



This document will provide adult members who are listed as the head of household in their MyGS Member Account with instructions to renew yourself and your household members. Visit GSNorCal's renewal webpage <http://www.gsnorcal.org/renew> for more information on renewal incentives and resources on household renewal. If you need any help logging in to your account or completing registration and renewal, please reach out to our Member Services Team at info@gsnorcal.org or call 800-447-4475 ext. 0, M-F 9am-5pm.

1 Log in to Your Member Account (P. 2)

- Log in to your **MyGS** Member Account by clicking on the MyGS link at the top of our website www.gsnorcal.org
- Click on **My Household** to manage and update your household members

2 Review and Update Household Members (P. 3-6)

- Update member personal info such as address, phone, email, grade, school, etc.
- Add an additional troop or change troops (if needed) for girls and adults
- Change/update primary caregiver, split household, print membership cards

3 Purchase or Renew Memberships (P. 7-11)

- Purchase memberships for ready to renew (lapsed/non-renewed) members
- Renew girl/adult memberships
- Purchase Lifetime memberships for adults or graduating 12th grade girls

4 Register A New Household Member (P. 12-15)

- Add new girls to your household
- Add new adults to your household
- Invite a friend to join Girl Scouts and/or your troop

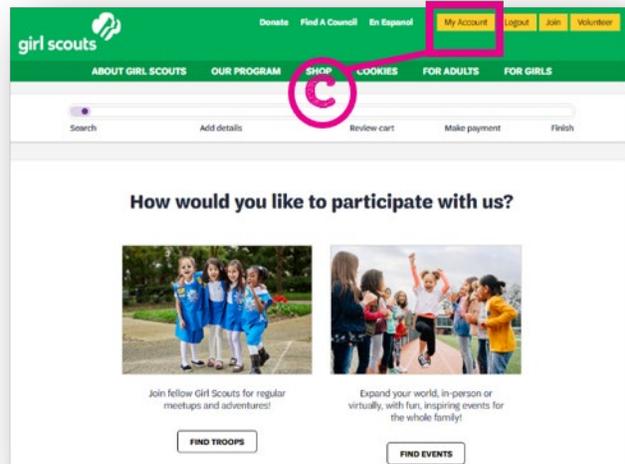
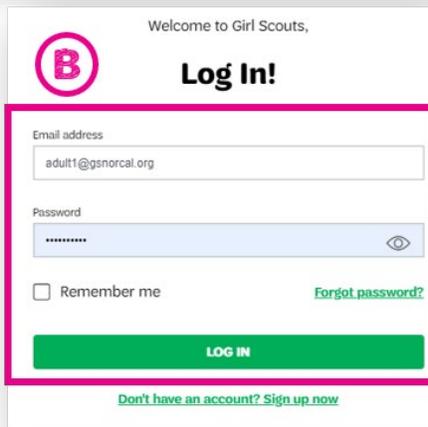
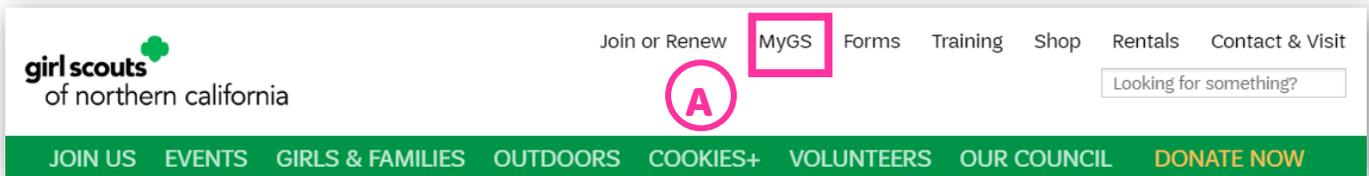
5 Add or Update Adult Volunteer Roles (P. 16-17)

- Renew volunteer roles
- Add new volunteer role(s)
- Remove volunteer role(s)

1

Log in to Your MyGS Member Account

Go to our website www.girlscoutsnorcal.org and click on the **MyGS** link at the top of the page or use the direct URL <https://mygs.girlscouts.org/my-account>. Log in with your email address and password. If you aren't taken straight to your My Account portal, click the orange **My Account** button at the top of your screen.

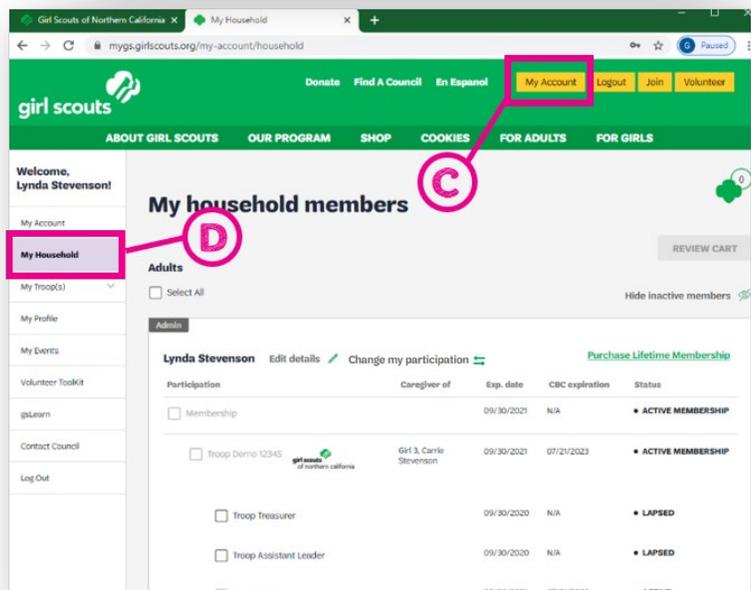


- A. MyGS.** Click on **MyGS**.
- B. Log in.** Enter your email address and password and click Log In.
- C. My Account.** Click the **My Account** orange button in the upper right corner of your screen, if you aren't immediately taken to your Account Portal.
- D. My Household.** Click on **My Household**.

Log in Troubleshooting:

If you need any help logging in to your MyGS member account, check out the [Logging in to MyGS](#) document or reach

out to our Member Services team at info@gsnorcal.org or 800-447-4475 ext. 0, M-F 9am-5pm and they can help you.



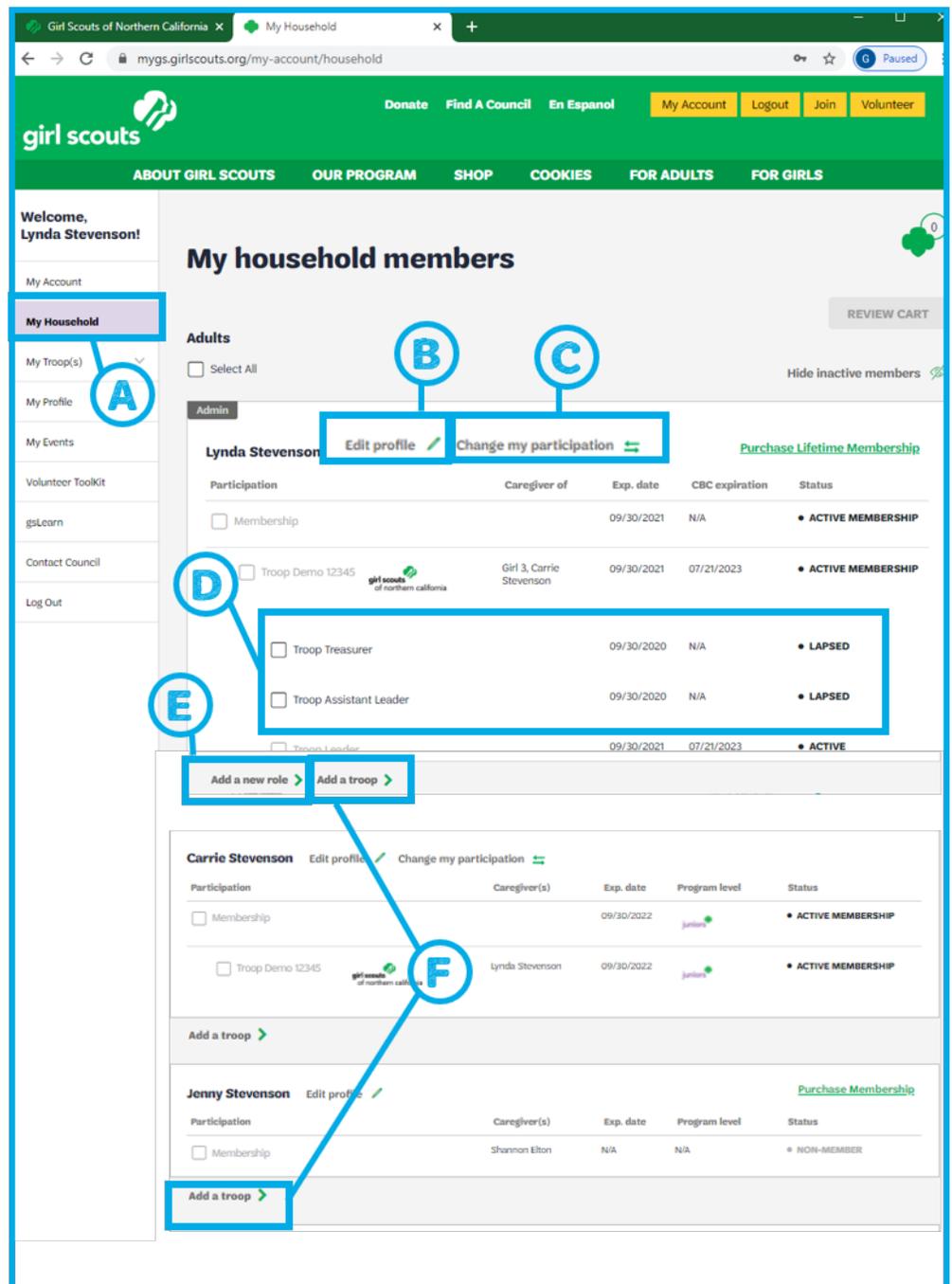
2

Review and Update Household Members

Click on **My Household** from the left side navigation menu and then review each girl and adult who has ever been associated with your household. If a member is registered for the current year, you will see **Active Membership** in the status column. During Membership Renewal, you will see **Renew Membership** in the status column. **Lapsed/Non-Members** who are not currently registered will be greyed-out and are eligible for you to purchase memberships. Adult roles will be listed as **Active** or **Lapsed**. Lapsed roles can be renewed and new roles can be added.

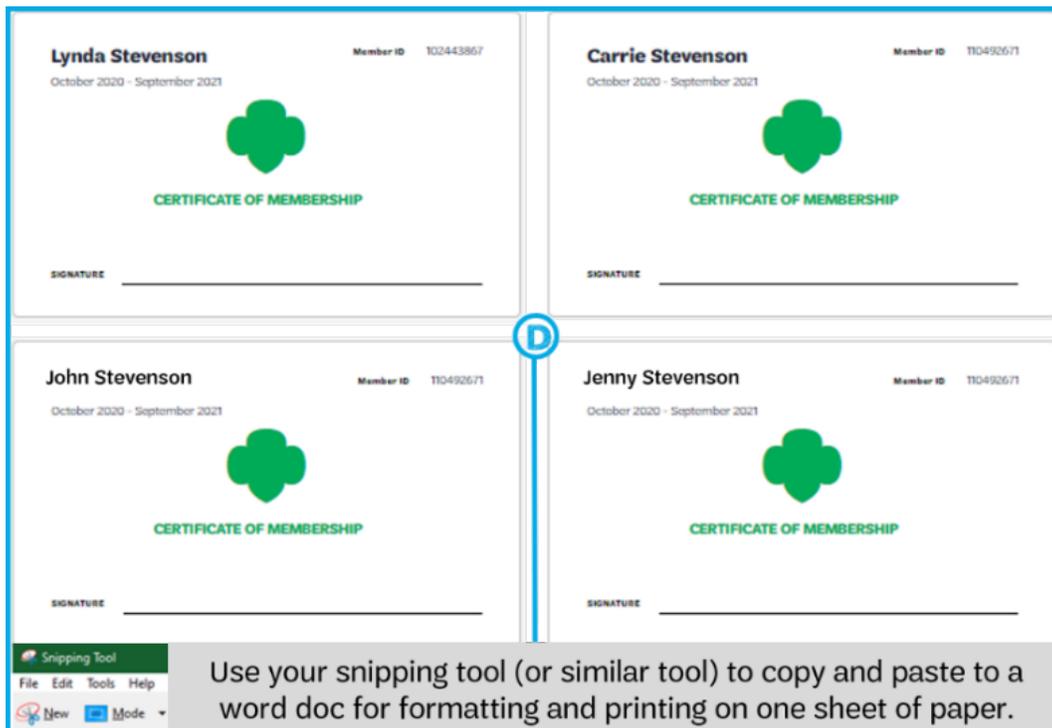
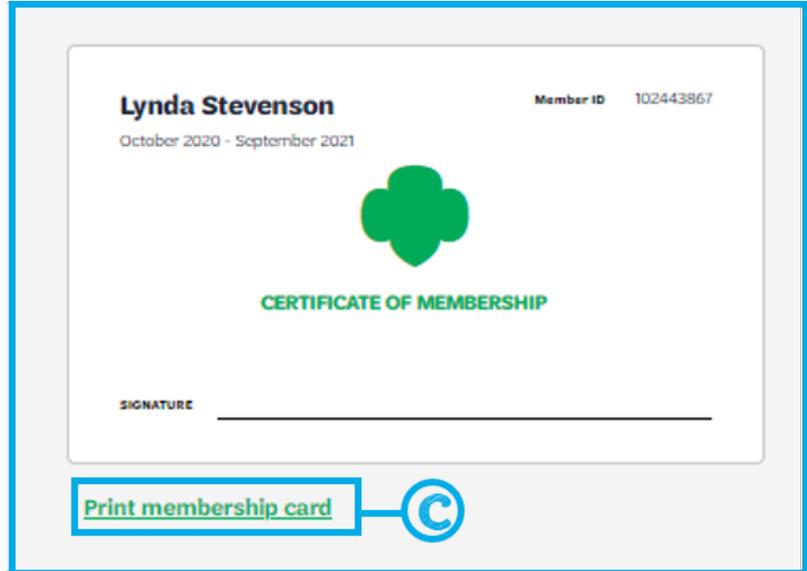
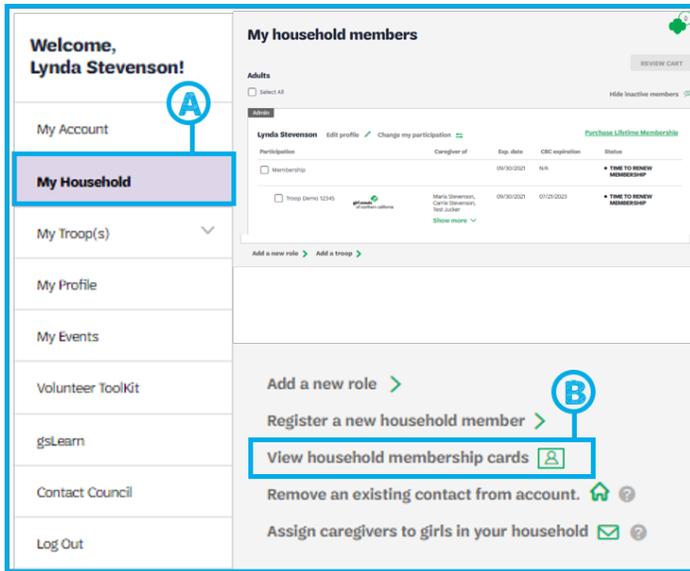
Edit and Update Member Details.

- A. My Household.** Make sure you are on the **My Household** page.
- B. Edit Profile.** Click **Edit profile** next to each member and update each member's profile information. It's important to keep your member details up-to-date with current address, phone, email, girl's school, grade, and your communication preferences.
- C. Change Troop.** If you want to change troop affiliation for girls or adults, click **Change My Participation** to easily initiate a transfer for adults or girls within your household to a different troop. The change troop option will remove the member from the existing troop and place them in the new troop if there are open spots. **Note:** The new troop must be displayed in the participation catalog.
- D. Renew Roles – Adults Only.** Adults can renew lapsed roles by clicking the checkbox next to the lapsed role. An **Add Renewal** button will display and you can renew roles. For more information on adding/changing roles see Step 5 in this document.
- E. Add a New Role – Adults Only.** Click **Add a new role** to add a new adult role not already listed. To choose a role in a troop that you/your girl is affiliated with, it is easiest to go to **My Troops** tab and choose an available troop role for the troop. Learn more in Step 5 of these instructions.
- F. Add a Troop – Girls or Adults.** You can add a new troop for girls or adults. This option should only be chosen when adding an additional troop to the girl/adult. If you are wanting to be removed from a troop and join another the "change troop participation" option should be selected.



VIEW/ PRINT MEMBERSHIP CARDS

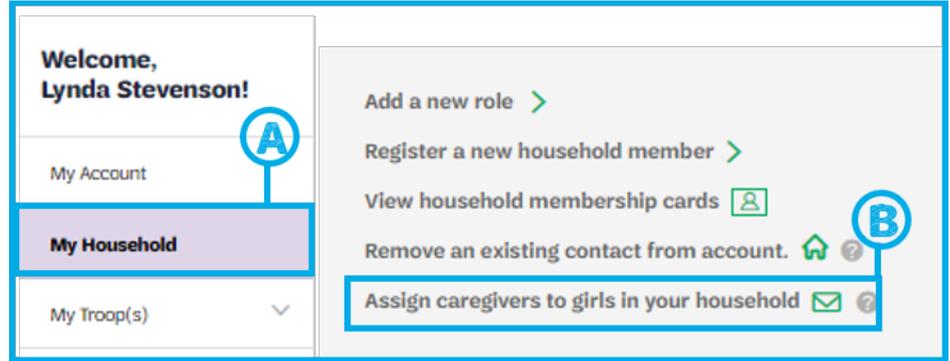
- A. Click **My Household**.
- B. Scroll down to the bottom of your screen and select **View Household Membership Cards**.
- C. Click **Print Membership Card**.
Note: Clicking Print Membership card will only allow you to print one at a time.
- D. To improve printed look, try these tips:
 - Single card – print in Landscape mode.
 - Multiple cards on one paper:
 - From the View Membership Cards screen use [Ctrl + P] or print screen feature to print the page.
 - Use your snipping tool to take a snip of each card and paste into a word doc, format to your liking and print.



ASSIGN CAREGIVERS TO GIRLS IN YOUR HOUSEHOLD

Primary caregivers can add additional adult caregivers to their households. You can add current adult members and non-members as caregivers. See the instructions in Step 4 to learn more about Registering New Adult Members.

- A. **My Household.** Go to **My Household**.
- B. **Assign Caregiver.** Scroll to the bottom and click the **Assign caregivers to girls in your household** link.



- C. **Caregiver Information.** Add the new caregivers name, phone number, phone type, and email address.
- D. **Caregiver Type.** Select the caregiver type (Primary Caregiver or Additional Caregiver) from the drop-down box.
- E. **Caregiver Relationship.** Select the caregiver relationship from the drop-down box.
- F. **Select Girl(s).** Select the girl(s) they will be a caregiver for.
- G. **Confirm.** Click the **Confirm** button.

Confirm Step. You will have a chance to review and confirm the information again.

Assign caregiver to girls in your household!

Caregiver information C

Please tell us the caregiver's name, phone number, and email address and confirm if they have a GSUSA membership.

First name: John Last name: Stevenson
 Phone number: (330) 555-5555 Phone type: Mobile
 Email address: jstevenson@gmail.com Caregiver type: Primary Caregiver D
 Caregiver relationship: Parent E

Which girl(s) will this person be a caregiver for?

Please select the girl(s) that this person will be a caregiver for.

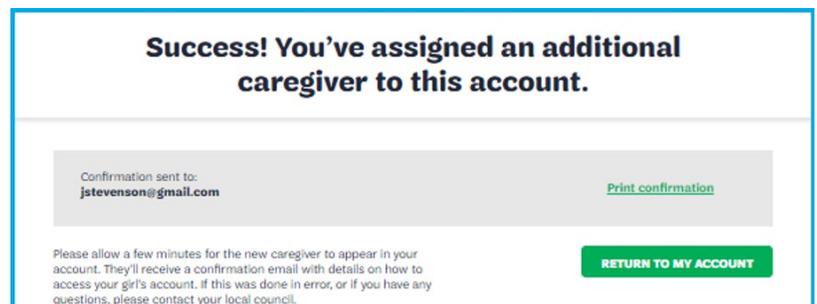
Girl name	Selected
Maria Stevenson	<input checked="" type="checkbox"/>
Carrie Stevenson	<input checked="" type="checkbox"/>
Jenny Stevenson	<input checked="" type="checkbox"/>
null null	<input type="checkbox"/>
Jessica Cooper	<input type="checkbox"/>
Sara Cruz	<input type="checkbox"/>

F

G

CANCEL CONFIRM

Finish Step. You will receive a success message letting you know that you have assigned an additional caregiver to your account. Click the **Print Confirmation** link to print the confirmation message. When you click **Return to My Account**, you will see that the new caregiver now appears in your account. The new caregiver will receive a confirmation email with details on how to access your girl's account.



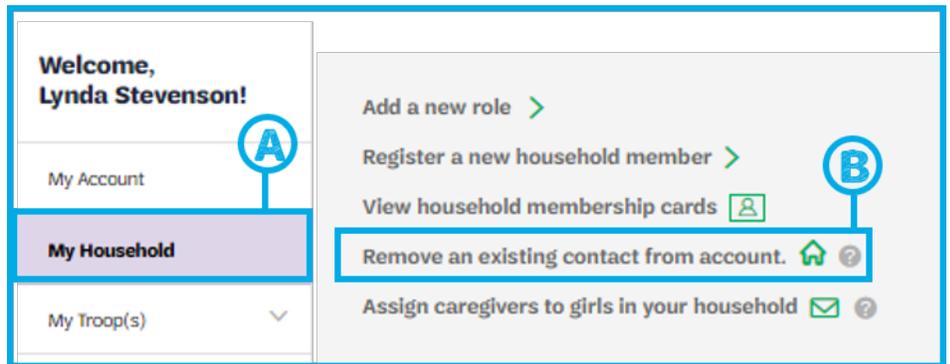
SPLIT HOUSEHOLD: REMOVING MEMBERS FROM A HOUSEHOLD/SHARING MEMBERS OF A HOUSEHOLD



Primary Caregivers can request that members of their households be removed and split the household where members are moved to new households or they can be shared.

A. My Household. Go to **My Household**.

B. Remove Contacts From Account. Scroll to the bottom of the page and click the **Remove an existing contact from account** link.

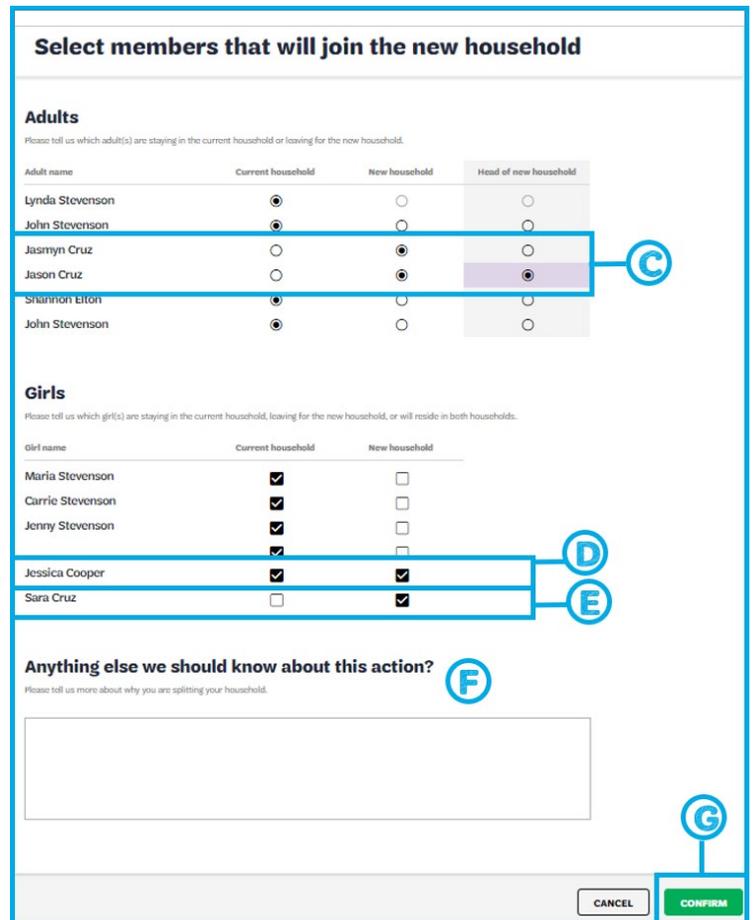


C. Remove Adults From Your Household. Select the adults you want to remove first.

- Selecting **New Household** tells the system to remove the adult from the current household.
- Selecting **Head of Household** tells the system to remove the adult from the current household and promotes the adult to head of the new household.

D. Remove Girls From Your Household. Select the girls who are moving to the new household.

- **Shared Household** – Check **both boxes** under Current Household and New Household to share a girl between both households. **Note:** This allows both adults to edit their girl(s) information online and make purchases for her. When a girl is moved into a new household, the new household adult becomes the girl(s) primary caregiver. The girl is part of both households. The first adult can still make changes and make purchases on her behalf.



E. Unshared Household. Uncheck the box under Current Household, then check the box under New Household. Unchecking the box under Current Household will completely remove the girl from your current household and move her to the new household.

F. Share Information. Optional - Share any additional information that you would like us to know.

G. Confirm. Confirm the changes by clicking the **Confirm** button.

Confirm Step. Review the summary of the change and click **Confirm**.

Finish Step. You will receive a success message letting you know that the household changes have been made.

3 Purchase and/or Renew Memberships

Parents/caregivers can purchase and renew girl/adult memberships and pay with a credit card or request girl financial assistance from the **Household** tab in their **MyGS** account. Please see this chart and links to purchase or renew memberships with product program reward card or to request adult financial assistance. The steps in this document will provide the process for purchasing or renewing memberships through your MyGS account.

Payment Options	Girl Renewal	Adult Renewal
Product Program Reward Card for Renewal	Renew using the Renew with Product Program Reward Card Form	Renew using the Renew with Product Program Reward Card Form
Product Program Reward Card for Young Alum Lifetime Membership	NA	Renew Using Young Alum Lifetime Membership Form
Financial Assistance	Register/Renew through your MyGS Member Account	Register/Renew using the Adult Annual Membership Financial Aid Request Form.
Credit Card	Register/Renew through your MyGS Member Account	Register/Renew through your MyGS Member Account

Purchase Memberships

Purchase memberships for Ready to Rejoin (lapsed members) members in your household.

A. Purchase memberships for lapsed girls or adults in your household.

Non-member or lapsed members in your household will appear greyed-out. Click the **Purchase Membership** link next to each girl or adult to purchase/renew their membership for another exciting year in Girl Scouts.

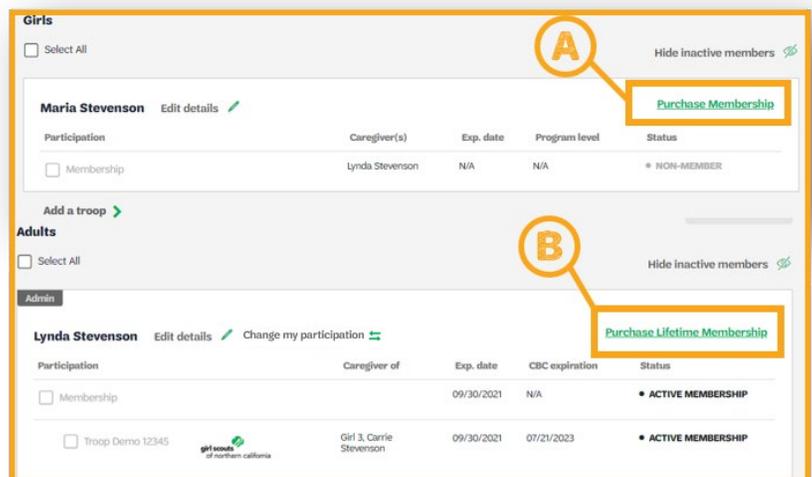
B. Purchase Lifetime Memberships for the adults and graduating Ambassadors in your troop. Review your renewal information and fees before completing your payment information.

Complete the required payment fields to complete your order & click **“Continue”**. Confirm your troop renewals by clicking **“Submit”**. Print an itemized receipt of your payment as a PDF by clicking **“Print itemized receipt”**. When complete, all renewed members will read **“Renewed.”**

Early Bird Renewal

During Membership Renewal, you can renew girl and adult memberships for the next year.

Every year on April 1st the renewal process is run annually by GSUSA. This process looks at all current members and generates renewals for them, enabling members to renew their memberships, troop affiliations, and volunteer roles for next year.



Check our website <http://www.gsnorcal.org/renew> in April for exciting early bird incentives, information, and instructions.

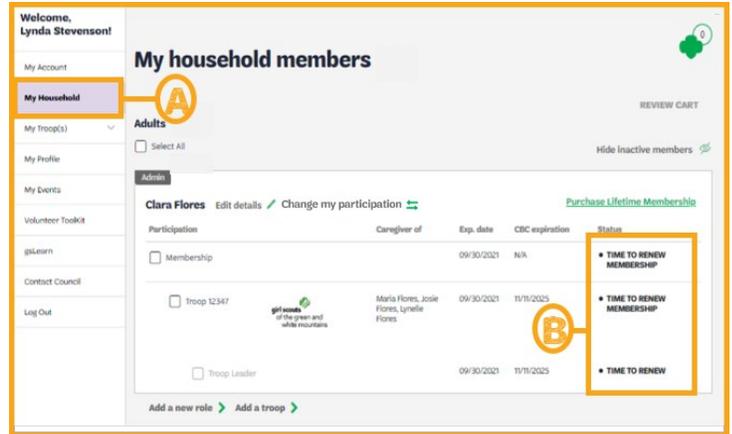
Household Renewal Selections

Click on **My Household** from the left side navigation pane and then select all the girls and adults in your household that you want to renew. The following process will show how to complete renewals through your MyGS Account for payment with credit card (girls/adults) or financial aid requests (girls). See page 6 for registration links to renew with Product Program Reward card or adult financial aid requests.

A. My Household. Click on **My Household**. As the Admin of a household, you can renew household members for the next membership year.

B. Membership Status.

- During Renewal Season “**Time to Renew Membership**” will appear in the status for girls and adults.
- When renewing 12th grade girls, you will be prompted to “**Renew As Adult**”. All adults will have the option to upgrade to Lifetime Membership at checkout.



C. Adult Renewal.

- **Select All. Select All** if you will be renewing multiple adults.
- **Renew Membership.** Check the box to Renew Membership.
- **Renew Troop** Check the box to **Renew Troop** Affiliation if you wish to be affiliated with the same troop next year. If you don't, leave this box unchecked.
- **Renew Adult Roles** Check the box to **Renew the adult roles**, you wish to continue next year. Leave roles unchecked that you don't wish to renew. You can also add new roles, see Step 5 for instructions.

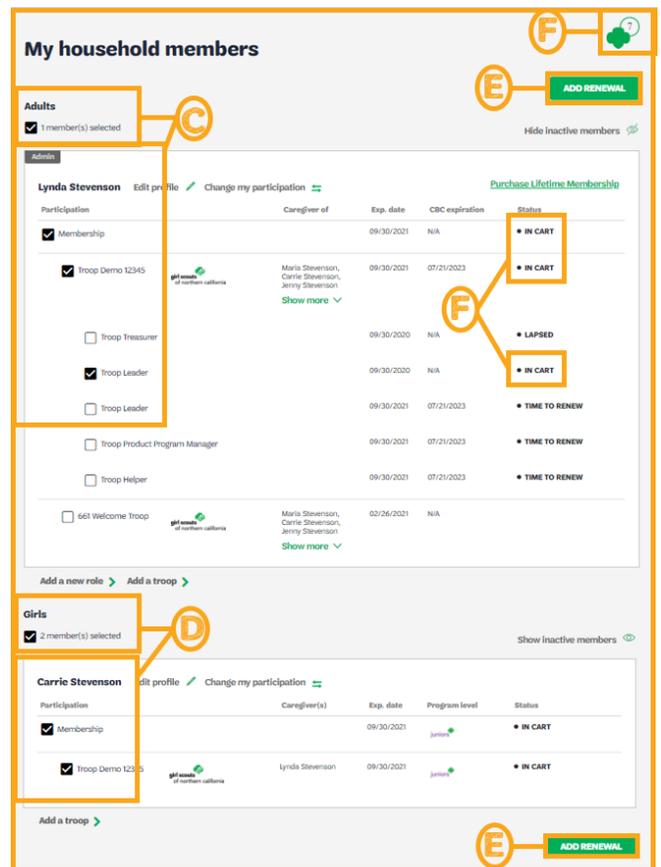
D. Girl Renewal.

- **Select All. Select All** if you will be renewing multiple girls.
- **Renew Membership.** Check the box to **Renew Membership**.
- **Renew Troop.** Check the box to **Renew Troop** Affiliation.

Note: It is very important to check both of these boxes to continue the membership in the same troop.

E. Add Renewal. When you are done making your renewal selections, verify that you have all the correct boxes checked, then click **ADD RENEWAL** to start the renewal process.

F. Shopping Cart and Status Change. Notice that when you select each checkbox your status changes to **In Cart** and the memberships are added to your cart (trefoil icon) in the upper right hand corner of your screen.



Household Renewal Process

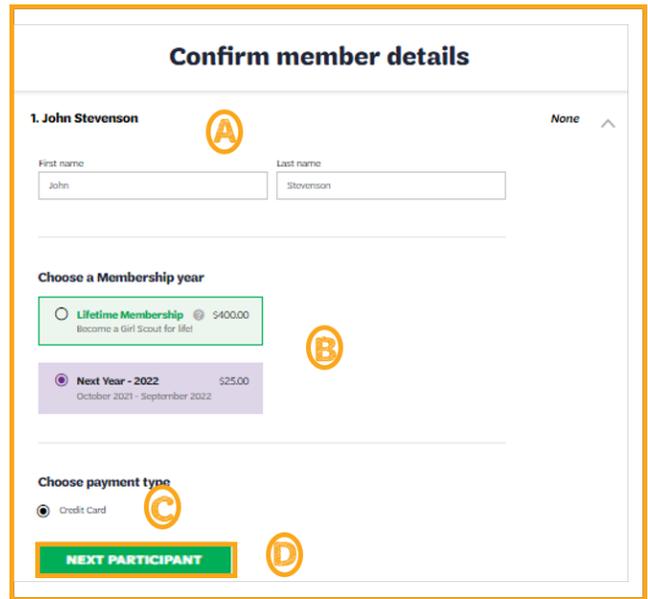
Once you have made all your renewal selections and clicked **ADD RENEWAL**, you will be taken to the Renewal Workflow to complete your renewals. The renewal workflow consists of four parts: Add Details, Review Cart, Make Payment, and Finish.

ADD DETAILS



ADULT MEMBER DETAILS

- A. Verify/Change Name.** Verify the adult's name is correct or change if needed.
- B. Choose a Membership Year.**
 - Next Year - \$30*
 - Extended Year - \$42*
 - Lifetime Membership - \$400 regular price. \$200 discounted price for Young Alums (ages 18-29) and for 10+ Year Volunteers. **NOTE:** The system will auto-generate these options if the adult qualifies.
- C. Choose Payment Type**
 - Credit Card
- D. Next Participant or Submit Member Details.** Select the **Next Participant** or the **Submit Member Details** button.



GIRL MEMBER DETAILS

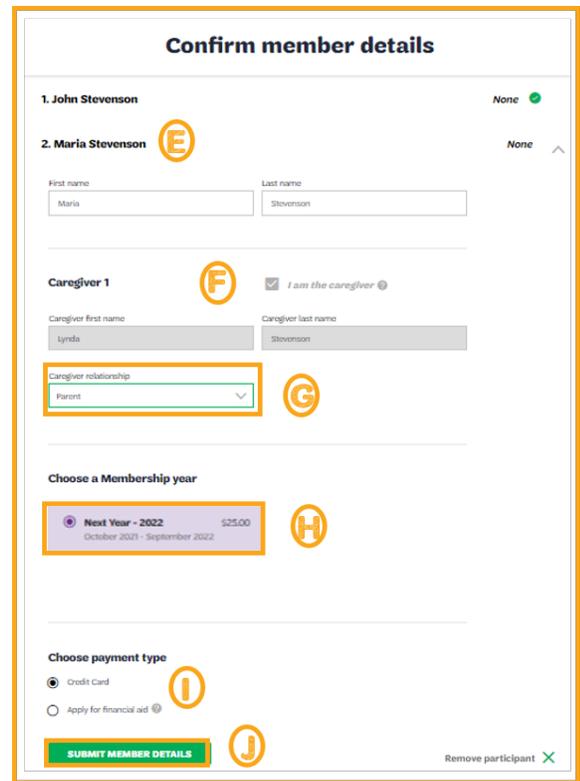
- E. Verify/Change Name.** Verify the girl's name is correct or change if needed.
- F. Caregiver Information.** Select this is me, if you are the Caregiver. Uncheck if you are not and enter the caregiver's information.
- G. Caregiver Relationship.** Select the caregiver's relationship to the girl from the drop-down menu.
- H. Choose a Membership Year.**
 - Next Year - \$45*
 - Extended Year - \$63*

***Note:** \$25 Council Service Fee will be added to all Girl Membership options at checkout.

- I. Choose Payment Type.**
 - Credit Card
 - Apply for Financial Aid*

**The girl's renewal will show pending status and you will see a "balance due" message. When the council approves the financial aid request the member status updates to "Active Member".*

- J. Next Participant or Submit Member Details.** Select the **Next Participant** or the **Submit Member Details** button.



REVIEW CART



REVIEW YOUR CART

A. Confirm Member Information.

Confirm that you have the correct council (Girl Scouts of Northern California), troop, and member information for each member. If you need to change information click **Edit**. To remove a membership from your cart, click **Remove**.

B. Donate to GSNorCal. If you do not wish to make a donation at this time, DO NOT change the amount field and DO NOT select a council from the drop-down. If you would like to make a donation to GSNorCal, you can select your amount and then select GSNorCal from the council drop-down.

C. Discount or Promotional Codes are not currently active.

D. Accept the Girl Scout Promise and Law. Click the checkbox to accept the Girl Scout Promise and Law.

E. Add Payment. Then click on **ADD PAYMENT DETAILS**.

The screenshot shows the 'Review your cart' interface. It features a table of items with columns for Council, Participation, Details, and Price. Two items are listed: Lynda Stevenson (Troop Leader) for \$25.00 and Carrie Stevenson (Troop member) for \$25.00, both from Girl Scouts of Northern California, Troop Demo 12345. A 'Council fees*' entry is also shown for \$15.00. Below the table is a section for 'Prepare a girl for a lifetime of leadership' with a donation amount field (set to \$35) and a council dropdown menu. A 'Discount or promotional code' field is present but contains a red 'X' and is highlighted with a red box and callout C. To the right, the 'Girl Scout Promise and Law' section includes a checkbox for 'I agree to the Girl Scout Promise and Law (required)', which is checked and highlighted with callout D. At the bottom right, there is a green button labeled 'ADD PAYMENT DETAILS' highlighted with callout E.

Council	Participation	Details	Price
girl scouts of northern california	Troop Demo 12345	Lynda Stevenson Troop Leader	\$25.00
girl scouts of northern california	Troop Demo 12345	Carrie Stevenson Troop member	\$25.00
		Council fees*	\$15.00

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:
Council

Discount or promotional code
Code APPLY CODE

Donation amount: \$0.00
Outstanding balance: \$0.00
Total amount: \$65.00

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

ADD PAYMENT DETAILS

MAKE PAYMENT



PAYMENT DETAILS

- A. Payment Information.** Enter your payment information. Select a billing address or use a different address.
- B. Cart Summary.** Review your Cart Summary.
- C. Submit Payment.** Click **Submit Payment**.

Note: If you requested Financial Aid for girl membership, this step will be skipped and you will be taken to the confirmation screen. Caregivers will see that a balance is due on the account. When the council approves the request, the “balance due” message disappears and the member status updates from “Pending” to “Active Member”.

Payment details

Payment method

VISA AMEX DISCOVER

Cardholder first name: Carrie
Cardholder last name: Stevenson

Credit/debit card number: [masked]
Expiration date: 01/2022
CVV: 321

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

Select a billing address

Lynda Stevenson
1650 Harbor Bay Pkwy Ste 100
Alameda, CA, USA 94502-3013

Use a different address

Cart Summary

1. Carrie Stevenson
Troop member: Troop Demo 12345
Membership: \$25.00
Council fees*: \$15.00

2. Lynda Stevenson
Troop Leader: Troop Demo 12345
Membership: \$25.00

Total amount: 65.00

Amount to be charged: \$65.00

SUBMIT PAYMENT

*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



- A. Order Confirmation.** You will receive a confirmation message when your order is complete.
- B. Print Receipt.** Click **Print Receipt** to print a copy of your receipt for your records.
- C. Manage My Account.** 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. You will also receive confirmation via email.

Thanks for renewing, Lynda!

Payment confirmation

Order #0000008 **\$65.00**

Receipt sent to:
norcalgirlscout@gmail.com

[Print receipt](#)

Thanks so much for continuing to be a role model for girls!
Please allow a few minutes for your renewal to appear in your account.
In the meantime, make yourself at home by customizing your settings.

MANAGE MY ACCOUNT

4 Register A New Household Member

Register A new girl or adult household member. You can add additional girl(s) or adult(s) to your household at any time of year. You will be prompted to search the troop catalog for a troop for your girl to join. Note: Girls can also join as individual girl members (without a troop).

Note: Only troops that have opted in to the participation catalog will display. If you can't find the troop you want to join, reach out to info@gsnorcal.org for help.

1. Register a New household member

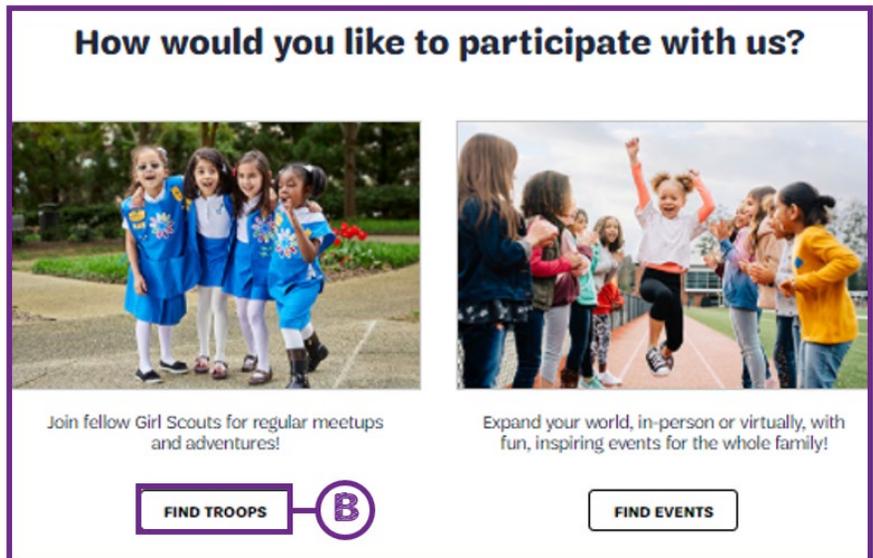
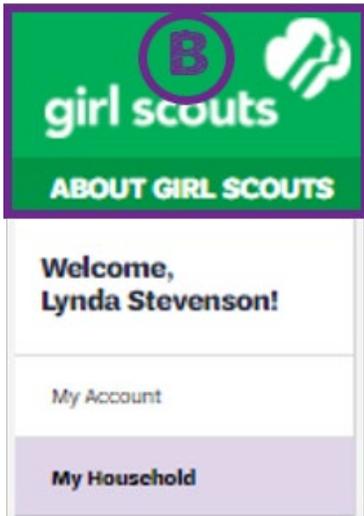
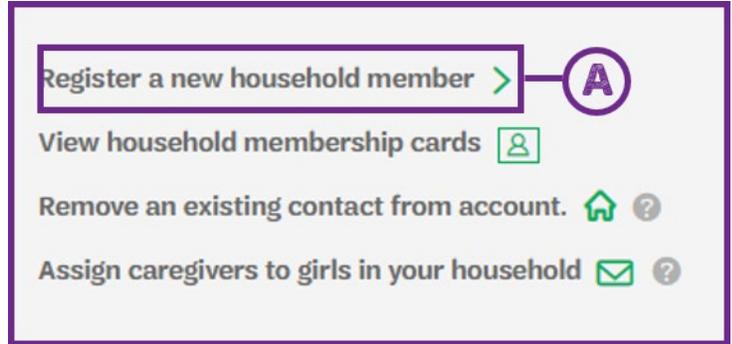
Two Options:

A. Register A New Household Member. If you are already logged in to your MyGS Account, go to **My Household tab**, scroll to the bottom of the screen and click **Register a new household member**.

Or

B. Search the Troop Catalog.

- If you are already logged in to your My Account, click the **Girl Scout Logo** in the upper left-hand corner, and click **Find Troops** to access the Troop Catalog.
- If you are not logged in, go to <https://mygs.girlscouts.org/> and click on **Find Troops** to access the Troop Catalog.



SEARCH FOR YOUR TROOP

Search

Add details

Review cart

Make payment

Finish

Search for your troop from the troop catalog

2. Troop Search

Enter your search location and radius.

- 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. You will have different membership products and price display during different times of the year.
- Current Year
 - Next Year
 - Extended Year
- D. Troop Number.** If you know a specific troop you want to join, you can enter it here. Troop numbers will start to populate if the troop is located within the search radius of the location specified.
- E. Grade Level.** Selecting a grade level(s) will return any troops that serve this grade level. If you will be purchasing memberships for multiple girls in your household, select all the grades that apply so you can find a troop for each girl.

The screenshot shows a web form for searching for a troop. It is divided into several sections, each with a callout letter:

- Location:** Includes a field for ZIP/Postal code (94502), Country/Region (Select Country), State/Province (Select State), and City.
- Search Radius:** A dropdown menu set to "within 10 miles".
- Membership year:** Three radio button options: "Current Year" (October 2020 - September 2021), "Next Year" (October 2021 - September 2022), and "Extended Year" (April 2021 - September 2022). "Next Year" is selected.
- Troop Number:** A text input field with "Alameda" entered and "Not found" displayed below.
- Grade Level:** A grid of buttons for grade levels from Pre-K to 12th grade, plus "Adults". "3rd grade" and "Adults" are selected with checkmarks.
- SEARCH:** A green button at the bottom right.

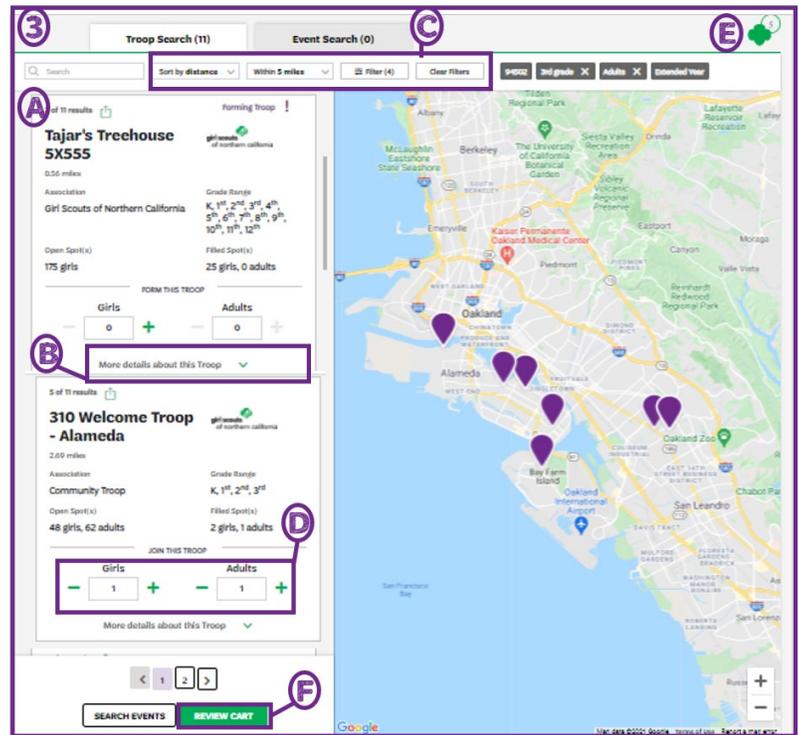
- F. Search.** When done making your selections click **Search**.

3. Finding A Troop

A. **Find a Troop.** Scroll down through the troops to find one that meets your needs.

B. **Troop Details.** Clicking on **More details about this Troop** ↑ will enable you to see the grade range of girls in the troop, open girl/adult spots, a troop description, meeting frequency, meeting day, and meeting start/end time. Not finding the troop you are looking for and need help? Reach out to our member services team info@gsnorcal.org or 800-447-4475 ext. 0, M-F, 9am-5pm.

C. **Filter Your Search.** If you are not finding a troop that meets your needs, consider adjusting the search filter to change the distance or radius. If you are looking for a specific troop and don't see it listed, reach out to our member services team info@gsnorcal.org or 800-447-4475, ext. 0.



D. **Add Girls and Adults.** Click on the green plus sign to add girls and adults to the troop.

E. **Shopping Cart.** Once you add your membership you will see them show up in your cart in the upper right-hand corner.

F. **Review Cart/Log In.**

- If you have an account and are logged in, you will see the option to **Review Cart**.
- If you have an account and are not logged in, click **Log In** and enter your username and password. Once you are logged in, you will be able to proceed to **Renew Cart**.
- If you do not have an account, your step F will Show Log In. When you get to the login screen, click **Log In** and follow these steps to [Create your MyGS Account](#).

ADD MEMBERSHIP DETAILS, REVIEW CART, MAKE PAYMENT, FINISH



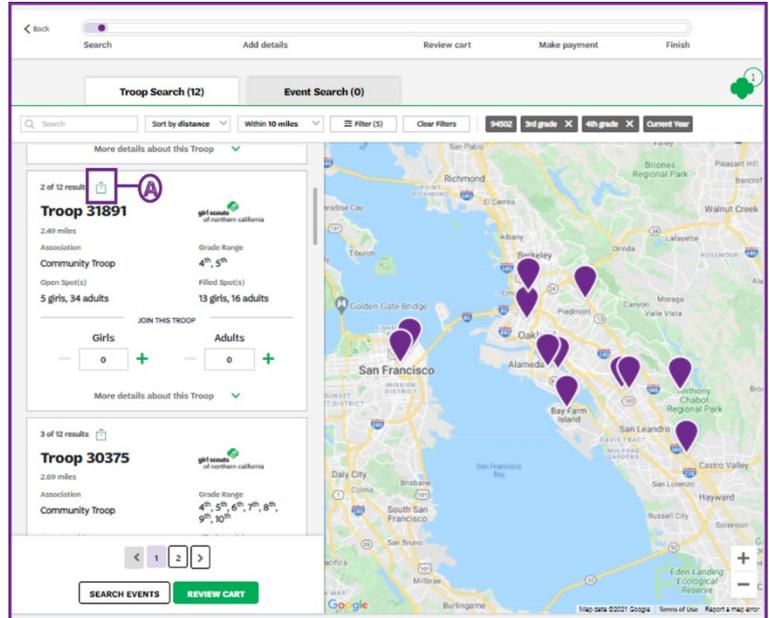
When you get to this step, the instructions are the same as Step 3: Household Renewal Process. Please reference pages 9-12 in this document for instructions and screenshots.

INVITE A FRIEND TO JOIN YOUR TROOP

Easily invite a friend (girl or adult) to join your troop. This is a great option when a new troop is just forming, or when your troop is looking to fill open girl and adult volunteer spots. **Note:** The troop must be listed in the Troop Participation Catalog for girls and adults to join the troop and for adults to share the link. If the troop is not listed in the Troop Catalog, the troop leader can request that it be listed by completing the [Troop Catalog Opt-In Form](#) or by contacting our Member Services Team for help at info@gsnorcal.org or 800-447-4475 ext. 0, M-F 9am-5pm.

A. Share a link to your Troop from the Troop Catalog. Click on the **Share** Icon.

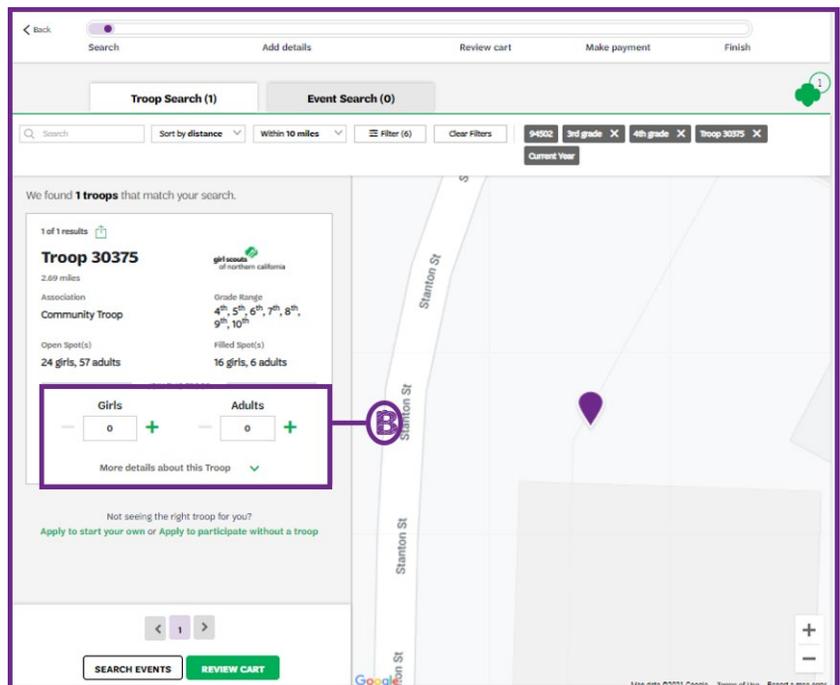
- You will see a message pop up indicating that the link has been copied.
- Go to your email and paste the link in the body of your email message. Then send the email and link to your friend.



B. Your Friend Clicks the Link to Join the Troop.

NOTE: If the shared link does not result in a hyperlink, your friend should copy the link and paste it into their internet browser.

- When your friend clicks on the link they will be taken to the filtered result for the troop.
- They can then add the number of girls and adults to join the troop and follow the instructions in this document for purchasing a new membership.



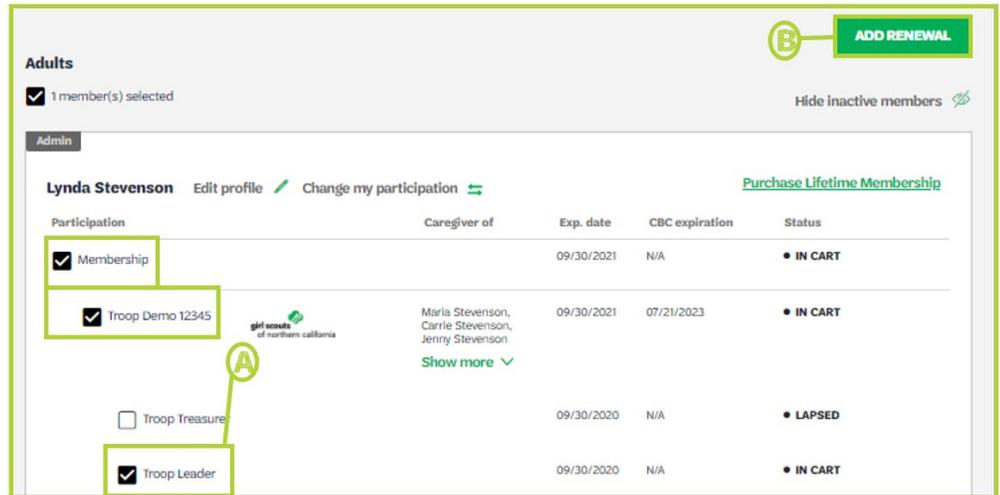
5 Renew, Add, or Remove Adult Volunteer Roles

Renew Volunteer Roles

During Early Bird Renewals, you will be able to renew volunteer roles for next year.

From your **My Household** page, go to the adult member you want to renew roles for.

- A. When you are renewing memberships, make sure either to Select All or check the following boxes in order to renew: your membership, your troop affiliation (if renewing roles in the same troop), and check the box next to all volunteer roles you wish to renew. Make sure to uncheck any roles you do not want to renew.

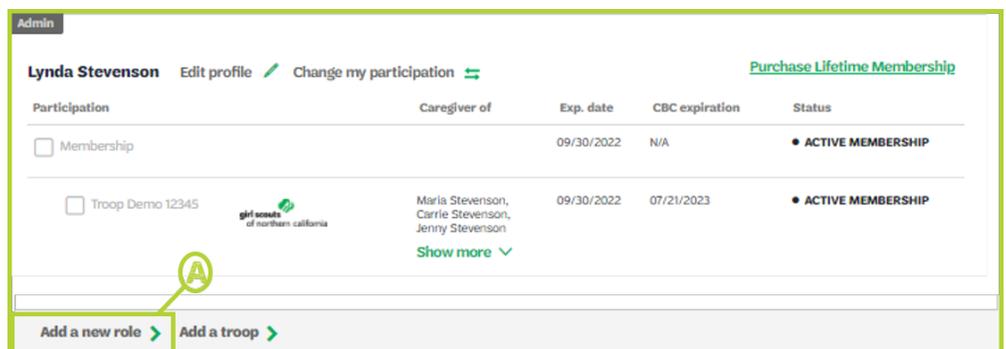


- B. Click **Add Renewal** and follow the instructions in Step 3 - Household Renewal Process – pages 9-12 in this document.

NOTE: While lifetime members do not need to renew their memberships, they do need to make sure they renew any volunteer roles they wish to keep for the next year during the Early Bird Renewal. Lifetime members should also add any new roles, and remove any old roles as needed to keep their membership account information current.

Adding a New Volunteer Role

- A. From your **My Household** page, go to the adult member you want to add a role to and click **Add a new role**.
- B. Scroll through the list of volunteer roles until you find one you want to add. Use the filters at the top to filter and refine your search. Once you find the role you want, select **Add Role**.
- C. Click **Add Volunteer**



To Remove a Volunteer Role

- A. From your **My Household** page, go to the adult member you want to remove a role from and click **Edit Profile**.
- B. Select **Remove** next to the volunteer role(s) you wish to remove. Be careful not to not to remove your troop affiliation by mistake.

Note: You will only be able to remove current roles. Lapsed/non-renewed roles that you have previously held will display as lapsed and you are unable to remove them.

