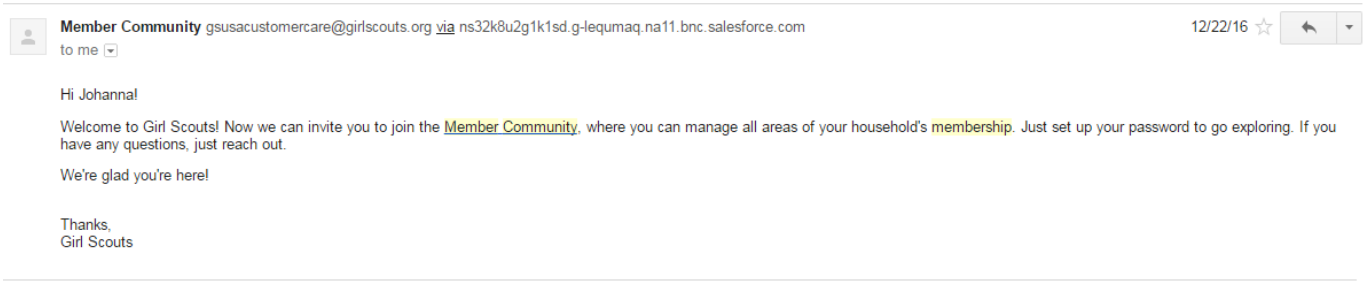
Welcome to MyGS

On January 4th, if you are the preferred contact of your family account and/or if you are a Troop Leader or Co Leader, you should receive an email from **gsusacustomercare@girlscouts.org** with the details you need to create your new user profile. This profile gets you into the Member Community where you can manage your membership and renew for next year!

Troop Leaders and Co Leaders! You can manage your troop in the same portal. You can also access Volunteer Toolkit (VTK) and start planning the Year Plan. (See separate reference material for VTK)



Member Community gsusacustomercare@girlscouts.org via ns32k8u2g1k1sd.g-lequmaq.na11.bnc.salesforce.com 12/22/16

to me

Hi Johanna!

Welcome to Girl Scouts! Now we can invite you to join the Member Community, where you can manage all areas of your household's membership. Just set up your password to go exploring. If you have any questions, just reach out.

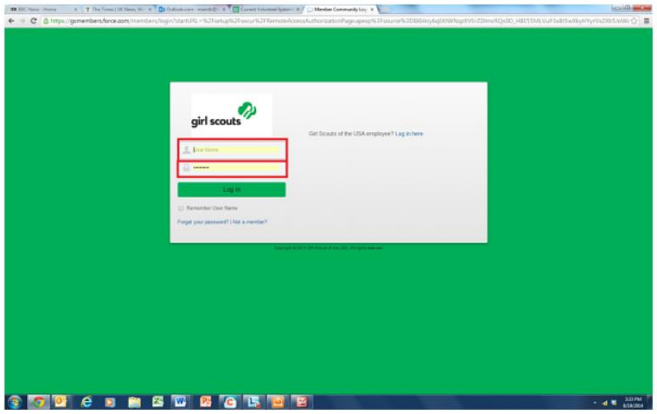
We're glad you're here!

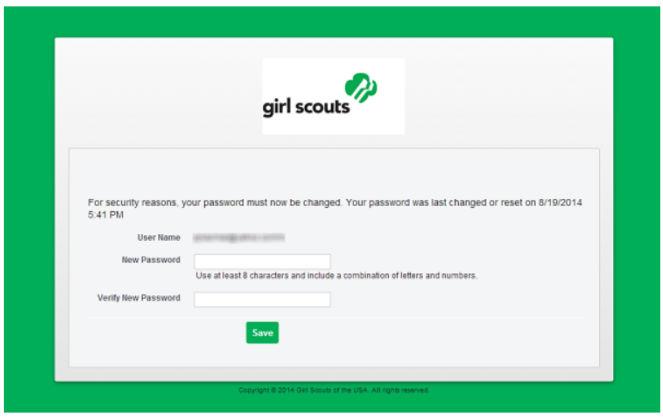
Thanks,
Girl Scouts

1. To access the Login First Time User screen, please follows the link provided in email.

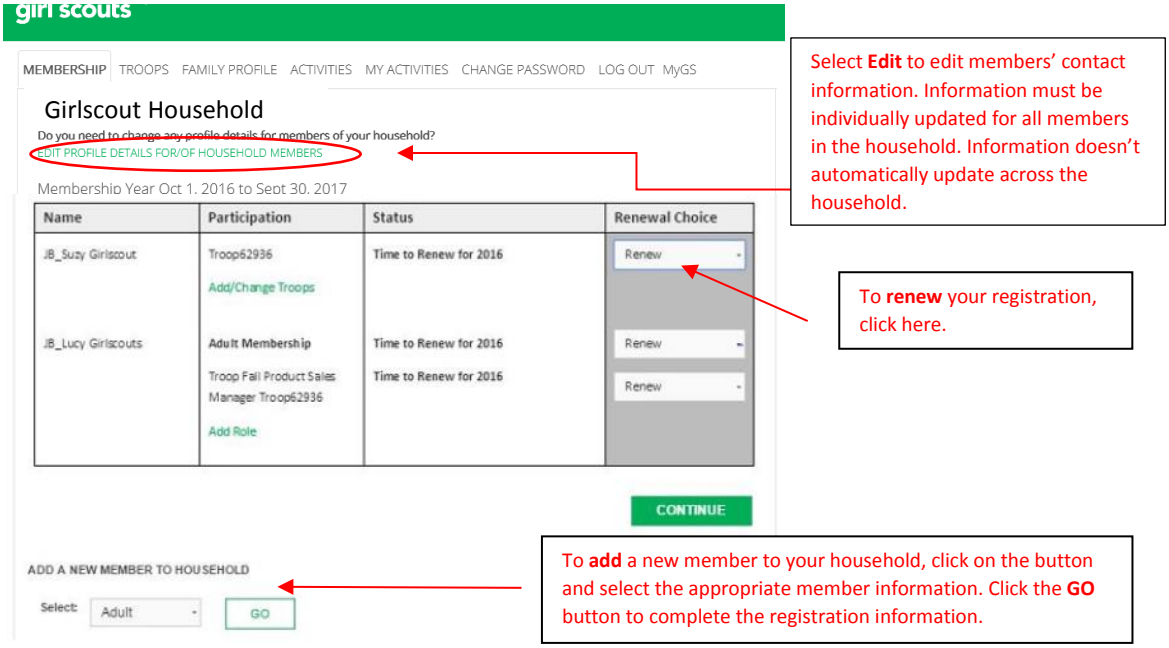
- Initial login screen to Girl Scout member community.
- Choose a password and verify, click Save.

Community Login First Time User Screens

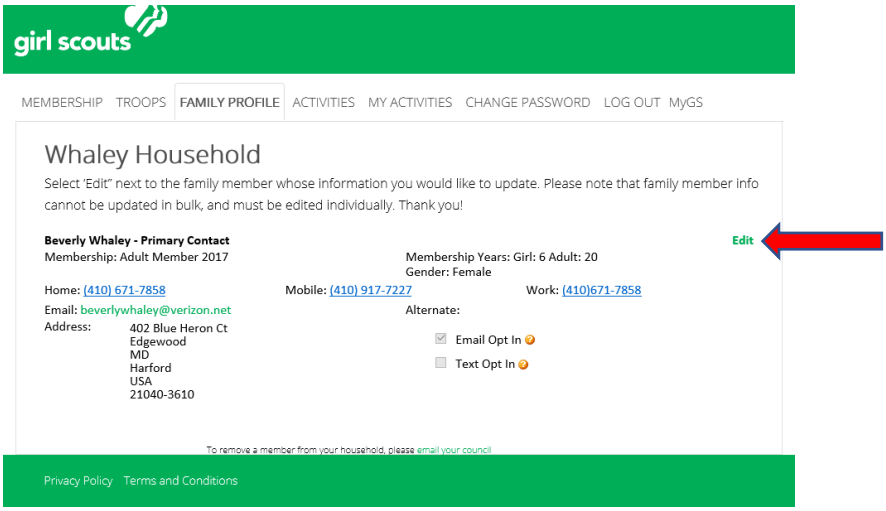




2. This will take you to the dashboard where you can **view** your household's memberships.



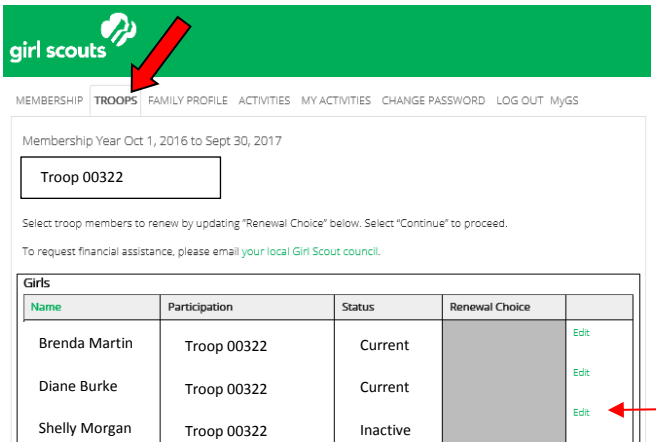
3. When you click edit to update or make any changes to a household members account, you will see the screen below. Click the **edit** button.



4. This will take you to the **Edit** Family Member Information. Make any changes and click **Save** when complete.

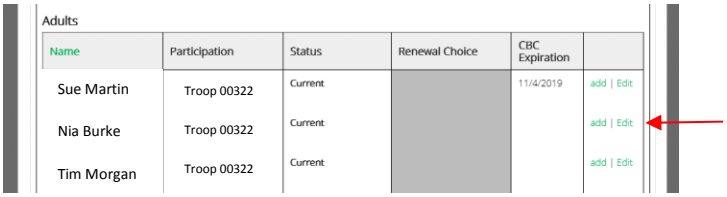
5. If you are not a Troop leader skip to Step 9.

6. **FOR TROOP LEADERS ONLY** - you can view information about their troops and make any necessary changes by clicking on the troops tab. Once you have made your changes, scroll down to the bottom and click the **save** button. All your changes have been **saved**.

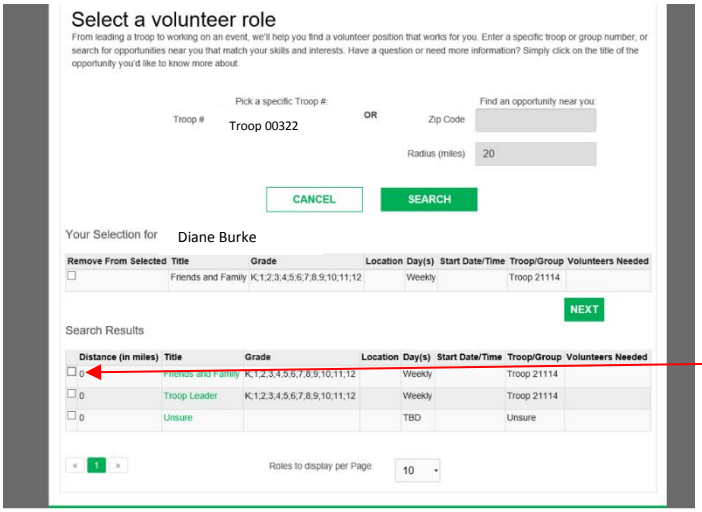


Select **Edit** to edit members' contact information. Information must be individually updated for all members in the household. Information doesn't automatically update across the household.

7. **FOR TROOP LEADERS ONLY -** To add a volunteer position or to edit a member's contact information, select **add** or **edit**.



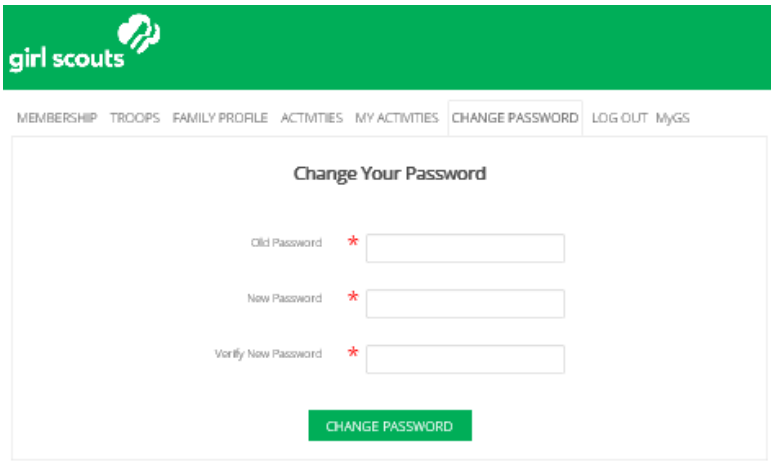
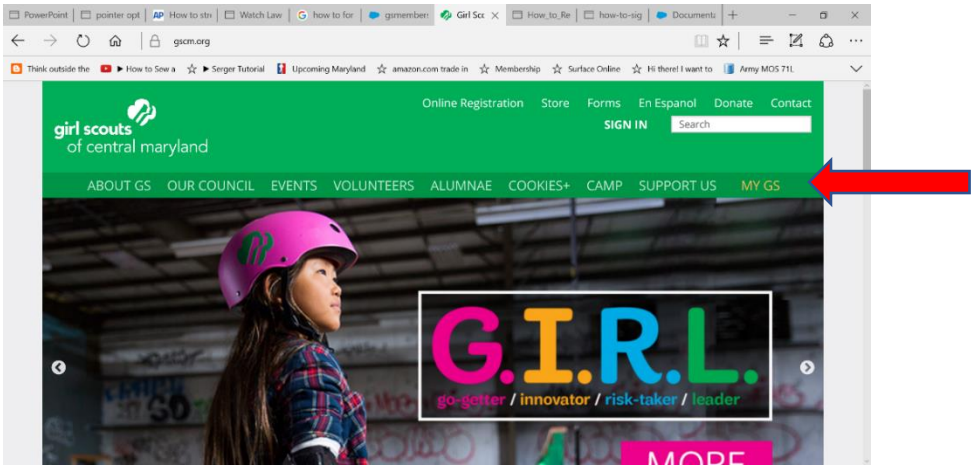
8. **FOR TROOP LEADERS ONLY –** If you click **add** to add a volunteer role, you will see the screen below. If you are making **changes** or **updating** member's contact information you will be directed back to the Edit Family Member screen (snapshot in Step 5).



Click the volunteer role you are adding. Then click the green NEXT button. The role has been added.

9. The Activities Tab and My Activities tab isn't turned on yet. When it is, it will be the place to register for all kinds of exciting events, activities, and trainings. Until then, to register for an activity, please go to the 'Events' tab on our council home page and follow the instructions for registering from there.

10. If you would like to change your password, click on the Change Password tab. You will need to know the old password for your account to make this change.



Anytime to log back in, click **MY GS** the Girl Scouts of Central Maryland website at www.gscm.org. A dropdown will appear. Click on **Member Profile.**