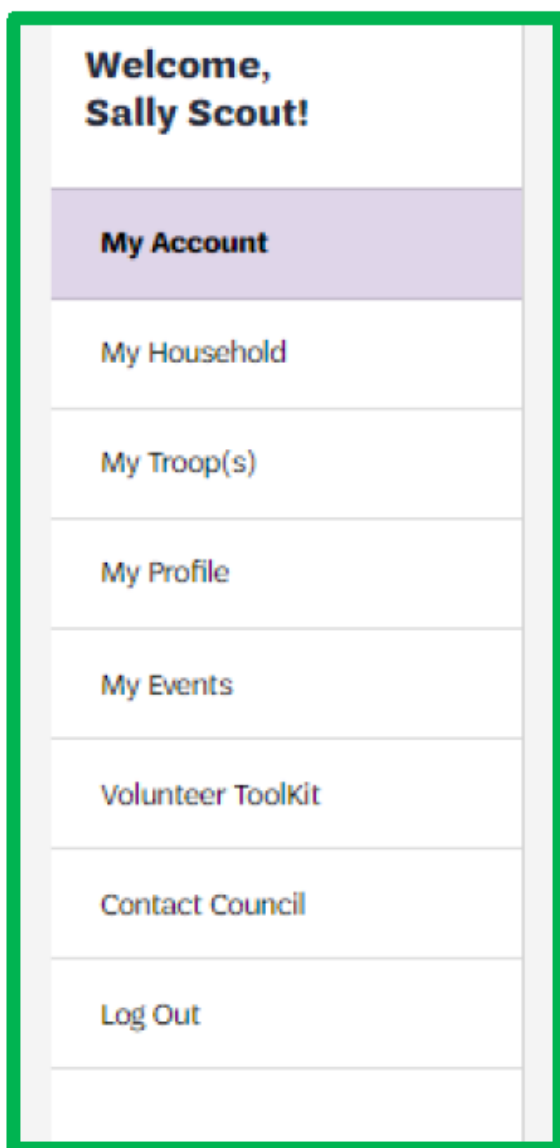


My Account Tip Sheet: Troop Leaders

The My Account page provides a snapshot of your household and troop information. Log in to start exploring now!

1. Go to www.gsmw.org and on the right-hand side of the menu bar, click **MY GS ACCT / VTK** and enter your username and password. Your username is your email address; if you have not accessed your account since November 2020, you will be prompted to reset your password.
2. Once logged in, you will be redirected to the participation screen. On the top right of the menu bar, click on the yellow My Account button.
3. On the left side of the screen, a navigation panel allows you to access a variety of functions.

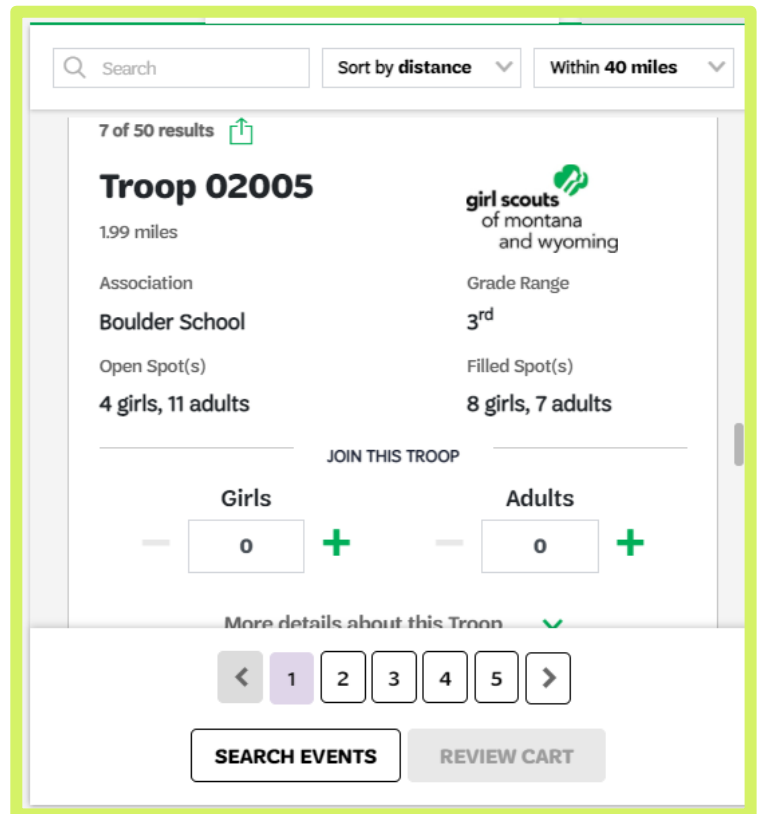


- **My Household:** Here you can see everyone listed in your household, both girls and adults, and how they participate. You can also add new members to you household here, as well as, add household members to new troops or volunteer roles.
- **My Troop(s):** Here you can see information for all troops that members of your household may participate with.
- **My Profile:** Here you can update your contact information and change your password.
- **My Events:** Coming Soon
- **Volunteer Toolkit:** Once you click on the Volunteer Toolkit tab, you will be taken directly to the VTK. As always, you will be able to view your most current troop roster, Year Plan, badge information, Finance tab, and access a variety of resources and forms available from your council. Check out the [Volunteer Toolkit User Guide for Troop Leaders](#) for guidance on using the VTK to plan a successful troop year.
- **Contact Council:** Coming Soon

Adding NEW Girl or Adult Members to Existing Households:

All families with current Girl Scout membership can easily add new members to their existing household accounts. After logging into My Account, click on the **My Household** tab and follow the steps below:

1. My Household Members are broken into two sections: Adults and Girls. Scroll past these sections until you see “Register a new household member” near the bottom of the page. Click on this option.
2. You will be directed to the Troop Search page. Enter your zip code in the “Location” box; scroll to the bottom of the page and click “Search”
3. Choose the appropriate 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 troop you are looking for doesn't 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.



PLEASE NOTE: Troop Leaders cannot add new girls to their troop, because caregivers need to create their own account. At the bottom of the My Troops tab, there is an option to “Invite friends to join my Troop”. If caregivers who want to join your troop contact you, you can send them an email invitation. You can also share with them the My Account Tip Sheet: New Girl Scout Families and ask them to follow the steps to create an account and get registered. New families are also welcome to contact GSMW directly for assistance with this process.