girl scouts
of the northwestern
great lakes

Rallyhood: The Basics
Tips & Tricks for Using Your Troop Rally

Get Started

1. If you don't have a troop rally yet, follow the QR code to review the training. Then contact Customer Care at 888.747.6945 or info@gsnwgl.org to request that a council staff member activate your troop rally. Please include your troop number in your request.

2. Locate the rally invitation in your email inbox and click "Join this Rally."

*https://youtu.be/CWLxchKdzcQ*

Change the Banner Image

1. Click on the gear icon.

2. Choose "Options."

3. Click "Change Image."

4. Add a new image using the banners provided in the gallery of the Welcome to Rallyhood rally.

### Invite Other Volunteers and Parents

1. Click on the Invite icon over the navigation bar (the person/+ icon).

2. In the pop-up, select how you would like to invite people to your rally.

3. Enter the required fields and click "Invite."
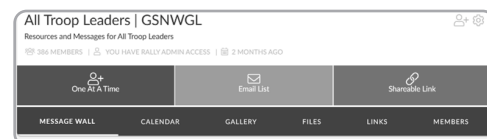
Add Events to the Calendar

1. In the Calendar tab, click on "+ New Event."

2. Add the information for the event.

3. Click "Save."

▶ *Hint: Add events to a shared calendar to keep everyone on the same page with troop meetings, outings, and more.*
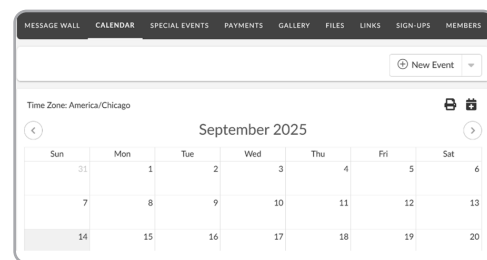
Upload Photos to the Gallery

1. Under the Gallery tab, to add a single photo, click "Add Photo" or use the down arrow to choose "New Album" and add multiple photos to an album.

2. If you made an album, give your album a name and click "Save."

3. In your album, click "Add Photo," select photos from your computer, and click "Open."

▶ *Hint: Let Rallyhood be THE place for all your troop's photos. Download favorite past photos to customized albums for troop members to remember past experiences.*
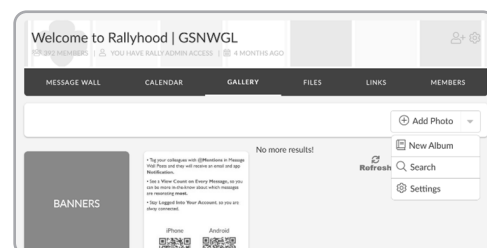
Post a Message on the Message Wall

1. Click "New Message" on the Message Wall tab.
2. Add a title and the body of your message.
3. Click "Post" to add your message.

▶ *Hint: Rather than communicating with long email chains, let the message wall become the place where everyone communicates by posting messages and leaving comments.*

Create a Sign-Up

1. In the Sign-Up tab, click on "New List."
2. Name your list, give it a description, and click "Save."
3. Once your list is created, click on the list, then click on "New Sign-Up" in the top right corner.
4. Add items to sign up for by adding a title, choosing how many available spots, and clicking "Save."

▶ *Hint: Use a Sign-Up to ask for help or get feedback from the group.*

Share Documents

1. In the File tab, click "Add File" or select "New Folder" to create a folder to group multiple files together.
2. Select the files from your computer you want to upload.
3. Click "Open" to begin uploading.

Change Your Time Zone

1. Click "My Rallyhood" and choose "My Settings."
2. Choose "Rallyhood Profile."
3. Choose the correct time zone and chick "Save."

▶ *Hint: All Rallyhood users start out in the Central time zone because Rallyhood's headquarters is in the Central time zone. Be sure to switch it so you see events on your calendar in the correct time zone!*
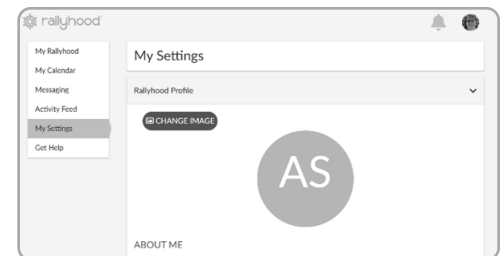
Suggested Notifications

1. Click "My Settings."
2. Choose "Notification Settings."
3. Uncheck Event Assignments, Invited, Invitation Sent, Invitation Accepted, Join Approved, Content Shared, and Receive all notifications.

▶ *Hint: This will cut down on the number of emails you receive.*
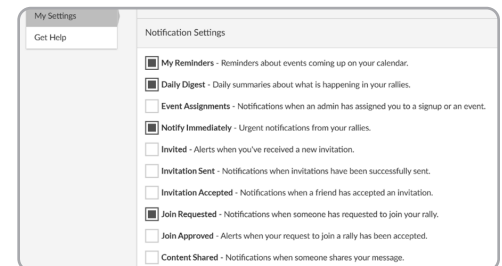
Get One Daily Email

1. Click "My Settings."
2. Choose "Daily Digest."
3. Check "Merge digests into one email" and click "Save."

▶ *Hint: This will cut down on the number of emails you receive.*