on the **MemberZone Home Page** link.

Another way to find information is to use our search feature. In the top right you will see the search box. First make sure you select **All Sources** then enter your search criteria. MemberZone has a powerful search that not only searches the document title for keywords but inside the document as well.

You can see here that we are searching for the word **census**. The search brings up all the most relevant finds. You'll notice that you don't see the word census in the results. But, if you open the first document and do a search on census, it's actually contained within the document. This is a very powerful tool.



Change My Password

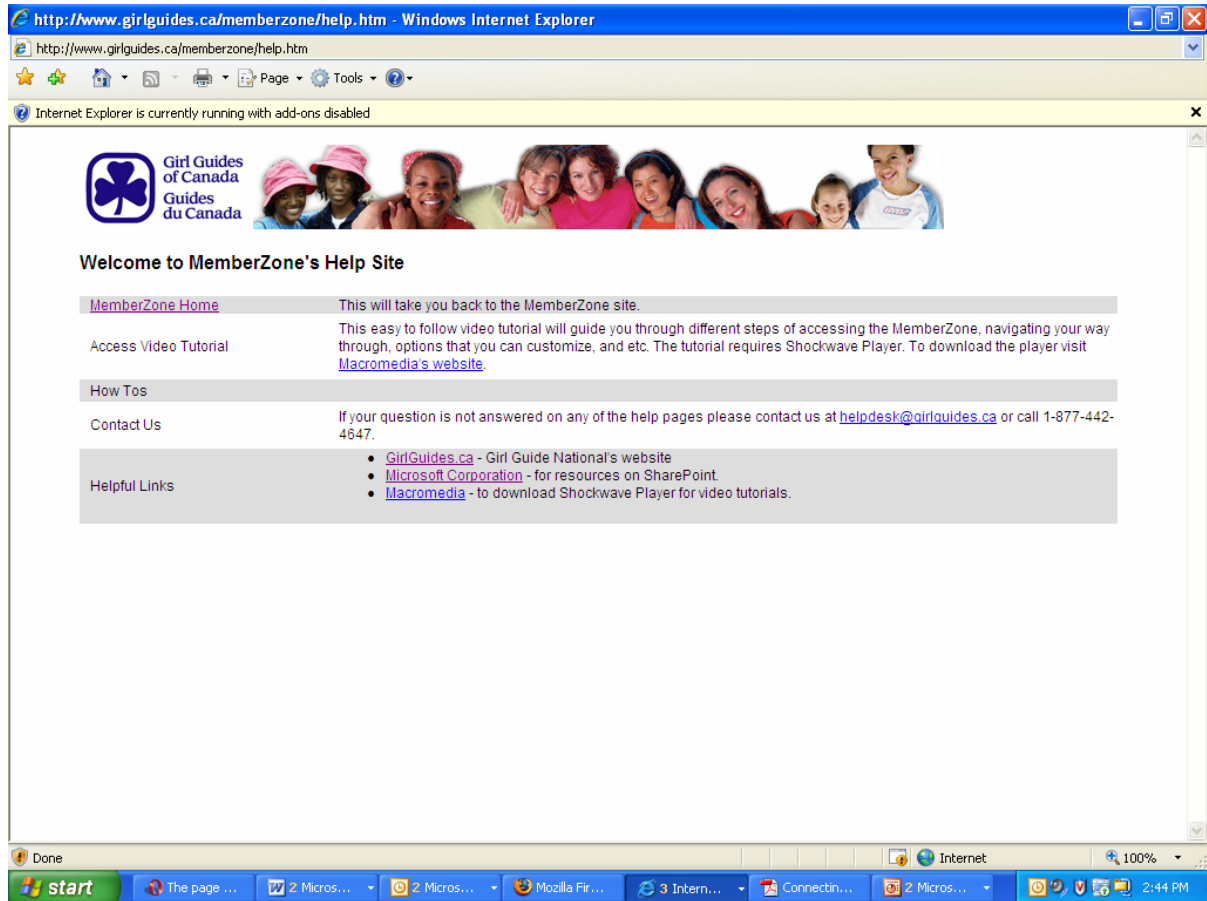
Memberzone enables you to change your password without requiring the assistance of the webmaster. To change your password, simply click on **Change My Password** at the top right corner of the page. You will receive a page like the following with your login name specified as the person who is logged in:

The screenshot shows a web browser window titled "MemberZone - My Account - Microsoft Internet Explorer". The address bar shows the URL: <http://memberzone.girlguides.ca/C11/My%20Account/default.aspx>. The page header features the Girl Guides of Canada logo and navigation links: Home, News, Guider Resources, General Information, Safe Guide / Guide Sécurité, eSeries, Discussion Board & Profile, FAQ, and My Account. The main content area is titled "MemberZone My Account" and "Change My Password". It displays the user's login status: "You're Logged on as: NATIONAL\321124". Below this are three password input fields: "Current Password:", "New Password:", and "Retype New Password:". At the bottom of the form are two buttons: "Change Password" and "Reset". A "Password Policy" section indicates that passwords must contain at least 0 characters.

From this screen, simply fill out the appropriate password fields with your new or old password and hit the button **Change Password** to put the new password in effect.

Help and Support

To access help information, click on the **Help** link, which is to the left of the **Change My Password** link. If your question is not answered on any of the help pages please contact us at helpdesk@girlguides.ca or call the Girl Guides of Canada/Jolera Help Desk at 1-877-442-4647. Press one for support.



The screenshot shows a Windows Internet Explorer browser window displaying the help page for the Girl Guides of Canada MemberZone. The browser's address bar shows the URL <http://www.girlguides.ca/memberzone/help.htm>. The page features the Girl Guides of Canada logo and a banner image of several smiling girls. Below the banner, the heading "Welcome to MemberZone's Help Site" is followed by a list of help options:

- MemberZone Home**: This will take you back to the MemberZone site.
- Access Video Tutorial**: This easy to follow video tutorial will guide you through different steps of accessing the MemberZone, navigating your way through, options that you can customize, and etc. The tutorial requires Shockwave Player. To download the player visit [Macromedia's website](#).
- How Tos**
- Contact Us**: If your question is not answered on any of the help pages please contact us at helpdesk@girlguides.ca or call 1-877-442-4647.
- Helpful Links**:
 - [GirlGuides.ca](#) - Girl Guide National's website
 - [Microsoft Corporation](#) - for resources on SharePoint
 - [Macromedia](#) - to download Shockwave Player for video tutorials.

The Windows taskbar at the bottom shows the Start button, several open Internet Explorer windows, and the system clock indicating 2:44 PM.