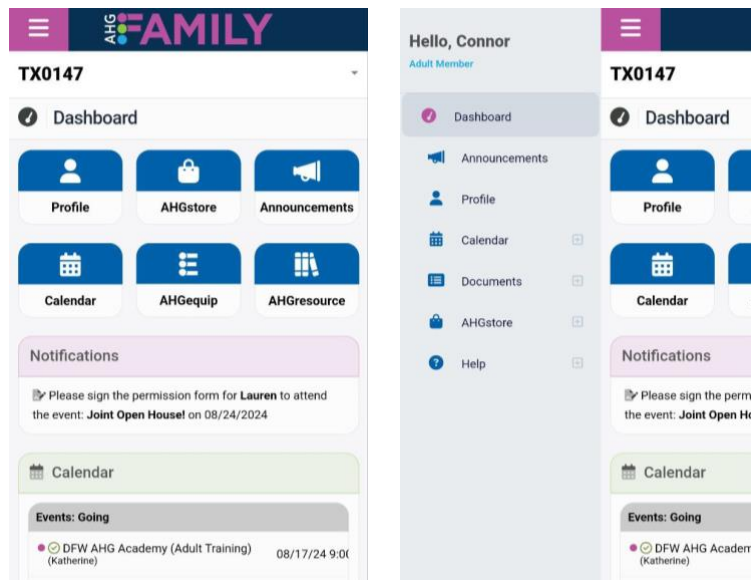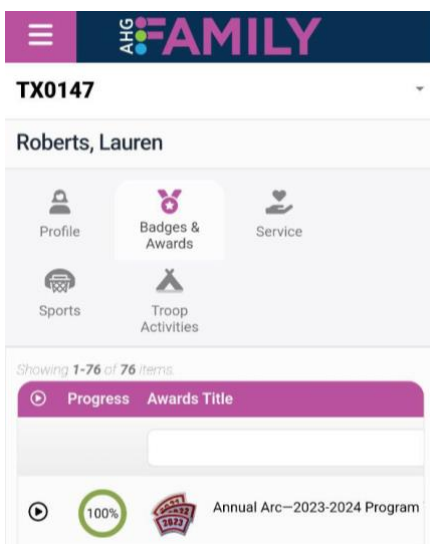# AHGfamily.org

This is what you'll see when you first login to AHGfamily.org. There are several shortcut buttons which give you access to different areas of the website. If you click on the three lines at the top left, there are categories that can be clicked to show several subcategories underneath.

- "Profile" is where you can see information about yourself and any other members of your family.
- "AHGstore" links you directly to store.americanheritagegirls.org.
- "Announcements" primarily has information from national home office, but your area or troop may occasionally post blurbs here as well.
- "Calendar" has troop events and member birthdays. *Separate handout is available with more details.
- "AHGequip" includes training courses/modules. *Separate handout is available with more details.
- "Documents" in the side panel includes links to:
    o "Documents" – Includes anything your troop has uploaded for members to view. Ex – Policy Handbook, Insurance, Financial Statements/Budget, etc.
    o "AHGresource" – Documentation from national home office about all things AHG.
    o "Health & Safety Guide" – This is a detailed document from national home office about a wide variety of troop policies. This does not include any policies which have been adopted by your specific troop.
- "Help" in the side panel has some videos about AHGfamily and a couple different options for contacting someone on your troop's Board or the IT team at national home office.


From within your AHGfamily profile, you can scroll down to see a list of all people within your family who have a profile on AHGfamily. If you click on an adult, you'll see a similar screen to your own profile. If you click on your daughter's name, you will have a few different tabs across the top to view information about that girl.

- "Badges & Awards"/"Sports" – These pages will list all advancements which have been recorded for your daughter, whether fully or only partially complete.
- "Service" – Lists all service hour entries. If you scroll to the bottom of this page, you can add an entry for any service hours which have not yet been recorded. Depending on how your troop uses the Calendar, some Troop events may already record service hours, but you'll need to add anything done outside of troop time.
- "Troop Activities" – This is a comprehensive list of all Troop events which your daughter has been marked as having attended in AHGfamily. (Not all troops use the attendance feature.)

AHGfamily Calendar

The AHGfamily Calendar is accessible through the Calendar tab in AHGfamily, or on the Sidebar menu as viewed once you log in. One of the subcategories under Calendar is the 'iCalendar Feed', which is where you can go to get access to add the troop calendar to your preferred digital calendar app.
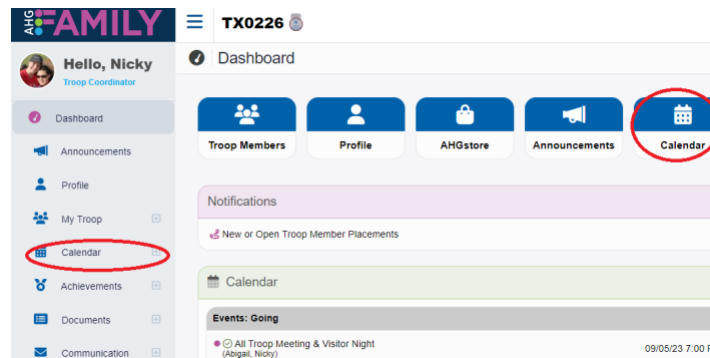


You can also view upcoming events from your dashboard.

- By default, the calendar will show you a monthly view – you can filter using the sidebar on the upper right corner of the calendar. (The "Calendar Filter" changes the display by event type, and we recommend having all event types selected so you do not miss an event.)
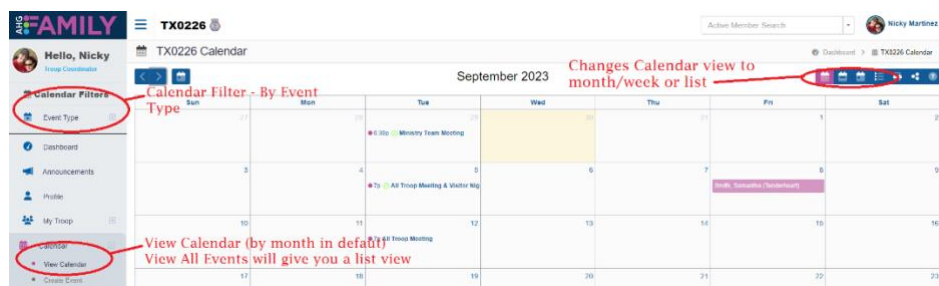
When you click on an event, you will see a popup window with the event details and description.
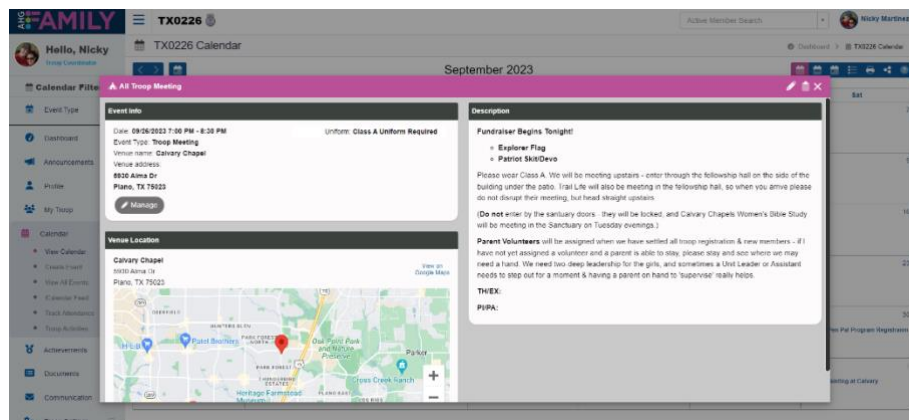

If you RSVP for an event, the next time you log in you should be prompted to sign a permission slip for your daughter(s) in the "Notifications" section below the shortcut tiles. This will look different on a phone; scroll down to see that section.
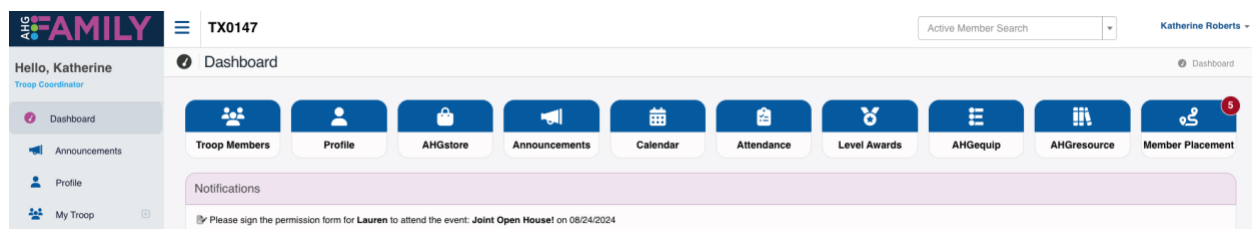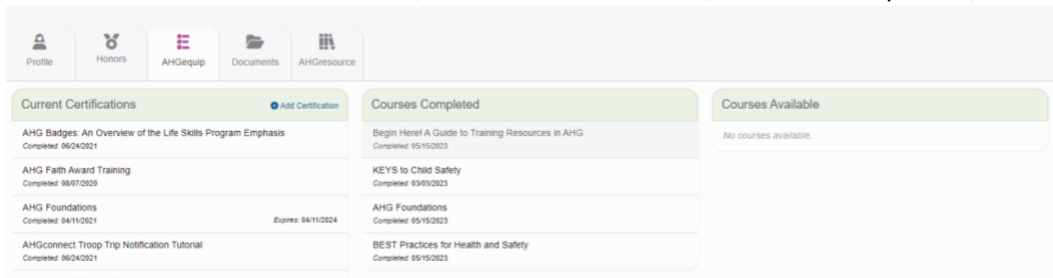
Using AHGfamily for AHGequip Training

1. Log in to AHGfamily.org
2. On your Dashboard, you will see a line of tabs; one is "AHGequip". You can also access this from your personal profile from the AHGequip tab at the top of the Profile screen.
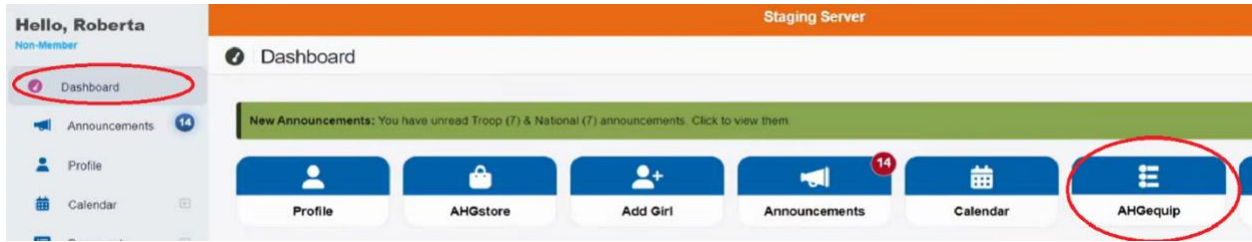
3. Click on the AHGequip tab
4. You will see three columns labeled, "Current Certifications", "Courses Completed", and "Courses Available"

    a. If you scroll down the page further, you will see additional columns for "Modules Completed" and "Modules Available"
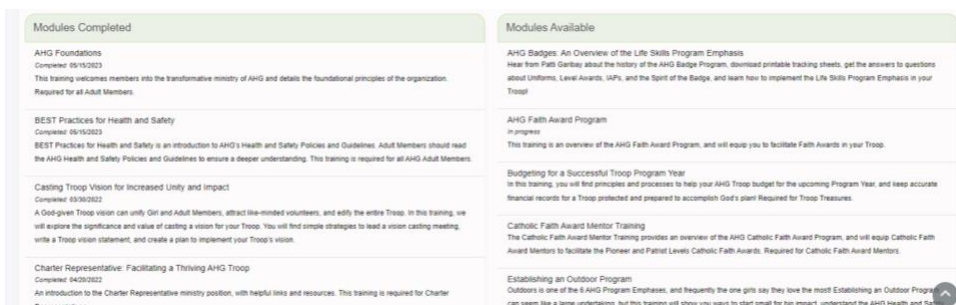
    b.
    c. (At the very bottom is a menu with a list of articles on Outdoor Skills topics. While helpful, these are not 'training'.)

5. ALL AHG Adult Members are required to complete KEYS to Child Safety Training, AHG Foundations, and BEST Practices for Healthy and Safety. The troop **strongly recommends** Troop Camping Basics as an additional training, and if you have a leadership role (Board position, Unit Leader, etc), you need to complete that specific training as well. FYI, once a completed module expires, it just disappears from your certification list.

    a. The "Begin Here A Guide to Training Resources in AHG" Course is helpful if you are completely new, but it is not required.

    b. If you do not see a specific training under "Courses Available" you can scroll down to "Modules Available" to find it.

    c. Modules are completed in the AHGfamily browser window, and the training is mobile-friendly, but some modules or courses have a checkbox to verify you completed the course. Otherwise, when you have finished, go back to the AHGequip tab and you should see your completed training listed at the top of the page.

    d. When you get a reminder to renew your training, please do so as soon as possible. If you have not completed your required training, you cannot be active in our troop (i.e. attend troop meetings, campouts, or service projects).