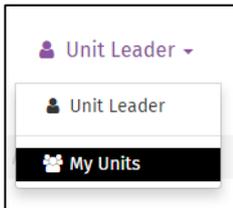


Add or remove a Rainbow or Brownie Helper

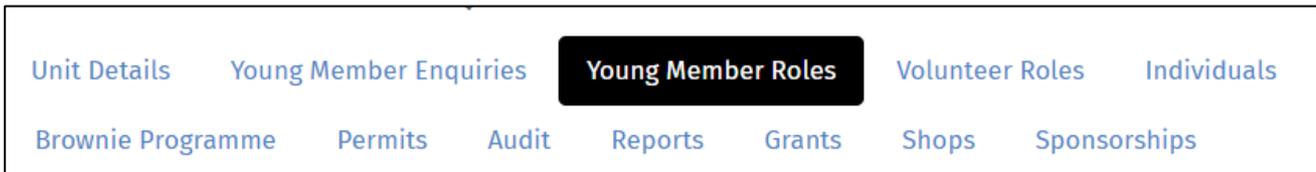
To be a Rainbow or Brownie Helper a young member must also hold the role of Guide on GO. You'll also need to know the Helper's membership number or their full name and date of birth.

1. Select **Unit Leader** and then **My Units** from the drop down.

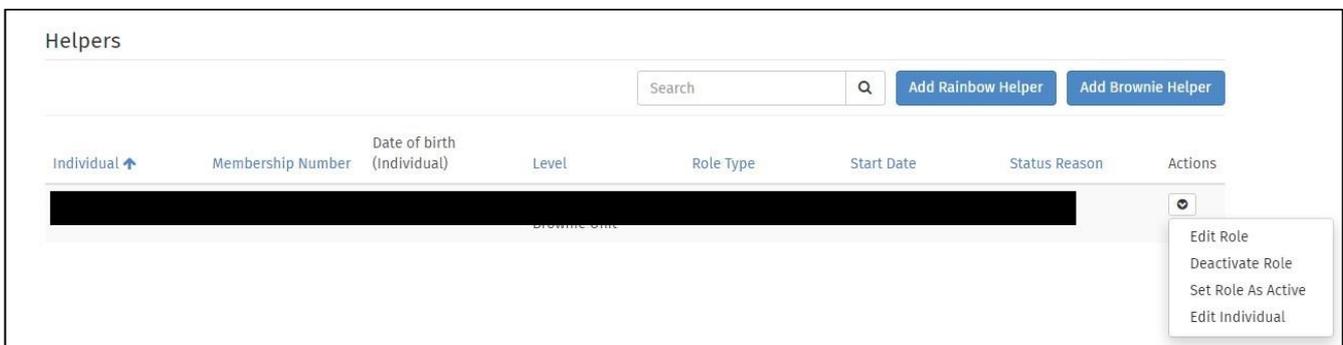


2. Select the relevant unit from the list of units on the screen. You're now on the unit's page.

3. Select **Young Member Roles**.



4. Scroll to the second table on the screen and select the button for either **Add Rainbow Helper** or **Add Brownie Helper**.

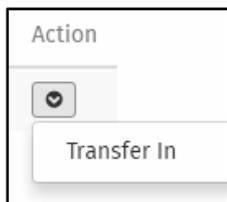


5. Enter their membership number or name and date of birth. Select **Search**.

Find Member

Membership Number	<input type="text"/>		
First Name	<input type="text"/>	Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Postcode	<input type="text"/>

6. The girl's name will appear in a table below the search box. Select the **Actions** arrow and **Transfer In**.



The transfer in box will appear.

7. Leave the fields as they are pre-populated, but you can change the start date as required and **Submit**.

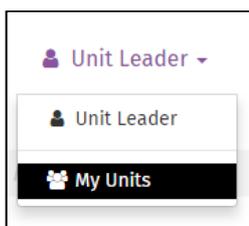
A screenshot of a 'Transfer In' form. The form has a title 'Transfer In' at the top. Below the title, there are four main sections: 'Role Type' with a dropdown menu showing 'Rainbow Helper' and a search icon; 'Start Date' with a text input field containing '07/03/2018' and a calendar icon; 'Main Role' with a checkbox that is currently unchecked; and 'Destination Status' with a dropdown menu showing 'Active'. A 'Submit' button is located at the bottom right of the form.

8. A confirmation message will be displayed. The young member will now appear in your unit's active list.

Remove a Rainbow or Brownie Helper

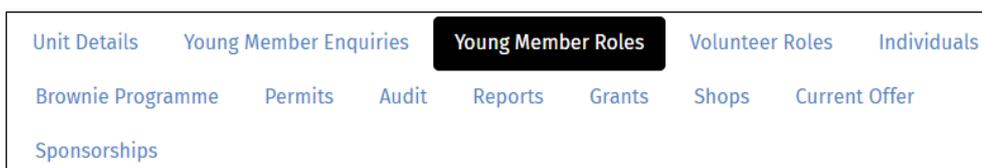
If a young member leaves Guides, the Rainbow or Brownie Helper role will automatically be deactivated.

1. Select **Unit Leader** and then **My Units** from the drop down.



2. Select the relevant unit from the list of units on the screen. You're now on the unit's page.

3. Select **Young Member Roles**



4. Scroll to the second table on the screen and find the young member who is no longer helping. Select the **Actions** arrow and **Deactivate Role**.

5. Enter the date of the last meeting they helped at and select **Submit**. The young member will now be removed as a helper.

Deactivate Role

End Date *

