

# New Member Registration

## For Girls and Adults in the Same Household

This document will provide instructions for new girl and adult members to complete their membership and join a troop in just 5 major steps ↓. Once you find a troop you want to join, you will be prompted to create a MyGS Account. Here is a step-by-step guide to [Creating A MyGS Account](#) for your reference.

Progress bar with 5 steps: Search, Add details, Review cart, Make payment, Finish.

### Search For A Troop

Search for a troop for your girl to join from the Troop Catalog.

#### 1 Troop Catalog

Access the Participation Catalog by going to <https://mygs.girlscouts.org/>, click on **Find Troops** to access the Troop Catalog.

### How would you like to participate with us?



Join fellow Girl Scouts for regular meetups and adventures!

**FIND TROOPS**



Expand your world, in-person or virtually, with fun, inspiring events for the whole family!

**FIND EVENTS**



Create your own troop where girls can pursue their passions—and where you'll cheer them on every step of the way.

**CREATE A TROOP**



Find volunteer opportunities to inspire girls to aim for the stars.

**VOLUNTEER**

## 2 Troop Catalog

Enter the information to find a troop, then click search to find a troop.

**A. Location** Enter your postal code OR country, state, and city.

**B. Search Radius** Enter your search radius in miles. Available troops with a meeting location that fall within this area will be returned.

**C. Membership Year** Select your membership year option.

- Current Year (Oct –Sep)
- Next Year (Oct-Sep)
- Extended Year (Apr-Sep)

**D. Grade Level** Selecting a grade level(s) will return any troops that serve this grade level. If today is BEFORE August 1, enter the grade they are completing. If today is August 1 or after, enter the grade they will be going into. If you are purchasing memberships for multiple girls in your household, select all the grades that apply so you can find a troop for each girl.

**E. Search.** When done making your selections click **Search**.

The screenshot shows the 'Troop Search' form with the following sections and annotations:

- Location:** Includes a 'Zip/Postal code' field (annotated with A), and dropdowns for 'Country/Region', 'State/Province', and 'City'.
- Search Radius:** A dropdown menu for 'Search radius in miles' (annotated with B), currently set to 'within 10 miles'.
- Membership year:** Radio buttons for 'Current Year' (October 2022 - September 2023, annotated with C), 'Next Year' (October 2023 - September 2024), and 'Extended Year' (April 2023 - September 2024).
- Grade Level:** A grid of grade levels from Pre-K to Adults, each with a plus sign to select it (annotated with D). The instruction says to select all applicable grades.
- SEARCH:** A button at the bottom right (annotated with E).

### 3 Finding A Troop

**A. Find a Troop.** Scroll down through the troops to find one that meets your needs. Once you find a troop, you can learn all about it by selecting More details about this Troop →.

More details about this Troop 

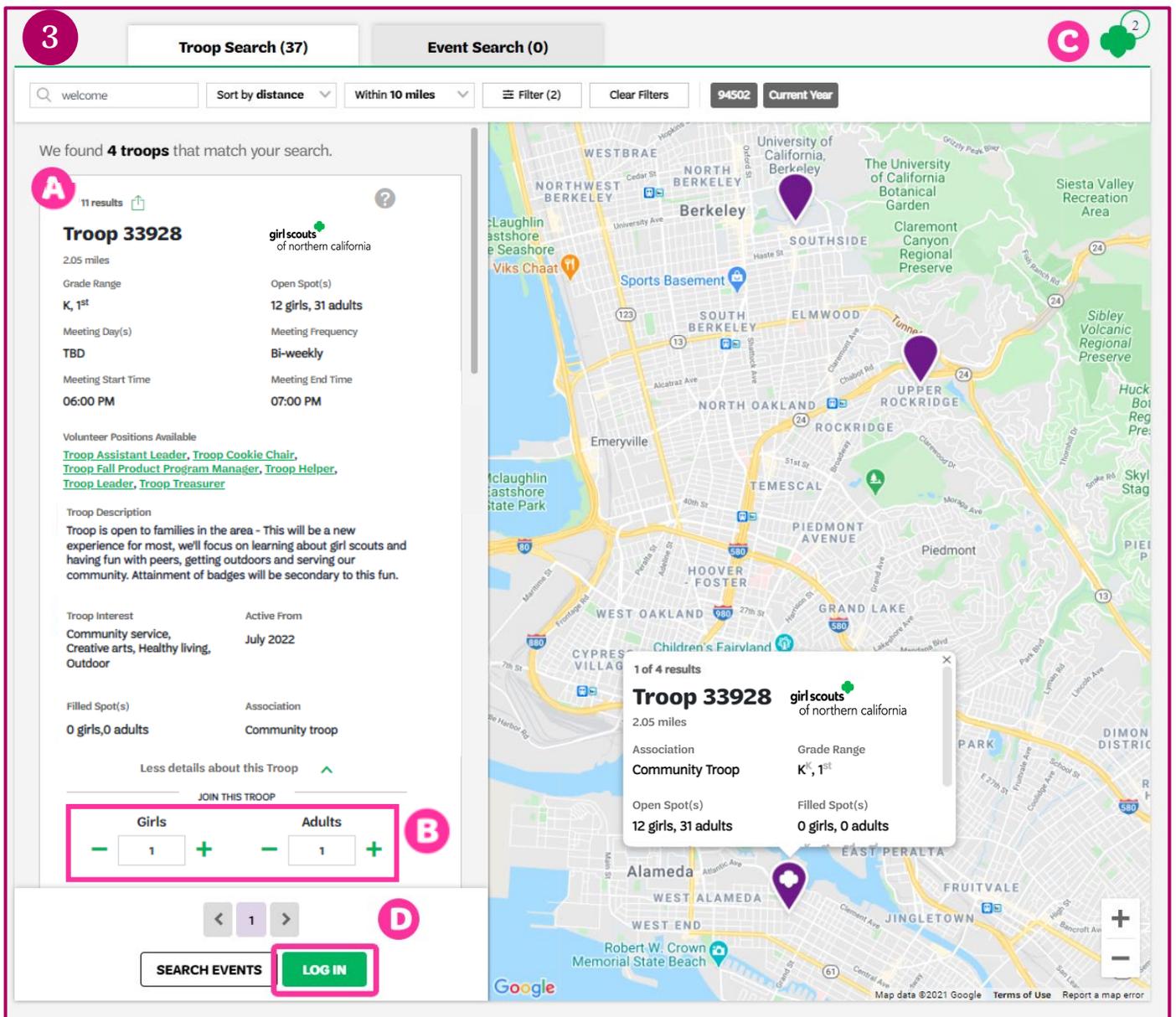
Not finding the troop you are looking for and need help? Reach out to our member services team [info@gsnorcal.org](mailto:info@gsnorcal.org) or 800-447-4475, ext. 0.

**B. Add girls and adults** Click on the green plus sign to add girls and adults to the troop.

**C. Shopping cart.** Once you add your membership you will see them show up in your cart

**D. Log In.**

- If you have a MyGS account, click **Log In** to continue purchasing your membership.
- If you do not have a MyGS Account you will need to create one before moving on. Click **Log In** and follow these steps to [Create your MyGS Account](#).



The screenshot displays the 'Troop Search (37)' interface. At the top, there are search filters including 'Sort by distance', 'Within 10 miles', 'Filter (2)', and 'Clear Filters'. A search bar contains 'welcome'. Below the filters, it states 'We found 4 troops that match your search.' The first result is 'Troop 33928' from 'girlscouts of northern california', located 2.05 miles away. The troop details include: Grade Range 'K, 1st', Meeting Day(s) 'TBD', Meeting Start Time '06:00 PM', Meeting End Time '07:00 PM', and Meeting Frequency 'Bi-weekly'. Volunteer positions listed are Troop Assistant Leader, Troop Cookie Chair, Troop Fall Product Program Manager, Troop Helper, Troop Leader, and Troop Treasurer. The troop description states it is open to families in the area, focusing on learning about girl scouts and having fun. Troop interest includes community service, creative arts, healthy living, and outdoor activities. The troop is active from July 2022 and is a community troop. There are currently 0 girls and 0 adults filled spots. Below the details, there are controls to 'JOIN THIS TROOP' with 'Girls' and 'Adults' counts, each with a minus and plus sign. A 'LOG IN' button is visible at the bottom. A map on the right shows the location of the troop in Berkeley, CA. A callout box for Troop 33928 provides a summary of its details. A 'More details about this Troop' link is highlighted in the top right corner.

## Add Membership Details

Search Add details Review cart Make payment Finish

### 1 Adding Adult Membership Details

Enter the membership details for each adult.

- A. Select the participation type: “Adult member (Adults)”, join without a volunteer role, or Volunteer (Adults), to join as volunteer. Then, select the Troop you will volunteer with.
- B. If you are registering yourself, select the **“This is me”** box. Doing this will auto-populate some of the information you have previously entered when you created your MyGS account. If you are registering someone else, do not select this box.
- C. You can check the box for **“This is my primary address”** if it is your primary address. When entering your address, the address validation feature will start to generate possible addresses. Find your address in the drop-down menu, select it, and the remaining information will auto-populate.
- D. If you were ever a Girl Scout, select this checkbox.
- E. If this registration was not for you, you have the option of granting household access to the adult you are registering.
- F. Enter the demographic and contact information.
- G. Select the membership year.
  - Current Year Adult - \$25
  - Next Year Adult - \$30
  - Extended Year Adult - \$42
- H. Select the payment type.
- I. To begin entering the Girl details, click **Next Participant**.

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### Add Membership details

**1. Adult**

Participation type Troop(s)

Participation type Troop(s)

**This is me** ?

First name Last name

First name Last name

**Use my primary address**

Street address Street address

Street address 1 Street address line 2

Zip/Postal code City

Zip code City

State/Province Country/Region

Select State United States x

**Check if you were a Girl Scout. Daisy, Brownie or higher-it all counts.**

**Grant this person access to my household.**

*Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the U.S. Census Bureau), you ensure support and funding for girls in your community. Hispanic/Latino is defined as an ethnicity, not a race, therefore is reported separately. This information is used for statistical purposes only.*

Ethnicity Race(s)

Hispanic Other Races

Gender Birth date

Female 08/12/1988 📅

Phone number Phone type

+5 (555) 555-5555 Mobile

Email address

norcalgirlscout@gmail.com

**Choose a Membership year**

**Lifetime Membership** \$400.00

Become a Girl Scout for life!

**Current Year** \$25.00

October - September

**Next Year** \$25.00

October - September

**Extended Year** \$35.00

April - September

**Choose payment type**

Credit Card

NEXT PARTICIPANT Remove participant ✕

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

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Girl Scouts of Northern California | gsnorcal.org | info@gsnorcal.org | April 2025

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## 2 Adding Girl Member Details

Enter the membership details for each girl.

- A. Select the participation type: **Troop Member Girls** for girls joining a troop or **Non-Troop Member Girls** for girls not joining a troop. Then, select her grade level.
- B. Select her troop.
- C. Enter her first and last name.
- D. Select the **Use my primary address** box if the girl's address is the same as yours. This will auto-populate her address. If not, enter her address.
- E. Enter her demographic information and her birth date.
- F. Enter the name of the school she attends. A list of schools will start to populate that are within a 30-mile radius of the postal code you entered. Select the correct school.
- G. Enter additional optional contact information.
- H. If you are the caregiver, check the box **I am the Caregiver** and the information will auto-populate. Identify your Caregiving type "Primary" or "Additional". If you are not, fill in the requested information.
- I. Select your caregiver relationship and gender.

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Add Membership details

1. Jill Scott None ✔

2. Girl ^

A
 Participation type ▼  
 Participation type

A
 Grade ▼  
 Grade

Troop(s)  

B
 Troop(s) ▼

C
 First name ▼  
 First name

C
 Last name ▼  
 Last name

Use my primary address D

Street address  
 Street address 1

Street address  
 Street address line 2

Zip/Postal code  
 Zip code

City  
 City

State/Province  
 Select State ▼

Country/Region  
 United States x ▼

*Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the U.S. Census Bureau), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore is reported separately. This information is used for statistical purposes only.*

Ethnicity  
 Ethnicity ▼

Race(s)  
 Race ▼ E

Birth date  
 MM/DD/YYYY 📅

School Attending  
 School Attending F

Girl's Phone number optional  
 Phone number

Phone type optional  
 Phone type ▼

G
 Girl's Email address optional  
 Email address

I am the caregiver H

Caregiver type  
 Caregiver Primary/Additional ▼

Existing Caregivers  
 Caregiver ▼

Caregiver first name  
 Caregiver first name

Caregiver last name  
 Caregiver last name

Caregiver Phone number  
 Caregiver phone number

Phone type  
 Phone type ▼

Caregiver email address  
 Caregiver email address

I
 Caregiver relationship ▼

Caregiver gender  
 Gender ▼

**J.** If the Caregiver has the same address as the girl, select this box. The address will auto-populate. If not, enter the caregiver's address and birth date.

**K.** Select this box if the caregiver was ever a Girl Scout.

**L.** You can allow this caregiver access to the household account or add additional caregivers.

**M.** Select the membership year.

- Current Year Girl - \$25
- Next Year Girl - \$45
- Extended Year Girl - \$63

**N.** **Note:** A \$25 council service fee will be added to all girl membership products at checkout.

**N.** Choose the payment type – credit card or financial assistance.

**O.** When you are finished, select **Submit Member Details**.

**Caregiver has same address as Girl.** **J**

Caregiver street address  
Street address 1

Caregiver street address  
Street address 2

Caregiver Zip/Postal code  
Zip code

Caregiver City  
City

Caregiver State/Province  
Select State

Caregiver Country/Region  
Select Country

Caregiver Birth date  
MM/DD/YYYY

**Check if you were a Girl Scout. Daisy, Brownie or higher-it all counts.** **K**

**Grant this person access to my household.** **L**

Add another caregiver +

**Choose a Membership year** **M**

**Current Year** \$25.00  
October - September

**Next Year** \$25.00  
October - September

**Extended Year** \$35.00  
April - September

**Choose payment type** **N**

Credit Card

Apply for financial aid ?

**SUBMIT MEMBER DETAILS** **O**

Remove participant X

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

Add another participant +

REVIEW CART

### 3 Review Cart

When you are finished adding all your memberships, click **Review Cart**.

## Add Membership details

1. Jill Scott	None ✓
2. Lisa Scott	310 Welcome Troop - Alameda ✓

Add another participant +

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REVIEW CART

# Review Cart

Search

Add details

Review cart

Make payment

Finish

## 1 Review Your Cart

- A. Confirm that you have the correct council (Girl Scouts of Northern California), troop, and volunteer information for each member. **Note:** the \$25 Girl Council Service Fee is added.
- B. Accept the Girl Scout Promise and Law.
- C. Provide a donation, if you wish, to help keep girl program going locally at GSNorCal.
- D. Click **Add Payment Details**.

### 1 Review your cart

Council	Participation	Details	Price
	None	<b>Jill Scott</b> Non-troop member	\$25.00
		Edit  Remove 	
	310 Welcome Troop - Alameda	<b>Lisa Scott</b> Troop member	\$25.00
		Council fees*	\$25
		Edit  Remove 	

**Prepare a girl for a lifetime of leadership.**  
Help her join Girl Scouts.  
Yes! I support the next generation of female leaders.

\$35  \$75  \$150  \$250  Other

Council:

[Where your donation goes](#)

**Discount or promotional code**

Donation amount	\$0.00
Outstanding balance	\$0.00
<b>Total amount</b>	<b>\$65.00</b>

Please note that Membership fees are non-refundable.  
Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferrable to another person.  
\*Council fees help power amazing experiences for girls in your community and are non-refundable.

I agree to the Girl Scout Promise and Law (required)

#### Girl Scout Promise and Law

**Girl Scout Promise**

On my honor, I will try:  
To serve God\* and my country,  
To help people at all times,  
and to live by the Girl Scout Law.

**Girl Scout Law**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
And to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

\* Members may substitute the word God in accordance with their own spiritual beliefs.

# Make Payment

Search

Add details

Review cart

Make payment

Finish

## 1 Payment Details

- A. Enter your payment information.
- B. Review your Cart Summary.
- C. Click **Submit Payment**.

1

### Payment details

#### Payment method



Cardholder first name

jill

Cardholder last name

Scott

Credit/Debit card number

60\*\*\*\*\*4503

Expiration date

09/2020

CVV ?

752

Your credit card information is **secure**. GSUSA does not save your billing information.

#### Select a billing address

**Jill Scott**

1650 Harbor Bay Pkwy  
Alameda, CA, USA 94502

Use a different address

C

SUBMIT PAYMENT

### B Cart Summary

#### 1. Jill Scott



Non-troop member

Adult 2021 Membership

**\$25.00**

#### 2. Lisa Scott



Troop member

310 Welcome Troop - Alameda

Girl 2021 Membership

**\$25.00**

Council fees \*

**\$15.00**

Discount amount

-\$0.00

Donation amount

\$0.00

Outstanding balance

\$0.00

**Total amount**

**\$65.00**

**Amount to be charged**

**\$65.00**

\*Council fees help power amazing experiences for girls in your community and are non-refundable.

\*\*Your order total shows the cost of your event(s) before financial aid is applied. Once financial aid is approved, the total will be adjusted and reflected in your order and credit card payment.

Finished

Search

Add details

Review cart

Make payment

Finish

## 1 Order Confirmation

- A. You will receive a confirmation message when your order is complete.
- B. Click **Print Receipt** to print a copy of your receipt for your records.
- C. Click **Manage My Account** to see your newly purchased memberships in your “My Household” tab in your MyGS account. **NOTE:** The system will need a few minutes to update before it is visible on your screen.

# A Welcome to Girl Scouts, JILL!

1

## Payment confirmation

Order #0000008

\$65.00

Receipt sent to:  
norcalgirlscout@gmail.com

B [Print receipt](#)

### Order details

Council	Participation	Details	Price
	Volunteer	<b>Hailey Workman</b> GSUSA SU Support Role Girl Scout for life	--
Discount amount			-\$0.00
Donation amount			\$0.00
Outstanding balance			\$0.00
<b>Total amount</b>			<b>\$0.00</b>
<b>Amount charged</b>			<b>\$0.00</b>

\*Council fees help power amazing experiences for girls in your community and are non-refundable.

\*\*Girl Scouts of the United States of America is a registered 501(c)(3) non-profit organization. Your donation is tax deductible to the extent allowable by law. No goods or services were provided by Girl Scouts of the United States of America.

C

MANAGE MY ACCOUNT