

MyGS Member Account

Guide to "My Household" Page

This document will provide adult primary caregivers with an overview of the new features and how to manage their household through the "My Household" page in the new MyGS Member Account Portal.

1 My Household Members
All of your household members display on this page. From here, there are many tasks you can complete for household members, including:

- **Personal Information Updates:** Update address, school and more under "Edit Details".
- **Renewals:** Process their renewals for next year, or upgrade adults to a Lifetime Membership.
- **Mid-year Participation Updates:** Add/change troops or add volunteer roles at any time.
- **Household Updates:** Request to add or remove caregivers to/from your household.

Any primary caregiver of a girl can log in and manage these tasks for her household.

2 Adults – The adult members of the household are listed first.

3 Admin – As the household's "Admin" or primary caregiver, you have the rights to manage household member information and complete household member registrations. Only household members flagged as "Admin" have these abilities. Your primary caregiver designation and login credentials authenticate you as the household "Admin".

4 Girls – The "Girl" members of a household are listed after the "Adults" section.

5 Edit Details – You can edit details for any girl and adult account. From "Edit Details", you can edit personal information for girl household members like their address or school. For adults, you can edit their contact information or employer.

6 Change My Participation – You can request a troop transfer for a girl or adult in your household by clicking "Change my Participation". You will initiate the process of finding a new troop to transfer into or to participate without a troop and the request will be finalized by GSNorCal.

The screenshot shows the 'My household members' page. At the top, there's a navigation bar with 'girlscouts of northern california' and links for 'Donate', 'Find A Council', 'En Espanol', 'My Account', 'Logout', 'Join', and 'Volunteer'. Below that is a secondary navigation bar with 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. The main content area is titled 'My household members' and includes a 'REVIEW CART' button. The 'Adults' section has a 'Select All' checkbox and a 'Hide inactive members' link. It lists several household members, including 'Adult 1' and 'Troop Demo 12345'. The 'Girls' section also has a 'Select All' checkbox and a 'Hide inactive members' link. It lists 'Girl 1' and 'Girl 3'. The page includes various links like 'Edit details', 'Change my participation', and 'Purchase Lifetime Membership'. A green 'ADD RENEWAL' button is visible at the bottom right.

7

Add A Troop – As Household admin you can add members of your household to additional troops at any time. This will not transfer a member out of a troop but rather increase her participations.

8

Purchase/Renew Memberships – As the Admin of a household, you can renew household members for the next membership year. Just select the boxes for the members you want to renew and click the "Renew" button at the top of the page.

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Renew as Adult – When girls reach the age of 18 or are in grade 12, they automatically will have the option to renew as an adult. During renewal, household administrators are able to purchase an annual adult membership or discounted lifetime membership for the bridging girl.

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Additional Links – As the Admin of your household, you can access the following features at the bottom of your My Household page:

- **Register a new household member:** Add a new registered girl/adult member to your household.
- **View household membership cards:** View and print membership cards for any registered member in her household.
- **Remove an existing contact from account:** Remove adults from your household and place them in their own household; indicate which girls (if any) are transferring to the new household.
- **Assign caregivers to girls in your household:** Add new caregivers to your household. You can designate additional caregivers as primary caregivers.

The screenshot displays the 'My household members' page on the Girl Scouts website. The page is organized into sections for 'Adults' and 'Girls'. The 'Adults' section contains a table with the following data:

Participation	Caregiver of	Exp. date	CBC expiration	Status
<input type="checkbox"/> Membership		09/30/2021	N/A	• ACTIVE MEMBERSHIP
<input type="checkbox"/> Troop Demo 12345	Girl 1, Girl 3	09/30/2021	07/21/2023	• ACTIVE MEMBERSHIP
<input type="checkbox"/> Troop Treasurer		09/30/2020	N/A	• LAPSED
<input type="checkbox"/> Troop Assistant Leader		09/30/2020	N/A	• LAPSED
<input type="checkbox"/> Troop Leader		09/30/2021	07/21/2023	• ACTIVE
<input type="checkbox"/> Troop Helper		09/30/2020	N/A	• LAPSED
<input type="checkbox"/> Troop Product Program Manager		09/30/2021	07/21/2023	• ACTIVE

The 'Girls' section contains a table with the following data:

Participation	Caregiver(s)	Exp. date	Program level	Status
<input type="checkbox"/> Membership		09/30/2021	junior	• ACTIVE MEMBERSHIP
<input type="checkbox"/> Troop Demo 12345	Adult 1	09/30/2021	junior	• ACTIVE MEMBERSHIP

At the bottom of the page, there are several navigation links: 'Add a new role', 'Register a new household member', 'View household membership cards', 'Remove an existing contact from account', and 'Assign caregivers to girls in your household'. A red circle with the number 10 highlights the 'Register a new household member' link.