

# Navigating the Website

The Girl Scouts Western Pennsylvania (GSWPA) website, [www.gswpa.org](http://www.gswpa.org), is your best source for information. The pages with the information most relevant to you are just **one click** away from our homepage!

Use this guide to help you navigate!

## The Homepage

The homepage of our website is divided into five main sections:

1. The **Breaking News Banner** is the banner across the top of the homepage. It will be different colors and lead to different pages of the website throughout the year—sometimes promoting an upcoming event, sometimes promoting recruiting efforts or cookie season, and sometimes advertising important dates such as office closures, renewal reminders, or other need-to-know dates.
2. The **Menu** bar leads to all of the pages on the website. You will find more details on the Menu bar on the next page.
3. The **Quick Link** cards will go to the Girl Join page, the Volunteer Join page, and our donation page. These will not change locations, though we may change the colors or photos throughout the year.
4. The **Social Media** slider will show the most recent posts on our Facebook page, which is a great way to stay up-to-date on what's happening in our council.
5. The **Upcoming Events** section will show a few of the upcoming events. To view all events, click the calendar icon in the top of the website.





## The Menu

The Menu has several sections:

6. Like the Breaking News banner, the **Barrel Message and link** will change colors, messaging, and link destination throughout the year.

7. The **GSWPA servicemark** is also a clickable link and will bring you back to the homepage no matter what page of the website you're on.

8. The **Shop button** will take you to the GSWPA shop page.

9. The **Donate button** will take you to the donate page of our website with different options for giving.

MY GS

11

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11

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10. The Menu icons are as follows:

- myGS
- Events
- Forms and Documents
- Contact Us
- Spanish
- Search

11. The website navigation tabs are as follows:

- Discover
- Get Involved
- Product Program
- Support Us
- Members

You will learn more about the menu icons and navigation tabs on the next pages.

## Navigating the Website Tips and Tricks!

Our most important pages are just **one click** from our homepage!

If you run your mouse over the Menu bar, you'll see that it will get a white, solid background. From here, you can **hover** over the navigation tabs to get to where you need to go! On mobile devices, you can click the > to expand the navigation tabs without having to click through every section to get to the page you need!



The menu icons are as follows:

**12.** The **myGS icon** will take you to the login page for myGS. This is where you will manage your membership and household, access the Volunteer Toolkit and gsLearn, and more!

**13.** The **calendar icon** takes you to our Events Search page. The events page will include all of the upcoming events for our council. Events are continuously added throughout the year so be sure to check back frequently.

**14.** The **documents icon** will take you to our Forms and Documents page, which houses all of the files that have been uploaded to the website so that they can be found in one spot. This page also links to online forms used by our departments.

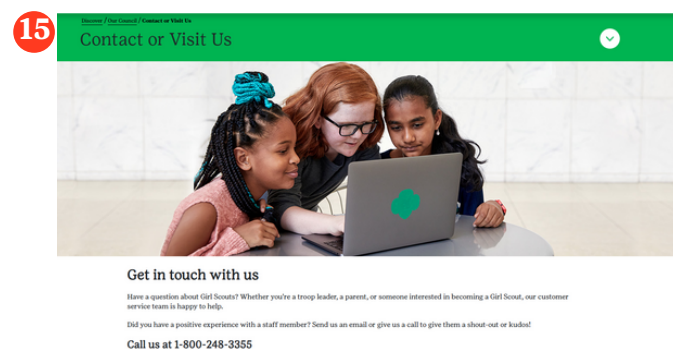
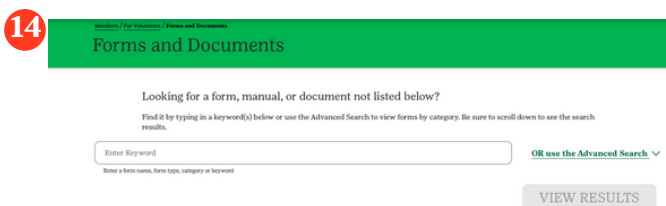
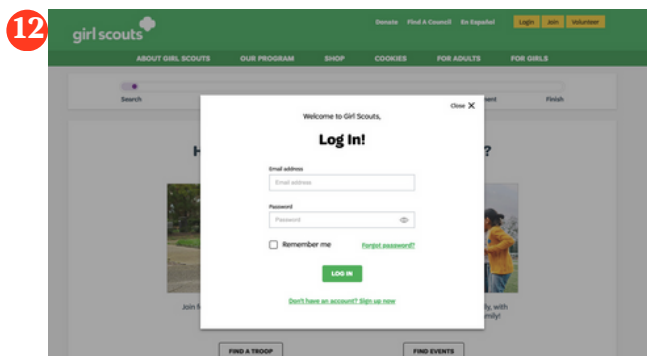
**15.** The **phone icon** takes you to our Contact or Visit Us page with our email address, phone number, and office and shop locations and hours.

**16.** The **Spanish icon** will take you to the Spanish version of the GSUSA website, girlscouts.org.

**17.** The **magnifying glass icon** will bring up the search bar—this will search our website for the keyword(s) you type. The results will include every webpage and document that includes the keyword(s).

### Tips and Tricks!

The menu icons will stay at the top of the page as long as you are on the GSWPA website.





18

Discover ▼

19

Get Involved ▼

20

Product Program ▼

21

Support Us ▼

22

Members ▼

The website navigation tabs are:

**18. The Discover tab** directs website visitors to learn more about Girl Scouts of the USA and Girl Scouts Western Pennsylvania. It has three sections: About Us, Our Council, and What Girl Scouts Do.

**19. The Get Involved tab** directs future Girl Scouts, future volunteers, and alums to connect (and reconnect!) with Girl Scouts Western Pennsylvania.

**20. The Product Program/Cookies tab** houses important information for our two product programs—the Girl Scout Cookie Program and the fall product program, Gifts & Goodies. There are resources for Girl Scouts and volunteers under this tab. Cookie customers can learn where to find Girl Scout Cookies under this tab.

**21. The Support Us tab** is a dedicated space for our council fund development efforts, from giving campaigns to fundraising events to partnerships.

**22. The Members tab** is divided into three sections: For Girl Scouts, For Volunteers, and Camp and Outdoors. This tab directs viewers to resources and information for volunteers as well as Girl Scouts and their caregivers. You will also find information about our camps and outdoor programming.

You can learn more about each tab on the next pages!

### Tips and Tricks!

Like the menu icons, the navigation tabs will also stay at the top of the page as long as you are on the GSWPA website.

By **hovering** over the navigation bar, you can get to our most important pages (and the information on those pages!) with just **one click!**

The Navigation Tabs have the same names on mobile, they just go from top to bottom—rather than left to right. Click the > to expand the navigation tabs.

You'll know that you're on the **Girl Scouts Western Pennsylvania** website because the GSWPA servicemark will be in the **top left corner** of the webpage, and the URL will read **www.gswpa.org** at the beginning!

GSUSA provides the template for the councils' websites that each council gets to customize quite a bit. Not everything can be changed, but we do our best to adjust what we can to give users the easiest experience.

We hope that this guide proves to be a handy resource to help members best utilize the tool that is our website!

About Us	Our Council	What Girl Scouts Do	
The Family Experience	Contact Us	Badges and Journeys	 <p>Discover your local Girl Scout council: about Girl Scouts, what they do, what activities are available locally, and how to contact us.</p>
Diversity, Equity, Inclusion, & Belonging	Our Council Shops	Highest Awards+	
The Benefits of Girl Scouting	Employment	Activities and Events	
Financial Assistance	Governance	Camp and Outdoors	
The Girl Scout Difference	Publications	Girl Scouts and Faith	
FAQs	Property Reservations		

In the **Discover** tab, you are *discovering* information about Girl Scouts! You can learn all about Girl Scouts and our council, including financial assistance and frequently asked questions. You’ll also find out how to get in touch with us, where you can find us, and other ways to get involved with our organization, including employment. In addition, you can access all our publications to stay up-to-date on everything going on at our council. Finally, from badges to camping, you can learn all about what a girl can do once she becomes a Girl Scout!

19

girlscouts  
western pennsylvania

SHOP

DONATE

MY GS

11

ES


Discover

Get Involved

Product Program

Support Us

Members

Become a Girl Scout	Become a Volunteer	Alums	
Join a Troop	Start a Troop	Lifetime Membership	 <p>Learn how to get involved with Girl Scouts: join a troop, go solo, or become a volunteer.</p>
Go Solo	Ways to Volunteer		
Girl Scout Sign-Up Events	Required Clearances		
What Girl Scouts Do	Girl Scout Champion		
The Benefits of Girl Scouting			

If you need to go to the **Get Involved** tab, it’s probably because you are *getting involved* with Girl Scouts. This tab is mostly for potential new members or alums who are reconnecting with Girl Scouts. You can learn more about how to become a Girl Scout, including how to be an individual-registered or Indie Girl Scout. You’ll also find information about how to become a Girl Scout volunteer and the different ways to volunteer. Finally, alums can come to this tab to learn how they can stay involved with Girl Scouts.

20

## Cookie Resources

Election Week Cookie Program

Digital Cookie

Girl Rewards and Troop  
Proceeds

Contests and Promotions

Super Sellers

## Find Cookies

Cookie Flavors

Donate Cookies

## Fall Product Program

Donate Treats

Super Sellers



Find out how to buy Girl Scout Cookies, explore Girl Scout Cookie flavors, try delicious recipes, see how girls learn essential life skills, and more.

In the **Product Program/Cookies tab**, you will find all of the important resources and information for our product programs for both volunteers and Girl Scouts and their caregivers. Product programs are fundraisers for Girl Scouts, including our fall product program, Gifts & Goodies, and most famously, the Girl Scout Cookie Program. Cookie customers can also come to this tab to learn more about Girl Scout Cookies and where to find cookies near them during the Girl Scout Cookie season.

21

## Donate Locally

Lifetime Membership

Planned Giving

Workplace Giving

## Fundraising Events

Awards of Distinction

## Partnering with Schools



Support Girl Scouts by donating locally, becoming a lifetime member, or joining the Girl Scout Network for alums and supporters.

In the **Support Us tab**, you find information regarding our council-level fundraising efforts. This includes different ways to donate and how to become a Lifetime Member. You'll also find information about our annual fundraising event, the Awards of Distinction. Finally, you can learn more about how we partner with schools.

**For Girl Scouts and Families**[Activities and Events](#)[Badges and Journeys](#)[Highest Awards+](#)[Girl Scouts and Faith](#)[Indie Girl Scout Experience](#)[Renew Your Membership](#)**For Volunteers**[Forms and Documents](#)[Volunteer Mentors](#)[Volunteer Training](#)[New Troop Leaders](#)[Volunteer Resources](#)[Volcomms](#)**Camp and Outdoors**[Summer Camp](#)[Camp Conshatawba](#)[Camp Hawthorne Ridge](#)[Camp Redwing](#)[Camp Skymeadow](#)[Property Reservations](#)

Resources for Girl Scout members. Find volunteer, Girl Scout, and family tools and support. Explore badges, activities, and more.

The **Members tab** houses information for people visiting the website who are already members! Girl Scouts and their families, as well as volunteers, will find activities and events, and Girl Scout programming, including patches, badges, and awards. There is also a link to renew your membership. Volunteers, both seasoned and new, will find all their go-to resources, forms, and information here. Finally, you'll find information on outdoor programming, summer camp, and all our camp properties.

[Contact Us](#)[Forms](#)[Staff Directory](#)[Summer Camp](#)[Employment](#)[News](#)[Terms and Conditions](#)[Privacy Policy](#)[Whistleblower Policy](#)

**23. The Footer** at the bottom of each page leads to our social media pages. In order from left to right, they are Facebook, Instagram, Threads, Twitter (X), LinkedIn, YouTube, Pinterest, and our blog. The footer also has a list of links that are one-click to the most essential pages of our website as well as our legal information: Terms and Conditions, Privacy Policy, and Whistleblower Policy.

**Tips and Tricks!**

If you cannot view these full lists, your screen may be zoomed in too far! You can click the Control and Minus button on your keyboard to zoom out! (Or the Command and Minus buttons on Macs!)

# Frequently Needed Resources

Looking for a specific form or other information? The **Forms and Documents page** (get there by clicking the **documents icon**!) includes links to some of the most frequently requested forms, documents, policies and procedures, and other resources. The list is frequently updated as the council makes changes to forms and processing procedures. If you are unable to find a form you're looking for, please contact customer care at [customercare@gswpa.org](mailto:customercare@gswpa.org) or 800-248-3355.

[Members](#) / [For Volunteers](#) / [Forms and Documents](#)

## Forms and Documents

Looking for a form, manual, or document not listed below?

Find it by typing in a keyword(s) below or use the Advanced Search to view forms by category. Be sure to scroll down to see the search results.

Enter a form name, form type, category or keyword

[OR use the Advanced Search](#)



## Frequently Accessed Forms

### Membership

[Accessing gsLearn](#)

[Adult Membership Form 2024-2025](#)

*(Membership Oct. 1, 2024-Sept. 30, 2025)*

[Adult Membership Form 2025-2026](#)

*(Membership Oct. 1, 2025-Sept. 30, 2026)*

[Disbanded Troop Form](#)

[Girl Membership Form 2024-2025](#)

*(Membership Oct. 1, 2024-Sept. 30, 2025)*

[Girl Membership Form 2025-2026](#)

*(Membership Oct. 1, 2025-Sept. 30, 2026)*

[Member Information Update Form](#)

[New Troop Request Form](#)

[Photo Release for Adults](#)

[Photo Release for Minors](#)

[Recruitment Flyer & Supply Request](#)

[Troop Catalog Update Form](#)

[Troop Leader Financial Assistance](#)

### Events/Camp

[Babysitting Training Request](#)

[Event Cancellation/Refund Request Form](#)

[Event Registration Form](#)

[Event Transfer Request Form](#)

[First Aid/CPR/AED Training Request](#)

[Online Financial Assistance Form: Events/Camp](#)

[Paper Financial Assistance Form: Events/Camp](#)

[Program Partner Council Sponsored Event Application](#)

[Summer Camp Paper Registration](#)

## Policy and Procedure Documents

Events



Finance



Volunteer Relations

