

# Managing Your MYGSAccount

The member account management system is the “go to” portal for troop leaders and parents/caregivers to manage member information.

For troop leaders it is a one-stop-shop to handle just about everything they need to do to assist them with troop management as well as their family membership management.

For parents/caregivers this portal allows them to manage their household membership accounts, make changes and see what their girl is doing in her troop.

In this presentation you will learn:

- How to login to MYGS
- How to move through the sections in MYGS
- How members can manage their households
- How to manage your membership account(s)
- How leaders can manage their troops
- How to work in the Volunteer Toolkit (VTK)
- How members can learn more through gsLearn

# How to Login to MYGS

Go to [www.getyourgirlpower.org](http://www.getyourgirlpower.org) and click MYGS.



Discover ▾ Get Involved ▾ Cookies ▾ Support Us ▾ Members ▾

Login with your email and password that we have on file.

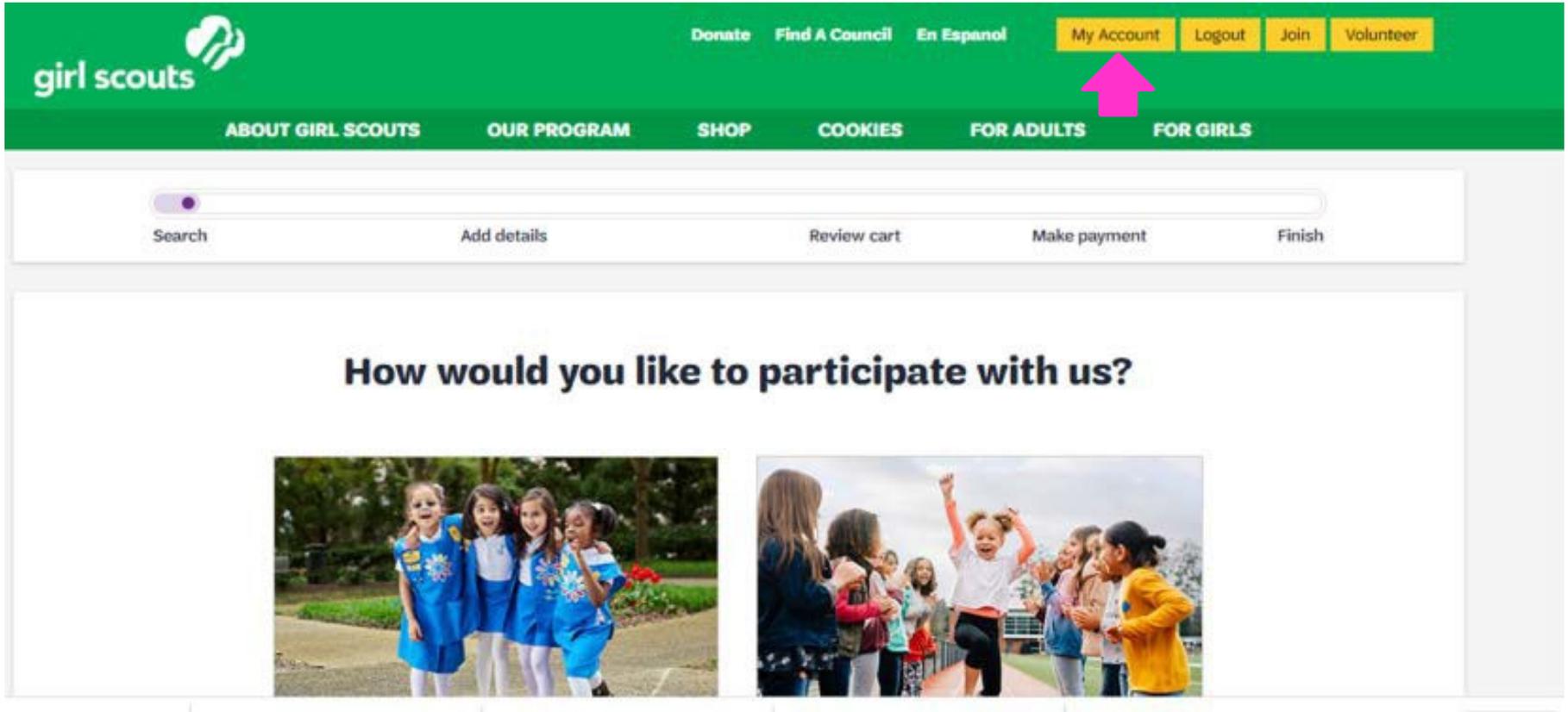
If you forgot your password or you are having trouble logging in, click the [forgot password?](#)

You will get an email from GSUSA with a link to reset your password. Check your junk mail if it does not arrive within 5 or so minutes.

A screenshot of a web form titled "Log In!". At the top right is a "Close X" link. Below the title are two input fields: "Email address" and "Password". Below the "Password" field is a checkbox labeled "Remember me" and a link labeled "Forgot password?". At the bottom is a green "LOG IN" button and a link "Don't have an account? Sign up now". A pink arrow points to the "Forgot password?" link.

# How to Login to MYGS

Click on My Account to view your account sections.



# MYGS Sections

On the left-hand side of the screen, you will see all the sections/portals that you may access.

## My Account

Name	Troop(s)	Participation	Status
[Name]	Troop	Adult Members, Troop Leadership	• ACTIVE MEMBERSHIP
[Name]	None	Member	• LAPSED MEMBERSHIP
[Name]	None	Non-Member	• NON-MEMBER
[Name]	None	Non-Member	• NON-MEMBER
[Name]	Troop		• ACTIVE

An snapshot of your household displays at the top of your My Account. Household members include all girls in your household and their caregivers.

This is also where you will see the troops your household members participate in, program age level, and member status of household members.

# MY GS Sections

## My Household

The screenshot shows the 'My Household' page on the Girl Scouts website. The sidebar on the left contains a list of navigation options: Welcome, My Account, My Household (highlighted with a pink arrow), My Troop(s), My Profile, My Events, Volunteer ToolKit, gsLearn, Contact Council, and Log Out. The main content area is titled 'My household members' and includes a 'REVIEW CART' button. Below the title, there are options to 'Select All' and 'Hide inactive members'. A table of members is displayed with columns for Participation, Caregiver of, Exp. date, CBC expiration, and Status. The table contains two rows: one for a 'Lifetime member' with 'N/A' for other fields and 'ACTIVE MEMBERSHIP' status, and another for an 'Adult Member' with an expiration date of '09/30/2021' and 'ACTIVE' status. At the bottom of the table, there are buttons for 'Add a new role' and 'Add a troop' (highlighted with a pink arrow).

Participation	Caregiver of	Exp. date	CBC expiration	Status
<input type="checkbox"/> Lifetime member	N/A	N/A	N/A	• ACTIVE MEMBERSHIP
<input type="checkbox"/> Adult Members		09/30/2021	N/A	• ACTIVE

Under My Household you may add a troop role or a troop to each of the current members. These 2 tasks are shown at the bottom of each member. *Please Note:* Roles can only be applied to adult volunteers.

# MYGS Sections

## Managing Your Household in MYGS

Under each household is an administrator of that household that can perform numerous membership tasks with the household.

- Manage household member information
- Update personal information of household members
  - Address
  - School
  - Grade
  - Date of birth
- Complete household registrations
- Renew membership for household members
- Register new household members
- Change troops for any household member
- Add an additional troop to a household member
- Remove an existing contact from the household
- Assign caregivers to girls in the household
- View and print membership cards for any registered household member

# MYGS Sections

## My Troop(s)

The screenshot shows the 'My Troop(s)' page for Troop 4754. The left sidebar has a navigation menu with 'My Troop(s)' highlighted. The main content area displays the following information:

Meeting time	Program level	Role	Expiring members	Open spot(s)
Bi-weekly Thursday 6:00 PM - 7:30 PM	multi-level	Adult Members, Troop Leadership	0 girl 0 adult	9 girls 20 adults

Below the table, there are buttons to 'Apply for available roles':

- Troop Cookie Manager >
- Troop Fall Product Manager >
- Troop Treasurer >
- Troop Support >

At the bottom, there is a 'Create a new Troop >' button.

The My Troop(s) screen shows all the information about your troop:

- Meeting information
- Open girl spots in your troop
- Open adult spots in your troop
- Available adult roles to be filled

This screen also allows you to create another troop.

# MYGS Sections

## My Troop(s)

The screenshot displays the MyGS user interface. On the left is a sidebar with the following menu items: Welcome, Gwyn O'Day!; My Account; My Household; My Troop(s) (with a dropdown arrow); Troop 4754 (highlighted in purple and pointed to by a pink arrow); My Profile; My Events; Volunteer ToolKit; gsLearn; Contact Council; and Log Out. The main content area features the Girl Scouts of Central Illinois logo and the title 'Troop 4754'. Below this, there are three sections: 'Meeting details' (with an 'Edit meeting details' link and a pink arrow pointing to it), 'Program Level' (showing 'multi-level' with a green dot and a pink arrow pointing to it), and 'Contact information' (containing two 'Troop Leadership' cards, each with icons for a person, a calendar, and an envelope, and a pink arrow pointing to the right card).

Under My Troop(s) will be the Troop or Troops you lead/co-lead.

It contains the meeting details that can be updated/changed as well as the Program Level of your troop. It also lists the Contact Information of the Troop Leaders of the troop.

If you lead/co-lead more than one troop, the other troop(s) will be listed under My Troop(s).

# MYGS Sections

## Managing Your Troops from MYGS

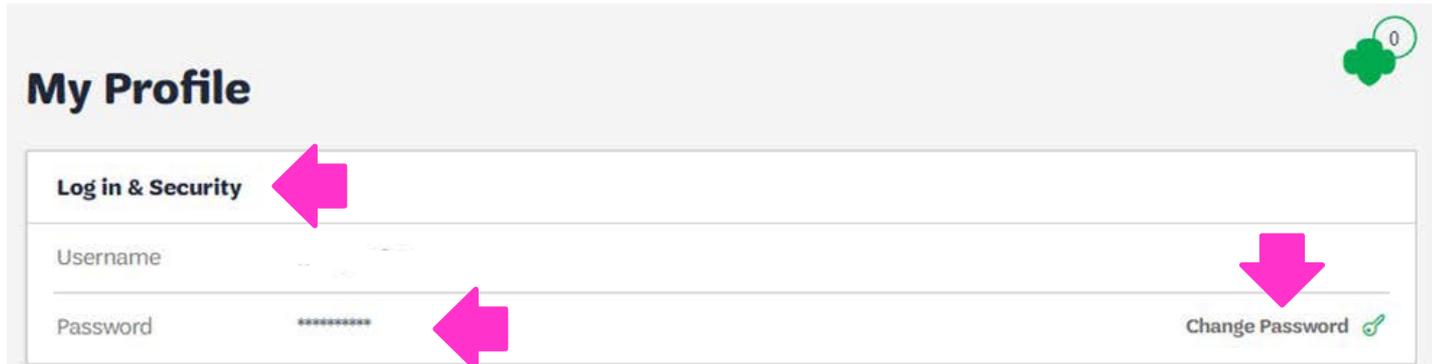
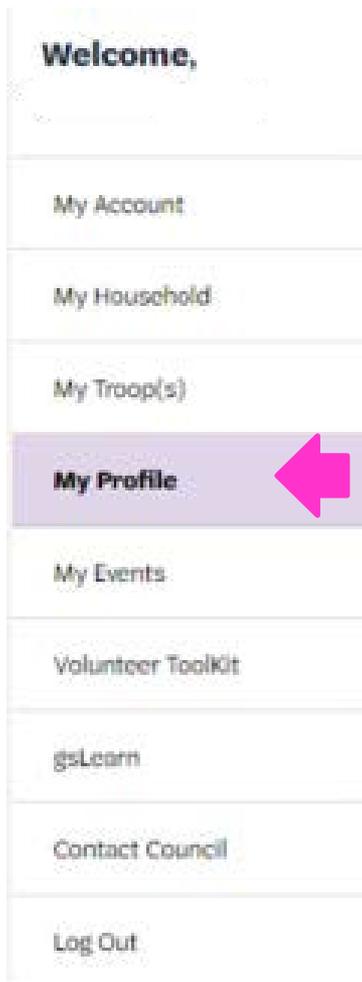
Leaders/Co-Leaders can perform a variety of tasks for both their individual households and troop(s) within MYGS (member account management system). MYGS is the “go-to” portal for troop leaders/co-leaders and caregivers to manage member information.

### What Leaders/Co-Leaders Can Accomplish in MYGS

- Edit meeting details
- Mark the troop to be displayed in the Participation Catalog or not
- Renew girls and adult volunteers in the troop
- Mark girls Not Returning if they will not be a part of the troop
- Hide Inactive and Not Returning Members. They are displayed in grey in the troop listing
- Update personal information for girls and adults in her troop. This can also be done by the parent in the My Household section of their family household account.
- Invite friends to join troop through an email invitation
- View and print the girl and adult membership cards
- Email the parent/caregiver of your troop through the portal

# MYGS Sections

## My Profile – Login in & Security



The My Profile has 5 sections that can be updated or information added to your profile. The first section is Log in & Security.

This is where you will find your login information. Your username is the email address we have on file and the password is the password you created when opening your account.

You do have the option in this section to change your password.

# MYGS Sections

## My Profile – Personal Details

Welcome,

My Account

My Household

My Troop(s)

**My Profile**

My Events

Volunteer Toolkit

gsLearn

Contact Council

Log Out

**Personal details**

Name

First name

Middle name optional

Last name

Nickname optional

Primary caregiver of

Phone Number

Mobile

Home

Remove X

The Personal Details section allows you to make changes to your personal information. Also, you can remove your phone number(s) from your account information. *PLEASE NOTE:* We do not recommend this due to the fact that we may have to contact you regarding your account.

# MYGS Sections

## My Profile – Personal Details

Welcome,

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My Account

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My Household

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My Troop(s)

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**My Profile**

---

My Events

---

Volunteer ToolKit

---

gsLearn

---

Contact Council

---

Log Out

Email

---

Address

Street Address	<input type="text"/>	Street Address	<input type="text"/>
		Street Address 2	<input type="text"/>
Zip/Postal code	<input type="text"/>	City	<input type="text"/>
		Peoria	
State/Province	<input type="text" value="Illinois"/>	Country/Region	<input type="text" value="United States"/>

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University *optional*

University 1	<input type="text" value="University 1"/>	University 2	<input type="text" value="University 2"/>
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Employer *optional*

If you do not find your employer listed in Employer 1, then please enter it in Employer 2.

Employer 1	<input type="text" value="Employer 1"/>	Employer 2	<input type="text" value="Employer 2"/>
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The Personal Details section allows you to make changes to your personal information. Update your email, address and even include your higher education and add an employer to your account.

# MYGS Sections

## My Profile – Personal Details

Welcome,

My Account
My Household
My Troop(s)
<b>My Profile</b> ←
My Events
Volunteer Toolkit
gsLearn
Contact Council
Log Out

<b>Identification</b> †	
Ethnicity	Non-Hispanic
Race	White
Gender	Female
Birth date	

The Personal Details Identification section displays your ethnicity, race, gender and birth date. If you wish you may complete this section if you have not already done so. If the Birth Date is not completed when the original account was created, call the council office to have the Birth Date added to the account. Birth Date cannot be added or revised once the account has been created.

# MYGS Sections

## My Profile – Personal Details

- Welcome,
- My Account
- My Household
- My Troop(s)
- My Profile**
- My Events
- Volunteer ToolKit
- gsLearn
- Contact Council
- Log Out

### Communication preferences

Preferred language

Search language



Spoken language(s)

Hmong



Japanese



Other



German



Mandarin



French



Somali



Italian



Russian



Arabic



Creole



Portuguese



Hindi



Korean



English



Cantonese



Spanish



Sign Language



Vietnamese



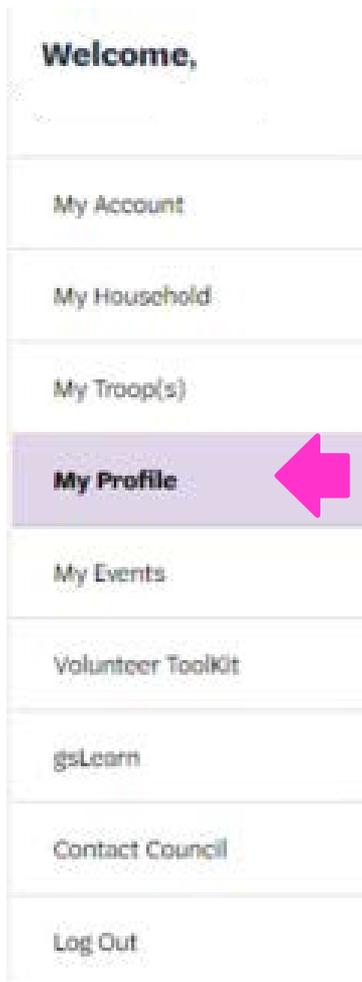
Tagalog



The Personal Details Communication Preferences section allows you to choose a preferred language and allows you to check any additional languages you speak.

# MYGS Sections

## My Profile – Personal Details



### Communication Opt Ins

- [SMS Opt In](#)
- [Email Opt In](#)
- [Phone Opt In](#)
- [Photo Opt In](#)

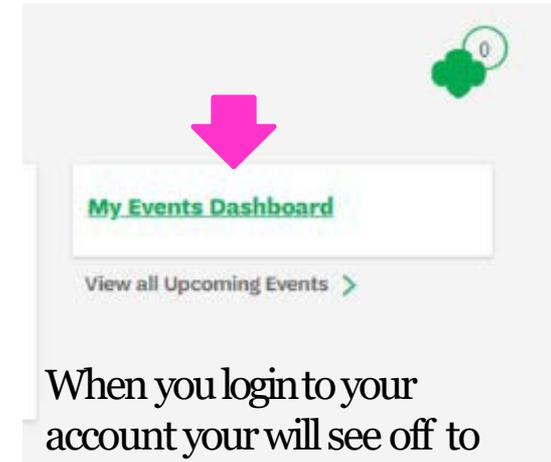
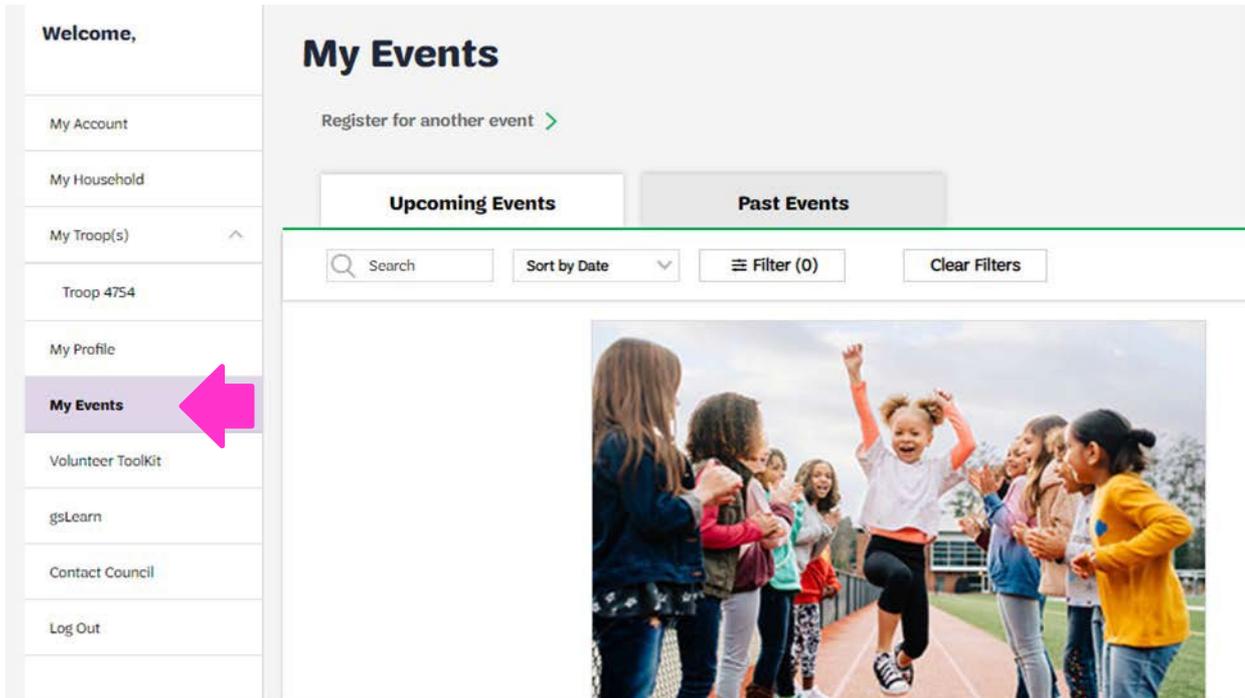


The Personal Details Communications Opt Ins section allows you to make changes to how you want the council to communicate with you.

- SMS Opt In when checked will allow us to text information, events, and alerts to your phone.
- Email Opt In allows you to receive information from the council regarding events, programs, and council information. Opting in to this allows us to email you our monthly enews – The Pulse)
- Phone Opt In allows us to call you with regards to information on your volunteer/girl membership, renewal of your membership, programs and special events.
- Photo Opt In allows the council to photograph you and/or your girl(s) at Girl Scout events to use for marketing and social media purposes.

# MYGS Sections

## My Events

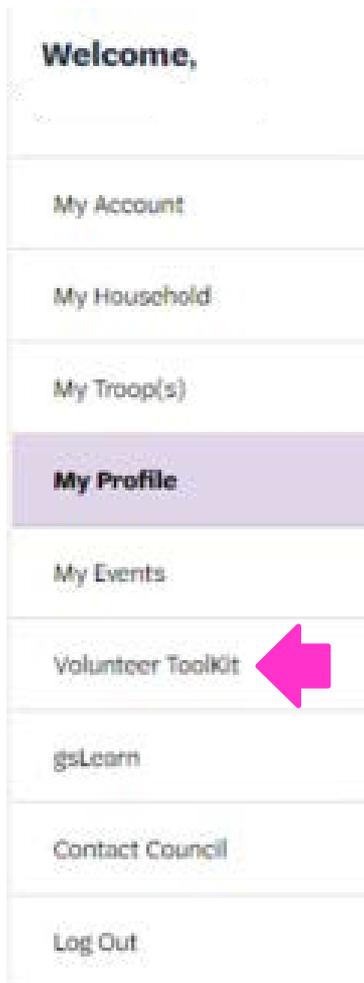


When you login to your account your will see off to the right the My Events Dashboard. This lists any upcoming events you have registered. It is a calendar reminder.

The My Events section is not available at this time. We will be adding this section in early June 2021. This will allow you to view upcoming council events and register for them. It will also keep track of the past events you attended. You will be able to filter and sort the events for age level, program subject and title and date.

# MYGS Sections

## Volunteer Toolkit

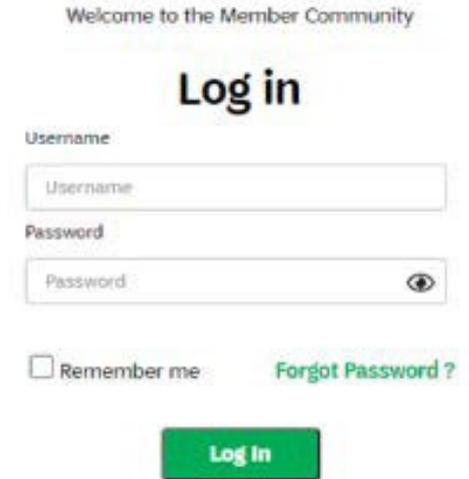


The Volunteer Toolkit section allows leaders and co-leaders to access their troop and a myriad of sources to assist them in delivering easy, fun troop meetings year-round! This fully customizable digital planning tool is accessible on any computer, tablet, or mobile device and provides you with Girl Scout program content, award requirements, and other resources. Leaders who lead multiple troops can access these troops under one login.

Please Note: To access the VTK you must have an active membership and a current background check in the Member Community.

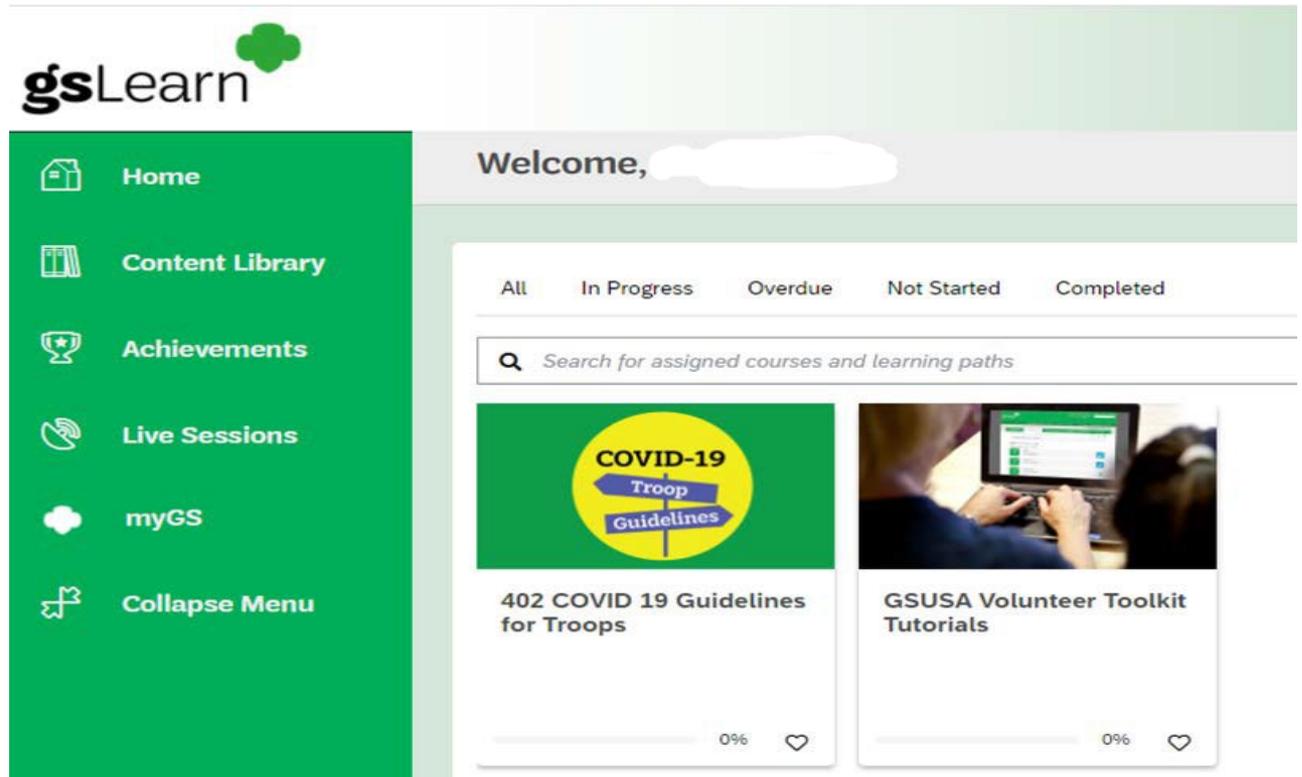
Additionally, each primary caregiver has access to see their troop's Volunteer Toolkit account. They have read-only permission for the meeting schedule and agendas, plus additional resources. (Caregiver accounts can only be accessed if the troop leader has set up a year plan.

To learn more about the check out website at [www.getyourgirlpower.org](http://www.getyourgirlpower.org).



# MYGS Sections

## gsLearn



The gsLearn section gives volunteers more just-in-time training, both online and in-person learning opportunities, and the ability to track all your accomplishments! Learn at your own pace, access additional resources, and repeat info when you need it! When you click on gsLearn it takes you directly to the gsLearn website.

# MYGS Sections

## Contact Council

At this time the Contact Council is under construction. You may contact the council by emailing us at [customercare@girlscouts-gsci.org](mailto:customercare@girlscouts-gsci.org) or call 888-623-1237.



## Log Out

By clicking Log Out it will close your MYGS session. If you wish to login again you may click on the MYGS and login to your account.