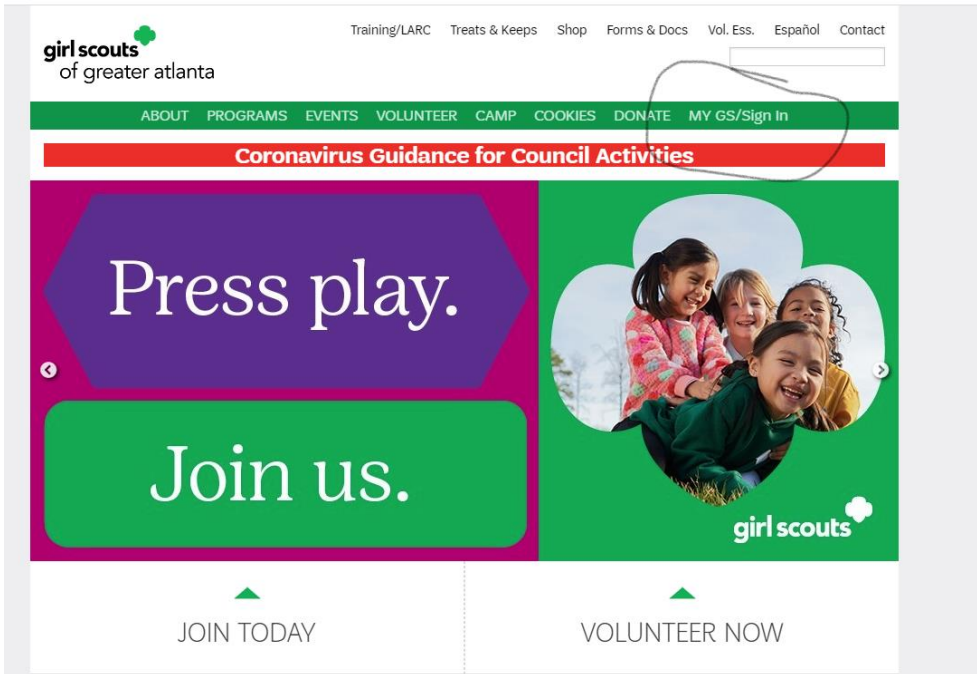


How to Submit a Member Transfer Request

**This process can be used to transfer between troops in your Primary Council and also to move into a new council. Repeat steps for each member that should be transferred.*

Step 1: Visit our Website <https://www.girlscoutsatl.org/> and click 'My GS/Sign In'



Step 2: Log In

A screenshot of the Girl Scouts login form. The form is titled "Welcome to Girl Scouts, Log In!" and includes a "Close" button in the top right corner. It features two input fields: "Email address" and "Password". Below the password field is a checkbox for "Remember me" and a link for "Forgot password?". A green "LOG IN" button is positioned below the input fields. At the bottom, there is a link that says "Don't have an account? Sign up now".

Step 3: Click on the 'My Household' tab

Step 4: Select 'Change My Participation' on the member to be transferred

welcome,

My Account

My Household

My Troop(s) ▾

My Profile

My Events

Volunteer ToolKit

gsLearn

Contact Council

Log Out

My household members

0

REVIEW CART

Adults

☐ Select All

Hide inactive members

Admin

Edit profile

Purchase Membership

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status
☐ Membership		N/A	N/A	• NON-MEMBER

Add a new role > Add a troop >

Girls

☐ Select All

Hide inactive members

Edit profile

Change my participation

Membership/Participation	Caregiver(s)	Exp. date	Program level	Status
☐ Membership		09/30/2022	daisies	• ACTIVE
☐ Looking for a Daisy Troop in Central Cherokee Cty		09/30/2022	daisies	• ACTIVE

Add a troop >

Step 5: Caregiver enters information then select 'Next'

Who is making a change?

Select a current member of your household.

What kind of change would you like to make?

You can choose to transfer to a different troop or change your current participation.

Troop21661 ▾

What would you like to do?

We love options! Search for troops and roles in our participation catalog by clicking next.

CANCEL

NEXT

Step 6: The search page of the participation catalog will be shown. Caregiver can search and filter for a new troop. Click 'Search' when finished.

****If you are moving into a new council, you can input your new zip code here***

Location

Zip/Postal code

OR

Country/Region

Select Country

State/Province

Select State

City

City

Outside the U.S.? Just enter your city and country and we'll show you options near you.

Search Radius

Search radius in miles

Membership year

Please select the membership year(s) that you would like to participate in

☒ **Current Year**
October 2020 - September 2021

☐ **Next Year**
October 2021 - September 2022

☐ **Extended Year**
April 2021 - September 2022

Troop Number

optional

To join a specific troop, enter the troop number below.

Grade Level

optional

Please select all Grade(s) that apply for the upcoming academic year

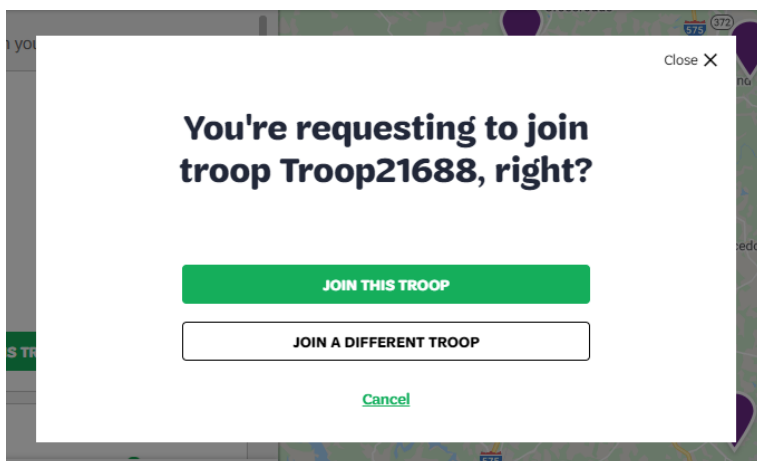
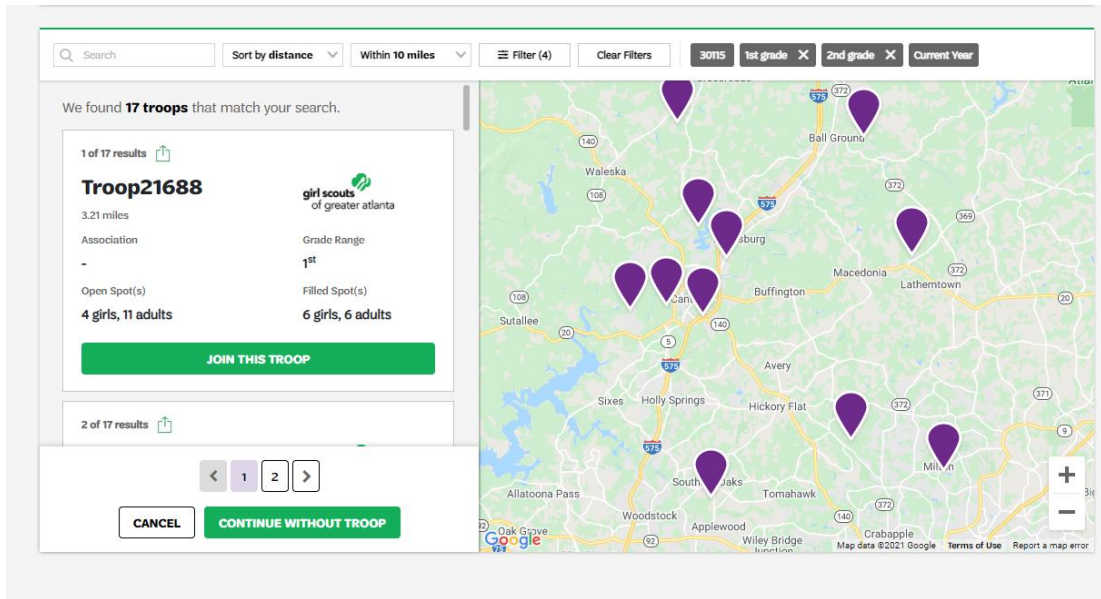
Pre-K	Kindergarten	1st grade
2nd grade	3rd grade	4th grade
5th grade	6th grade	7th grade
8th grade	9th grade	10th grade
11th grade	12th grade	Adults

SEARCH

?

Step 7: Select the troop by clicking 'Join This Troop' on the next 2 pages

**If participating as an IRG, select 'Continue Without Troop'*



Step 9: On the confirmation page select 'Confirm'

