

## Getting Started

Troop Leaders must be a Registered Adult Member and be listed as the leader of the troop.

### MyGS/VTK:

- **Volunteer Toolkit** (Leaders Only): To see your troop's roster, update contact info, access resources, easily email parents, enter troop finances, and plan your program year with pre-populated troop calendars filled with Daisy, Brownie and Junior Journeys and badges. **New!** Multi-level troops now have access. All program levels can add your own troop activities to your calendar, as well as pre-populated council events. It's your virtual troop assistant!
- **Member Profile:** Do you need to change your member profile or contact details? Do you need to renew a membership? Go to the Girl Scout Member Community for access to your member profile. You can also view troop girl/adult registrations and see adults in troop that are approved to volunteer.

### Renew Membership for Current Troop Members:

- Go to [www.gswpa.org](http://www.gswpa.org) and select [MyGS](#), [Member Profile](#) and [Log In](#)
  - Your username will be the email address that you used when you created your MyGS Account
  - If you forgot your password, simply click on "[Forgot Your Password](#)" and wait for a reset email from "[Member Community](#)" (remember to check your SPAM).
- Click on the [Troops](#) tab, if you have more than one troop there will be a drop-down menu and you select the troop that you are managing. In the drop-down menu on the right, switch from the [Current Year](#) to [Next Year](#). You are also able to edit basic contact information. Be sure to select the appropriate option for each member:
  - Renew
  - I'll Decide Later- will allow you to go back at a later date before Sept. 30th to renew girl/adult
  - Do Not Renew – Only select this option for members that you are sure will NOT be returning to Girl Scouts next year, if you choose this option, that member will not be able to renew themselves to the troop or volunteer role for the troop
- Click [Continue](#) and follow the instructions to complete payment. Be sure to save a copy of your receipt

### Purchasing a membership for New Members:

- Log into your [MyGS](#) account as stated above
  - Under [Add a New Member to Troop](#), - this can only be done if you have specific member info (DOB, address, contact info) select [Adult](#) or [Girl](#), then click [Go](#) and enter the required member information
  - Continue to Payment. Be sure to save a copy of your receipt

**NOTE:** During Early Bird – Starting April 1<sup>st</sup> you can renew memberships for girls and adults in your troop or add new members if needed.

Be sure to click on [View/Edit Troop Information](#) to make any troop meeting changes.

## Membership Options:

### Annual Membership

- Annual Fee: \$25

### New Members Only

- Extended year: \$35
  - Available for purchase between **May 1** and **September 30, 2018**, membership will be valid until September 30, 2019.

### Lifetime Membership

- One-time fee of \$400
  - Adults 18 years or older who is not a former girl member OR a former girl member who is 30 years or older

### Young Alumnae Lifetime Membership


- One-time fee of \$200
  - Former girl member who is 18-29 years old

### To Renew your Family's Membership

- Click on the Membership Tab. Here you can also add an adult/girl to your household. To edit your household's information, click on the Family Profile Tab.

## Registering for Girl Scout Activities/Camp/Training:

Troop Leaders can register girls and approved volunteers for a council activity. Follow these steps to complete your registration:

1. Visit [www.gswpa.org](http://www.gswpa.org) and click on Activities
  - View our activities under the Activity List or Activity Calendar
2. Find the activity that you want to register for and select Register Now and Sign In
3. Click on Register for Next Activity
4. Select the checkbox next to each of the girls and/or approved volunteers who need completed registrations. Note: If the council activity is girls only, you won't be able to select checkboxes for approved volunteers. If the council activity is adults only, you won't be able to select checkboxes for girls. Checkboxes will not be available if the member is not in the required activity grade as well.
5. Complete the required information for each girl and/or approved volunteer on the Activity Options, Additional Information and Payment Pages.
6. Be sure to save a copy of your receipt
7. You can verify your registration and get your confirmation material by clicking on the Information Button  under My Activities