



The Hong Kong Girl Guides Association
Girl Guides Management System(GGMS)
Note for Guider/Leader

1. What is the difference between Guider/Leader, Assistant Guider/Assistant Leader and Unit Assistant?

Ans: All members aged between 21 and 65 and completed Leaders' Training Course of her section will receive appointment card and appoint as a Guider/Leader.

There is only one Guider-in-charge in every unit but no limits on the number of Assistant Guider and **Unit Assistant**. An Unit Assistant is an adult member without Guider's/Leader's appointment of the section that the unit belongs to, even if she has appointment in other sections. An Unit Assistant can become an appointed Guider/Leader upon her completion of the Leaders' Training Course.

2. How the past personal progress (which is not stored in the previous membership system, such as old records of participation in overseas activities and progress of Leadership Training Scheme, etc.) can be updated in GGMS?

Ans: The records registered through the Online Course Registration System (OCRS) will be converted to members' profiles through data convention; since the Association only keeps records for the past 7 years, the training records for 2013-2015 will be entered into the system manually. In addition, the Association will be arranged to enter the relevant Holiday and Camp records from 2013 to 2020 into the system.

3. What should I do if my records are wrong?

Ans: Please contact Region Development Department/Affiliated Membership Department for follow up.

4. GGMS-OCRS issue

GGMS-OCRS will replace our existing Online Course Registration System (OCRS). All appointed Adult Members have their own GGMS Accounts. They can login GGMS and apply for courses/activities on GGMS-OCRS directly.

5. Register GGMS-OCRS for unit members

After guiders/leaders add unit members into GGMS and they complete registration progress, unit members can login GGMS and register for activities and courses on GGMS-OCRS page. Therefore, it is suggested that guides/leaders to add unit members to GGMS as soon as possible so they can apply for activities and courses more effectively.

GGMS and GGMS-OCRS are under the same system. If guiders/leaders add unit members to GGMS after late April, **unit members who already hold an GGMS-OCRS account will need to provide another email address to Guider/Leader for registering GGMS.** Email address for GGMS cannot be the same as the one registered in GGMS-OCRS.



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6. Registration through GGMS-OCRS

GGMS-OCRS will automatically filter activities/courses that members are eligible to apply (e.g. by section, region, qualification). Guiders can also review registration status of her unit members. Record will be updated on member profile upon completion of the activity/course if the registration is done through GGMS-OCRS.

7. How data in existing OCRS be transferred to GGMS OCRS?

Ans: All existing OCRS account data will be transferred to GGMS-OCRS in late April. Most of records of activities/courses in OCRS since 2015 will be transferred to GGMS. Members will be able to see these records in GGMS later. They will also see list of eligible activities/courses on GGMS-OCRS.

8. Registration through GGMS-OCRS without a GGMS account.

Ans: If guiders/leaders have not yet added unit members to GGMS, unit members can still register as GGMS-OCRS account user.

Unit members who are users of existing OCRS system will have access to GGMS-OCRS after late April when OCRS data is transferred to GGMS-OCRS. They can login with the email address they use for OCRS and acquire password by pressing the “Forget Password” button. Records that can be transferred from OCRS will be shown in GGMS-OCRS.

9. How can I combine my GGMS-OCRS account and GGMS account?

(Applicable when guiders/leaders have not yet added unit members to GGMS and unit members have registered as GGMS-OCRS account user)

Ans: When unit members who already hold GGMS-OCRS account are added to GGMS by their Guider/Leader, they can combine these two accounts. When members are in GGMS-OCRS login page, they can input their GGMS membership number in “User Profile” and save. The two accounts will be combined and unit members only need to login GGMS to register for courses/activities on GGMS-OCRS page once it is done.