

### Purpose:

We understand the volunteer movement is fluid, and volunteers will need to update their roles in the troop/service unit as needs dictate. The following quick reference guide will explain, with the help of screen-grabs directly from our site, how to navigate selecting a volunteer role as well as ending a role in your MyGS portal.

### Objective:

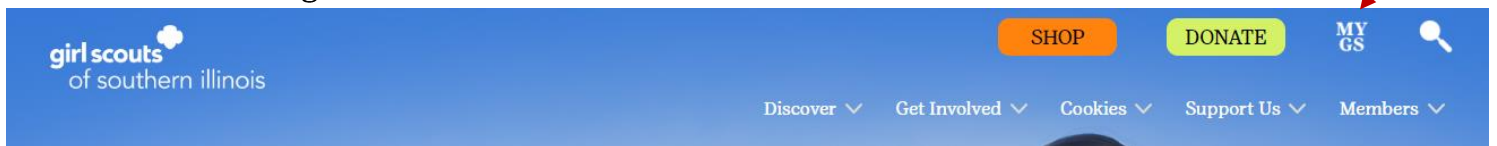
**#1:** To log in to MyGS and select your volunteer role from the Opportunity Catalog to add that role in our system records.

**#2:** To end a volunteer role you no longer occupy so that our records reflect the change.

## Objective #1

### Step 1: Logging In

- To login, simply use the following link: [www.gssofsi.org](http://www.gssofsi.org). Select “MyGS from the right-hand corner of the menu.



- You will be directed to a login screen. Enter your email and password (your email and password will be the ones you used when registering your membership). You can select “forgot password” if you need a new password generated, or if you have not previously registered for membership, you can select “Don’t have an account? Sign up now.” A new box will appear with sign-up options to create an account. A confirmation email will be sent with a verification link.

Welcome to Girl Scouts, close X

### Log In!

Email address

ⓘ Email is required

Password

 👁

Remember me [Forgot password?](#)

**LOG IN**

[Don't have an account? Sign up now](#)

**Step 2:** After you have clicked “log in,” you will be brought to the “My Account” page. Navigate to the “My Household” tab.

The screenshot shows the 'My Account' page with the 'My Household' tab selected. The main content area displays a table of household members:

Name	Troop(s)	Participation	Status
[Redacted]	[Redacted]	[Redacted]	• ACTIVE
[Redacted]	None	Non-Member	• NON-MEMBER
[Redacted]	None	Awaiting Placement	• NON-MEMBER
[Redacted]	[Redacted]	multi-level	• NON-MEMBER
Kelly Green	None	Non-Member	• NON-MEMBER

A red arrow points to the 'My Household' tab in the left sidebar. A 'My Events Dashboard' widget is visible on the right.

**Step 3:** Scroll to the household member you need to update. Under their information, click the link that says “Add a new role.”

The screenshot shows the 'Adults' management page. At the top, there are buttons for 'SAVE RETURN STATUS' and 'REVIEW CART'. Below the page title, there is a 'Select All' checkbox and a 'Show inactive members' link. The main table lists members with columns for Membership/Participation, Caregiver of, Exp. date, CBC expiration, Status, and Not Returning. The 'Add a new role' link is circled in red.

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input type="checkbox"/> Lifetime member		N/A	N/A	• ACTIVE	
<input type="checkbox"/> [Redacted]		09/30/2023	12/29/2023	• ACTIVE	
<input type="checkbox"/> Service Unit Registrar		09/30/2023	12/29/2023	• ACTIVE	
<input type="checkbox"/> [Redacted]	[Redacted]	09/30/2023	N/A	• ACTIVE	
<input type="checkbox"/> [Redacted]		09/30/2023	N/A	• ACTIVE	

At the bottom of the table, there are two links: 'Add a new role' (circled in red) and 'Add a troop'.

**Step 4:** This will open the Opportunity Catalog displaying options that are closest by location. You can scroll through the list to find your role, or you can utilize the “filter” option to fine tune your results.

You can filter with several different options: we might suggest selecting your radius as 20 miles and entering the role position and troop number for your new role. Scroll to the bottom and select “Apply Filters” to search. Remember, adding several filter options does limit your search, so if your role doesn’t appear, you can always remove one of the filters, such as the position name, to expand the search.

**Radius** ▼

Radius in miles

within 20 miles ▼

**Membership year** ▼

**Current Year**  
October 2022 - September 2023

**Position** *optional* ▼

I already know the position I'm looking for

Troop Helper

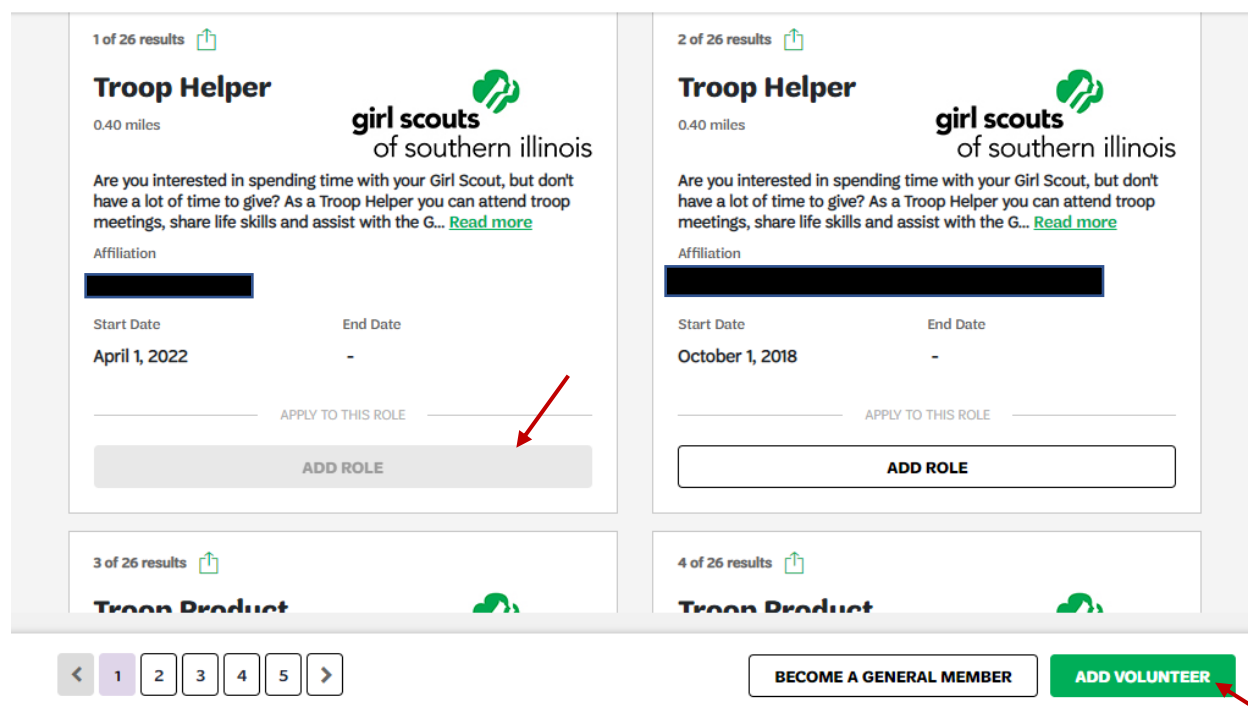
**Troop Number** *optional* ▼

I already know the Troop I want to join

Troop12345 ✕

## Role Selection

**Step 5:** When you find your role, select “Add Role,” then “Add Volunteer.”



**Step 6:** You will be brought to the “Add Membership Details” screen. From the “Volunteer Position(s)” drop-down, select the role you are filling. Then, making sure the button selected is on “My household,” select the contact from your household that is assuming this role. The system should auto-fill their information. You will need to fill in anything that is required but missing from the autofill action.

### Add Membership details

**1. Adult**

Participation type  
Volunteer (Adults) ▼

Volunteer Position(s)  
Troop Helper - SU030\_Placement ▼

My household  My troop member

**Select a contact**  
If you are the user and want to add yourself, please select your name. If not, please also check to see if the person you want to add is already a contact. To add a new contact, skip this field and fill in the following fields below.

Select a contact ▼

First name: First name  
Last name: Last name

Use my primary address

Street address: Street address 1, Street address line 2

## Role Selection

**Step 7:** Choose the option “Current Year- Update Information Only” from the “Choose a Membership year” field. Then, select “None” as the payment type. Select “Submit Member Details,” then select “Review Cart.”

**Choose a Membership year**

Current Year - Update Information Only Free

**Choose payment type**

None

**SUBMIT MEMBER DETAILS** Remove participant X

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

Add another role +

**REVIEW CART**

**Step 8:** Review that the information is correct; if it is, select the “I agree to the Girl Scout Promise and Law” checkbox to proceed and select “Submit.”

Donation amount	\$0.00
Outstanding balance	\$0.00
<b>Total amount</b>	<b>\$0.00</b>

Please note that Membership fees are non-refundable.  
Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferrable to another person.  
\*Council fees help power amazing experiences for girls in your community and are non-refundable.

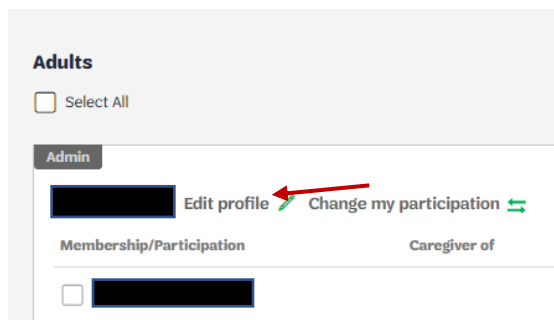
I agree to the Girl Scout Promise and Law (required)

**SUBMIT**

### Objective #2

#### Step 1: Removing a Role

After you have navigated to the “My Household” tab as shown in Step 2 of Objective 1, select the “Edit profile” link next to the volunteer’s name.



**Step 2:** Scroll through the details to find the “Your Volunteer Roles” section. Next to the ending role, select “remove.” A box will appear asking if you want to remove this item from your account. Select “Yes I’m Sure;” this will generate a case to Customer Care to make this role inactive for you.

