



STEPS FOR NEW GIRL SCOUT MEMBERSHIP REGISTRATION

Hello and welcome to this tutorial.

Today, I will teach you **how to register as a new Girl Scout member** within the Girl Scout council of Greater New York using our new online system.

Before you begin the registration process, you will need the following information on hand:

- The child's information: including full name, birth date, grade or Girl Scout level, and name of the school she attends.
- The caregiver's information: including an accessible email address that you or the caregiver would like associated with their Girl Scout membership and account as well as the caregiver's date of birth.
- If you would like to join a particular troop, you will need the troop number as well (this is not necessary for sign up and can be determined later).

Please note, our Customer Care team is available to help you at any stage of this process or to answer any questions you might have (customercare@girlscoutsnyc.org).

So, let's get started!

To begin, go to www.girlscoutsnyc.org and **click JOIN** or go to www.girlscoutsnyc.org/join

On the join Girl Scouts page, **click the green "Join today"** button.

This will bring you to what will become your MyGS account (<https://mygs.girlscouts.org/>) and begin your registration process.

Membership registration is organized in **5 easy steps** which you will see displayed on the progress bar during your registration process.

1. During **step 1**, you will search for a troop for your girl, add it to your cart, and **CREATE** your account if you do not have one already. Let's do this together!
 - a. **Click "Find Troops"**
 - b. **Enter your search parameters** including zip code, search radius, desired membership year, and troop number, if known.
 - If you do not know your girl's troop number or are not a member of a troop yet, consider providing information on your girl's current and upcoming grade level to help our search function identify troops for your girl's level.
 - c. Scroll down and **click "Search"** – this will bring you to our troop search map!
 - d. **Find and select the troop that you wish to join.** Explore the map to see where troops are approximately located. Click into "more details about this troop" to learn more about each troop and better inform your decision making.

- If you are interested in a virtual troop experience you can search “Virtual” in the search bar or use our council office zip code, 10005, for your search.
 - Consider exploring the optional fields and filters as well but know that this will limit your search results.
 - If you wish to register your girl independently or without a troop, scroll down to the message that says, "Not seeing the right troop for you?" There you will see links to “Apply to start your own troop” or “Apply to participate without a troop.”
 - Play with these options and, filters, and the search radius to find the best troop or Girl Scouting experience for your girl!
- e. **Once ready, register for a troop** by clicking the plus sign next to girls or adults until you have added the number of individuals you wish to register (you can register multiple people at one time).
- f. You can now **click either the "Log In" button or the trefoil button** in the top right corner, which brings you to your cart.
- g. You will now be prompted to login or to create an account.
- It is important to note that the email address that you choose to provide here will become the one associated with your Girl Scout account and all memberships within your household.
 - It is the email address to which we will send important information or updates and it is the email address you should use or provide when registering for Girl scout events or corresponding with us.
 - This will help us to better track your girl scout experience and assist you in the future.
- h. **Click “Don’t have an account? Sign up now.”**
- i. **Create your account by filling in the required fields with your information (not the girl’s)** - this includes the desired account holder’s full name, email address, created password, phone number, and zip code. You also must agree to our privacy policy as well as our terms and conditions to continue. The other check boxes are suggested but not required.
- j. Once you have entered your information in the required fields, **click “Create Account.”**
- After you create the account, you will become the sole account owner and therefore be able to make any and all changes needed to your account in the future.
 - More account holders or admins can be added to your account at a later time.
- k. **A verification email with an activation link will be sent to the provided email address. You must go and click that link before continuing with the registration process.** Once you have activated your account, a confirmation message will appear, and you can **click “complete registration”** to continue.

Let's do this together!

- l. Go to your email and **click “Activate!”**
 - m. Go back to your original tab and **log in to your account with your email and newly created password.**
 - We do this in this order so that if you get stuck or have questions as you continue the registration process, we will at least have this basic account information needed to assist you.
 - n. Now that you have logged in, your “My Account” also known as “MyGS” is created and accessible.
2. Now we are on **step 2**, where you will select the membership product you wish to purchase as well as add the member details for the individual you are registering to Girl Scouts and the caregiver’s information.
- a. First let’s enter the personal information associated with our girl, starting with the participation type we want for our girl.
 - Selecting “**Troop Member (Girls)**” will add your girl to a troop or indicate that she wishes to be in a troop.
 - Selecting “**Non-troop member (Girls)**” will mean that your girl wishes to be an Individually Registered Girl (IRG), sometimes called a Juliette. There are many ways your girl can participate in Girl Scouting as an IRG and she can choose to join a troop at any time.
 - b. Next, select you girl’s school grade.
 - Your girl’s grade and selected troop grades served must match to continue.
 - If it is the end of the school year or the summer, select your girl’s upcoming grade level.
 - c. If you selected a troop in the first step, the “Troop” box will now appear as the system sees that you have added a troop affiliation to your shopping cart. Click the troop number desired for the girl you are currently registering.
 - d. Next, add the full name, residential address, birth date, school she is attending, and demographic information for the girl you are registering.
 - e. Now please enter the adult or caregiver’s personal information.
 - Please note, the primary guardian may or may not be the one logged in and entering this registration information (aka the account holder). For example, many Troop Leaders assist caregivers by registering their girls for them - BUT it is important that we have guardian information for each registered girl.
 - f. If you are both the primary caregiver and the account holder for the girl you are registering, select the “I am the caregiver” check box. This will auto fill the account information we have so far, leaving just a few remaining fields to be filled such as caregiver relationship and gender.
 - You also have the option to add additional caregivers to your account.
 - g. Select the “Caregiver relationship” to the girl above and “Caregiver gender.”

- h. If you are not the caregiver, make sure this box is unchecked and enter the girl's guardians information in the spaces provided.
 - If you would like this new adult to also have access to this account, select the “grant this person access to my household” checkbox. This will trigger a confirmation email to be sent to the new adult so that they can create their own login, password, and separately agree to our terms and conditions.
 - i. Similarly, if the girl lives at the same address as you, the account holder, or at the same address as the caregiver you just provided, then select the “caregiver has same address as girl” to auto fill from the girls' info you entered above. If the adult caregiver does not live at the same address as the girl, enter their information.
 - j. Enter the caregiver's birth date.
 - k. Check the box to let us know if you were ever a Girl Scout.
 - l. If you want to add additional caregivers to this girl's account, you can do so here. This can also be skipped for now and added at a later time via your MyGS account.
 - m. Now, choose the membership product you wish to purchase.
 - Different selections will be available depending on the time of year. If available, consider the “Extended Year” option for added value!
 - Whatever you choose, take time to notice when the membership will expire so you know when to renew.
 - n. Choose you payment type or apply for financial assistance.
 - o. When you are ready, **click “SUBMIT MEMBER DETAILS.”**
3. **Step 3** - you will review the information provided and accept the Girl Scout Promise & Law, the guiding principles of Girl Scouting.
- a. Now we are on the cart review page. Here, you must accept the Girl Scout Promise & Law on behalf of you and your girl by clicking the checkbox.
 - b. You can also review your details, edit details, or make a donation to Girl Scouts on this page.
 - c. If you have been supplied with a discount or promotional code, you can also apply that here.
 - d. Once you have reviewed and all looks correct in your cart, scroll down and **click “ADD PAYMENT DETAILS.”**
4. **Step 4** will collect your payment information.
- a. This will bring you to the Payment Details page. Here you must enter the information for your payment method as well as ensure that the correct billing address for that payment type is provided. Select or add the billing address here.
 - b. If you have a discount or promo code that can be enter and applied here.
 - c. Once done **click “SUBMIT PAYMENT.”**
5. And lastly, **Step 5** - submit payment and receive your confirmation letter.
- a. In this final step, you will receive a confirmation letting you know that your membership registration has been processed and a receipt will be sent to the email associated with your account.

- b. If you registered in a particular troop, the leader of that troop will be notified of a new member and should reach out to you soon with any information or important next steps.
- c. You will also now be added to our bi-monthly newsletter, GS Weekly. This is a fantastic resource for you and your girl to learn about all upcoming opportunities and GSGNY updates.
 - As a reminder, your girl can participate in any Girl Scouting activities independently, meaning with or without the full participation of her troop.
 - Our website is also a great resource for regular updates and exciting opportunities.
- d. You can now log out or choose to explore some of the other options and capabilities of your MyGS account. Bookmark or save this webpage for future reference as it will be the main location for all of your girl scout related information.

As a new member, I encourage you and your girl to explore our website, social media accounts, and exciting opportunities together. Girl Scouting is a girl-led experience so take some time to discuss with your girl what she hopes to accomplish, discover, and create - her ambitions are at the center of our Girl Scout work and mission!

If you have further questions, are in need of assistance, or want to learn more about upcoming events or training opportunities, please email us at Customercare@girlscoutsnyc.org.

Thank you for watching and welcome to the sisterhood!