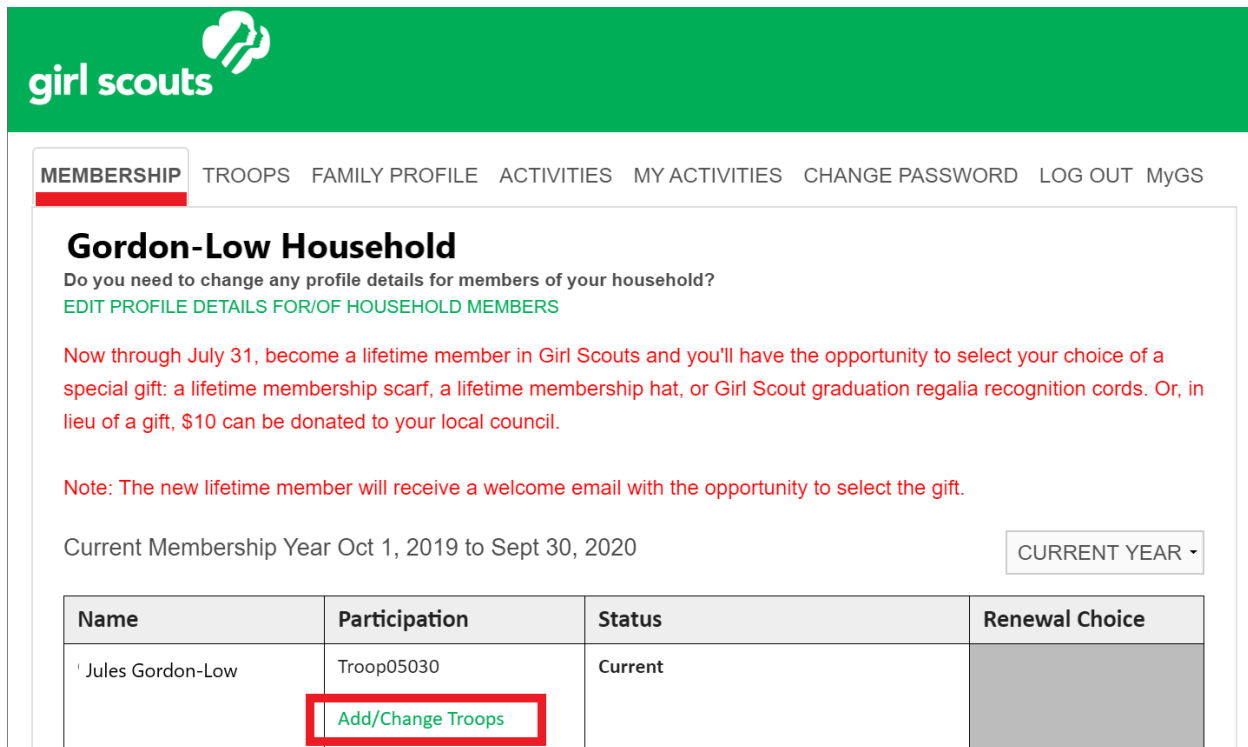


# Joining a Virtual Troop as an Existing Girl Scout Member

Follow these steps to secure your spot in one of GSGNY's Staff-Led Virtual Troops.

1. Head to our website, [www.girlscoutsnyc.org](http://www.girlscoutsnyc.org)
2. Click "Sign In" on the top right corner
3. Use your email address to sign in. (If your email address is not registered, reach out to [customercare@girlscoutsnyc.org](mailto:customercare@girlscoutsnyc.org) to update your username. If you do not have your password, use the "Forgot Your Password?" link to reset it.)
4. Select your Member Profile
5. On the Membership tab, you will see all the registered members in your household. For the girl you're adding to a Virtual Troop, click "Add/Change Troops" under her existing Troop Numbers (see fig 1)
6. In the search box, type in "Virtual" and click Search (see fig 2)
7. Any Virtual Troops with openings will be displayed. Check the Location to select a troop "For Existing Girl Scout Members" at a day and time that works for you and your girl. Select the same grade level as your girl's current/existing troop (see fig 3)
8. Select a troop using the boxes to the far left, and your selection will move above the search results, and you will see the "Next" button appear. Verify that you have selected the correct grade level, day/time and that the Location says "For Existing Girl Scout Members" (see fig 4)
9. Click "Next" and you will be returned to the Member tab with all your household members. You will see the Virtual Troop assigned below your girl's other existing troops (see fig 5)
10. Check your email for your welcome email and for future communications from your Staff Leaders!

Figure 1-Click 'Add/Change Troops'



The screenshot shows the Girl Scouts NYC website interface. At the top is the Girl Scouts logo. Below it is a navigation menu with tabs: MEMBERSHIP (highlighted), TROOPS, FAMILY PROFILE, ACTIVITIES, MY ACTIVITIES, CHANGE PASSWORD, LOG OUT, and MyGS. The main content area is titled "Gordon-Low Household" and includes a question about profile details, a link to "EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS", and a promotional message about lifetime membership gifts. Below this is a note about a welcome email. A section for "Current Membership Year" shows "Oct 1, 2019 to Sept 30, 2020" with a "CURRENT YEAR" dropdown menu. At the bottom is a table with columns: Name, Participation, Status, and Renewal Choice. The table contains one row for Jules Gordon-Low, Troop05030, Current. A red box highlights the "Add/Change Troops" link in the Participation column.

Name	Participation	Status	Renewal Choice
Jules Gordon-Low	Troop05030 <a href="#">Add/Change Troops</a>	Current	

If you have any problems during registration, please reach out to [customercare@girlscoutsnyc.org](mailto:customercare@girlscoutsnyc.org)

# Joining a Virtual Troop as an Existing Girl Scout Member

Figure 2-Search for "Virtual"

girl scouts

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

## Ways to participate

What are you interested in? At Girl Scouts the possibilities to have fun and do big things are endless. Search opportunities for fun by age and location, or enter a specific troop or group number below. Have a question or need more information? Simply click on the title of the opportunity you'd like to know more about. If you're not certain what opportunity you'd like, or you're here as part of an activity registration, type "unsure" into the Troop # box.

Pick a specific Troop #:

OR

Find an opportunity near you:

Zip Code

Radius (miles)

Grade as of Fall 2019

Figure 3-Select a troop for Existing Girl Scouts

Pick a specific Troop #:

OR

Find an opportunity near you:

Zip Code

Radius (miles)

Grade as of Fall 2019

Your Selection for Jules Gordon-Low

Remove From Selected	Troop/Group	Grade	Location	Day(s)	Start Date/Time	Openings Remaining	Volunteers Needed	
No Troop/Group selected								
Search Results searchFor								
<input type="checkbox"/>	0	Virtual Troop09212	2;3	For Existing Girl Scout Members	Weekly Wed	June 9, 2020 3:00 PM	16	0
<input type="checkbox"/>	0	Virtual Troop09221	2;3	For New Girl Scout Members	Weekly Wed	June 9, 2020 3:00 PM	16	0
<input type="checkbox"/>	0	Unsure			TBD			0
<input type="checkbox"/>	0	Individually Registered					0	0

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# Joining a Virtual Troop as an Existing Girl Scout Member

Figure 4-Verify selection and click Next

Pick a specific Troop #: Troop #   OR Find an opportunity near you: Zip Code

Radius (miles)

Grade as of Fall 2019

Your Selection for Jules Gordon-Low

Remove From Selected	Troop/Group	Grade	Location	Day(s)	Start Date/Time	Openings Remaining	Volunteers Needed
<input type="checkbox"/>	Virtual Troop09212	2;3	For Existing Girl Scout Members	Weekly Wed	June 9, 2020 3:00 PM	16	0

Search Results searchFor

Distance (in miles)	Troop/Group ▲	Grade	Location	Day(s)	Start Date/Time	Openings Remaining	Volunteers Needed
<input type="checkbox"/> 0	<a href="#">Virtual Troop09212</a>	2;3	For Existing Girl Scout Members	Weekly Wed	June 9, 2020 3:00 PM	16	0
<input type="checkbox"/> 0	<a href="#">Virtual Troop09221</a>	2;3	For New Girl Scout	Weekly	June 9, 2020	16	0

Figure 5-Virtual Troop successfully added

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

## Gordon-Low Household

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

Now through July 31, become a lifetime member in Girl Scouts and you'll have the opportunity to select your choice of a special gift: a lifetime membership scarf, a lifetime membership hat, or Girl Scout graduation regalia recognition cords. Or, in lieu of a gift, \$10 can be donated to your local council.

Note: The new lifetime member will receive a welcome email with the opportunity to select the gift.

Current Membership Year Oct 1, 2019 to Sept 30, 2020

Name	Participation	Status	Renewal Choice
Jules Gordon-Low	Troop05030	Current	
	<a href="#">Virtual Troop09422</a> <a href="#">Add/Change Troops</a>	Current	

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