Ice Breaker

• Name and Service Unit

• Are you a returning as Registrar, or are you just starting in this role?

• If you were to create a slogan for your life, what would it be?

(Example: Girls just wanna have fun!)
Course Objectives

• Know how to provide support to the members on how to register as new members or renew as reregistering members both online and via paper forms
• Be able to support the Troop Organizer and SU Recruiters in working with troops
• Know the process for volunteers to report their volunteer positions
• Know how to process paper membership registration and submit it to GSNETX
• Understand the basic calendar of a SU Registrar
Volunteer Role Summary

SU Registrar supports Girl Scout troop leaders and parents through the registration process, encouraging new members to sign up in a timely manner, existing members to renew, and to maintain SU Troop rosters (in conjunction with the SU Troop Organizer).
Who Are My Partners?

SU Registrar supports Girl Scout troop leaders and parents through the registration process, encouraging new members to sign up in a timely manner, existing members to renew, and to maintain SU Troop rosters (in conjunction with the SU Troop Organizer).
New Members & Troop Opportunity Catalog

• Search for troop availability in their area. Any existing troop in the opportunity catalog will have the word “active” added in front of the troop number. Parents who know exactly which troop they are looking for will want to add the name in as “Active Troop0XXXX.”

• Register directly into a particular troop or choose to register into a Newly Forming (D,B,J,C) (SU #) wait list group.

• **NEW!** All SU’s will have at least one Daisy, Brownie, Junior, and Cadette Age level troop listed on the catalog for new member to choose when they don’t know which Troop to select. These *waitlist groups* will be listed as:

  Newly Forming Daisies SU #        Newly Forming Brownies SU #
  Newly Form Juniors SU #          Newly Forming Cadettes SU #

• Only troops who have opted to be a part of the catalog or brand new troops will be visible in the catalog.
How to Access the Troop Opportunity Catalog

New Girls

New Adults

I can’t wait to be a Girl Scout!

Join today!

JOIN

BE A VOLUNTEER!
Renewing Members & MyGS

• Renew girl and adult membership
• Purchase Lifetime adult membership
• View and update family members’ contact information
• Update school information
• See what members of their family have renewed
• See what volunteer roles are assigned
• Promote Family Partnership
How to Access My GS

Renewing Girls & Adults
## Membership Tab

### Reddy Household

**Do you need to change any profile details for members of your household?**

**EDIT PROFILE DETAIL FOR/OF HOUSEHOLD MEMBERS**

Current Membership Year Oct 1, 2015 to Sept 30, 2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Participation</th>
<th>Status</th>
<th>Membership Year Oct 1, 2016 to Sept 30, 2017</th>
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</thead>
<tbody>
<tr>
<td>Michelle Reddy</td>
<td>SU155 Campaign</td>
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<td>SU155 Campaign</td>
</tr>
<tr>
<td></td>
<td>Adult Members SU997 Campaign</td>
<td>Current</td>
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<tr>
<td></td>
<td>Adult Members Troop03691</td>
<td>Current</td>
<td>Adult Members Troop03691</td>
</tr>
<tr>
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<td>Current</td>
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</tr>
<tr>
<td></td>
<td>SU Coach SU151 Campaign</td>
<td>Current</td>
<td>SU Coach SU151 Campaign</td>
</tr>
<tr>
<td></td>
<td>Troop Cookie Manager Troop03691</td>
<td>Current</td>
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<tr>
<td></td>
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<td>Current</td>
<td>Troop Cookie Manager Troop03691</td>
</tr>
<tr>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**Membership Year Oct 1, 2016 to Sept 30, 2017**

<table>
<thead>
<tr>
<th>Name</th>
<th>Participation</th>
<th>Status</th>
<th>Renewal Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michelle Reddy</td>
<td>SU155 Campaign</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adult Members SU997 Campaign</td>
<td>Renewed for 2017</td>
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<tr>
<td></td>
<td>Adult Members Troop03691</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>General SU Team Member SU151 Campaign</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SU Coach SU151 Campaign</td>
<td>Time to Renew for 2017</td>
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</tr>
<tr>
<td></td>
<td>Troop Cookie Manager Troop03691</td>
<td>Time to Renew for 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Troop Leader Troop03691</td>
<td>Time to Renew for 2017</td>
<td></td>
</tr>
</tbody>
</table>

**Do you need to change any profile details for members of your household?**

**EDIT PROFILE DETAIL FOR/OF HOUSEHOLD MEMBERS**

---
Family Profile Tab

Reddy Household

Select "Edit" next to the family member whose information you would like to update. Please note that family member info cannot be updated in bulk, and must be edited individually. Thank you!

Michelle Reddy - Primary Contact
Membership: Adult Member 2017
Home: (972) 783-6764
Email: michredd@swbell.net
Address: 5704 Baskerville Dr
Richardson
TX
Collin
USA
75082-4973

Membership Years: Girl: 0 Adult: 11
Gender: Female
Alternate:
- Email Opt In
- Text Opt In

Sudhakar Reddy - Secondary Contact
Membership: Adult Member 2017
Home: (972) 729-7311
Email: none@nomail.com
Address: 5704 Baskerville Dr
Richardson
TX
Collin
USA
75082-4973

Membership Years: Girl: 0 Adult: 3
Gender: Male
Alternate:
- Email Opt In
- Text Opt In
Troop Leaders & MyGS

- See a current troop roster
- See which troop members have renewed
- Renew girl and adult membership for their troop members
- Add roles to adult members
Troops Tab

Membership Year Oct 1, 2017 to Sept 30, 2018

Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.

To request financial assistance, please email your local Girl Scout council.

<table>
<thead>
<tr>
<th>Name</th>
<th>Participation</th>
<th>Status</th>
<th>Renewal Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camryn Finley</td>
<td>Troop04689</td>
<td>Renewed for 2018</td>
<td></td>
</tr>
<tr>
<td>Emily Burkhardt</td>
<td>Troop04689</td>
<td>Renewed for 2018</td>
<td></td>
</tr>
<tr>
<td>Grace Femiaulich</td>
<td>Troop04689</td>
<td>Time to Renew for 2018</td>
<td>Renew</td>
</tr>
<tr>
<td>Haley Kirschner</td>
<td>Troop04689</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Jane Goldberg</td>
<td>Troop04689</td>
<td>Renewed for 2018</td>
<td></td>
</tr>
<tr>
<td>Jessica Orlando</td>
<td>Troop04689</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>Lori Turner</td>
<td>Troop04689</td>
<td>Time to Renew for 2018</td>
<td>Renew</td>
</tr>
<tr>
<td>Madeline Farrugia</td>
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<td>Time to Renew for 2018</td>
<td>Renew</td>
</tr>
<tr>
<td>Madison Klosterman</td>
<td>Troop04689</td>
<td>Time to Renew for 2018</td>
<td>Renew</td>
</tr>
</tbody>
</table>
Renew Your Membership

Let’s keep this Girl Scout party going!

At Girl Scouts, new adventures are around every corner. Renew your membership today to discover and accomplish even bigger things with your troop—just imagine the possibilities!

RENEW NOW!

Need help getting started?

Be sure to check out the Logging Into My GS tool.

Family Renewal Tutorial

www.gsnetx.org/renew
Troop Changes Form

Volunteer Status & Troop Changes

This form enables you to provide Girl Scouts of Northeast Texas with information about your Girl Scout volunteer role. Due to a large number of requests, it may take up to 10 business days to process each troop changes form. If necessary, you will be contacted once your request has been completed or if additional information is needed.

Thank you for ALL that you do for Girl Scouts and taking the time to submit this information!

Volunteer Information

- First Name: 
- Last Name: 
- Troop Number: 
- Service Unit Number: 
- Email: 

- Request Type: 
  - Volunteer Status or Position Change
  - Troop Membership Transfer
  - Both

www.gsnetx.org/troopchanges

NEW LOCATION
Reports & Providing Support

• You can request a SU roster from your volunteer coordinator-this does have to be manually run.

• SU Roster currently has:
  • Adult Members
  • Girl Members
  • Troop Assignment
  • Adult Member Roles
  • Contact Information (includes phone, email, and address)
  • Grade Information (grade levels auto update on July 1\textsuperscript{st} of each year)
  • School information
Paper Registration Tips

• If paper registrations are needed consider the following:
  • Plan enough time when receiving paperwork to review it with the Troop Leader. It makes for quicker corrections.
  • **Always count the money and complete the receipt form with the Troop Leader.** Make sure the amount of money received matches the number of membership registrations you are processing.
  • Complete the paperwork and give it to a GSNETX staff member - we don’t recommend mailing registrations! **Registration should be turned in as soon as possible after receiving it** – please reach out if you need help.
Financial Assistance

• **Financial assistance requests should be completed by filling out the online registration form or through paper registrations. Select the “Financial Assistance Requested” circle on the registration form.**

  •

• **Girls** – membership is automatic for 100% of the annual fee. Financial assistance is also available for uniforms and activities.

• **Adults** – membership is available for Volunteers for 50% of the annual fee. Assistance is available for troop leaders, troop volunteers and troop cookie managers.
  • Paper form must be signed
  • Adult Registrations are reviewed by a committee for the grant
Why Do We Promote Online Registration?

• It is automatic – as soon as the person completes the process, they are officially a registered member of Girl Scouts

• No lost registration paperwork or payments to track down!

• Volunteers who register online are able to move through the BGC stage more quickly helping them get their troop off the ground earlier

• The member knows their correct and most up-to-date information.
Early Bird Spring Renewal

• Encourage all existing members to renew as part of Early Bird
• Promote Early Bird incentives and Family Partnership
• Provide assistance renewing as needed
• Direct girls & parents in disbanding troops to SU Troop Organizer for placement in another troop
• Receive and process forms (as necessary)
Fall Renewal & Registration

- Encourage all existing members to renew by September 30th (the end of the Girl Scout membership year)
- Remind all troop leaders that the Girl Scout membership year ends on September 30th.
- Direct girls & parents in disbanding troops to SU Troop Organizer for placement in another troop
- Receive and process forms (as necessary)
- Assist new adult & and new girls with the registration process. Can opt to start receiving biweekly new leader and new troop formation reports from MPS.
Disbanding Troops

• Please help notify your SU Team and Volunteer Coordinator of any Disbanding troops, so that they can note the changes.

• Share Disbanding Policies and Tips with troops that are disbanding.
Audit Assistance

• Use troop detail report to:
  * Check troop meeting dates & times are accurate
  * Ensure there are enough troop volunteers & girls
  * If there are girl openings remaining the troop is on display in the catalog

• Compare e-Budde reports to SU reports and follow up with any troops that have unregistered girl cookie sellers.
<table>
<thead>
<tr>
<th>Campaign Name</th>
<th>Zip Co</th>
<th>Meeting Days</th>
<th>Meeting Frequency</th>
<th>Meeting Location</th>
<th>Meeting Start Time</th>
<th>Meeting End Time</th>
<th>Grade</th>
<th>Girls</th>
<th>Active DP Volunteer</th>
<th>Volunteers Needed To Sta</th>
<th>Desired Number Of GIrls</th>
<th>Girl Opening</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop00656</td>
<td>75006</td>
<td>TBD</td>
<td>Monthly</td>
<td>TBD</td>
<td>05:30 PM</td>
<td>06:30 PM</td>
<td>1-2</td>
<td>7-Multi-level</td>
<td>2</td>
<td>0</td>
<td>12</td>
<td>2</td>
<td>S14004</td>
</tr>
<tr>
<td>Troop00659</td>
<td>75006</td>
<td>TBD</td>
<td>Monthly</td>
<td>Leader's home</td>
<td>2:00 PM</td>
<td>4:00 PM</td>
<td>7-Multi-level</td>
<td>3</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>S14004</td>
<td></td>
</tr>
<tr>
<td>Troop00654</td>
<td>75034</td>
<td>Fri</td>
<td>Monthly</td>
<td>TBD</td>
<td>07:00 PM</td>
<td>08:30 PM</td>
<td>3</td>
<td>Brownie</td>
<td>2</td>
<td>0</td>
<td>12</td>
<td>6</td>
<td>S14004</td>
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<tr>
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<td>Monthly</td>
<td>TBD</td>
<td>07:00 PM</td>
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<td>3</td>
<td>Brownie</td>
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<td>0</td>
<td>12</td>
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<td>S14004</td>
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<td>Monthly</td>
<td>TBD</td>
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<td>08:30 PM</td>
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<td>2</td>
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<tr>
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<td>07:00 PM</td>
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<td>3</td>
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<td>2</td>
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<td>Brownie</td>
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<td>08:30 PM</td>
<td>2</td>
<td>Brownie</td>
<td>2</td>
<td>0</td>
<td>12</td>
<td>6</td>
<td>S14004</td>
</tr>
</tbody>
</table>

**Note:** Meetings are held at one of the girls' homes.
VTK-Volunteer Toolkit

Let’s take a look at the VTK!
Questions?
Kahoot

Go to: https://kahoot.it/