

Troop Rally Quick Start Guide



Welcome to Rallyhood!

Your Troop Rally is designed to be a simple, organized place for communication, reminders, events, files, links and photos throughout the year with families and older girls 13+.

Keep it simple.

Most troop leaders can customize their Troop Rally in about **10–15 minutes**. Use these **five simple steps** to get your troop Rally ready before families begin joining.

1. Confirm Troop Admins

Make sure the correct troop leaders or co-leaders are listed as admins in your Troop Rally. Having at least two admins helps ensure troop communication continues smoothly throughout the year.

How to:

- **Open** your Troop Rally
- **Click** the “Members” feature
- **Confirm** your admins
- **Click** the 3-dot menu to change roles

2. Add a Banner (Optional)

Add a quick photo or fun banner to make your Rally feel welcoming.

Banner Specs

- Size: 720 × 240 px or 10 × 3.3 in
- JPG or PNG format

How to:

- **Open** your Troop Rally
- **Click** the “Settings” tool ⚙️
- **Click** the “Options” dropdown
- **Select** “Change Image for Your Banner”

3. Choose Your Features

Most troop leaders start with:

- Message Wall (troop updates)
- Calendar (troop meetings)
- Special Events (troop events)
- Gallery (troop pictures)
- Files (permission slips & docs)
- Links (troop resources)

How to:

- **Open** your Troop Rally
- **Click** the “Settings” tool ⚙️
- **Choose** “Manage Features”
- **Toggle** features on or off

4. Add a Welcome Post

A quick welcome message helps families know where to go and what to expect.

How to:

- **Click** the “Message Wall” feature
- **Select** “Create Post”
- **Add** a title and message
- **Click** “Post”

Sample Welcome Post

Title: 🎉❤️ Welcome to Our Troop Rally ❤️🎉

Body: Welcome to our Troop Rally! This will be our main place for troop reminders, updates, events, photos, and important information throughout the year. Also, make sure to download the Rallyhood app on your phone so we can all stay connected on the go. We're excited for a great year together!

Please help us keep this space kind, respectful, and Girl Scout friendly by following the Girl Scout Promise and Law in all interactions.

5. Invite Members to Your Rally

You may invite families and volunteers to join at anytime. Members connected through the council sync will appear as “Pending” members until you officially invite them to join.

How to Invite Pending Members:

- **Click** the “Members” feature
- **Locate** “Pending” members
- **Select** “Invite” for each member
- Families will receive an invitation email



Rallyhood Admin User Guide for Girl Scout Volunteers.



Invite Pending Members: Full Tutorial + Demo Video