HOW TO: Create an Account | Add a Household Member/Register a New Girl Scout | Apply for Financial Assistance | Add a Volunteer Role

HOW TO CREATE AN ACCOUNT

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

1. Click “MY GS” 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!

Once your account is active, return to “MY GS” to add your own details, add household members, and more.
HOW TO ADD A HOUSEHOLD MEMBER/HOW TO REGISTER A NEW GIRL SCOUT

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

1. Return to “MY GS.”
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 (youth 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 appropriate 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.
HOW TO 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 membership fees plus your choice of either the purchase of basic uniform and insignia, though only in “transition” years, or $60 allocated to your troop.

1. Select “Apply for financial aid” when choosing a payment type (step 5 above).
2. Look for an email with a 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.
HOW TO 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 “MY GS.”
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.