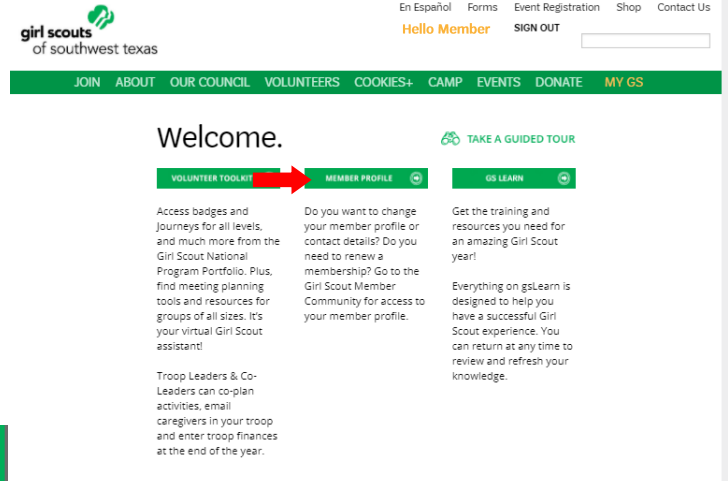


UPDATING YOUR TROOP INFORMATION

Log into MYGS from the GSSWT website and click on **Member Profile**



CLICK THE TROOPS TAB

VERIFY MEMBERSHIP YEAR

SELECT THE TROOP NUMBER TO REVIEW

CHECK GIRLS NAMES AND VERIFY OR RENEW MEMBERSHIP IN STATUS COLUMN, AS WELL AS EDIT MEMBER INFORMATION BY CLICKING **EDIT**

CHECK ADULTS NAMES AND VERIFY OR RENEW MEMBERSHIP IN STATUS COLUMN, AS WELL AS EDIT INFORMATION BY CLICKING **EDIT**

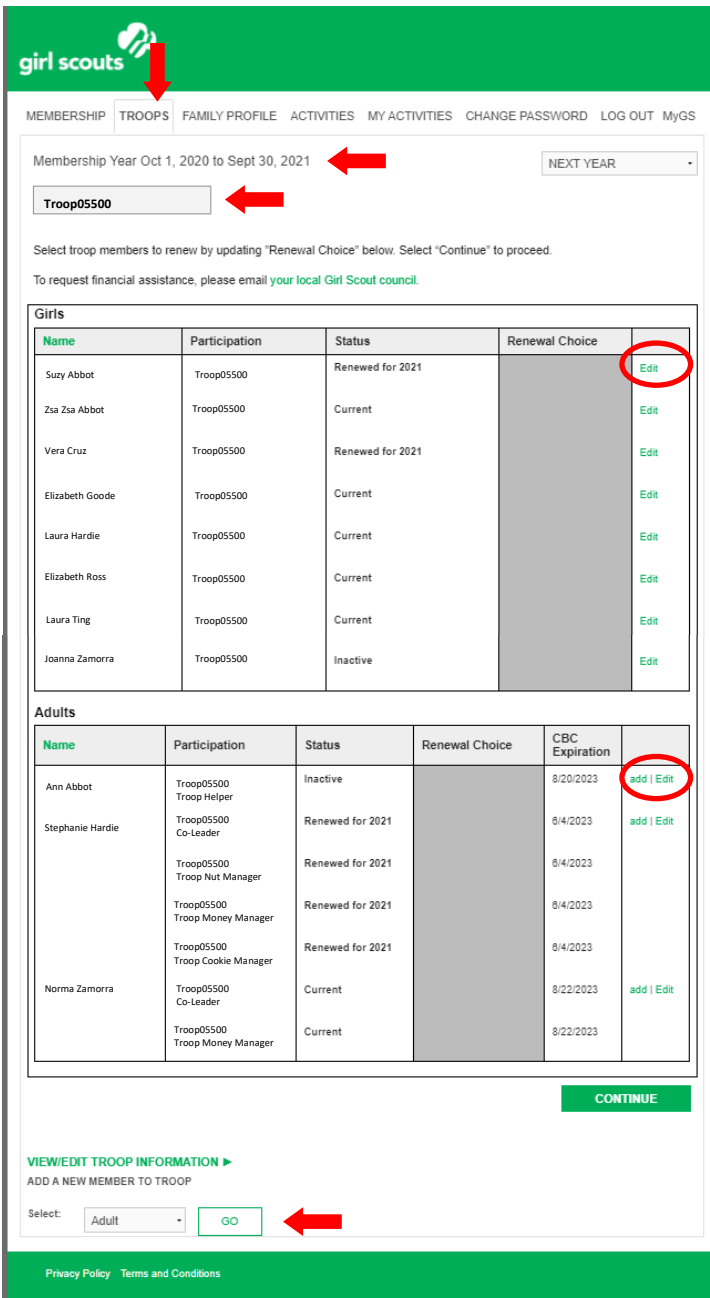
ADD ROLES BY CLICKING **ADD**

CBC EXPIRATION DATES CAN BE CHECKED FOR REQUIRED ROLES LIKE CO-LEADER, TROOP MONEY MANAGER, ETC.



UPDATE PARTICIPATION ROLES AS NEEDED

NOTE: VOLUNTEERS SHOULD ONLY SELECT TROOP HELPER IF THEY DO NOT SERVE OTHER ROLES IN TROOP LIKE CO-LEADER, TROOP MONEY MANAGER, ETC.

IF YOU NEED TO ADD A GIRL TO YOUR TROOP, SCROLL DOWN TO ADD A NEW MEMBER TO TROOP AND SELECT ADULT OR GIRL FROM DROP DOWN MENU. THEN CLICK GO TO ADD THE NEW MEMBER



TO UPDATE HOW TROOP IS DISPLAYED IN THE TROOP OPPORTUNITY CATALOG (TOC), SCROLL DOWN TO BOTTOM OF PAGE AND CLICK VIEW/EDIT TROOP INFORMATION. REVIEW THE INFORMATION AND UPDATE AS NEEDED, SUCH AS MEETING TIMES, LOCATIONS, NUMBER OF GIRLS DESIRED FOR TROOP, ETC.. BE SURE TO CLICK SAVE TO SAVE YOUR CHANGES

VIEW/EDIT TROOP INFORMATION  

Current Meeting Location Name (as shown on the opportunity catalog)	<input type="text" value="New Virtual troop"/>	If you would like to change the current meeting location please enter the information below.	
Meeting Day(s)	<input type="text" value="Thurs"/>	Please note that address changes are reviewed by your local council prior to being updated and only 'Meeting Location Name' is shown publicly.	
Meeting Frequency	<input type="text" value="Weekly"/>	Meeting Location Name	<input type="text" value="Virtual"/>
Meeting Start Time	<input type="text" value="4:30"/> <input type="text" value="PM"/>	Street 1	<input type="text"/>
Meeting End Time	<input type="text" value="5:00"/> <input type="text" value="PM"/>	Street 2	<input type="text"/>
Program Grade Level	<input type="text" value="7-Multi-level"/>	City	<input type="text" value="San Antonio"/>
Desired total number of girls. (Your council may have standards on troop size.)	<input type="text" value="8"/>	State	<input type="text" value="TX"/>
		Zip Code	<input type="text" value="78233"/>

ADD A NEW MEMBER TO TROOP

Select: