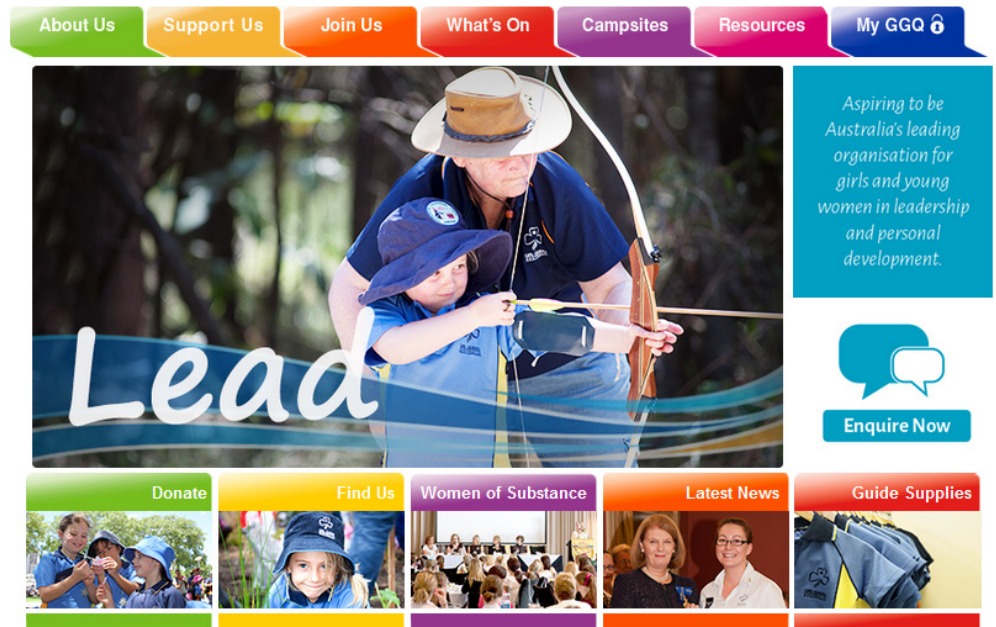
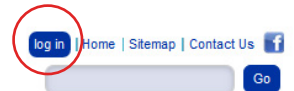




How to Download Reports

1. Go to www.guidesqld.org.
2. Click on "log in"
3. Your **membership number** is your Username and **date of birth (ddmmyyyy)** is the Password unless you have manually changed it.



Sign In

Username

Password

Remember me on this computer

[Sign In](#)


[Forgot my password or my username](#)

[Create a new account](#)

6 Digit Membership Number

Date of Birth (ddmmyyyy)

Aspiring to be Australia's leading organisation for girls and young women in leadership and personal development.

4. Under the **"My GGQ"** section on the **"My Details"** webpage, select the **"my reports"** tab.
5. Click on the  icon to select your report package.
6. From the popup window you can view which email address the reports will be emailed to. (You can change this email address through the **"my details"** tab.)
7. Click the checkbox of the specific reports package you would like to request.

The **"Reports Package"** is only applicable to Unit, District and Region Managers and the tickbox will deliver all available reports that apply to your specific position/s.

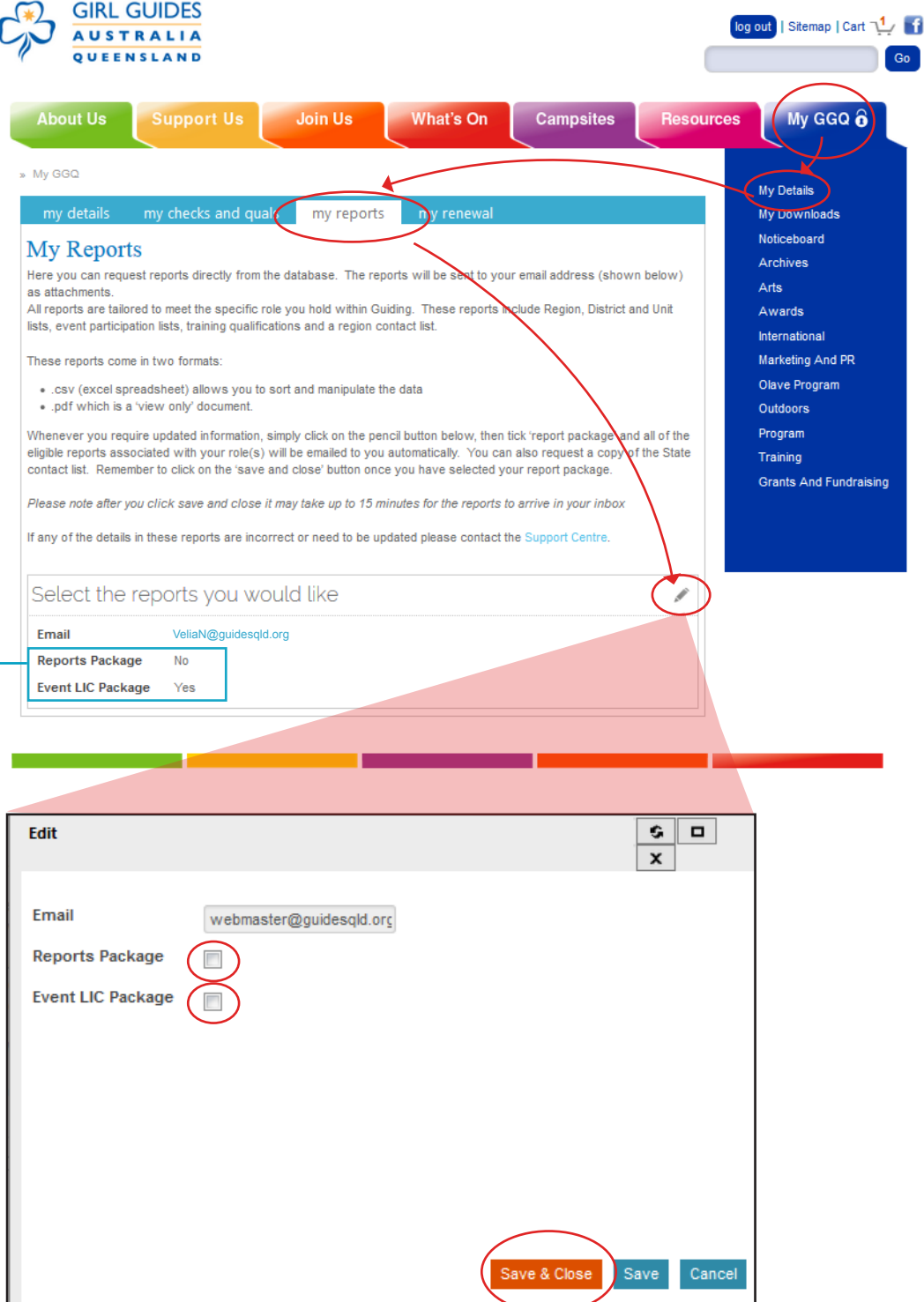
The **"Event LiC Package"** is only applicable to Trainer's, LiC's or QM's for their specific events/trainings. This tickbox will send all available reports for all events/trainings that are applicable to you.

Refer to page 3 for more details about the reports available in these packages.

8. Click on **"Save & Close"** to process your report request.

The **"No"** means there are no packages currently being generated.

The **"Yes"** means that this report package is currently being generated and can be expected in your email inbox within 15 minutes.



The screenshot shows the 'My GGQ' section of the website. The 'my reports' tab is selected. Below the tab, there is a form titled 'My Reports' with instructions and a table for selecting report packages. The 'Event LIC Package' checkbox is checked. An 'Edit' popup window is open, showing the email address 'webmaster@guidesqld.org' and the 'Reports Package' and 'Event LIC Package' checkboxes, both of which are unchecked. The 'Save & Close' button is highlighted in red.

Select the reports you would like	
Email	VeliaN@guidesqld.org
Reports Package	No
Event LIC Package	Yes

Edit	
Email	webmaster@guidesqld.org
Reports Package	<input type="checkbox"/>
Event LIC Package	<input type="checkbox"/>

Buttons: Save & Close, Save, Cancel



Girl Guides Queensland








Database and Website

My Reports









All report packages are tailored to meet the specific role you hold in Guiding and will be emailed to you as a series of attachments in both Excel and PDF formats. These reports will be reviewed to ensure that they are meeting your needs and to make improvements as necessary. Tailor made reports for State Managers and Advisors will also be rolled out during Stage Two.

Reports Packages










UNIT MANAGER REPORTS

-  Unit List (csv)
-  Unit Members List
-  Unit Custody Details
-  Unit Contact Details
-  Unit Event Participation
-  Region Contact list (csv)
-  Region Contact

DISTRICT MANAGER REPORTS








-  District Volunteers List (csv)
-  District Volunteers Contact Details
-  District Training Qualifications
District Girls List (csv)
-  District Girls Contact Details
-  District Girls Summary
-  District Event Participation
-  Region Contact list (csv)
-  Region Contact

REGION MANAGER REPORTS

-  Region Volunteer List (csv)
-  Region Volunteer Contact Details
-  Region Training Qualifications
-  Region Girls List (csv)
-  Region Girls Contact Details
-  Region Girls Summary
-  Region Event Participation
-  Region Contact list (csv)
-  Region Contact

Event LiC Package

EVENT LIC REPORTS

-  **Participant List** (Excel/csv)
Contact details, medical/health details, dietary requirements, emergency contacts and photo consent for all event participants
-  **Summary Statistics** (Excel/csv)
Count of participants for each registration option
-  **Activity List** (Excel/csv)
Details of participants for each activity/registration option
-  **Registration List** (Excel/csv)
Simple participant list for creating attendance lists and sign-in sheets
-  **Leader Qualifications** (PDF)
GGQ training qualifications and external qualifications held by adult/associate members attending the event.
If no adult/associate members are registered this will be blank.
-  **Additional Application Questions** (Excel/csv)
Responses to the Additional Application Questions.
If there are no Additional Application Questions this will be blank.
-  **Central Reference** (PDF)
Full participant details including activities selected for use at event