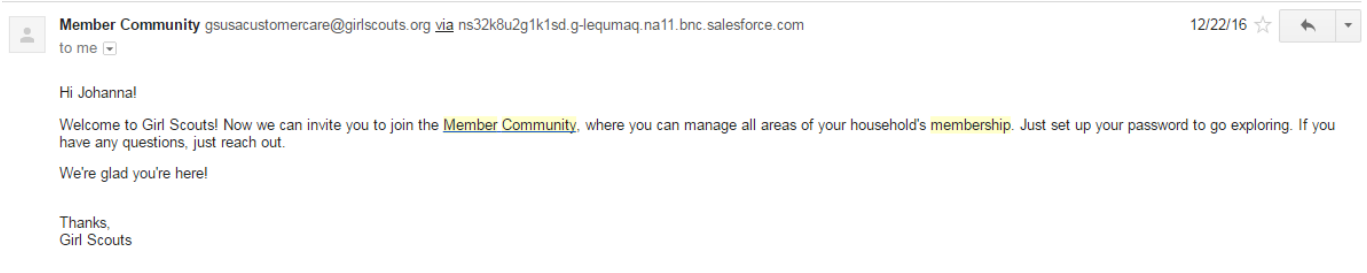


Welcome to MyGS

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 gsusacustomer@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!

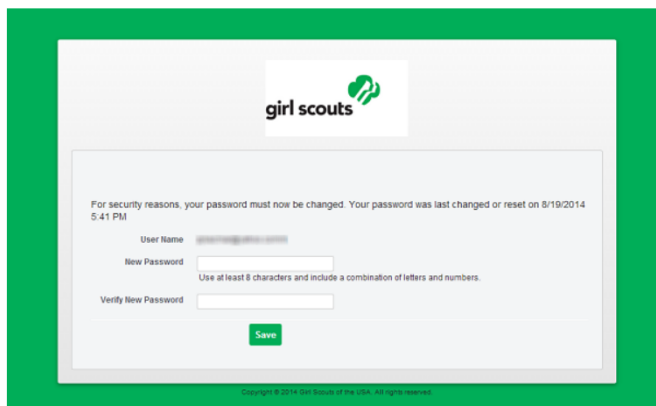
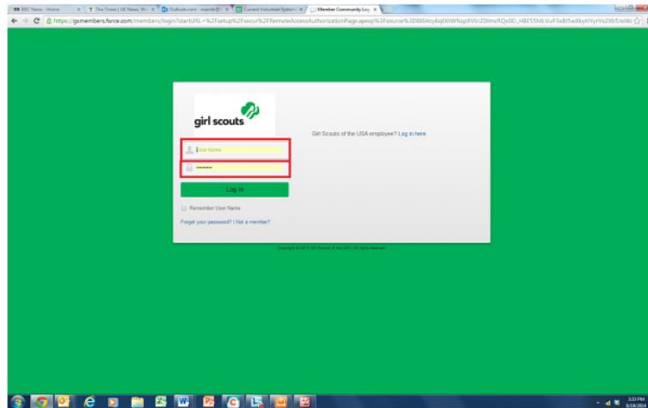
Troop Leaders and Co Leaders! You can manage your troop in the same portal. You can also access Volunteer Toolkit (VTK) and start planning the Year Plan. (See separate reference material for VTK)



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.

girl scouts

MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Girlscout Household

Do you need to change any profile details for members of your household?
[EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS](#)

Membership Year Oct 1, 2016 to Sept 30, 2017

Name	Participation	Status	Renewal Choice
J8_Suzy Girlscout	Troop62936 Add/Change Troops	Time to Renew for 2016	Renew
J8_Lucy Girlscouts	Adult Membership Troop Fall Product Sales Manager Troop62936 Add Role	Time to Renew for 2016 Time to Renew for 2016	Renew Renew

[CONTINUE](#)

ADD A NEW MEMBER TO HOUSEHOLD

Select: [GO](#)

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.**

To renew your registration, click here.

To add a new member to your household, click on the button and select the appropriate member information. Click the **GO button to complete the registration information.**

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.

girl scouts

MEMBERSHIP TROOPS **FAMILY PROFILE** ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Whaley Household

Select "Edit" next to the family member whose information you would like to update. Please note that family member info cannot be updated in bulk, and must be edited individually. Thank you!

Beverly Whaley - Primary Contact [Edit](#)
Membership: Adult Member 2017

Membership Years: Girl: 6 Adult: 20
Gender: Female

Home: [\(410\) 671-7858](tel:4106717858) Mobile: [\(410\) 917-7227](tel:4109177227) Work: [\(410\)671-7858](tel:4106717858)

Email: beverlywhaley@verizon.net Alternate:

Address: 402 Blue Heron Ct
Edgewood
MD
Harford
USA
21040-3610

Email Opt In
 Text Opt In

To remove a member from your household, please email your council.

[Privacy Policy](#) [Terms and Conditions](#)

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

Edit Family Member Information

First Name * [] Last Name * []

Home Email * [] Work Email []

Preferred Email * Home Email - Gender Female -

Home Phone * [] Work Phone []

Work EXT []

Mobile Phone [] Preferred Phone * Home Phone -

Street Line 1 * [] Street Line 2 []

City * [] State * MD

Zip Code * [] County * []

Country * USA Date of Birth * mm/dd/yyyy []

Membership: Girl Membership 2017 Membership Years: Girl 6 years

Background Check Expires

Email Opt In
 Girl Scouts reserves the right to send transactional or service-related emails. I would also like to receive Girl Scouts promotional email.

Text Opt In
 I would like to receive informational or marketing text messages (some of which may be auto-dialed), as well as auto-dialed/pre-recorded calls from the Girl Scouts at the mobile number provided above. I understand that I am not required to agree to receive these text messages and calls to create an online profile.

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**.

girl scouts

MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Membership Year Oct 1, 2016 to Sept 30, 2017

Troop 00322

Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.

To request financial assistance, please email your local Girl Scout council.

Girls				
Name	Participation	Status	Renewal Choice	
Brenda Martin	Troop 00322	Current		Edit
Diane Burke	Troop 00322	Current		Edit
Shelly Morgan	Troop 00322	Inactive		Edit

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**.

Name	Participation	Status	Renewal Choice	CBC Expiration	
Sue Martin	Troop 00322	Current		11/4/2019	add Edit
Nia Burke	Troop 00322	Current			add Edit
Tim Morgan	Troop 00322	Current			add 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).

Select a volunteer role
 From leading a troop to working on an event, we'll help you find a volunteer position that works for you. Enter a specific troop or group number, or search for opportunities near you that match your skills and interests. Have a question or need more information? Simply click on the title of the opportunity you'd like to know more about.

Pick a specific Troop #: Troop # OR Find an opportunity near you: Zip Code Radius (miles)

Your Selection for **Diane Burke**

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/>	Friends and Family	K,1,2,3,4,5,6,7,8,9,10,11,12		Weekly		Troop 21114	

Search Results


Distance (in miles)	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/>	Friends and Family	K,1,2,3,4,5,6,7,8,9,10,11,12		Weekly		Troop 21114	
<input type="checkbox"/>	Troop Leader	K,1,2,3,4,5,6,7,8,9,10,11,12		Weekly		Troop 21114	
<input type="checkbox"/>	Unsure			TBD		Unsure	

Roles to display per Page:

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.



MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES **CHANGE PASSWORD** LOG OUT MyGS

Change Your Password

Old Password *

New Password *

Verify New Password *

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**.

