

# Updating your unit capacity on GO

## Step 1) Log on to GO

**GO Membership System** [Sign In](#)

[Sign In](#) [Redeem Invitation](#)

New to GO?  
[Volunteer help here](#)  
[Parent or carer help here](#)

Sign In

• Username

• Password

Show Password

[Sign In](#)

[Don't have a login?](#) [Forgot your username?](#) [Forgot your password?](#)

**GO Membership System** [Sign In](#)

Secondary Authentication

Authentication Question

Authentication Answer

[Next](#)

<a href="#">Join Girlguiding</a>	<a href="#">Activity finder</a>	<a href="#">Being our best</a>	<a href="#">Contact us</a>	<b>GIRLGUIDING</b>
<a href="#">Become a volunteer</a>	<a href="#">Events and opportunities</a>	<a href="#">Resources</a>	<a href="#">Jobs at Girlguiding</a>	<a href="#">Girlguiding</a>
<a href="#">Donate online</a>	<a href="#">Activity Centres</a>	<a href="#">The Guiding Manual</a>	<a href="#">Press and media</a>	<a href="#">17-19 Buckingham Palace Road</a>
<a href="#">Support our campaigns</a>			<a href="#">Privacy policy</a>	<a href="#">London, SW1W 0PT</a>
			<a href="#">Online shop</a>	<a href="#">Reg. Charity Number 306016.</a>

**GO Membership System** [Tracie Price](#)

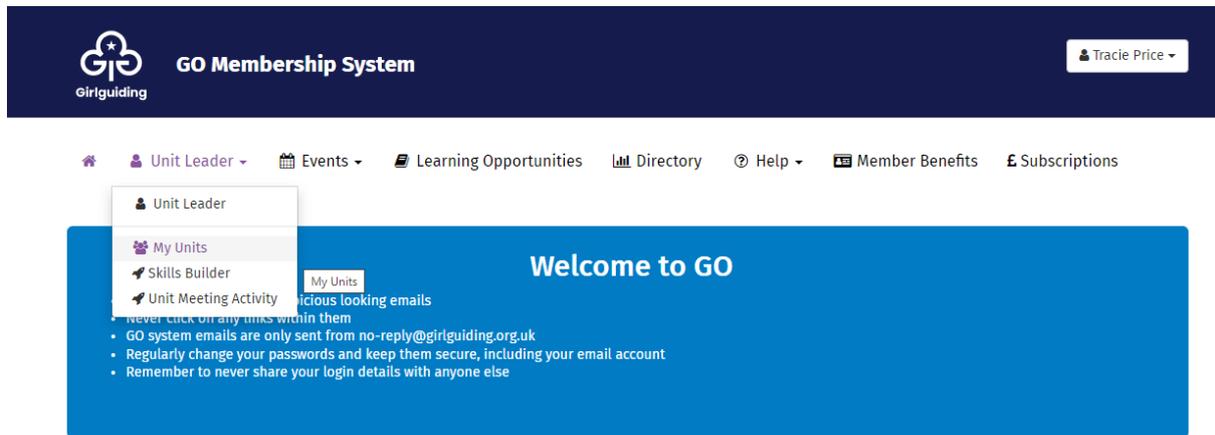
- [Unit Leader](#)
- [Events](#)
- [Learning Opportunities](#)
- [Directory](#)
- [Help](#)
- [Member Benefits](#)
- [Subscriptions](#)

### Welcome to GO

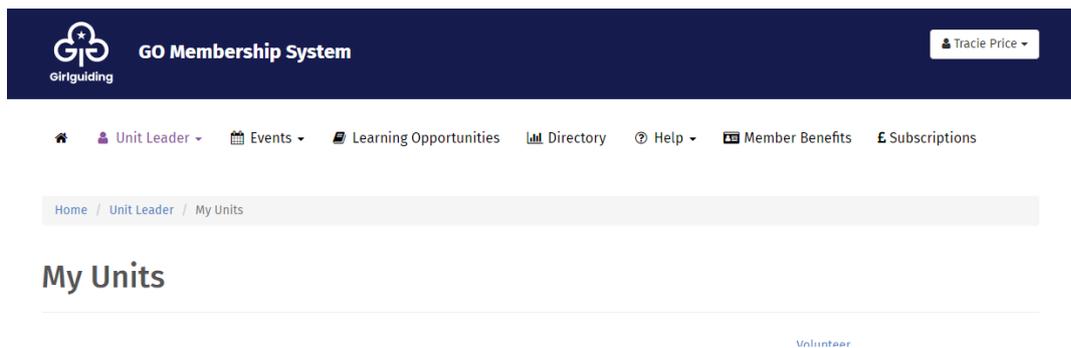
- Please be vigilant with suspicious looking emails
- Never click on any links within them
- GO system emails are only sent from [no-reply@girlguiding.org.uk](mailto:no-reply@girlguiding.org.uk)
- Regularly change your passwords and keep them secure, including your email account
- Remember to never share your login details with anyone else

Step 2)

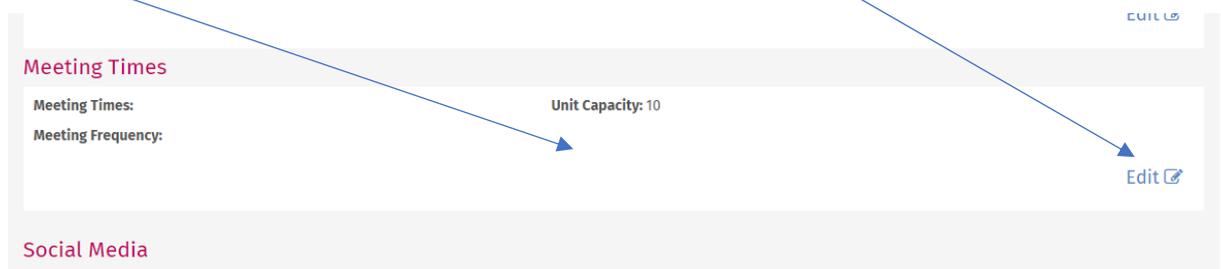
Open unit leader in the top bar



Step 3) My units page will open up



Step 4) Scroll down to the section Meeting Times this will show you current unit capacity  
Next click edit



Step 5) Drop down box will appear at the bottom you will see the capacity box, now add new capacity number

Ad-hoc  
 No  Yes

Monday  
 No  Yes

Tuesday  
 No  Yes

Wednesday  
 No  Yes

Thursday  
 No  Yes

Friday  
 No  Yes

Saturday  
 No  Yes

Sunday  
 No  Yes

Meeting Frequency  
▼

Total Unit Capacity  
10

Submit

Active Girls: 0  
Spaces: 10  
Waiting List: 0  
Volunteers: 2  
Enquirers: 1  
First Meeting Date:  
Meeting Place:  
Nearest shop:  
Unit Capacity: 10  
Website:  
Twitter:  
Pinterest:

Financial Information

Step 6) Then click submit this should then save on your main GO page, may need to log in and out or wait 24hrs for this to update then check and repeat the steps if not updated.

**Girlguiding London and South East England would like to thank Girlguiding Midlands for creating this guide.**