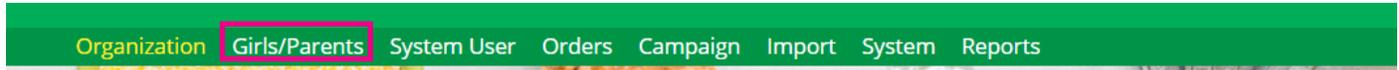


Finding a Girl/Parent's Information

1. Go to the Girls/Parents tab if the user is a parent (System User tab if the person is only a volunteer, not also a parent)



2. Fill in at least two letters of the Girl's First and Last names. You can also use the parent first and last name if you wish. You are required to use at least 2 letters for the name fields. For best results, choose one category to search on and not multiple categories. Then click the "Search" button.

Girls/Parents

View Results By:

GSUSA ID:

Old GSUSA ID:

Girl First Name:

Girl Last Name:

Girl Email Address:

Girl 12 or Younger:

Parent First Name:

Parent Last Name:

Parent Email:

Parent Data Loaded?:

Council Code:

Service Unit Number:

Council Name:

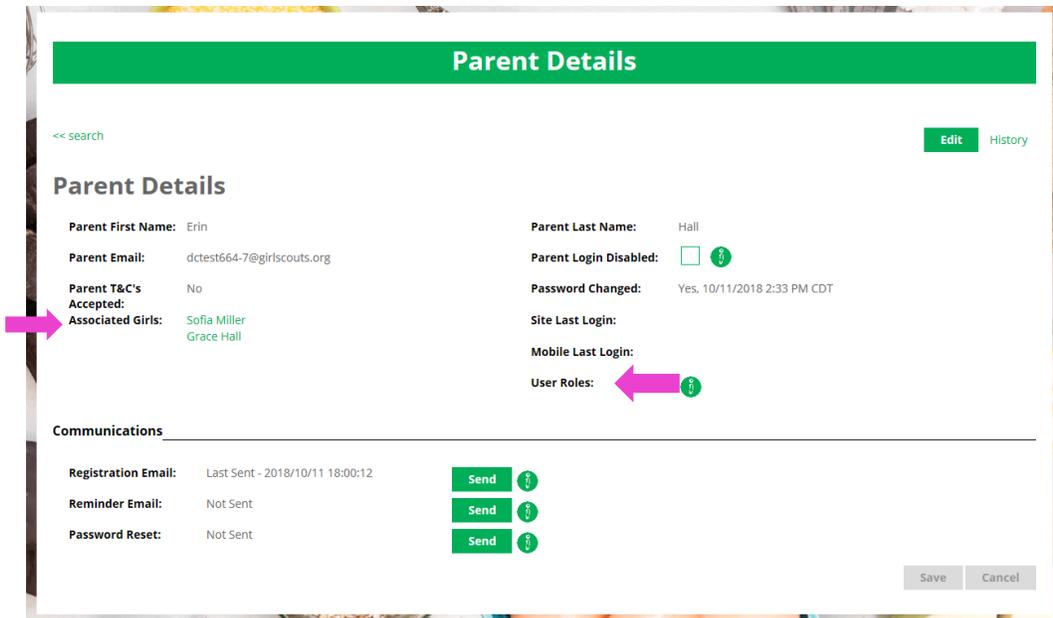
Service Unit Name:

Troop Number:

3. When you find the girl you are looking for, click on the parent last name to open the record.

Girl Last Name	Girl First Name	GSUSA ID	Younger Girl	Grade	Site Status	Girl Email Address	Parent Last Name	Parent First Name	Parent Email	Council Name	Troop Number
GILBERT	Phoebe	9992499046	No	Grade8	Draft		GILBERT	Michelle	dctest346-33@girlscouts.org	Louisiana East	12355

In the Parent Details, you will see all of the info about the parent and what girls she is associated with as well as all of her user roles she has.



From here you are likely to:

- Resend a Registration Email
- Adding or Editing Parent Details

Please see the related tip sheets for information on those processes.