
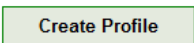


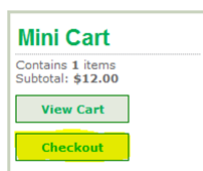
ONLINE MEMBERSHIP REGISTRATION STEPS FOR NEW MEMBERS

NOTE: When registering for the first time, register all Adult Members FIRST, and then register your Girl Members.

1. To register yourself or a girl member with Girl Scouts, click here: www.GirlScoutsWW.org/reg
2. As the web page opens, you may see this error. If so, click No:



3. When the page loads, click the  button.
4. Each member must have a unique individual account. Please follow this procedure for each member. **If a parent does not want to be a member, a parent does not need an account.**
5. Scroll down the page and enter the new member's information. Fields marked in bold are required. If the member has a hyphenated name, or one with an apostrophe, please include them (e.g. O'Neil; Jones-Smith). **Girl Scouts of Western Washington requires all Girl Members 13 years of age and younger to use their parent or guardians email address.**
6. Choose a User Name and Password for the member. Click the "Check User Name" button to verify that the user name is available. Adult and Girl Members can have the same passwords however user names MUST be different.
7. Click  when done. Make sure you remember the user name and password you set up. This will log you into the account you just created. The members name will appear in the upper right-hand corner of your screen, verifying you are logged into that account.
8. On the next screen you will see "Membership Products" listed. Click the link for the membership you desire. Make sure you choose the correct product. You can select "Girl (or Adult) Membership_2013" to register for the current membership year (October 1, **2012** – September 30, **2013**).
9. Click "Add to Cart" to purchase, or click "Return to previous page" if you selected the wrong option. The "Add to Cart" button is located in the lower right corner of your screen.
10. Click "Check Out" in your "Mini Cart" on the left side of the screen.



11. You will need to verify/edit additional information on the next screen and update where necessary BEFORE entering your payment information. Fields marked in bold are required.
12. **Indicating Pathway of Entry:** The online registration form offers a variety of pathways of participation. It should be noted that members participating in a troop should select "Troop" under Pathway of Entry and areas of interest for this year's online registration. There is no place to indicate a troop or service unit number online for Girl Members. If your girl member is joining now please notify your local [Troop Program Manager](#) once you have processed your transaction.
13. **For Girl Members:** To add or update school information, click the add/change link to open the search window.

School *

 [Add/Change](#)

If a window does not open, you may be using a web browser that blocks pop ups. Please close out and access the site with Internet Explorer or Firefox.

Type in the first name of the school and click search. Select the school from the list at the bottom of the search window. If your girl member's school does not appear in your search results, type "other" and select "Other Schools". If you wish to report a missing school, please contact the Help Desk.

Guardian information is required for each guardian indicated through the Custodial Care drop down menu:

Custodial Care of *

(Example: If you select "Both Parents" – both guardians information must be present; "Mother Only" – requires only the mother's information etc...)

14. **For Adult Members:** Please enter the position code you will be holding with your Troop or Service Unit, if known.

Position:
Year: 2012
Troop/SU/Area:

Enter Position and Year, and then click inside the Search Box – this will open a separate window.

If a window does not open, you may be using a web browser that blocks pop ups. Please close out and access the site with Internet Explorer or Firefox.

In the new window: Select the bubble next to either Troop or Service Unit then type your Troop or SU number in the search field.

Search
☒ Troop ☐ Service Unit ☐ Area
Search:

Click on the green search result – this will close the window and take you back to the members account screen.

Click

The position you indicated will appear below the "Add Position" button

Position	Year	Troop/SU/Area	
01 - Leader/Advisor	2012	Troop [REDACTED]	<input type="button" value="Remove"/>

15. Click at the bottom of your screen when finished. Any required fields missed will be highlighted in red.

16. You may now enter your debit/credit card information and click
17. Congratulations, you have successfully completed the steps for online Girl Scout Membership! An Order Summary screen will appear – this is the verification that your order was successful. You have the option at the bottom to print the receipt.
18. If you are creating accounts for more than one member, be sure to log out of this account and then repeat the above steps for each account you would like to create.

If you are having difficulty or have questions, please contact our
Online Registration Help Desk

You can reach the Help Desk by phone or email:

(253) 475-0307 or Toll Free (800) 541-9852

MembershipRegistrar@GirlScoutsWW.org

Business hours: Monday - Thursday 9:00 am – 5:00 pm and Friday 9:00 am - 2:30 pm

If you email, please include your first and last name, phone number, and your question.

All emails and voice-mails will be returned during regular business hours.