

Guide to Adding NEW Girl or Adult Members to Existing Households

All families with current Girl Scout memberships can easily add new members to their existing household accounts. After logging into My Account, click on the My Household tab and follow the steps below:

1. My Household Members are broken into two sections: Adults and Girls. Scroll past these sections until you see “Register a new household member” near the bottom of the page. Click on this option.
2. You will be directed to the Troop Search page. Enter your zip code in the “location” box; scroll to the bottom of the page and click “Search.”
3. Use the map on the right to select troops in a specific area or scroll through the troop options on the left. Once you find a troop you would like to join, scroll to the bottom of the troop description box, and click to add girls and/or adults to the troop. **Tip:** Increase the search radius if the troop for your town/area does not appear.
4. Scroll down on your screen, and click green “Add Details” button.
5. From here, enter the new member’s information, including birth date, grade, school, etc. You will then be prompted to complete the payment for membership fees by clicking “Submit Member Details.” Agree to the Girl Scout Promise and Law by clicking the check box and also choose Girl Scout–Dakota Horizons from the drop down. Click “Review Cart.”
6. Once payment is complete, you will receive an email confirmation receipt.

