



# DIRECTOR'S DASHBOARD

## ACCOUNT SET UP

The Director's Dashboard is intended for directors and administrative staff responsible for managing groups. Primary, secondary, and financial contacts will have access to all group information, including registering for events and completing requirements. They are automatically included on the group's adult supervisor list.

### CREATE A NEW USER ACCOUNT

From the WGI website, click the link to the WGI Director's Dashboard Login Page, then click "Not a member? Sign up!"

- Fill out the contact information and select your contact role (primary, secondary, or financial). *Please note: if there is already someone in that role, it will replace the current contact.*
  - Choose the Division and Class. **To connect to an existing group**, select the group from the dropdown menu.
  - If you are connecting an existing group that needs to change classes, select the current group. You can request a class change via the form on the Director's Dashboard.
  - **To create a new group**, select "create a group" and fill in all required information.
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### EXISTING DASHBOARD USERS

Existing users may add a new group, connect to an existing group, or change their contact role in the group directly from the Director's Dashboard. Once logged in:

- Go to the "My Groups" tab at the top.
  - Scroll to the bottom of the page and click "Connect to Another Group."
  - Select your contact role, group division, and group class.
  - **To connect to an existing group**, select the group from the dropdown menu.
  - **To create a new group**, select "create a group" and fill in all required information.
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### TO REMOVE A CONTACT

Since contact roles are tied to individual user accounts, they cannot be edited by users within the Director's Dashboard. A new request for that role will replace the existing user.

To remove a contact without replacing them, email **office@wgi.org**.