

## 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)

Organization Girls/Parents System User Orders Campaign Import System Reports

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:	Girl		
GSUSA ID:		Parent First Name:	Council Code:
Old GSUSA ID:		Parent Last Name:	Service Unit Number:
Girl First Name:	phoe	Parent Email:	Council Name:
Girl Last Name:	gil ×	Parent Data Loaded?: Choose an Option	Service Unit Name:
Girl Email Address:			Troop Number:
Girl 12 or Younger:	Choose an Option		Search

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 <del>‡</del>	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	dctest346-3 3@girlscout s.org	Louisiana Ea st	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.

		Parent Details		
<< search				Edit Histo
Parent Det	ails			
Parent First Name:	Erin	Parent Last Name:	Hall	
Parent Email:	dctest664-7@girlscouts.org	Parent Login Disabled:		
Parent T&C's	No	Password Changed:	Yes, 10/11/2018 2:33 PM CDT	
Accepted: Associated Girls:	Sofia Miller	Site Last Login:		
	Grace Hall	Mobile Last Login:		
		User Roles:	<b>•</b> ()	
Communications				
Registration Email:	Last Sent - 2018/10/11 18:00:12	Send		
Reminder Email:	Not Sent	Send		
Password Reset:	Not Sent	Send 👔		

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.