

# Registering as a Troop Cookie Manager

1. Head to your MyGS account ([www.mygs.girlscouts.org](http://www.mygs.girlscouts.org)) and log in
2. Click My Account and then My Household
3. Scroll to the adult you wish to add a role for, click **Add a new Role**
4. Enter the following information in the search filters:

**Zip Code**

**Radius:** 20 miles

**Membership Year:** October 1, 2022 – September 30, 2023

**Position:** Troop Cookie Manager

Click **Search**

5. Click **Add Role** to place the role in your cart
6. Click **Add Volunteer** to begin the check out process.
7. Add your membership details:

**Participation Type:** already chosen for you

**Volunteer Position(s):** Troop Cookie Manager

**Select an existing member:** if this applies to you, then click This is Me OR If you were not an existing member, enter your information in the remaining fields

**Choose a Membership Year:** October 1, 2022 – September 30, 2023

**Choose payment type**

8. Click **Submit Member Details**
9. Click **Review Cart**
10. Review the **Girl Scout Promise and Law** on the right and check off the box to agree.
11. Click Add Payment Details
12. Enter your credit card information. If you have selected Financial Aid, these boxes will not appear. If you already have a current membership, the boxes will default to \$0.
13. Click Submit Payment, and a confirmation will be sent to you

