



Registering for a Girl Scout Membership

- 1) Visit our [MyGS](https://mygs.girlscouts.org) website at mygs.girlscouts.org
- 2) Select the button labeled **Find Troops**
- 3) Enter the following information in the search page:
 - a. **Zip Code:** your zip code (OR **city/state/country**)
 - b. **Radius:** enter 20 miles
 - c. **Membership Year:** choose the dates you are looking for
 - d. **Troop Number:** enter as “Troop #” if you know the specific troop you are looking for. Otherwise, leave blank
 - e. **Grade Level:** select the grade level of your youth (if registering in July or August, select grade entering in September)
 - f. Select **Search**
- 4) Scroll to locate the troop you wish to join:
 - a. If you find a specific Troop you want to join, then select that Troop number.
 - b. If you don’t know what Troop you want to join, then select your local **Placement Troop** and we will help find you a troop that fits your needs.
 - c. If you want to join as an Individually Registered Member (IRM) and participate in GSSNE’s Girl Scout program and activities without a troop, scroll to the bottom and select **Apply to Participate Without a Troop**. Continue with the **Log In** page.
- 5) Use the **green plus sign** to add your youth, then select **Add Details** at the bottom of the page. This will automatically trigger a **Log In** page. Notes: If you do not have an account, select “Don’t have an account? Sign up now,” and you will be prompted to create one.
- 6) After you have either logged in or created your account, you will be redirected to an **Add Membership Details** page. If you are not automatically redirected, return to your cart by selecting the green trefoil in the top right corner and selecting **Add Details**.
- 7) Add your membership details:
 - a. **Grade:** grade applicable for the girl you are registering
 - b. **Participation Type:** select **Troop Member (Girls)**
 - i. IRMs would select **Non-Troop Member (Girls)**
 - c. **Troop:** select the troop you are looking to join (or your local **Placement Troop**)
 - d. **Select a Contact:**
 - i. If you are registering an existing household member, select their name here.
 - ii. If the youth registering is a new member, complete the remaining fields.
 - e. **Choose a Membership Year**
 - f. **Choose payment type**
- 8) Select **Submit Member Details**
- 9) Select **Review Cart**
- 10) Review the Girl Scout Promise and Law and check off the box at the bottom to **Agree**.
- 11) Select **Add Payment Details**
- 12) Enter your credit card information. If you select Financial Aid, these boxes will not appear.
- 13) Select **Submit Payment**, and a confirmation will be sent to you.

Note: If you have selected “Apply for Financial Aid” as your payment type, you will receive a Membership Scholarship Application in your email within 24-48 hours.