

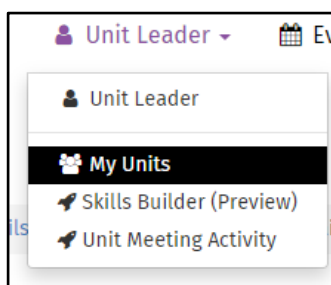
Record other badges and activities on GO

The **Other badges** section on the GO programme tab allows you to record badges, activities and awards outside of the core programme.

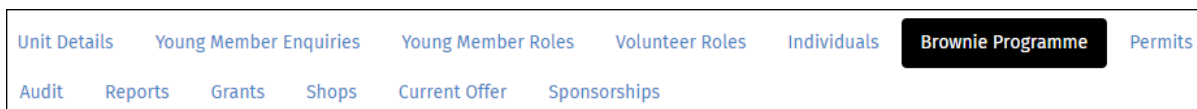
Please note that not all activities in this section will have a physical badge associated with them. If you're not sure, check [the online shop](#).

The Other badges area

1. Select **Unit Leader** and **My Units**.



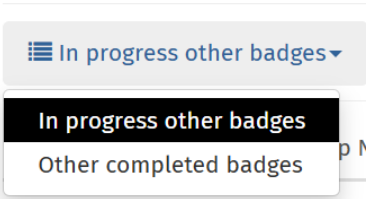
2. Select the **Rainbow/Brownie/Guide/Ranger Programme** tab as relevant to your unit. If your unit is a joint unit, you will have a different tab for each of the sections in your unit.



3. Select **Other badges**



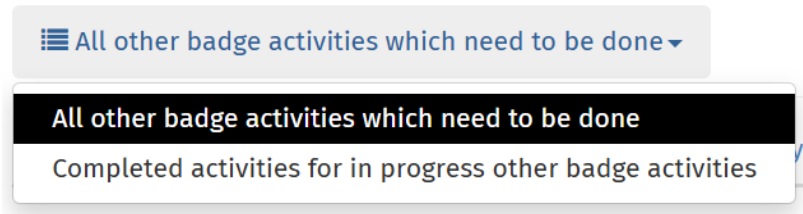
4. The first table shows other badges and activities which are in progress or completed. Use the dropdown menu to choose between 'in progress' and 'completed' views:



Other Badges

5. The second table is a list of badge activities. Each badge will have one or more badge activities that need to be completed before it can be awarded.

Use the dropdown menu to choose between the two views:



All other badge activities which need to be done

Search

Individual

Membership No

Badge Activity Type

Status Reason

Badge

Actions

If you use the **+ New** button to add the badge (see below for more info), the badge activities will be added to the **All other badge activities which need to be done** view, and will move to **Completed activities for in progress other badge activities** when marked as complete.

Recording other badges

There are two methods for recording other badges and activities:


- To add a completed other badge without recording each activity separately, see **Add a completed badge**.
- To add or update an in-progress other badge, see **Add an in-progress badge**.


Add a completed badge

If a young member has completed all of the required activities, but you haven't yet recorded these on GO, you can add it as completed. With this method you don't need to add the individual badge activities separately.

1. Select the blue **+ Completed** button next to the first table to add a completed badge:


Other Badges

 In progress other badges ▾

Search 

+ New

+ Completed

Individual 	Membership No	Badge Type	Status Reason	Total Activities Completed	Actions
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2. In the pop-up that opens, select the **Individual**, the **Other badge type**, and use the calendar to choose the **Presented date**.

 Create

Add completed other badge

Unit *

1st GO product owner Rainbow Unit



Individual *



Other Badge Type *



By adding a date below you are confirming the individual has done all other badge challenges and has been presented with the badge

Presented Date *



Submit

3. Once you've added the details, select **Submit** to close the form. The completed badge will shortly appear in the **Other completed badges** view.

Other Badges

Other completed badges ▾					
Search		Q	+ New	+ Completed	
Individual ↑	Membership No	Badge Type	Status Reason	Completed Date	Actions
		Nights away - 1 night	Complete	30/3/2025	

Add an in-progress badge

If a young member has started a badge but hasn't yet finished it, you can add this to GO as in progress. You can then mark the individual activities as complete.

1. Select the blue **+ New** button next to the top table to add a new other badge as in-progress.

Other Badges

In progress other badges ▾					
Search		Q	+ New	+ Completed	
Individual ↑	Membership No	Badge Type	Status Reason	Total Activities Completed	Actions

2. In the pop-up, select the **Individual**, the **Other badge type**, and use the calendar to choose the **Start date**:

Create

Add in progress other badge

Unit *

1st GO product owner Rainbow Unit

Individual *

Other Badge Type *

Start Date *

Submit

3. Select submit. This will create the badge as in progress,

Other Badges

In progress other badges					
Individual		Membership No	Badge Type	Status Reason	Total Activities Completed
			Nights away - 2 nights	In Progress	0
All other badge activities which need to be done					
Individual		Membership No	Badge Activity Type	Status Reason	Badge
			Complete two nights away	Required	Nights away - 2 nights

4. Once you've added the details, select **Submit** to close the form. The new badge will shortly appear in the **In progress other badges** view, and the badge activities in the **All other badge activities which need to be done** view.

Mark a badge activity complete for a single young member

Once you've created an in-progress badge, you can mark individual activities complete as they are done.

1. Find the activity in the **All other badge activities which need to be done** view, select the **Actions** drop down, and select **Complete**:

All other badge activities which need to be done					
Individual		Membership No	Badge Activity Type	Status Reason	Badge
			Complete three nights away	Required	Nights away - 3 nights

The completed badge activity will appear in the **Completed activities for in progress other badge activities** view:

Completed activities for in progress other badge activities					
Individual		Membership No	Badge Activity Type	Status Reason	Badge
			Complete three nights away	Complete	Nights away - 3 nights

2. Once all the required activities are complete, the badge can be marked as complete using the **Actions** arrow and **Complete**. The badge will then move to the **Completed** list.


How to remove a badge activity added in error




If you add the wrong badge activity to an in progress badge, follow these steps to remove it:

1. In the second table, change the view to **Completed activities for in progress other badge activities**.
2. Find the activity added in error, select the **Actions** arrow and select **Set required**.

The activity status reason will change back to **Required** and it will appear in the **All other badge activities which need to be done** view.

Completed activities for in progress other badge activities ▾

Search 

Individual 	Membership No	Badge Activity Type	Status Reason	Badge	Actions
		Complete three nights away	Complete	Nights away - 3 ni	 <div>View Complete Set required</div>

Abandon a badge

If an individual is no longer intending to finish an in progress badge, or if you have added a badge to the wrong individual, you can use the **Abandon** action to remove it from their record.

Please note this action cannot be undone within GO, so only abandon a badge if you are sure the individual won't return to it in future.

If you need to re-add a badge which has previously been abandoned, please contact membershipsystems@girlguiding.org.uk.