

Shutterfly Instructions

1. Log in at <https://www.shutterfly.com>
 - a. **If you are a member already – type in your login and password**
 - b. Scroll to middle of page and click on My Shared Sites
 - c. Click on Girl Scouts Diamonds – Facilitators
 - i. There you will see all of the tabs:
 1. Calendar
 - a. This calendar is the same as the Google Calendar located on our website
www.girlscoutsdiamonds.org
 2. Files
 - a. All files are listed under their respective classes.
 - b. CPR Instructor Book and Participant Book is too large to load – there will be one instructor copy available in print in each regional office for your use, and 10 participant books that volunteers may use during the class. Both books should be left at the regional office or returned upon completion of the CPR classes.
 3. Blog
 - a. You can post questions or talk about classes here with all of the facilitators.
 4. Home
 5. Pictures & Video
 - a. You can post pictures here from your training classes that GSDAOT has access to for web and Facebook posting.
 - d. **If you are not a current member – click on Join Now.**
 - i. Type in your name, email, and create a login and password
 - ii. An email will be sent to Girl Scouts to add you as a member to the Girl Scouts Diamonds – Facilitator Site

- iii. Once you are added – you are now a member
- iv. Follow instructions above to log in