Creating a Household Account:

All families will need to create an account in order to register new Girl Scout members. Later, this account will be used to manage your contact information and participation preferences.

1. Visit [www.gsmw.org](http://www.gsmw.org) and click on the [join link](http://www.gsmw.org).

2. Click on “Find Troops”

3. Enter your zip code in the “Location” box; scroll to the bottom of the page and click “Search.”

4. Choose the appropriate “Join-Town/Area” troop for where you would like to participate in Girl Scouts. Scroll to the bottom of the troop description box, and click to add a girl or adult to the troop. **Tip:** Increase the Search Radius if the Join troop for your town/area does not appear.

5. Scroll down on your screen, and click “Log In.”

6. A pop-up will appear prompting you to log in. Click on the “Don’t have an account? Sign up now!” link.

7. On the next screen, enter your contact information and create a password. Be sure to click the boxes on the right-hand side of the screen that apply to you and click “Create Account.”

8. After submitting your information, you will be asked to log in to your account using your email address and newly created password.

9. For your security, a verification email will be sent to you from Girl Scouts. Please follow the instructions in the email to verify your account, log in, and finish the registration process (see “Registering a New Girl or Adult Member” below.)
Registering a New Girl or Adult Member:

After logging into My Account, follow the steps below to register girls or adults into your local “Join-Town/Area” troop.

1. From the My Account screen, find the My Troops section. You will see that it states “you have not yet joined a troop.” Click on “Search for Troops.”

2. Enter your zip code in the “Location” box; scroll to the bottom of the page and click “Search.”

3. Choose the appropriate “Join-Town/Area” troop for where you would like to participate in Girl Scouts. Scroll to the bottom of the troop description box, and click to add girls and/or adults to the troop. Tip: Increase the Search Radius if the Join troop for your town/area does not appear.

4. Scroll down on your screen, and click “Add Details.”

5. From here, enter the new members’ information, including birthdate, grade, school, etc. You will then be prompted to complete payment for membership fees.

6. Once payment is complete, you will receive an emailed confirmation with receipt.