girl scouts
of new mexico trails
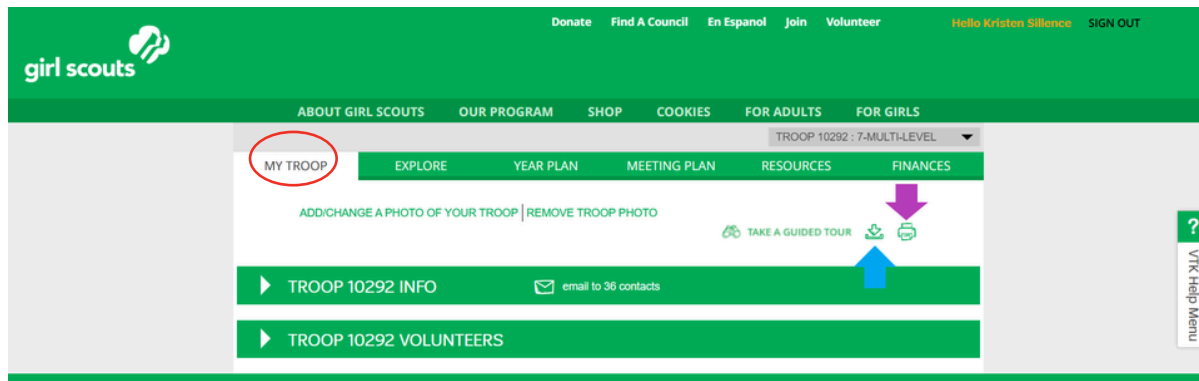
How to Access your Troop Roster

Description

Checking your troop roster is important to ensure accurate troop assignment. Troops should be verifying the troop roster for accuracy regularly. It is important to check the roster at these key times:

- beginning of the troop year
- before Fall Product Program (MagNuts)
- before Cookie Program
- before for early renewal (Early Bird registrations)

Process

☐ There are two places to view troop member information. In <u>myGS</u> in the My Troop area, you can view all members and their information and update limited fields.

☐ If you wish to download a roster, that option is through the Volunteer Toolkit. Follow the steps below to access and download.
- Log into myGS (see <u>Accessing myGS Quicksheet</u> if needed).
- Choose Volunteer Toolkit (VTK) from the menu.
- In the VTK, go to the My Troop tab (circled in red).

☐ If you choose the printer icon the purple arrow is pointing to, it will open a PDF of the roster for you to print. This only has Girl Scout name, parent name, parent email, Girl Scout date of birth, and parent phone.
We recommend choosing the download icon that the blue arrow points too. This option will download a CVS formatted document that you can open in Excel or a similar program. That allows you to edit the fields to print out and format the sheet to fit your needs. This form includes all of the information in the PDF, PLUS age, grade, address, opt in/outs for email/text/phone/photo/postal, secondary adult (this field doesn't pull correctly and shows the same as the primary in most cases), secondary email (same issue as the previous field), and if you are tracking attendance and badge completion, the fields for each meeting.
Please reach out to your local membership staff person with any questions.

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Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.