

# **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

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My Troop(s)						Hide information
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3. At the bottom of the troop page, click on "Invite friends to join your troop"

My Household	Invite friends to join your Troop optional	
My Troop(s)	If you've indicated that your troop isn't accepting new members, you can still	invite additional girls with a unique link to join.
And in constitution	Email address	Email address
AND IN CONSTRUCTION	juliettescout@noemail.com	savannahscout@noemail.com
Troop03999	Email address	Email address
My Profile	Email address	Email address
My Events	Email address	Email address
Volunteer ToolKit	Email address	Email address
gsLearn	Email address	Email address
Contact Council	Email address	Email address
Log Out	Email address	Email address
	Email address	Email address
	Add another friend ±	TREQUEST

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

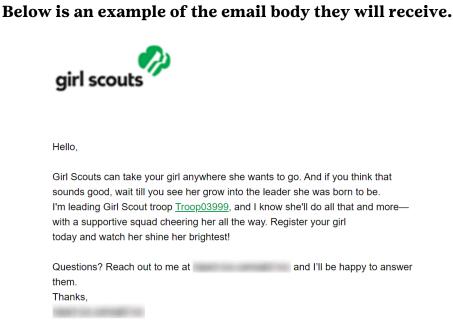
6. Click "Submit Request"!

## 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 Troop Troop03999 and watch her shine her brighte... Vie... 4:24 PM



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.

	ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR GIRLS
< Back						
	Search	Add details		Review cart	Make payment	Finish
	Troop Search (1)	Event Sea	rch (10)			
Q Search	Sort by distance	$\sim$ Within 10 miles $\sim$	≅ Filter (3)	Clear Filters 10005	Troop03999 X Current V	80 <b>4</b> 7
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When they click "Log In", they will create an account with Girl Scouts and complete the registration.