

## **Transferring a current member of another troop into your troop: Instructions for Troop Leaders**

**Step 1:** Log into your My GS account and select the Troops tab. Scroll down to the bottom of the page where you'll see "Add A New Member to Troop". Select Adult or Girl depending on which type of member you are transferring.



VIEW/EDIT TROOP INFORMATION ►

ADD A NEW MEMBER TO TROOP

Select:

Adult  
Girl

Privacy Policy Terms and Conditions

**Step 2:** Fill out the girl and caregiver information.

- This information must be entered exactly the same as it's listed on their own My GS record. If needed, have them log into their My GS account to make updates to their Family Profile tab first, so that the information they provide to you to enter is up to date.
- You can also connect with your Service Unit Registrar or Service Unit Manager for this contact information since they will have access to it via the weekly reports.
- Remember: this includes nicknames! Make sure the name you are entering is the same one they provided to us when registering.

## Girl Registration

Girl's First Name \*

Girl's Last Name \*

Zip Code \*

Grade as of Fall 2016 \*

### Caregiver information

There can only be one primary caregiver per family. If you modify this information, it will be automatically be modified for all members in your household.

Primary Caregiver First Name \*

Primary Caregiver Last Name \*

Primary Caregiver Email \*

Confirm Email \*

Phone \*

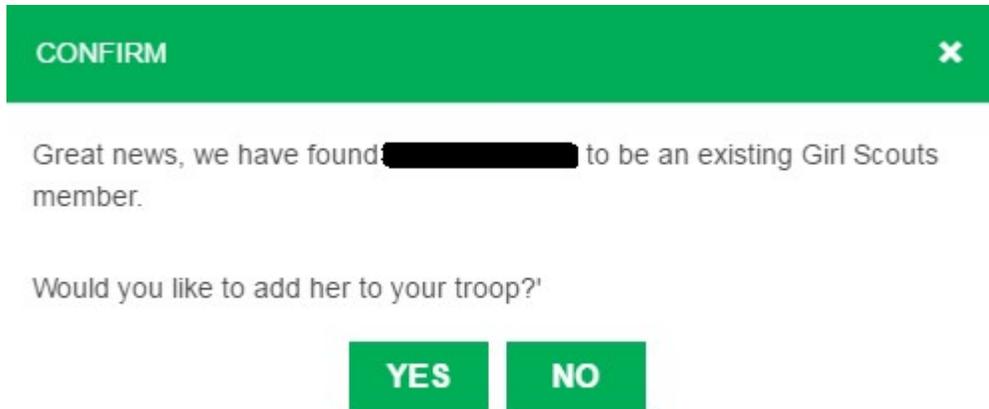
How did you hear about us?

CANCEL

CONTINUE

**Step 3: Confirm that the following screen appears.**

- In the event you are asked for further contact information for the girl/adult, that means the system is creating a new membership, rather than connecting to their current one, and will ask you to pay again. Most likely what happened was that the information you entered did not match up with what was listed on their My GS account. If this occurs, exit out and confirm that you have the correct information before starting the process over.



**Step 4: Email council to remove your girl/adult from their former troop if necessary.**

- Some folks are listed in multiple troops, but most are not. If the person you transferred into your troop is not meant to be in multiple troops, email [registrar@girlscoutsosw.org](mailto:registrar@girlscoutsosw.org) to have them removed from their former troop.

