

Add a young member to another unit's enquiry list

If a young member is moving to a different area or moving up a section, follow the instructions below. Girls can be added to the enquiry list of the next section before their 7th, 10th and 14th birthdays.

[Managing your waiting lists](#) also has information about this.

When a young member is moving up a section or moving to another unit, the unit team should do the following:

1. Check that their contact information is up to date.
2. Update their programme records.
3. Check if they are on the waiting list of another unit.

Section A of this help file takes you through the above steps.

Section B shows how to move a young member to another unit's enquiry list.

Section C shows how to end a young member's role when they leave your unit.

Section A

Update a young member's contact information

See the separate help guidance on how to update young member details.

Update a young member's programme records

When you record a young member has left your unit then you won't be able to see them in the programme recording tab anymore. GO will abandon anything in progress, like theme awards, interest badges, skills builders and the section Gold award.

1. On your unit details page, select the programme tab.



2. See the separate help guidance on programme recording to ensure the young member's records are up to date.

Check if a young member is on another unit's waiting list

1. Select **Young Member Roles**.

2. Select **Edit Individual**.

Current Young Members Roles							
				Search	Q	Download	
Individual ↑	Membership Number	Date of Birth (Individual)	Level	Role Type	Start Date	Status Reason	Actions
Em Brown HQ	21001375	4/4/2013	2nd London HQ Brownie Unit	Brownie	8/4/2021	Active	Transfer End Role Edit Role Edit Individual
Eve Smith	21001554	3/1/2014	2nd London HQ Brownie Unit	Brownie	3/1/2023	Active	
Fi Miller HQ	21001374	5/5/2013	2nd London HQ Brownie Unit	Brownie	10/4/2021	Active	

3. Scroll down and select **Roles**. This will expand and show the young member's status.

Roles						
Role Type	Alternative Title	Main Role ↑	Level	Start Date ↑	End Date	Status Reason
Brownie	Brownie	Yes	2nd London HQ Brownie Unit	8/4/2021		Active

Section B

Add a young member to another unit's enquiry list

Consult with the young member's parent or carer and agree which unit they would like their child to go to. The new unit may not be able to accept the child, but they may be able to go onto the waiting list. If the child is moving up a section, it's recommended to do this at least 6 months before.

1. Select **Young Member Roles**.

2. Select **Transfer**.

Current Young Members Roles							
				Search	Q	Download	
Individual ↑	Membership Number	Date of Birth (Individual)	Level	Role Type	Start Date	Status Reason	Actions
Em Brown HQ	21001375	4/4/2013	2nd London HQ Brownie Unit	Brownie	8/4/2021	Active	Transfer End Role Edit Role Edit Individual
Eve Smith	21001554	3/1/2014	2nd London HQ Brownie Unit	Brownie	3/1/2023	Active	
Fi Miller HQ	21001374	5/5/2013	2nd London HQ Brownie Unit	Brownie	10/4/2021	Active	

The **Transfer Map** will appear. On the right-hand side under **Spaces?**, you'll see a red X if there are no spaces in that unit, or if the unit hasn't filled in how many new young members they can have. You may

still be able to add a young member enquiry to the unit's enquiry list. There's also a **Contact Unit** button so you can send an internal message through GO to check if the unit has spaces.

Transfer Map

Search for location near within Section

Please choose the unit the young member would like to transfer into. This will create an enquiry for the unit's leader to respond to.

1. 1st REN Testing Guide Unit
The Guide Association
Meeting Days : Spaces?

2. 40th EngD3D2U5 Guide Unit
The Guide Association
Meeting Days : Spaces?

3. 100005714
The Guide Association
Meeting Days : Spaces?

4. 100005716
The Guide Association
Meeting Days : Spaces?

3. Select **Choose** and then **Transfer** at the bottom of the page. The young member is then transferred to the chosen unit's enquiry list.

The young member will still be an active young member in your unit until you end their role.

Section C

End a young member's role when they leave your unit

When a young member is moving up a section or moving to another unit where they are on the enquiry list, the unit team should do the following:

- Check that their contact information is up to date.
- Update their programme records.
- Check if they are on the waiting list of another unit.
- Agree the transfer date with the new unit.

1. Select **Young Member Roles**.

Unit Details Young Member Enquiries **Young Member Roles** Volunteer Roles Individuals Brownie Programme Permits

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2. Find the young member and select **Actions** and **End Role**.

Current Young Members Roles							
Individual	Membership Number	Date of Birth (Individual)	Level	Role Type	Start Date	Status Reason	Actions
Em Brown HQ	21001375	4/4/2013	2nd London HQ Brownie Unit	Brownie	8/4/2021	Active	Transfer End Role Edit Role Edit Individual
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