

GoGold Online: Tips & Tricks

BEFORE You Begin:

Please read the following documents:

[Gold Award Guide](#)

[Gold Award Guidelines for Seniors & Ambassadors](#)

AND

[Watch: Gold Award Online Tutorial](#)

Haven't seen them? Take a look!

What is GoGold Online?

GoGold Online is the GS USA portal to submit your project proposal and final report. If you hope to be nominated for a NYWOD award, you MUST use it.

Important things to Note:

- GoGold Online works best with Google Chrome or Mozilla Firefox Internet browsers.
- GoGold online is not compatible for use with a smartphone or tablet. You will need to use a desktop computer or laptop.
- DO NOT** start the process on GoGold Online, until you've met and discussed it with your Gold Award Advisor.
- The questions in GoGold Online are verbatim from: [Gold Award Guidelines for Seniors & Ambassadors](#)
- GoGold Online has been known to have issues. PLEASE type all your responses into a Word document BEFORE entering them into GoGold Online, to avoid losing your information.

Creating Your Account:

- Choose the appropriate prerequisites that you completed.
- Make sure you select the right council: Greater Atlanta
- If you are a Juliette, your parent troop is your Troop Volunteer/Leader.
- Write down your LOGIN:



Prerequisites		
To begin earning your Gold Award, you need to have completed two Senior or Ambassador Journeys, or one Journey and the Girl Scout Silver Award		
☐ I have received my Silver Award, and completed one Senior or Ambassador Journey		
☒ I have completed two Senior or Ambassador Journeys		
☐ I'd like to learn more about completing a Journey		
Journey	Completed	Troop/Group Volunteer's Name
Justice (English)	01/03/2017	GSGATL Leader
Journey	Completed	Troop/Group Volunteer's Name
Sow What? (English)	04/12/2017	GSGATL Leader
☒ I have read and understand the Standards of Excellence		

Council Information		
Greater Atlanta ☒		
Council Name		
Council address		
5601 North Allen Road		
Street		
Mableton	GEORGIA	30126
City	State	Zipcode
Council email		Council phone
goldawardsupport@gsgatl.org		770-702-9100

Step ONE: Choose an Issue

You will need to answer all of the questions beneath “Decision—Making Tips” below. Please review, type your answers into Word and THEN paste them into GoGold Online.

Decision-Making Tips

You are about to make a big decision that will have a significant impact on your life and may even change it forever. Take some time to reflect and get inspired. Start with yourself.

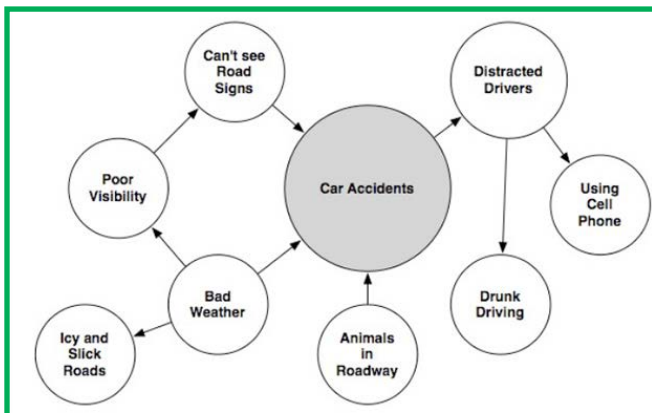
- What inspires you? Is it something in your school, community, country, or the world?
- What motivates you into action? Is it people, events, activities, places?
- What skills, talents, and strengths do you have to offer?
- How do you want to make a difference? As an advocate for justice? A promoter of environmental awareness? As a trainer, mentor, or coach? As an artist, actor, or musician? As an organizer of petitions or campaigns? As an entrepreneur? Can you think of another role?
- What motivates, inspires, and interests others? Can you build a team to support your idea?
- What would benefit the community both immediately and long-term?
- Check back through your Girl Scout leadership journey(s). What interested you that you might be able to translate into an award project?

Put it all together. Explain your idea in a short and motivating way that clarifies for you, your potential team, target audience, and supporters. Remember, 15 seconds. Go!

Step TWO: Investigate

Mind-Mapping

As you think about your community issue, what are some causes for your issue. Use the mind map to make connections and then answer the following questions: How do the causes connect to each other? Do you see a Pattern?



Step THREE: Get Help

Reach Out

You'll need to enter the information for your Project Advisor/Leader AND your Team.

Reach Out		
Name of Project Advisor or Leader		
Project Advisor's Place of Work		
Project Advisor's Email		
Project Advisor's Phone		
Type the names of the people you plan to inform and/or work w your Take Action projects.		
Team Member	How you know this person	Role
Team Member	How you know this person	Role
Team Member	How you know this person	Role
Add More		

Note: GoGold Online limits the team members to 11—if you have more team members, include the full list as an additional attachment during step five.

Step FOUR: Create a Plan

Your **Project Proposal** should already be completed and approved by the GSGATL Council, so you should be able to cut and paste your answers into the online form.

Create Your Project Proposal

Project details

Project description

Project planning

Project impact

What is the estimated overall project cost?
\$

Step FIVE: Present Your Plan

Our Council has already given you preliminary approval for your proposal, but we will review your submission in GoGold as a formality.

A: The first thing you will be able to do on the submission page is download our “additional” information sheet. The sheet is a summary of next steps after submitting your proposal.

B: Then, check out the “Council Information” to make sure it reads “Greater Atlanta”

Additional Material

Here is extra material Greater Atlanta has provided you for project proposal. Please follow the instruction and submit it with your proposal if necessary.

Download

Council Information

Greater Atlanta

Council Name

☒ **Cc me on the email.**



C & D

Download, review, and print your project proposal

C: The “Cc me” box should already be checked for you, so that you will receive a copy of your completed project proposal. It will also be sent to us.

D: At this point, you can also review all the information you submitted, so that you can go back and make edits if needed.

E: Supplemental Materials: You are only able to add ONE additional file as an attachment. So, if you have more than one form to add, you will need to zip them into one file *Ort xj B Check YouTube for instructions on how to zip a file.*)

Have additional forms you want to send? Zip it and upload here to send it to your council along with your project proposal!

Currently uploaded: null

Choose File

No file chosen

Upload File

F: Once you’ve reviewed and attached your materials, hit the “Email Your Project Proposal” button to SUBMIT!:



Email Your Project Proposal

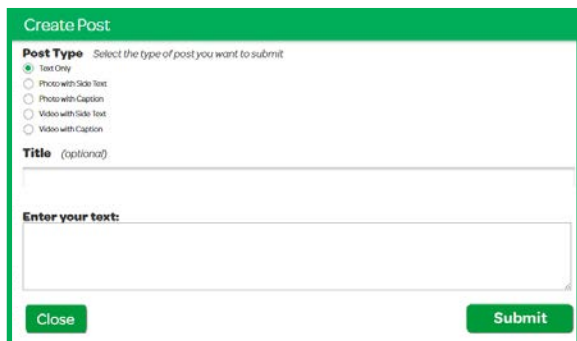
G: Approved: Make sure you get the confirmation email before Taking Action! It should come within a few days of submitting your proposal.

Note: *If you make any changes to your plan after the interview, you need to have them approved by Council BEFORE submitting your proposal on GoGold Online. If you don’t submit them, your proposal will*

Step SIX: Take Action

Hopefully you've taken good notes of your hours & budget during the project. You can log your time and budget here.

You'll also be asked to create a post of some kind. The post is required, but you don't have to share it. You can upload a photo, video or blog post.



Create Post

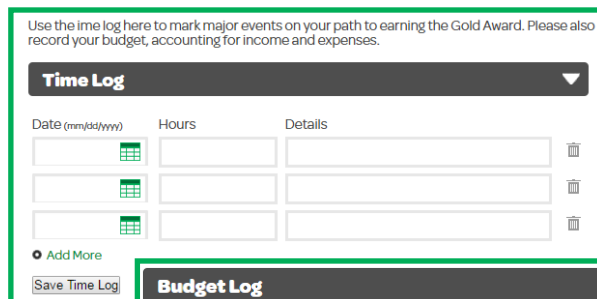
Post Type Select the type of post you want to submit

- ☒ Text Only
- ☐ Photo with Side Text
- ☐ Photo with Caption
- ☐ Video with Side Text
- ☐ Video with Caption

Title (optional)

Enter your text:

Close **Submit**



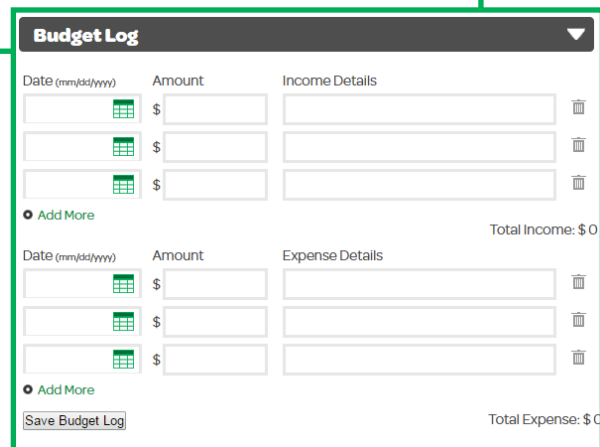
Use the time log here to mark major events on your path to earning the Gold Award. Please also record your budget, accounting for income and expenses.

Time Log

Date (mm/dd/yyyy)	Hours	Details	

Add More

Save Time Log



Budget Log

Date (mm/dd/yyyy)	Amount	Income Details	

Add More

Total Income: \$ 0

Date (mm/dd/yyyy)	Amount	Expense Details	

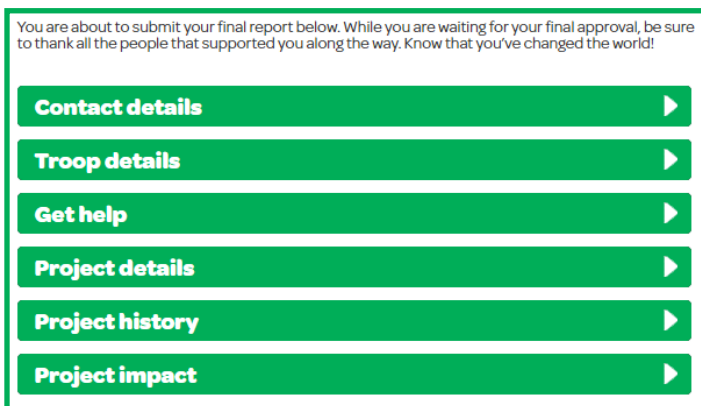
Add More

Total Expense: \$ 0

Save Budget Log

Step SEVEN: Educate & Inspire

You're at the end, you did it!!



You are about to submit your final report below. While you are waiting for your final approval, be sure to thank all the people that supported you along the way. Know that you've changed the world!

- Contact details**
- Troop details**
- Get help**
- Project details**
- Project history**
- Project impact**

Review the information you entered for Contact Details, Troop Details, and Get Help.

If you had additional team members, you can add members until you reach 11. If you had more than 11 members, you will need to add them as an attachment.

For Project Details, Project History, and Project Impact, you should have already completed the Final Report Document from our Council and can copy and paste your answers.

After you've entered all your information, you will be able to upload additional documentation. Just as you did in step FIVE, you will need to zip your files into a single folder. Make sure to include: any additional team members, any project hours that did not fit in the sheet, some pictures!

CONGRATULATIONS!!

You've completed the GoGold Online Process!

If you have any issues or questions, please contact us!

Email: goldawardsupport@gsgatl.org

Phone: 770-702-9146

Any technical issues with GoGold Online should be sent to gogoldonline@girlscouts.org

