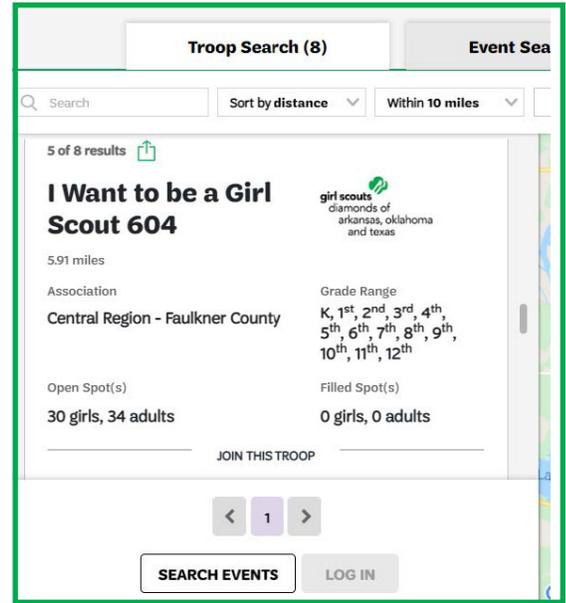


My Account Tip Sheet New Girl Scout Families

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 household information, troops, and events!

NOTE: troop leaders should not register new girls directly because it doesn't create the new account for the new families joining.

- ▶ Visit www.girlscoutsdiamonds.org and click on the Join link.
- ▶ Click on "Find Troops."
- ▶ Enter your zip code in the "Location" box; scroll to the bottom of the page and click "Search."
- ▶ Choose the appropriate "Join-Town/Area" troop for where you would like to participate in Girl Scouts. Scroll to the bottom of the troop. Tip: Increase the search radius if the Join Troop for your town/area does not appear.
- ▶ Scroll down on your screen, and click "Log in."



Welcome to Girl Scouts, Close X

Create an account!

First name

Phone number

Last name

Zip/Postal code

Email address

I agree with [GSUSA privacy policy](#)

I agree with [terms and conditions](#)

SMS opt in - [standard data and text messaging rates apply \(optional\)](#)

Create password

Email opt in - I agree to receive [emails from GSUSA \(optional\)](#)

Confirm password

Phone opt in - I agree to receive [information or telemarketing from GSUSA \(optional\)](#)

I agree with [GSUSA photo policy \(optional\)](#)

CREATE ACCOUNT

- ▶ A pop-up will appear prompting you to log in. Click on the "Don't have an account? Sign up now!" link.
- ▶ 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." Make sure that you opt in for emails, and texts for the most up-to-date information
- ▶ After submitting your information, you will be asked to log in to your account using your email address and newly created password.
- ▶ 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. If there are no troops available, you can select an ‘I want to be a Girl Scout’ Troop - for girls who are waiting on a troop to form. Your Placement Specialist will follow up with you directly with forming troops!
4. OR! Consider volunteering/Starting a troop!
5. Scroll down on your screen, and click “Add Details.”
6. From here, enter the new members’ information, including birthday, grade, school, etc. You will then be prompted to complete payment for membership fees. Remember to opt into emails and texts!
7. Once payment is complete, you will receive an emailed confirmation with receipt.

My Troops



You have not yet joined a troop

Search for Troops >