girl scouts of central illinois

My Account

The My Account page provides a snapshot of your household, Troops and Events.

1	**My Account**	After logging in, you can open your My Account portal by clicking this button.
2	**Your Household**	A snapshot of your household displays at the top of your My Account page. Household members include all of the girls in your household and their caregivers. Here you see the troop(s) household members participate in, the program age level of these troops, and member status of household members. This snapshot was taken during Spring Renewal. As you can see by their member status, Clara and her girls are currently registered but have yet to renew for next year.
3	**My Events Dashboard**	The My Events dashboard provides a snapshot of event registrations. When troop leaders register household and troop members, they show up here. When caregivers register household members for events, they show up on their personal dashboard.
4	**My Troops**	A snapshot of the troops affiliated with your household displays on the My Account page.

My Household

Your family members display on your My Household page. From here, you can update personal information for household members, process their renewals, add participations and more.

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 their address, school and more under "Edit Details". • **Renewals**: Process their renewals for next year or upgrade them 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. • **Membership Cards**: Print membership cards for household members. 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" you have rights to manage household member information and complete household member registrations. Only household members flagged as "Admin" have these abilities. Your login credentials authenticate you as the household "Admin".
4	**Girls**	The girl members of a household are listed under the adults.
5	**Edit Details**	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 Troop**	You can complete a troop transfer for a girl in your household by clicking "Change Troop".
7	**Add a Troop**	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	**Renewals**	As the 'Admin' of your household, you can renew household members for the next membership year. Simply select the boxes for the members you want to renew and click the "Renew" button at the top of this page. You must take care to ensure all the desired participations are renewed for each member. For girls renewing to the same troop, the Membership and Troop boxes should be selected. For adults renewing to the same role, the Membership, Troop and Role boxes should be selected. For members who wish to renew their membership only without a troop participation, the Membership box should only be selected.
9	**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 admins can purchase an annual adult membership or discounted lifetime membership for the bridging girl.
10	**Additional Links**	As the Admin of your household, you have access to the following features at the bottom of your My Household page: • **Register a new household member**: Add a new registered member to your household. • **View household membership cards**: Print membership cards for any registered member in your 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.

My Troops

The My Troops page provides a snapshot of the troops that members of your household belong to, similar to what you see on the My Account page.

1	**Role**	The Role column displays the volunteer roles for adults in your household.
2	**Open Spots**	The number of open spots for girls and adults displays for each household member's troop.
3	**Available Roles**	Troops have both leaders and supporting volunteers. The roles vary by council and have different levels of commitment, but they all contribute to the troop's long-term success! Vacant volunteer roles are shown here on the My Troops dashboard and are visible to troop leaders and caregivers. To fill one of these positions, caregivers/volunteers could choose the role here. Clicking either role displays detailed information about the role and enables them to register. New volunteers would be prompted during self-enrollment to register as members. After registration they would be asked to complete whatever screening is required for the role (e.g. background check).
4	**Create a Troop**	To start a new troop, click "Create a New Troop" to begin the process. You will be prompted to enter some key information. Afterward, you will receive a call from council to finish setting up your new troop!

Troop 12347

In our example, the person logged in is the leader of this troop.

1	**Edit Meeting Details**	The troop's meeting location, address, day, and time display here for all troop members. Troop leaders can edit this information at any time, and it would be visible to all troop members. Troop meeting information also displays in the troop's description in the Participation Catalog, where prospective members search for available troops and join. Prospective members will see the day and time the troop meets and the approximate meeting location on a map, within a quarter mile.
2	**Contact Information**	Your contact information is visible to active members of the troop You can update your name, phone number or email address on the My Profile page.
3	**Select All**	During Spring Renewal, you can renew members of your troop for another year of fun, friends, and new experiences! By checking the "Select All" box, you can renew all girl members at the same time. After selecting all the girls, you could uncheck the boxes of any girls who won't be returning in the fall.
4	**Hide inactive and not**	Your list of troop members includes members flagged as "Not returning" for next year, and inactive members of the troop whose memberships

	returning members	have lapsed. These individuals display in grey in the troop listing. You can click this option to hide these members from your view.
5	**Edit Details**	From "Edit Details", you can edit personal information for members of your troop, like their address or school.
6	**Time to Renew Membership**	During Spring Renewal, the Status for active troop members changes to “Time to Renew Membership”, as a reminder to process their renewals for next year. After processing a renewal for next year, the status will revert to “Active Member” again.
7	**Renewal Checkbox**	You can process renewals for any troop member by checking the box next to their name and selecting the “Renew” button above.
8	**Not Returning**	You can check the “Not returning” box and save the update to indicate that a member is not returning to your troop next year. This changes her status to “End Participation” and prohibits you from processing a renewal for her. At the start of the next membership year, any members who have not renewed will display as “Not Returning” in the troop listing. While you, as a Troop Leader, cannot renew them after 9/30, the girls’ caregivers still can complete their renewals from My Household.
9	**Active Membership**	Prior to Spring Renewal, all active troop members display a status of “Active Membership”. When Spring Renewal starts, their status changes to “Time to Renew Membership.” It will change back to “Active Membership” after their renewals are processed.
10	**Renew as adult**	Graduating seniors or girls who are 18 without a grade are automatically prompted to renew as an adult next year.
11	**Membership Pending**	New members who join the troop before October 1, display a status of 'Membership Pending.' This guarantees her spot in the troop! **A Note about Financial Aid Requests**: Leaders will also see the status ’Membership Pending’ if a caregiver has requested financial aid or has used program credits to pay for a girl’s renewal. When the financial aid is approved and processed by the council, the status will change to “Active Membership”. In contrast, leaders will not have any visibility to **new** members who join the troop until their membership payment has been processed in full. That means, joining members that request financial aid will not be added to the troop listing until the financial aid is approved and processed by the council.
12	**Inactive member**	Troop members who decide not to renew will be greyed out with a status of "End Participation." While you, as a troop leader, will not be able to renew lapsed members after 9/30, their caregivers can renew them from My Household.

13	**Select All**	By checking the “Select All” box, you could renew all adult troop members at the same time. After selecting all the adults, you could uncheck the boxes of any adults who will not be returning in the fall.
14	**Adult renewals**	Troop leaders can renew memberships for adult members in the troop who renew a volunteer role. If an adult does not want to renew as a volunteer, they must complete their membership renewal from My Household.
15	**Purchase a Lifetime Membership**	At any time throughout the year, the troop may decide to purchase a lifetime membership for adult members of the troop. Then, each year, during spring renewal, lifetime members renew their troop affiliation and volunteer roles.
16	**Screening**	A "Screening" status indicates an adult has selected a volunteer role that requires screening, like a criminal background check. Once approved, the status changes to "Active".
17	**Additional Links**	Troop Leaders have access to additional features at the bottom of their troop page: • **Invite friends to join your troop**: Allows leaders to send an email invitation to friends to join the troop. Leaders cannot directly register new members – only send invitations to join. • **View Troop Membership Cards**: Leaders can print membership cards for troop members.

Troop 12345

In this example, the person logged in is not the troop leader of this troop. She is the caregiver of a troop member.

1	**Meeting Details**	Caregivers can view troop meeting information for the troop but cannot edit it.
2	**Contact Information**	Caregivers can see the troop leader’s contact information.
3	**Member Details**	Caregivers only see members of their household listed in the troop. Only approved troop leaders see all the troop members in their list.
4	**Additional Links**	Caregivers can invite others to join this troop. They also can print membership cards for household members who belong to this troop.

My Profile

You can update your name, phone number, or email address from My Profile. The name, phone number, and email address entered here displays to all troop members when they log in and view the troop.

1	**Log in & Security**	You can change her password at any time by clicking “Change Password”. Your Username is your email address. You can change your email address under “Personal details”.
2	**Personal Details**	Under “Personal Details”, you can change your name, address, or phone number. You can change your email address, which is the Username on your account. If you change it, you will need to open a verification email to confirm the new email address before you can log in again.
3	**Identification**	You can view the demographics collected when you joined but cannot edit them. If you need to make changes, contact Customer Care.
4	**Communication Preferences**	Here you can choose a Preferred language. You can also indicate whether you speak other languages under Spoken language(s).

My Events

Caregivers and Leaders can register members for events through the My Events page. They can also view the events members of her troop and household are registered for.

1	**Register for another event**	Caregivers and Troop Leaders can register members for events by clicking this link.
2	**Upcoming Events**	Any events that members of your troop or household are registered to are listed under Upcoming Events.
3	**Past Events**	Any past events members of your troop or household were registered to are listed under Past Events.
4	**Event Registration Information**	Information about upcoming event registrations displays here in the event registration tile. You can click the tile to display more details about the event registration, including the names of the members she is bringing, cancellation and refund policies and more.