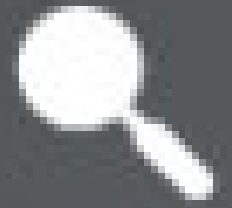


SHOP

DONATE

MY
GS



You must be a registered member of GSUSA

MyGS is the national online portal for Girl Scouts of the USA (GSUSA), designed to give members across all councils a unified way to access their Girl Scout account, manage troop information, register for events, and more.

01

Go to your local Council's Website

02

Click on the MY GS logo in the top menu bar.



Welcome to Girl Scouts,

Log In!

Email address

Email address

❗ Email is required

Password

Password



❗ Password is required

☐ Remember me

[Forgot password?](#)

LOG IN

[Don't have an account? Sign up now](#)

MyGS Log In Screen

To access MyGS, you must log in using the same email address you used when registering for Girl Scouts. This ensures your account links correctly to your household, troop, and council records.

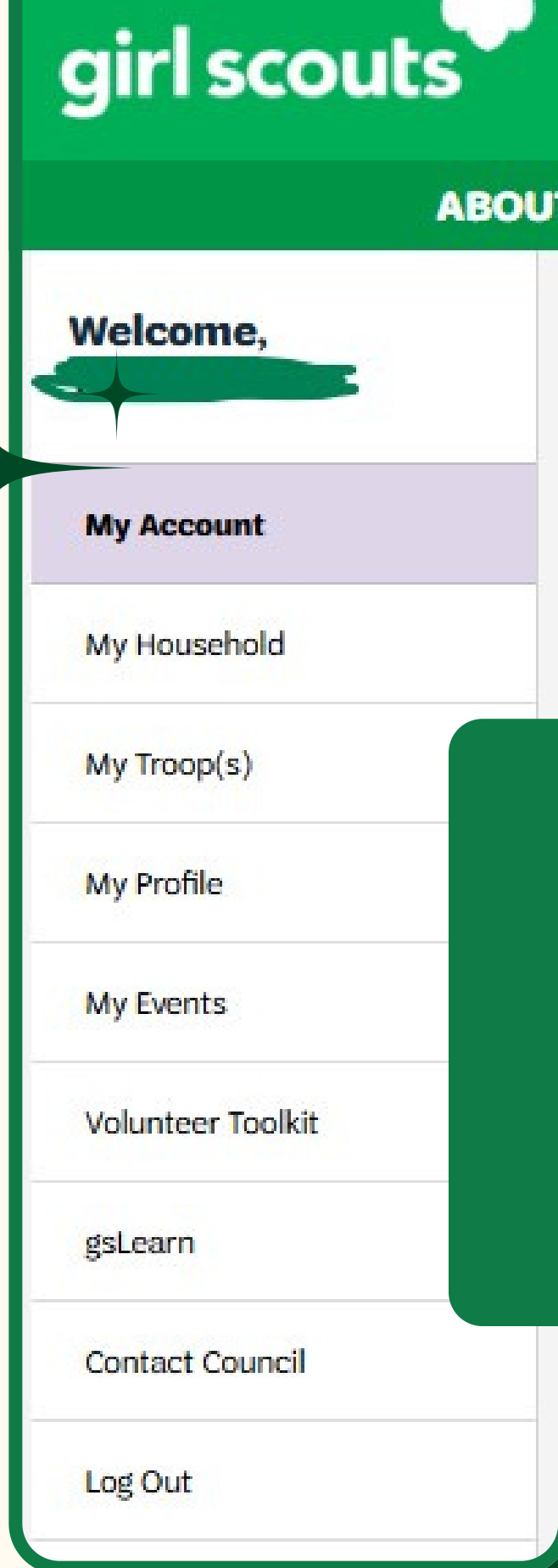
1st Time Log In

Use the email address you registered with, and chose the “Forgot password?” option the first time you log in to create a password for the first time.

Not Registered?

If you are not registered with GSUSA, use the “Don’t have an account?” option and sign up with GSUSA. You will need to pay the registration fee before having access to MyGS.





MyGS - Menu Bars

There is a top menu bar upon logging in.
A side menu bar will appear after clicking the “My Account” option on the top menu bar.

There are many options in MyGS, but the Volunteer Toolkit is the only option needed for this tutorial.

- 01** Click on the “My Account” option on the top menu bar.
- 02** Click on the “Volunteer Toolkit” option from the side menu that appears.





Welcome to the Member Community

Log in

Username

Password

☐ Remember me

[Forgot Password ?](#)

Log In

VTK (Volunteer Toolkit) Log In Screen

To access VTK (Volunteer Toolkit), you must log in using the same login information you use to log in to MyGS.

Don't know it?

Follow the steps on MyGS log in.





VTK - Top Menu Bar

- About Girl Scouts, Our Program, Shop, Cookies, For Adults, and For Girls – External links to GSUSA’s public-facing content.
- My Troop – Displays information about the troop you are registered in.
- Explore – Search GSUSA-provided badge and award meeting plans across all levels.
- Year Plan – View the Year Plan created by your troop leader, if one has been set up.
- Meeting Plan – Access detailed meeting plans for any badge included in the Year Plan.
- Resources – A curated list of links and tools provided by GSUSA for adult volunteers.
- Finances – (Council-dependent) Submit your troop’s annual financial report online.

The Drop Down Menu between the two menu bars is which view point VTK is using. Leaders will have automatic access to Explore badge plans. Leaders can Demo the Parent view, and Parents can Demo the Leader view.

01

Click on the “DEMO TROOP LEADER: ” option in the drop down menu if you are not a troop leader.

02

Click on the “Explore” option.



VTK - Explore - Part 1

It does not matter which level is selected. All choices will show badges from all levels.

Badge Explorer

The “Award and Badge Explorer” link at the bottom will take you to the GSUSA Badge Explorer for a quick look at all badges in any level. If you do not know which badge to look up, you can search there before using the VTK Explore option.

Clicking “Explore Meeting Plans” will have a new field open.

Search to Add a Petal, Badge or Journey Meeting

 Search for a badge or journey award by name

Or Use Filters ▶

CANCEL

VIEW LIST

01

Use the “Explore Meeting Plans” button.

02

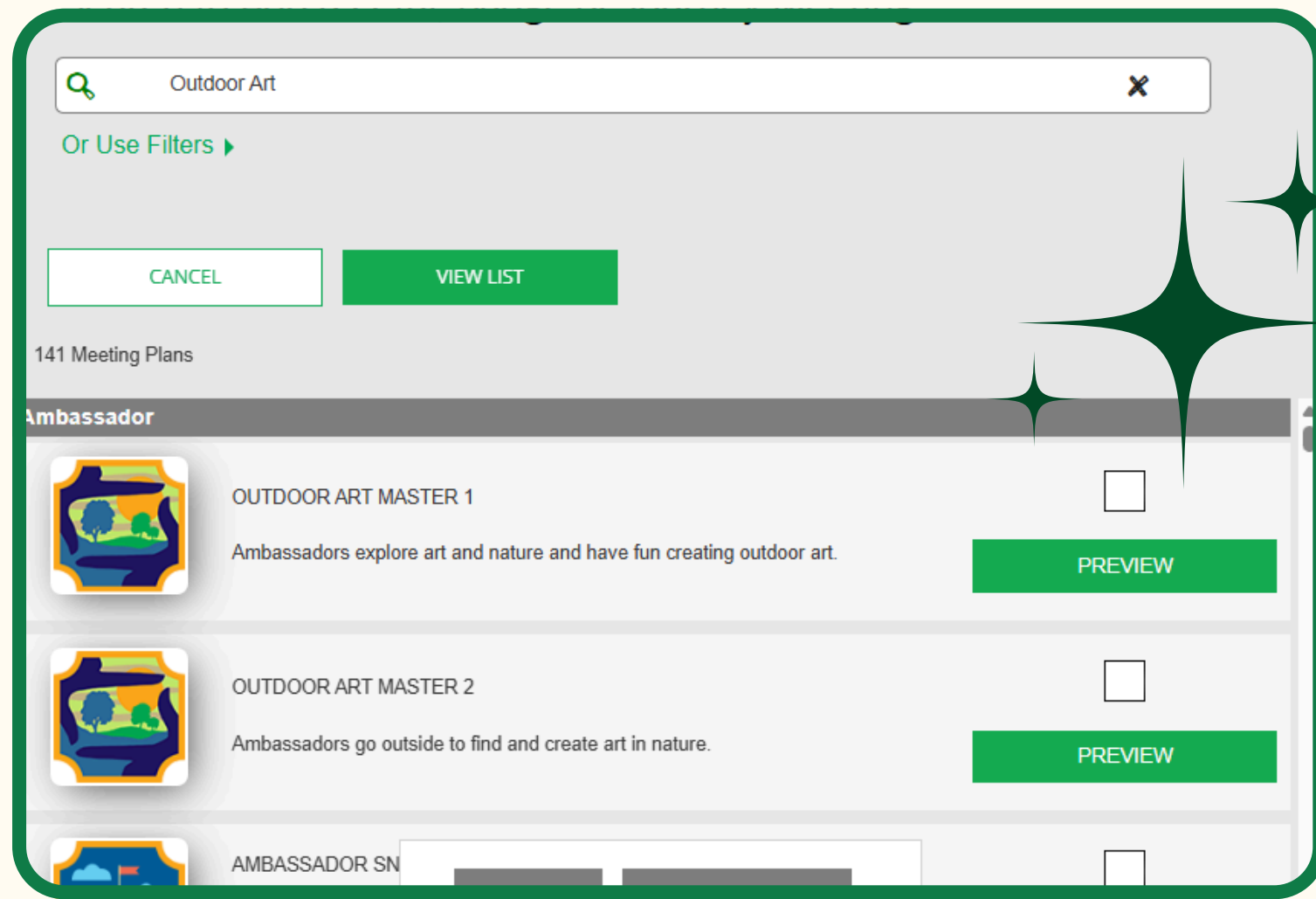
Use the Search field that appears to type in the badge you want to view the meeting plan for.

03

Click “View List”.



VTK - Explore - Part 2



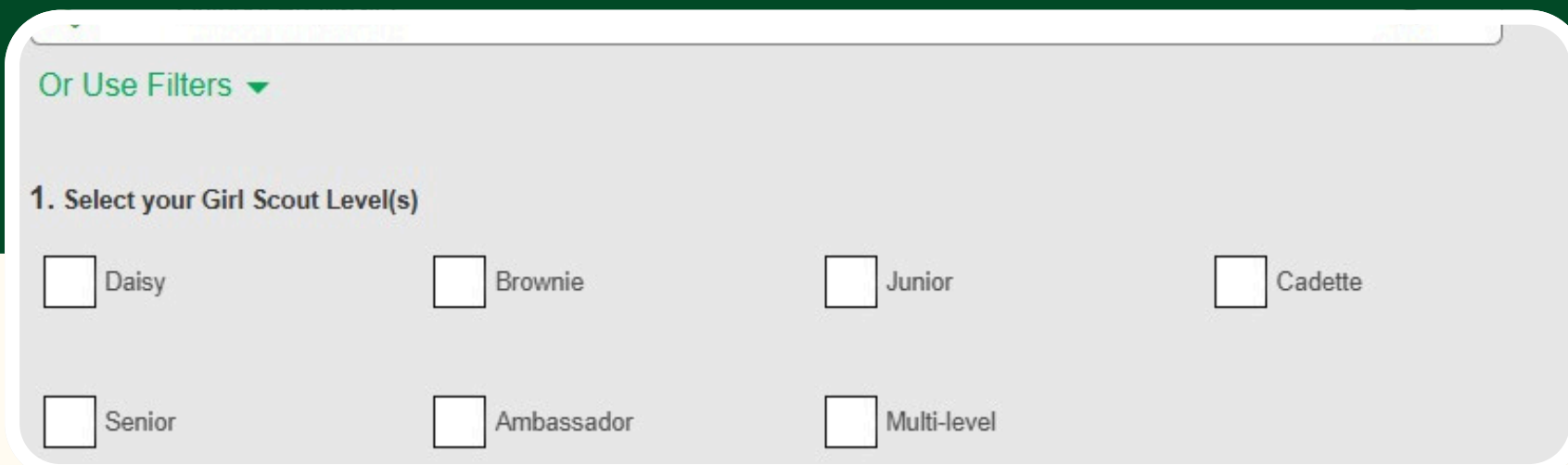
A screenshot of the VTK Explore interface. At the top, there is a search bar with the text 'Outdoor Art' and a magnifying glass icon on the left and a close 'X' icon on the right. Below the search bar is a link that says 'Or Use Filters' with a right-pointing arrow. Underneath are two buttons: 'CANCEL' and 'VIEW LIST'. Below these buttons, it says '141 Meeting Plans'. A section titled 'Ambassador' is highlighted. It contains three items, each with a badge icon, a title, a description, a checkbox, and a 'PREVIEW' button. The first item is 'OUTDOOR ART MASTER 1' with the description 'Ambassadors explore art and nature and have fun creating outdoor art.' The second item is 'OUTDOOR ART MASTER 2' with the description 'Ambassadors go outside to find and create art in nature.' The third item is partially visible, titled 'AMBASSADOR SN'.

It does not matter which level is selected. All choices will show badges from all levels.

Too Many Options?

“Or Use Filters” allows you to narrow the search by level, type of meeting (badge, journey, award, etc.), or category (Life Skills, STEM, New badges, etc.).

Clicking “Or Use Filters” provides a checklist of options to narrow the search.



A screenshot of the 'Or Use Filters' checklist. At the top, it says 'Or Use Filters' with a downward arrow. Below that is the heading '1. Select your Girl Scout Level(s)'. There are seven checkboxes arranged in two rows. The first row contains 'Daisy', 'Brownie', 'Junior', and 'Cadette'. The second row contains 'Senior', 'Ambassador', and 'Multi-level'.

01

Use the “Or Use Filter” options.

02

Try choosing only the level(s) you are interested in. (Use meeting type and/or category options if needed.)

03

Find the badge you want and click the “Preview” button.



Meeting Preview

Leaders who do not use the Year Plan option simply use the Preview option to view the information they need. Adults using the Leader Demo Mode only have the Preview option unless their leader has added a badge to the troop Year Plan.

- Meeting Overview - A long summary of the badge and its goals.
- Meeting Plan - Step-by-step instructions for running the meeting.
- Materials List - Required and optional supplies for each activity.
- Meeting Planner - A time-based outline of activities.
- Meeting Aids - Downloadable PDFs and resources needed for the meeting.

Timeout Warning: The Volunteer Toolkit will automatically log out after a period of inactivity. If this happens, you'll need to re-search for your badge meeting upon logging back in.

Saving Meeting Plans: The content in the "Meeting Plan" section can be highlighted, copied, and pasted into a Word document or other text editor. This allows you to save or print the plan for offline use at any time

01

Use the "Meeting Planner" option, to view the activity outline.

02

Use the "Meeting Aids" option to download any needed PDF resources.

03

Use the "Meeting Plan" option to view the step by step instructions for the meeting.



Save to Year Plan

01 If you are a Leader, you can save any badge to your Troop Year Plan. Use the Check Boxes for the Meetings you want saved to the year plan.

02 Once a plan is checked, a new button appears. Click “Add to Year Plan”.

03 Automatically, you are taken to the year plan. Click on the “Meeting” number to edit what date and location the meeting will be. Click on the Meeting Plan Name to see the details.


04 Add the date and location of the meeting in order to use the Manage Communications opt

Drag and drop to reorder meetings

TAKE A GUIDED TOUR


MEETING 1

OUTDOOR ART MASTER 1
Outdoor
Ambassadors explore art and nature and have fun creating outdoor art.



MEETING 2

OUTDOOR ART MASTER 2
Outdoor
Ambassadors go outside to find and create art in nature.





[+ Add a meeting location](#)

Badge Steps: Girls bring art and the outdoors together and get inspired by the beauty in nature.

1. Explore outdoor art
2. Make something!
3. Find music in nature
4. Be a nature photographer
5. Design with nature

When they've earned this badge, they'll have explored nature and created several different kinds of outdoor-themed art.

[less](#)

Outdoor Art Master Badge

[PURCHASE BADGE](#)

Outdoor Art Master Booklet

[DOWNLOAD BOOKLET](#)[Purchase Booklet](#)

PLANNING MATERIALS

[Meeting Overview](#)[Meeting Plan](#)

MANAGE COMMUNICATIONS

[Edit/Send Reminder](#)[Edit/Send Follow-Up](#)

Meeting Plan Page

The same information from the Preview will be available under the "Planning Materials"

Booklet Info

An option to download or purchase the booklet is available. The download option may be the PDF image of the printed booklet, or a text of the information from the printed booklet.

Purchase Badge

A link to the online Girl Scout Shop to purchase the badge is available.

Manage Communications

Leaders can send information and reminders to themselves or the families in their Troop Roster.

