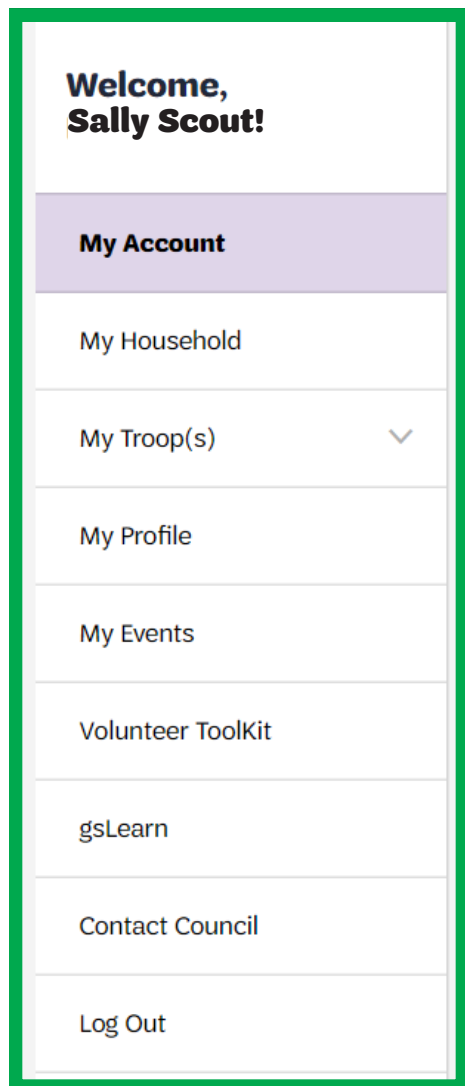


My Account Tip Sheet

Troop Leader and Existing Member Renewal

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

- ▶ Go to www.girlscoutsdiamonds.org and on the right-hand side of the navigation bar, click **MYGS/VTK**. Click on the LOGIN button at the top of the page and enter your name and password. Your username is your email address. If you have not accessed your account since November 2020 you will be asked to reset your password.
- ▶ Once logged in, you will arrive at your personal account dashboard. You will find that the *My Account* option is highlighted in the navigation panel on the left side of the screen.
- ▶ The 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 your 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

Here you can see events that you are currently registered for as well as those you have previously attended.

Volunteer Toolkit

Once you click on the Volunteer Toolkit tab, you will be taken directly into 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 resource and forms available from your council. Check out the Volunteer Toolkit User Guide for Troop Volunteers for guidance on using the VTK to plan a successful troop year

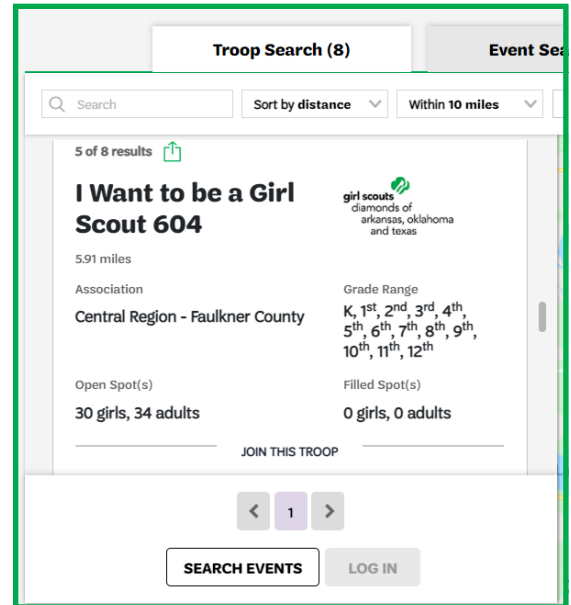
Contact Council

Coming soon!

Adding NEW Girl or Adult Members to Existing Households

All families with current Girl Scout memberships can easily add new members to their existing household accounts. After logging into My Account, click **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 “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 birthday, 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. At the bottom of the My Troops tab, there is an option to “Invite friends to join my Troop”. If you are contacted by parents who want to join your troop, you can send them an email invite, but because they need to create their own account, Troop Leaders cannot register new girls directly into their troops. Please share the My Account Tip Sheet: Information for New Families and ask caregivers to follow the steps to create an account and get registered. New families are also welcome to contact Girl Scouts - Diamonds directly for assistance with this process.

Troop Leader Troop Renewal

Use these instructions when renewing members in your troop

1. Login to My Account
2. Click on My Troops
3. Select the specific troop # from the menu under My Troops
4. Select the girl members to renew
 - a. Indicate a member(s) who is not returning next year by selecting Not Returning
 - b. Hide inactive and not returning members to sort out who is returning
 - c. Select girls individually or select all (Not Returning girls are excluded from the list)
5. Select the adult members to renew
 - a. Indicate a member(s) who is not returning next year by selecting Not Returning
 - b. Hide inactive and Not Returning members to sort out who is returning
 - c. Select adults individually or select all (Not Returning adults are excluded from the list)
 - d. Uncheck any adults not renewing right now.

6. Scroll to the top and click the Add Renewal button
7. Confirm Member detail for each renewal
 - a. Confirm Member first and last name
 - b. Select Membership Year – Next Year – 2023 for \$25
If member is a graduating senior, option to purchase lifetime membership will display.
 - c. Choose Payment Type
 - d. Click Next Participant button
8. Once step 7 is completed for all renewals – Click Review Cart
9. Check to accept the Girl Scout Promise and Law
10. Enter payment details
11. Review payment details
12. Click the Submit Payment button to complete renewal.

Troop Leaders and Existing Member Renewal

Use these instructions when renewing individuals on your household account

1. Login to My Account
2. Click on My Household
3. Select All to renew a membership, troop affiliation and a volunteer role
 - a. Check the membership box to renew a membership (not necessary for lifetime members)
 - b. Check the troop box to renew the specific troop
 - c. Check the volunteer role to renew the troop position.
4. Click Add Renewal Button
5. Confirm Member detail for each renewal
 - a. Confirm Member first and last name
 - b. Select Membership Year – Next Year – 2023 for \$25
If member is a graduating senior, option to purchase lifetime membership will display.
 - c. Choose Payment Type
 - d. Click Next Participant button
6. Once step 7 is completed for all renewals – Click Review Cart
7. Check to accept the Girl Scout Promise and Law
8. Enter payment details
9. Review payment details
10. Click the Submit Payment button to complete renewal.