

Invite Friends to Join Your Troop Guide

Troop Leaders can invite new members to join their troop—even if the troop is not available in the catalog!

- 1) From My Account, click the drop down for My Troops in the left sidebar
- 2) Select the troop you want to invite members to
- 3) Scroll past all the troop members to the bottom of the page
- 4) Click on “Invite friends to join your troop”
- 5) Enter the email addresses for the members or caregivers you are inviting to join
- 6) Click Submit Request
- 7) The email recipient will receive an email with a special one-time use link to register with your troop

Tips!

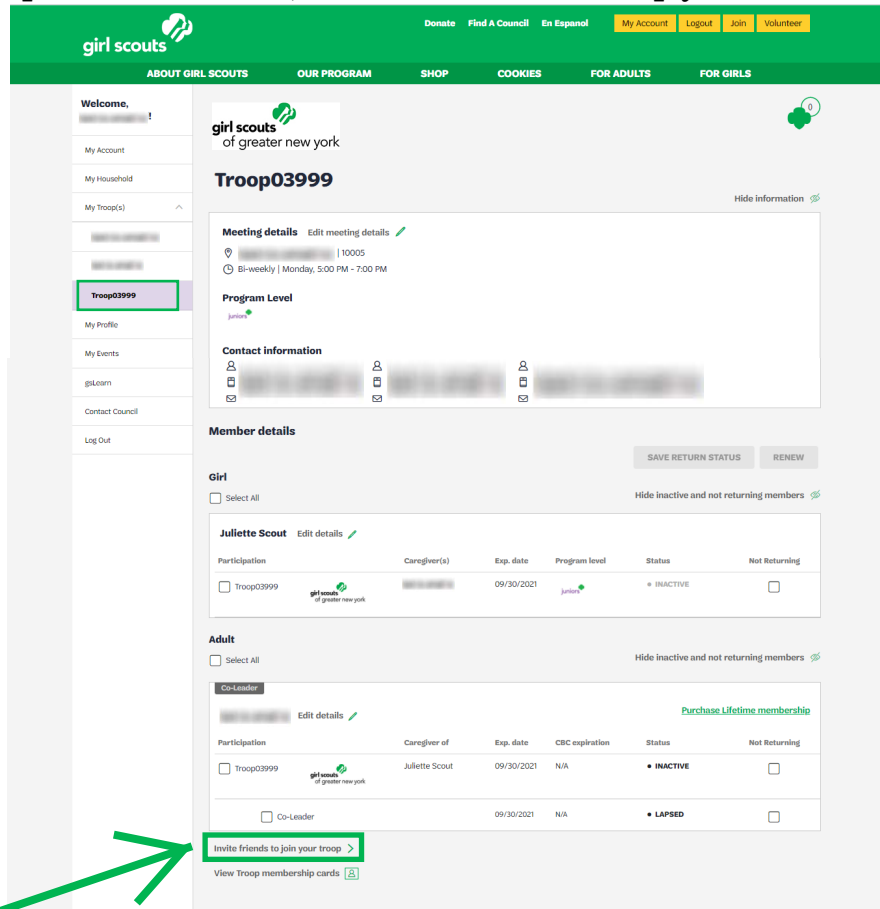
- **If a caregiver needs to register more than one Girl Scout, you only need to send one link!** They will be able to add whatever number of Girl or Adult members needed.
- **The link is one-time use, but it doesn’t need to be used the first time it’s clicked on!** Once the link recipient activates their account, they will be able to log in to pick up their cart if they do not complete the registration right away.
- **If your new members are not receiving the link, try sending a link to yourself!** If the link does not come through, please reach out to customercare@girlscoutsnyc.org so we can reset your account.

Use Case Examples:

- ❖ Inviting a First Time Member
 - Juliette is the troop leader for Troop01234. She has two new families joining her troop. Family A has two girl members and an adult member to register, Family B just has one girl to register. Juliette will go to Troop01234 in My Account and at the bottom of the page, click “Invite friends to join your troop”. She will enter the email addresses for a caregiver from Family A and Family B and click “Submit Request”. When Family A receives the link, they will be able to add all three memberships to their cart and checkout. Family B will also receive the link and be able to register their single member.
- ❖ Inviting a Bridging Member
 - Savvy is the leader of a Brownie troop at PS 123 which is not listed in the troop catalog. There is a Daisy troop at PS 123 with members who are aging up to Brownie level. Savvy will coordinate with the Daisy troop leader to gather the email addresses for the caregivers of the bridging Girl Scouts. Savvy will go to the Brownie troop in My Account and at the bottom of the page, click “Invite friends to join your troop”. She will enter the email addresses of the caregivers for the bridging Daisy Girl Scouts. When the caregivers receive the email link, they will be able to renew their Girl Scout in the Brownie troop for next year.

Screenshot Guide

1. Log in to My Account/MyGS from www.girlscoutsnyc.org
2. Select My Troops in the sidebar, then click on the troop you're inviting members to join



3. At the bottom of the troop page, click on "Invite friends to join your troop"

4. Enter the email address for each volunteer or caregiver you are inviting to join
5. Use the "Add another friend" button to enter more email addresses if needed
6. Click "Submit Request"!

Joining the troop as an Invitee

Your new troop members will receive an email with the subject line "Join Girl Scout troop [your troop number] and watch her shine her brightest"

☐ ● Girl Scouts Registration ★ Join Girl Scout troop Troop03999 and watch her shine her brighte... Vie... 4:24 PM

Below is an example of the email body they will receive.



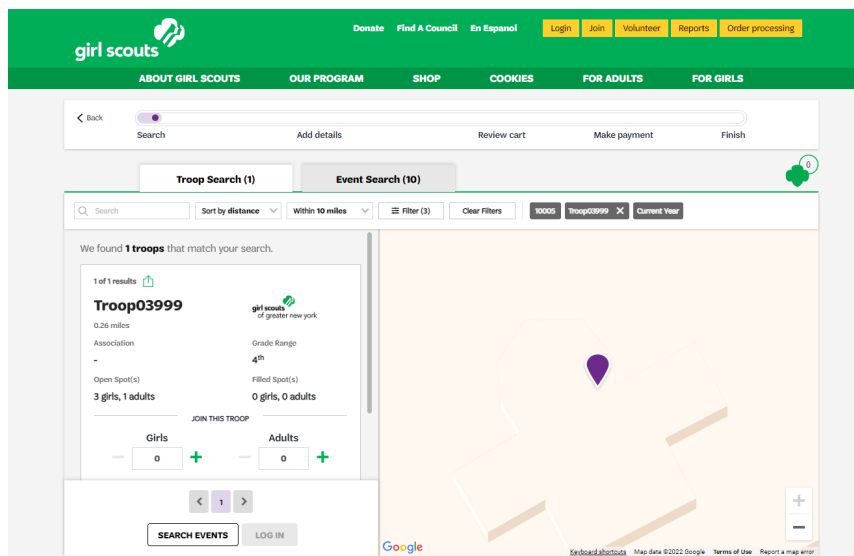
Hello,

Girl Scouts can take your girl anywhere she wants to go. And if you think that sounds good, wait till you see her grow into the leader she was born to be. I'm leading Girl Scout troop [Troop03999](#), and I know she'll do all that and more— with a supportive squad cheering her all the way. Register your girl today and watch her shine her brightest!

Questions? Reach out to me at [redacted] and I'll be happy to answer them.

Thanks,
[redacted]

When they click on the troop number highlighted in green, they will be taken to a registration page for the troop. Here they can add as many adult and girls as they need to register.



When they click "Log In", they will create an account with Girl Scouts and complete the registration.