



How to: [Create an Account in MyGS](#) | [Add a Household Member/Register a New Girl Scout](#) | [Apply for Financial Assistance](#) | [Add a Volunteer Role](#)

Create an Account in MyGS

To create an account in MyGS, navigate to www.gshnj.org (not www.girlscouts.org).

1. Click “sign in” on our homepage.
2. A new page will open along with a pop-up. Click the link beneath the “Log In” button.
3. Complete the “Create an account” form using the head of household’s information. Remember to opt-in to email and photo permissions.
4. Check email for authentication request, and complete. Now your account is active!

Families can return to “sign in” or “MyGS” to access it and add more household members.

Add a Household Member/Register a New Girl Scout

The image shows a series of screenshots from the Girl Scouts of New Jersey website, illustrating the steps to add a household member or register a new Girl Scout. The steps are numbered 1 through 5:

- 1.** The top navigation bar is shown, with the "SIGN IN" link circled in red.
- 2.** A "Log In!" form is shown, with the "Log In!" button circled in red.
- 3.** A user profile menu is shown, with the "My Household" option circled in red.
- 4.** A "Troop Search" form is shown, with the "Location" field circled in red.
- 5.** A "Choose payment type" form is shown, with the "Choose payment type" section circled in red.

To add household members and register for membership navigate to www.gshnj.org

1. Return to MyGS or "Sign in."
2. Log in.
3. Select "My Household" from the left menu bar and scroll to the bottom.
 - Use "Register a new household member" if the person is going to become a member (girl or adult).
 - Use "Assign caregivers to girls in your household" if the person is an adult caregiver, but not a registered member of Girl Scouts.
4. When registering a new household member, you will be required to select a troop.
 - If the troop you're joining doesn't display in the catalog, or you're not sure which one to join, then select the "Troop Placement" placeholder in your town: enter your zip code, enter a search radius, select the correct membership year, and enter * (asterisk) NAME OF TOWN under Troop Number.
 - If the troop does display in the catalog, then type the word "Troop," space, then the 5-digit troop number. NOTE: It won't find it without the word "Troop" and the space. When the search results open, find the Troop Placement for TOWN tile, and select the appropriate + Girl or + Adult.
 - Click "add details" button.
5. Complete the "Add Membership details" page and select a payment type.
6. Click "submit member details" button, then "review cart" button. Don't forget to click the "I agree with the Girl Scout Promise and Law" checkbox or you will not be able to advance. From here, complete your payment and finish.

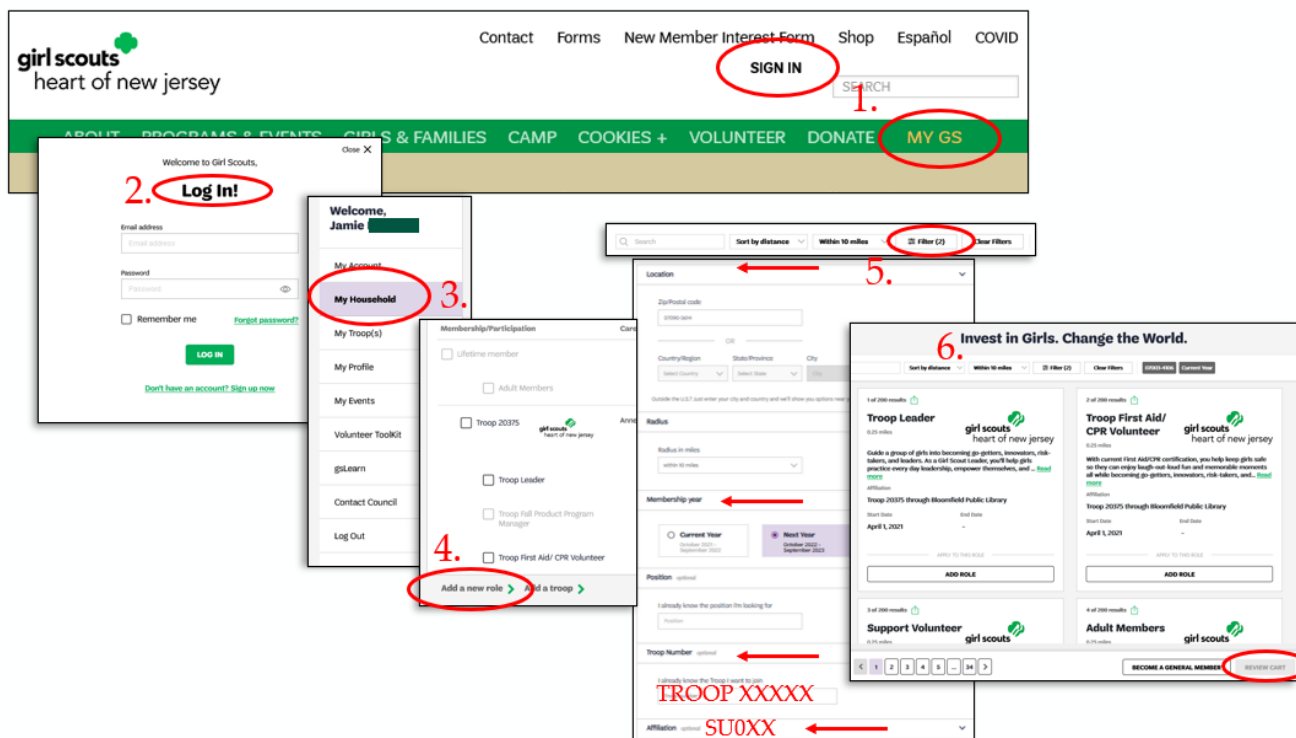
Apply for Financial Assistance

If a family would like to apply for financial assistance when joining Girl Scouts, you may do so at the time of registration. Assistance is available for both membership fees and the purchase of basic uniform and insignia, though only in “transition” years.

1. Select “Apply for financial aid” when choosing a payment type (step 5 above).
2. Look for email with request to submit support documents.
3. Submit documentation as requested. Acceptable documentation includes:
 - a. a copy of your SNAP enrollment
 - b. free/reduced lunch form
 - c. EBT determination
 - d. Medicaid
 - e. WIC
 - f. SSI benefit letter
 - g. Disability
 - h. Unemployment
 - i. current pay stub
 - j. W-2
4. Once support documentation is received, families are notified by email and member placement in a troop is completed simultaneously. Those families receiving assistance for purchasing uniform and insignia may do so at either GSHNJ Retail Shop once you receive your approval email.

Families who live in Newark, Plainfield, Jersey City, Irvington, and Elizabeth should use a different method for applying, as we have special funding for those areas and need to collect additional information for reporting purposes. SUMs/leaders from these areas can contact info@gshnj.org for more details.

Add a Volunteer Role



To add a volunteer role in a troop or service unit for an adult member, navigate to www.gshnj.org.

1. Return to MyGS or “Sign in.”
2. Log in.
3. Select “My Household” from the left menu bar and find the tile of the adult to be added.
4. Select “Add a new role” under the tile of the correct adult.
5. If the troop you’d like to add a new role in doesn’t auto-populate, then click the Filter button. Be sure to enter your zip code and membership year.
 - If you know the troop number, then enter it using the format Troop XXXXX (include the word “troop” a space and the five-digit number).
 - If you’re adding a service unit role, enter SU0XX (no spaces, zero plus the 2-digit service unit number) in the “Affiliation” field.
6. Find the tile with the role(s) you desire and click the “add role” button; a green “add volunteer” button will activate. Click it when you’ve selected all the roles you’d like to add.
7. Complete the fields; select the current membership year; choose payment type “none;” click the “submit member details” button, then “review cart.”
8. Check the box next to “I agree to the Girl Scout Promise and Law,” then click “submit.”

Need more help? Reach out to info@gshnj.org or 908-518-4400 opt 0.