

# How to assign a role in myGS

1

Go ahead and log into your myGS account. Scroll down until you can see the roles available in your troop.

The screenshot shows the myGS user interface. On the left is a navigation menu with options: My Events, Volunteer Toolkit, gsLearn, Contact Council, and Log Out. The main content area shows a profile summary with three items, two marked 'ACTIVE' and one 'NON-MEMBER'. Below this is a 'My Troops' section for Troop [redacted] of Girl Scouts of Historic Georgia. It displays meeting times (Bi-weekly Tuesday 6:00 PM - 7:30 PM), program level (ambassador), and no assigned roles. Underneath, there are buttons for 'Apply for available roles', including 'Troop Leadership Team', 'Troop Support Volunteer', 'Troop Cookie Program Manager', 'Troop Fall Product Program Manager', and 'Troop Treasurer'. A red arrow points to the 'Troop Cookie Program Manager' button.

2

Select the desired role. Then click Add Role.  
Are you taking lead for the Fall Product Program?

**Click Troop Fall Product Program Manager**

Or are you taking a bigger responsibility and taking charge for the cookie program?

**Click Troop Cookie Program Manager.**

This screenshot shows the details for the 'Troop Cookie Program Manager' role. It includes the Girl Scouts of Historic Georgia logo, the role title, and a description: 'Do you love Girl Scout cookies? The Girl Scout Cookie Program helps your girls learn about goal setting, decision making, money management, people skills, and business ethics. Troop C... Read more'. It also shows the affiliation as 'Troop11842 through Winder Womens Club', a start date of 'July 1, 2017', and an end date of '-'. At the bottom, there is a button labeled 'ADD ROLE'. A red arrow points to this button.

# 3

Click the green Add Volunteer button and you're almost done!

BECOME A GENERAL MEMBER

ADD VOLUNTEER

Make sure the Volunteer Position you selected in Step 2 is the same one. Under Select Contact, choose the name from your household that will be taking the role - that's probably you!

Select Current Year membership if you have paid for your membership. For payment type, choose None because adding a role is free!

The screenshot shows the 'Add Details' form with several sections and annotations:

- 1. Adult**
  - Participation type:** A dropdown menu with 'Volunteer (Adults)' selected.
  - Volunteer Position(s):** A text field containing 'Troop Cookie Program Manager'.
  - Select a contact:** A section with instructions: 'If you are the user and want to add yourself, please select your name. If not, please also check to see if the person you want to add is already a contact. To add a new contact, skip this field and fill in the following fields below.' Below this is a search box containing 'Kate Childers'.
  - Adult first name:** A text field with 'Kate'.
  - Adult last name:** A text field with 'Childers'.
- Choose Membership:** A section with three radio button options:
  - 10 Year+ Volunteer Lifetime Membership (Become a Girl Scout for life) - \$200.00
  - Lifetime Membership (Become a Girl Scout for life) - \$400.00
  - Current Year - Update Information Only - Free
- Choose a Payment Type:** A section with a 'Payment type' dropdown menu set to 'Select Payment Type' and a green 'SAVE DETAILS' button below it.

Arrows point from the text instructions to the 'ADD VOLUNTEER' button, the 'Volunteer Position(s)' field, the 'Select a contact' search box, the 'Current Year - Update Information Only' membership option, and the 'SAVE DETAILS' button.

# Final Step

Click on the box next to agree to the Girl Scout Promise and Law and hit submit. You now have that role assigned to your GSUSAID!

If your requested role is not available to you, contact your Membership Manager for assistance.