

MyGS Made Simple!

Table of Contents

How do I log into MyGS?	2
MyGS Basics	
What can I view/do in my Membership tab?	
What can I view/do in my Family Profile tab?	6
What can I view/do in my Troops tab?	
Parent/Guardian	10
How do I register a brand new girl?	10
How do I registered a brand new adult?	15
How do I renew memberships?	16
Leaders	18
How do I register a new member to my troop?	18
How do I renew my troop members?	19
How do I apply for financial aid?	21

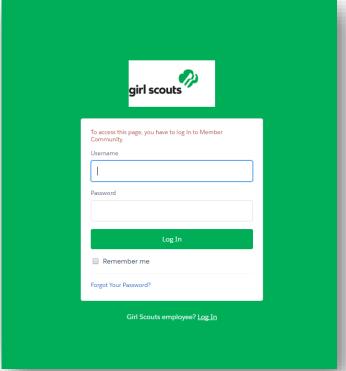
girl scouts of northern new jersey

Logging into MyGS

Your MyGS account allows you to manage your memberships and update your account as a family member or troop leader.

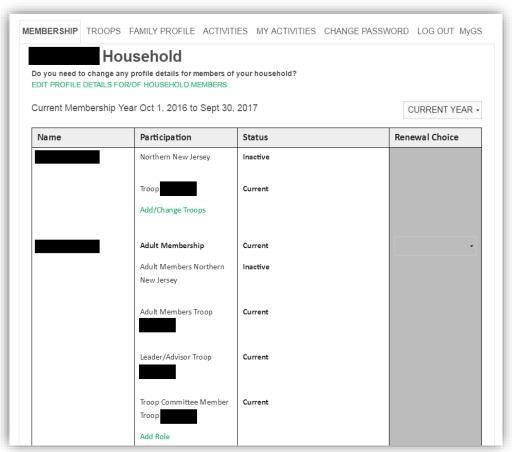
- 1. Go to www.gsnnj.org
- 2. Click MyGS and select Member Profile.
- 3. Your username will be the email address you entered at registration. This is also the email all GSNNJ communications go to.
 - If you can't remember your password, click "Forgot Your Password?" and an email will be sent to your inbox.
 - This comes from "Member Community" and sometimes goes to your spam/junk folder!
- 4. If you don't know your username and password, give us a call! Customer Care can help you reset your account.
 - Customer Care: 973-248-8200







Membership Tab



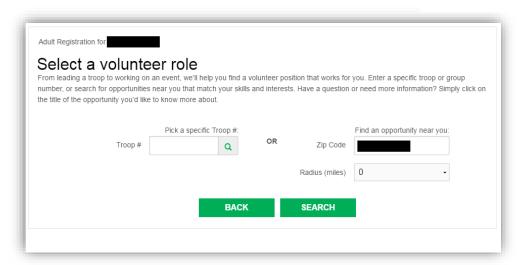
The Membership Tab allows you to:

✓ See the family members who are registered.

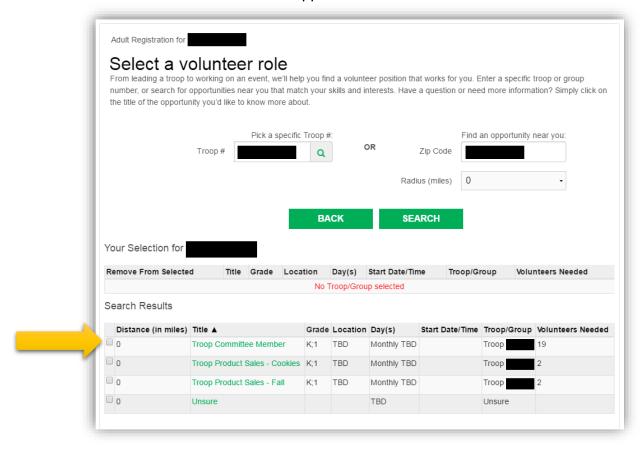
Note: If listed as Inactive in Northern New Jersey or Unsure, don't worry! These are places your membership has been transferred from. All members should be connected with a troop or service unit. Please make sure you are current in all of the places you want to be.

- "In Progress" is described on page 4.
- √ "Add a Role" for adult members.
 - Volunteer roles can be added for registered adult members. Roles include:
 - Leader/Advisor: requires a background check. Please note: Leaders are required to attend New Leader Orientation (NLO).
 - Troop Committee Member: an occasional volunteer (overnights, meetings, day trips, etc) which requires a background check
 - Troop Product Sales Fall: responsible for the fall product sales for the troop and requires a background check
 - Troop Product Sales Cookies: responsible for cookie sales for the troop and requires a background check
 - To add a role, select "Add Role" (under the Participation column)
 - The next screen will be the Volunteer Opportunity Catalog.





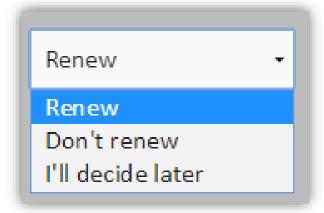
- Enter the five-digit troop number and click Search.
- The available volunteer roles will appear.



- Select the desired role by clicking the gray checkbox next to the role and click Next.
- The screen returns to the Membership tab. If you already have a background check connected to your account, the role will be listed as Current. If you do not have a background check connected to your account, In Progress will be shown and:
 - Within 15 minutes of adding the role, an email invitation from TheAdvocates@VerifiedVolunteers will be sent to your email on file. This contains the link to complete the background check. Check your spam/junk folder if you do not see it!
 - If you believe you do have a valid background check with us, please contact Customer Care (973-248-8200) to have it added to your account.



- ✓ "Add/Change Troops" for girl members.
 - We recommend that if you are changing troops, please have your new troop leader call Customer Care (973-248-8200) to request a transfer.
- ✓ Renew members for the current year and next year, if applicable.
 - Switch between CURRENT YEAR and NEXT YEAR by using the drop-down in the right-hand corner (when this option is available).
 - Members who are up for renewal will appear with a drop-down in their Renewal Choice column.
 - Renewal Choices include:
 - Renew= I want to renew this person right now!!
 - Don't renew= This person will not be a Girl Scout again. This removes the option to renew. It is usually best to select "I'll decide later".
 - I'll decide later= I'm not sure and I would like the option to decide at a later date.

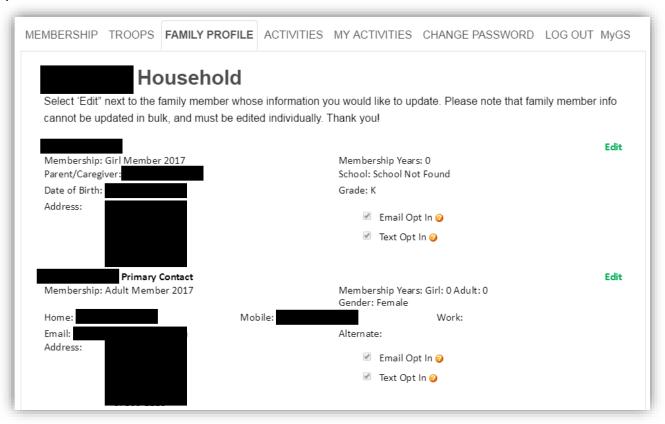


✓ Add a new member (girl or adult) to your household. See the Adding a New Girl/Adult section.

IMPORTANT: Before clicking Continue at the bottom of the screen, make sure ALL members on the page have the correct Renewal Choice selected. For example, if you wish to renew your daughter and not yourself, select "Renew" for your daughter and "I'll decide later" for yourself and other members in your household.

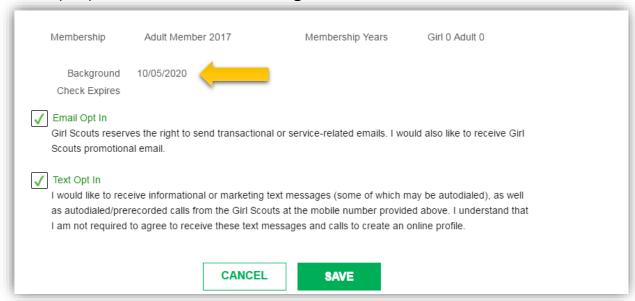


Family Profile Tab



The family profile tab allows you to:

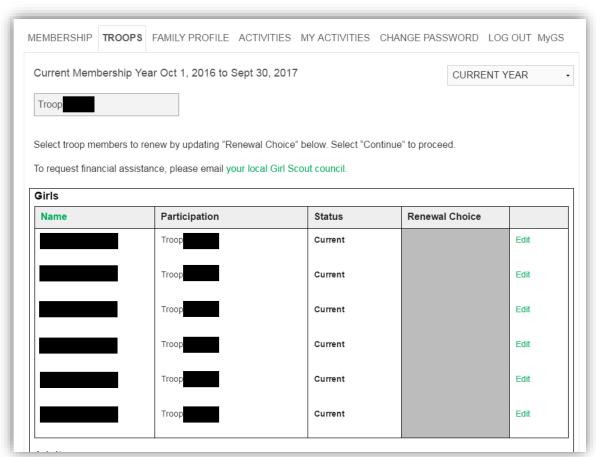
- ✓ Edit the details for family members, such as address or phone number.
- ✓ See if adults have a valid background check connected to their account by clicking Edit next to the adult member.
- Opt in/out of emails and text messages.







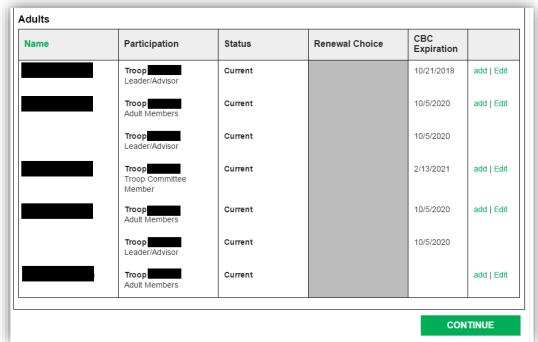
Troops Tab (Only members who hold the Leader/Advisor role can view this tab.)



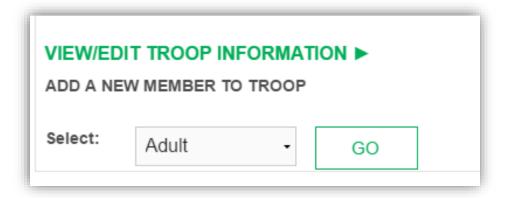
The Troops Tab allows you to:

- ✓ Switch between troops by using the drop down if Leader/Advisor for multiple troops.
- ✓ Renew members of the troop.





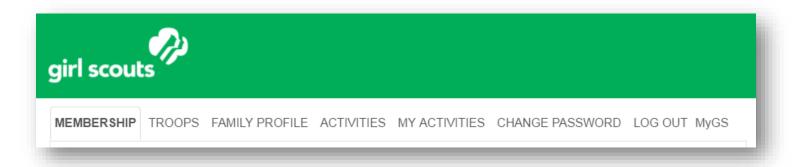
- √ View registered adult members.
- ✓ See which positions adults hold and if they have a valid background check connected to their account!
- ✓ As the troop leader, you can also add a role for them! This is the same process as adding an adult role on your membership, but the option will be restricted to choosing roles within your own troop.



- ✓ Troop leaders can also add new members, both girls and adults, to their troop!
 - This feature is at the bottom of the troops tab.
 - The troop does not need to be displayed in order to add a new member through the troops tab.







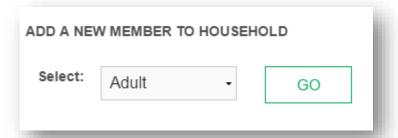
The option to change your password using the Change Password tab is also available.

Note: Activities and My Activities tabs are not active at this time.



Registering A Brand New Girl

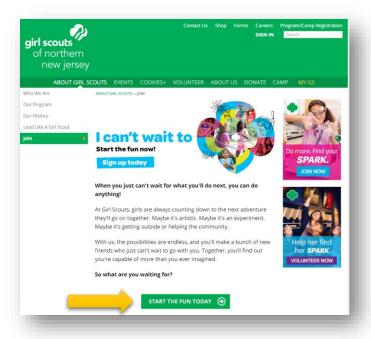
Note: If you already have an account with us, you will need to add your new member through your MyGS account. Log into your MyGS account and selecting ADD A NEW MEMBER TO HOUSEHOLD at the bottom of the Membership tab. Once selected, continue with the direction below for selecting a troop.



If you do not have an account with us (no one in your family is a registered member), please do the following:

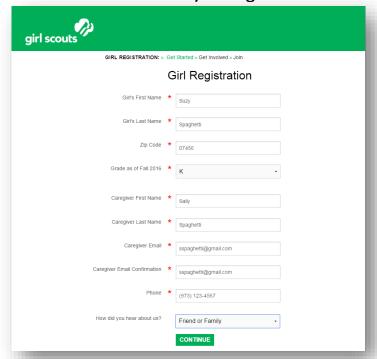
- 1. Go to www.gsnnj.org
- 2. Click "Join Now" and then "Get Started Today!"
- 3. Click "Start the Fun Today"





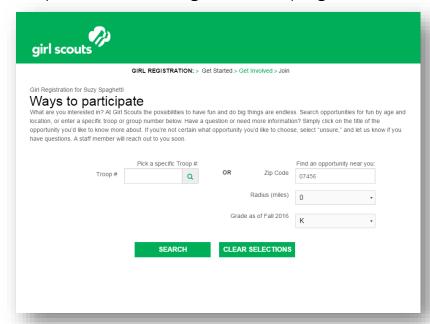


- 4. Complete the first informational page.
 - Click "Continue" once you have completed the information.
 - If the message "Welcome back! It looks like we already know you." appears, you
 already have an account with us! Go back to the home page, and select the MyGS tab
 and select Member Profile. Continue by adding a new member to your household.



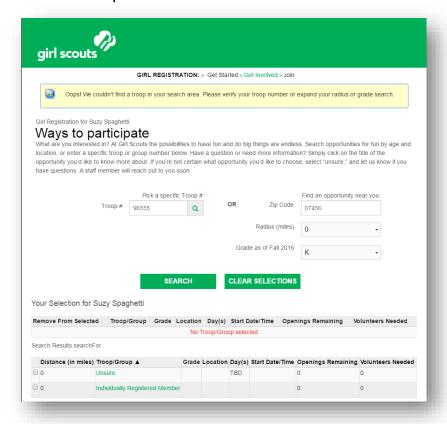
5. Get Involved

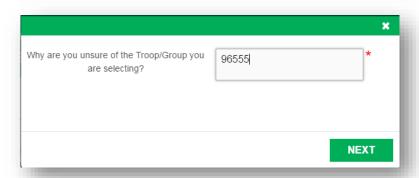
- If you know of a troop you want to participate in, type in the troop number and click "Search"
 - All of our troop numbers are five digits and usually begin with a 9.





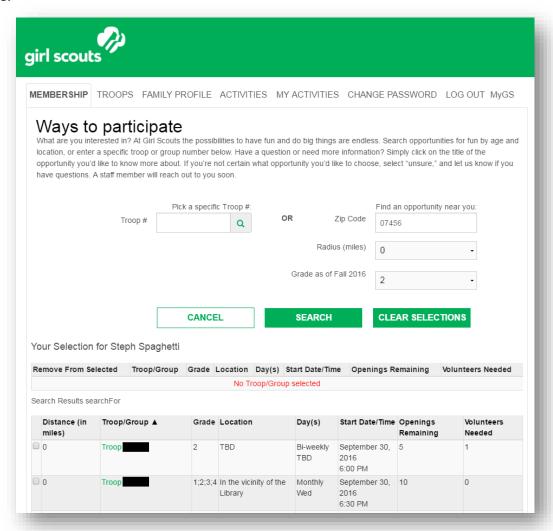
- girl scouts of northern new jersey
 - If the troop does not come up and you get the "Oops!" message, the troop leader chose not to have the troop displayed online.
 - Please select the "Unsure" option and click Next.
 - When asked "Why are you unsure?" please type in the five-digit troop number or the leader's name.
 - A Membership Placement Specialist will follow up with you and confirm your placement or help you find another placement.







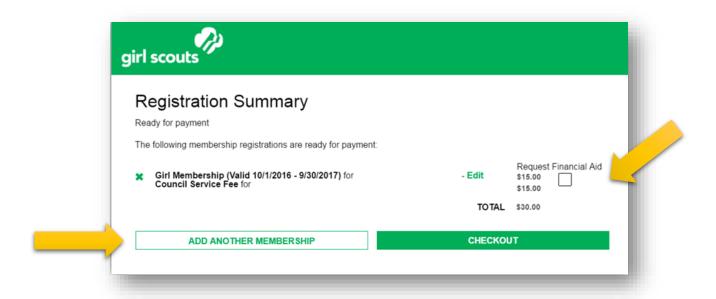
 If you are not sure of which troop to participate in, you can search by zip code, grade and radius of miles.



If you see a troop that fits your needs, select it! Keep in mind, not all of our troops are displayed on the catalog, so you can always select "Unsure" and a Membership Placement Specialist will follow up with you to assist.

- 6. Complete the Membership page.
 - If you are having trouble finding the school your daughter attends, try entering a key word. For example, if she attends Robert Erskine Elementary School, please enter "Erskine" to the search bar and click the magnifying glass. If you still can't find it, please select School Not Found.
- 7. The option of adding another membership is displayed, where you can add an adult or girl.





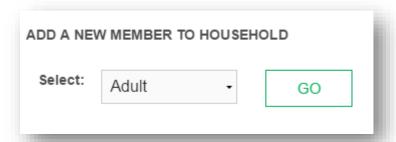
Note: Please do not check the Request Financial Aid box, unless you are applying for financial aid! (If you wish to request Financial Aid, please see page 21.)

8. Continue to complete the payment page and then an email confirmation and receipt will be sent.



Registering a Brand New Adult

A. If your daughter or another family member is registered, you already have an account with us! Log into MyGS and continue by adding yourself as a member of the household.



B. If you are brand new, begin by going to <u>www.gsnnj.org</u> and clicking Volunteer and then Volunteer Today.

Regardless of where you start,

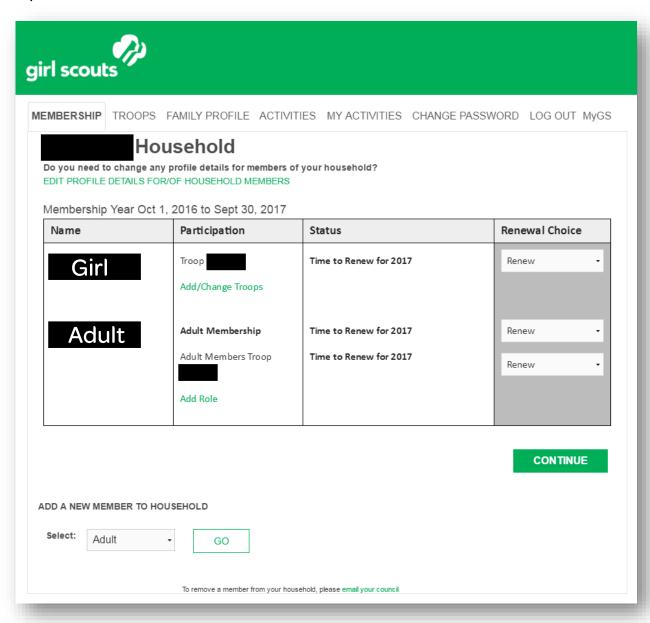
- 1. The option of "I want to join as a Volunteer" or "I just want to be a member" is displayed
 - ✓ If you plan on being a volunteer, select this option and continue to the volunteer opportunity catalog, where you will enter your troop number and select a role.
 - ✓ If you just want to be an adult member, select the "I just want to be a member" option and type in the word "Troop" followed by a space and the five-digit troop number.

 Example: Enter "Troop 12345"
 - ✓ If not volunteering with a troop, please select "I want to join as a Volunteer" and select Unsure and a Membership Placement Specialist will follow up.
- 2. Complete the membership and payment pages and an email confirmation and receipt will be sent.



Renewing Your Memberships

- 1. Go to www.gsnnj.org and click the MyGS tab and the Member Profile.
- 2. Log into your MyGS account.
- 3. This is the Membership tab where you can add and renew memberships.
 - To renew all members in your household, click Continue.
 - To renew specific members, position or troop; select "Renew" for those being renewed and "I'll decide later" for others which will give the option to renew at a later time.
 - If "Don't renew" is selected, the option to "Renew" will disappear! Only do this if you are sure you do not want to renew at all.



girl scouts of northern

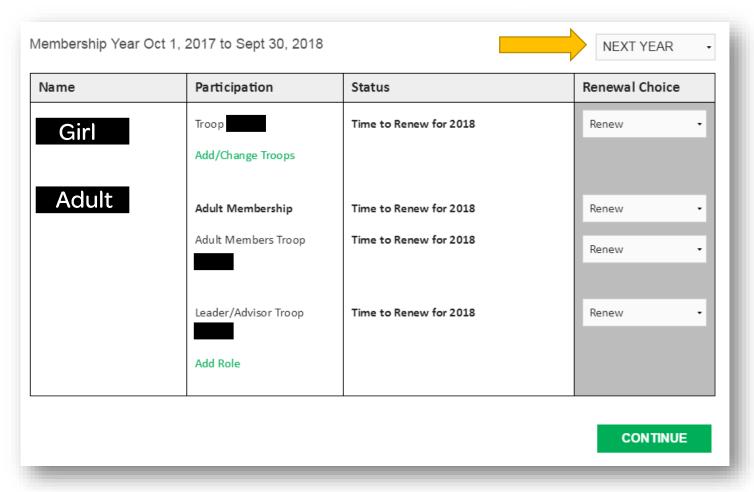
new jersey

Parent/Guardian

4. Click Continue, and follow the prompts through the Girl Scout Promise, payment and confirmation pages. After payment, an email confirmation and receipt will be sent.

If you want to renew for next year....

- Select the NEXT YEAR option from the drop down.
- This displays the option to purchase membership for the following Girl Scout year.

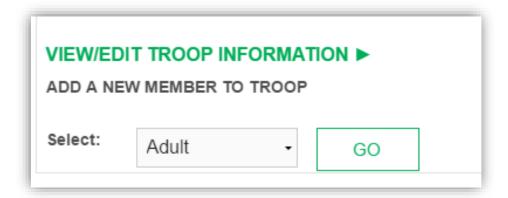




Registering a New Member to Your Troop

To register a brand new member (girl or adult) to the troop, log into your MyGS account and go to the Troops Tab.

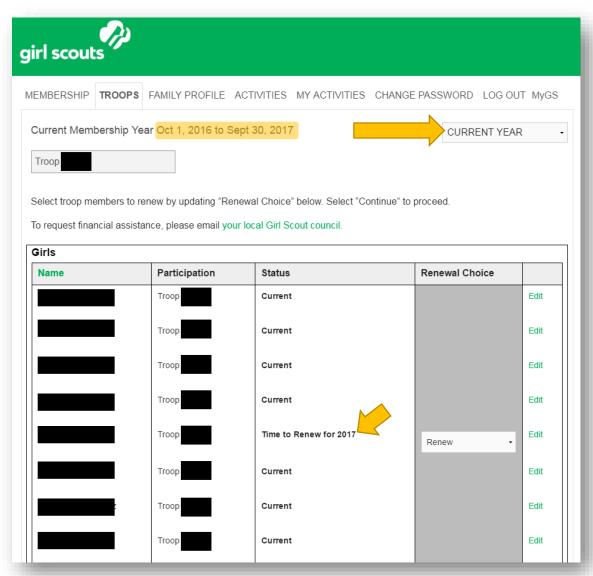
Scroll to the bottom where ADD A NEW MEMBER TO TROOP is an option and complete the registration through this section.





Renewing Your Troop

- 1. Go to www.gsnnj.org and click MyGS and select Member Profile.
- 2. Log into your MyGS account.
- 3. Click on the Troops tab.
 - This displays who is up for renewal.
 - Note: this is for the current year when there is the option.
 - Switch to next year by using the drop down at the top, when applicable.

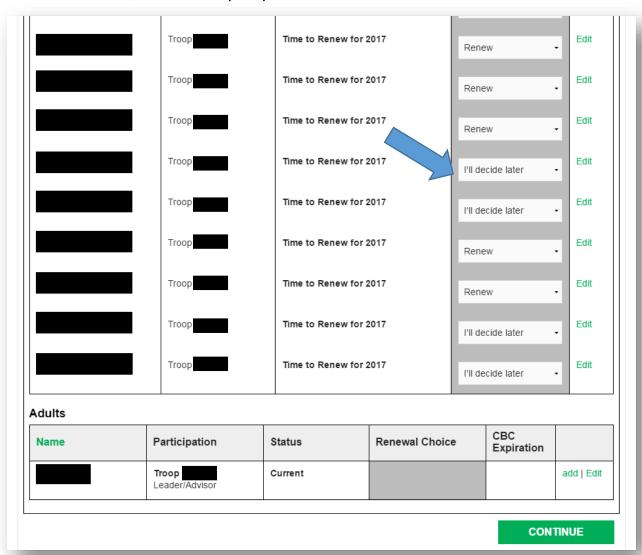


- 4. Choose the members to be renewed!
 - To renew ALL of the girl members and adult members in the troop, click "Continue" at the bottom of the screen.

Leader



- Renew certain girl and adult members, leave the option to "Renew" on those you wish to renew. Select "I'll decide later" for those not being renewed. Then click "Continue"
- <u>Please note:</u> A maximum of 20 members can be renewed at a time! To renew more than 20 members, it is necessary to split it into more than one transaction!



IMPORTANT: Before clicking Continue at the bottom of the screen, make sure ALL members on the page have the correct Renewal Choice selected. For example, to renew your daughter and not yourself, select "Renew" for your daughter and "I'll decide later" for yourself and other members in your household.

5. Click Continue, and follow through to the payment page. After payment, all the members renewed will be current!

Financial Aid

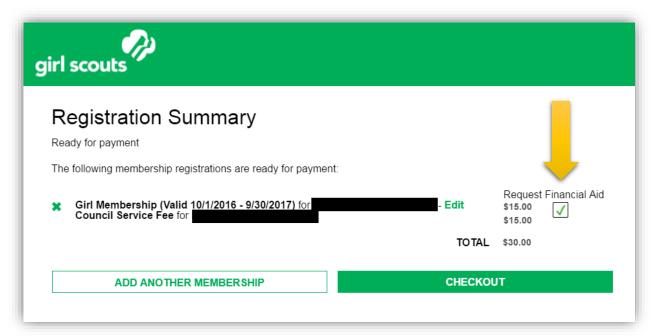


Applying for Financial Aid

- Parents/guardians may request financial aid for membership online.
- Financial aid is available for both new and renewing members (girls and adults).
- New members can begin the registration process by clicking "Join Now" on our website.
- Renewing members can begin the renewal process by logging into their MyGS account.
- Troop leaders do not have the option to request financial assistance for troop members.

New Members:

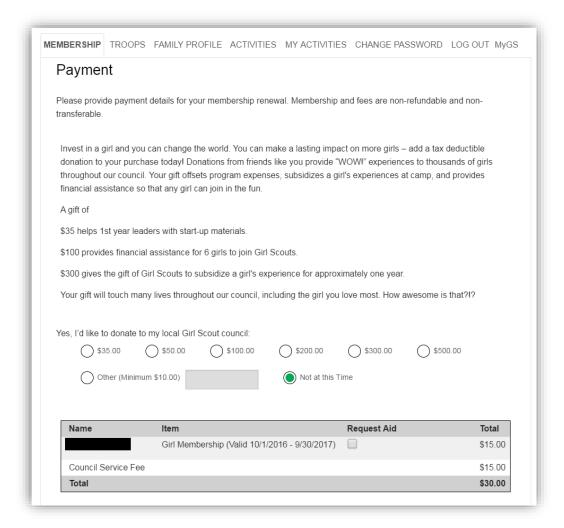
- 1. Start by following the instructions for registering new members.
- 2. After entering the basic info and troop number, fill out the membership page and select a membership. Click Continue.
- 3. Check the box which says Request Financial Aid on the Registration Summary page.
- 4. After checking the Financial Aid box, click Checkout and continue until the confirmation and thank you pages.



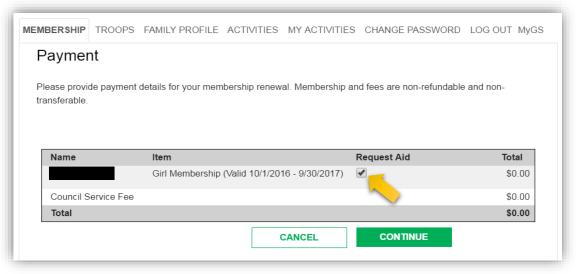
Renewing Members:

- 1. Log into your MyGS account and begin the renewal process.
- 2. Continue until the payment page.





3. Check the gray checkbox which says "Request Aid" and then Continue until the thank you and confirmation page.



Financial Aid



 After aid is requested, a Membership Placement Specialist will contact the member to confirm and process the request.

Troop Leaders:

The message to email your local Girl Scout council to request aid for your members is displayed. Please advise families that they have the option to request financial assistance online. Families can also call Customer Care at 973-248-8200 for assistance by phone.

