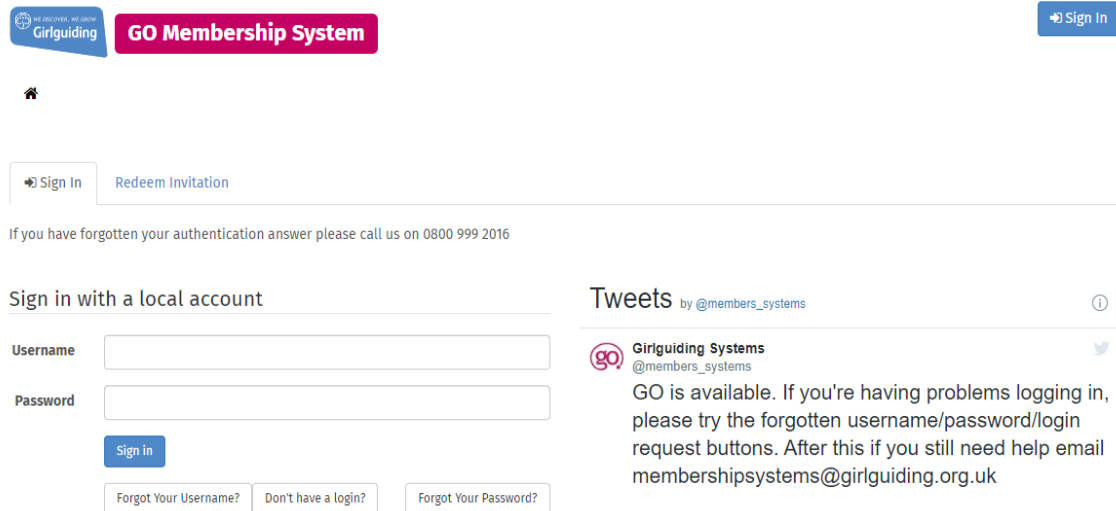


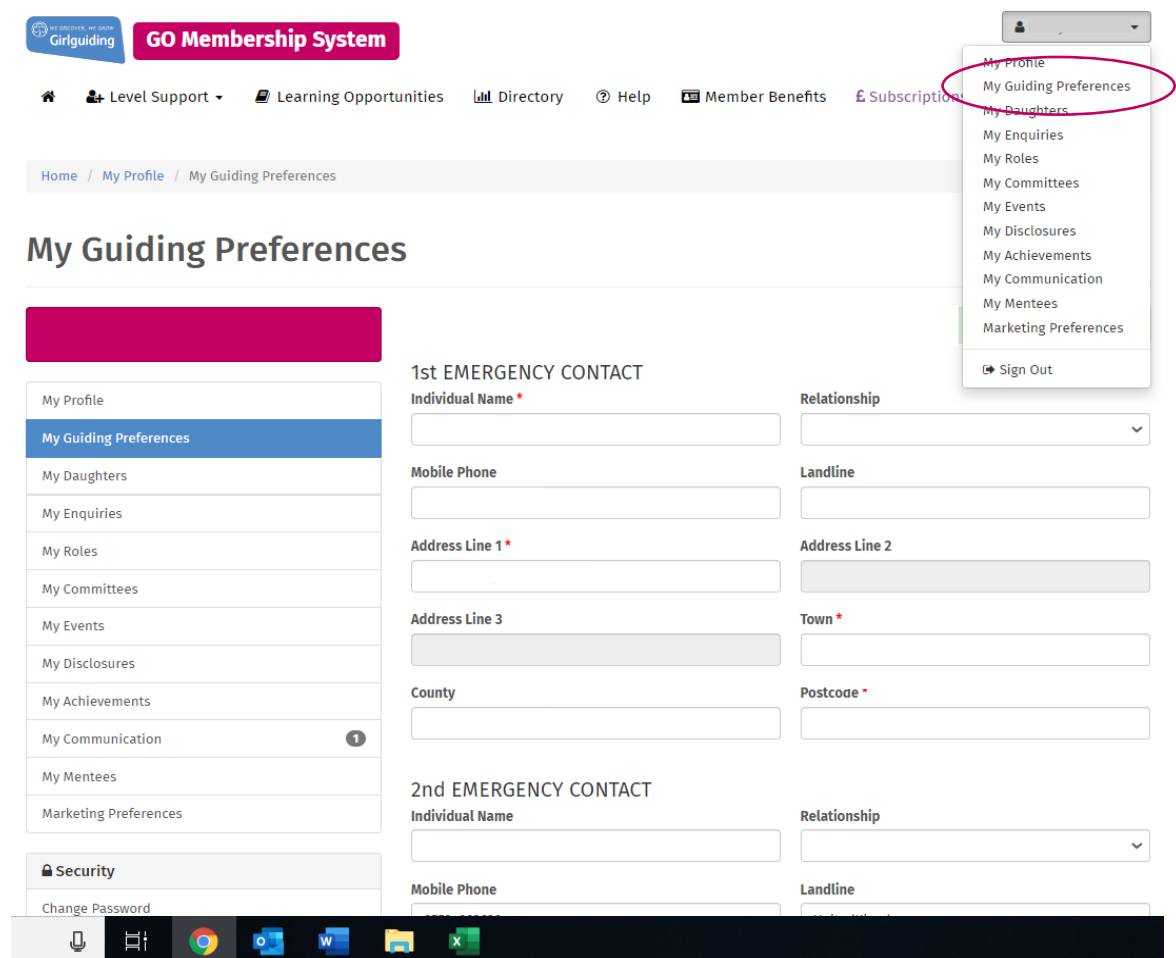
How to Update Your Emergency Contact Details on GO

1. Log into GO using your username, password and the answer to your authentication question. [Click here to be taken to the GO homepage.](#)



The screenshot shows the login page for the GO Membership System. At the top left is the Girlguiding logo and 'GO Membership System' text. At the top right is a 'Sign In' button. Below the logo is a home icon. In the center, there are 'Sign In' and 'Redeem Invitation' buttons. Below that is a message: 'If you have forgotten your authentication answer please call us on 0800 999 2016'. On the left, there is a 'Sign in with a local account' section with fields for 'Username' and 'Password', a 'Sign in' button, and links for 'Forgot Your Username?', 'Don't have a login?', and 'Forgot Your Password?'. On the right, there is a 'Tweets' section by @members_systems with a tweet from 'Girlguiding Systems' stating: 'GO is available. If you're having problems logging in, please try the forgotten username/password/login request buttons. After this if you still need help email membershipsystems@girlguiding.org.uk'.

2. When logged in, in the top right corner, you will see your name. Click your name and a dropdown list of options will appear. Select the second option 'My Guiding Preferences'.



The screenshot shows the 'My Guiding Preferences' page. At the top, there is a navigation bar with 'Level Support', 'Learning Opportunities', 'Directory', 'Help', 'Member Benefits', and 'Subscriptions'. Below this is a breadcrumb trail: 'Home / My Profile / My Guiding Preferences'. The main heading is 'My Guiding Preferences'. On the left is a sidebar menu with options: 'My Profile', 'My Guiding Preferences' (highlighted), 'My Daughters', 'My Enquiries', 'My Roles', 'My Committees', 'My Events', 'My Disclosures', 'My Achievements', 'My Communication' (with a notification icon), 'My Mentees', and 'Marketing Preferences'. Below the sidebar is a 'Security' section with a 'Change Password' link. The main content area is titled '1st EMERGENCY CONTACT' and contains form fields for 'Individual Name *', 'Relationship', 'Mobile Phone', 'Landline', 'Address Line 1 *', 'Address Line 2', 'Address Line 3', 'Town *', 'County', and 'Postcode *'. Below this is the '2nd EMERGENCY CONTACT' section with similar fields. A dropdown menu is open in the top right corner, showing options: 'My Profile', 'My Guiding Preferences' (circled in red), 'My Daughters', 'My Enquiries', 'My Roles', 'My Committees', 'My Events', 'My Disclosures', 'My Achievements', 'My Communication', 'My Mentees', 'Marketing Preferences', and 'Sign Out'.

3. Here you will need to enter the name, relationship, mobile number and address of at least one emergency contact. We do however recommend having two listed, as there is a possibility that one may be unavailable at the time of an emergency.
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4. If you cannot log into GO, please use one of the three options below the 'Sign In' button.
 - a. Forgotten your username?
 - b. Forgotten your password?
 - c. Don't have a log in?

If you still require help after this, please email membershipsystems@girlguiding.org.uk