

# **Declare Your Role**



# Declare Your Role

All volunteers who will be serving as the troop cookie manager must identify themselves as the troop cookie manager (TCM) in the membership system. This will provide the volunteer access to the **Cookie—Troop** section of **GSSJC's Online Community**. This site is a "bank of knowledge" full of important information for you as a TCM. The site contains a **Discussion** and **Documents** area with all the necessary forms and guides related to the Cookie Program.

To declare your role, follow the instructions below:

Go to San Jacinto Council's website at [www.gssjc.org](http://www.gssjc.org)

Click on the **SIGN IN** link in the upper right portion of the main landing page.

Your username is the email address you provided with your Girl Scout membership. Enter your username and password then click **Log In**.

Note: If you do not know your password, click on **Forgot Your Password?** and follow the prompts.

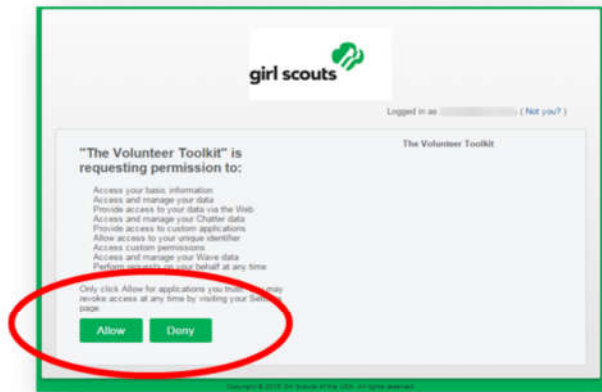
If you don't get the link to change your password, contact Customer Service at **713-292-0300** or email [customerservice@sjgs.org](mailto:customerservice@sjgs.org) for assistance.

The screenshot shows the website's navigation bar with links: Forms, Online Community, Helpful Links, Contact, Donate, Careers, and En Español. The 'SIGN IN' link is circled in red. Below the navigation bar is a green banner with the text 'FRIENDS TODAY. CHANGE-MAKERS TOMORROW.' and a right arrow. The main content area features the Girl Scouts logo and a login form. The form includes a message: 'To access this page, you have to log in to Member Community.' Below this are fields for 'Username' (with a hint '1 Saved Username') and 'Password'. The username field contains 'girlscouts@sjgs.org'. Below the password field is a green 'Log In' button. At the bottom of the form is a checkbox labeled 'Remember me' and a link 'Forgot Your Password?' which is circled in red.

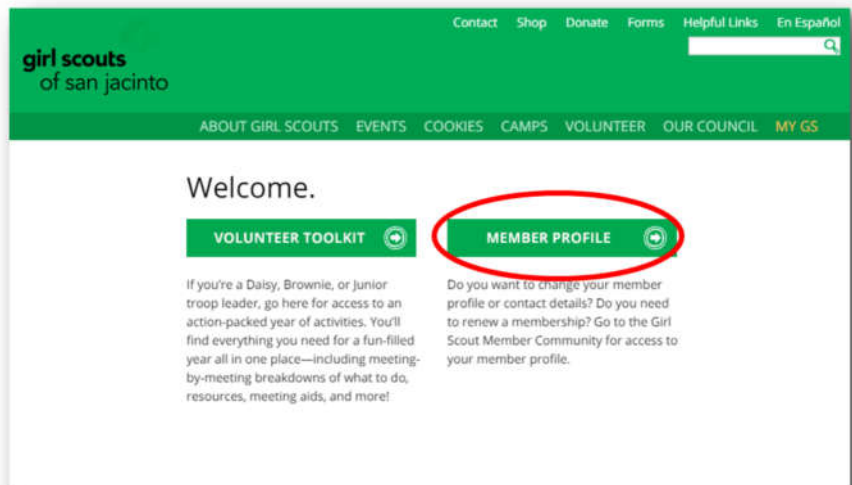
The first time you login, you will be asked to allow the “**Volunteer Toolkit**” to access certain information.

We encourage you to take full advantage of the “**Volunteer Toolkit**” and allow access. Please note you can revoke access at any time by visiting your Settings page.

Click **Allow** or **Deny**.



Click on **MEMBER PROFILE** (You can return to this page by clicking on the **MyGS** option from the menu bar.)



The following screen will be shown. Click on **Membership** tab.

Name	Participation	Status	Renewal Choice
	Lifetime Membership	Lifetime Member	
	Adult Members	Current	
	Troop:		
	Troop Cookie Manager	Current	
	Troop:		

Your membership status and volunteer roles are shown. Select renew for each role by checking the box.

If you are adding a role, scroll to the bottom of this list. Find the **Add Role** link.

Insert the troop number where you will serve as the TCM and click on **SEARCH**.

Pick a specific Troop #:  OR Find an opportunity near you: Zip Code  Radius (miles)

**BACK** **SEARCH**

Your Selection for [redacted]

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
No Troop/Group selected							

Search Results

Distance (in miles)	Title ▲	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/> 0	Friends and Family	3	Near Swanny's Meeting Room	Bi-weekly Tue		Troop: [redacted]	14
<input type="checkbox"/> 0	<b>Troop Cookie Manager</b>	3	Near Swanny's Meeting Room	Bi-weekly Tue		Troop: [redacted]	1

Check the box to the left of the position for which you wish to volunteer. This will move the role to the selection area above search results. After reviewing your selection, click **NEXT**. It is as simple as that!

Don't see the role for the troop you are searching for? Contact Customer Service for assistance.

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/>	Troop Cookie Manager	1,2,3,4,5,6,7,8,9,10		Monthly Sat	September 30, 2015 2:00 PM		19

**NEXT**

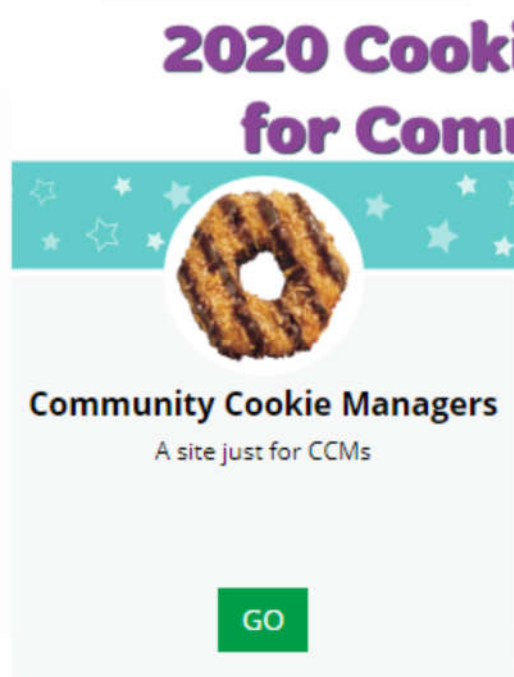
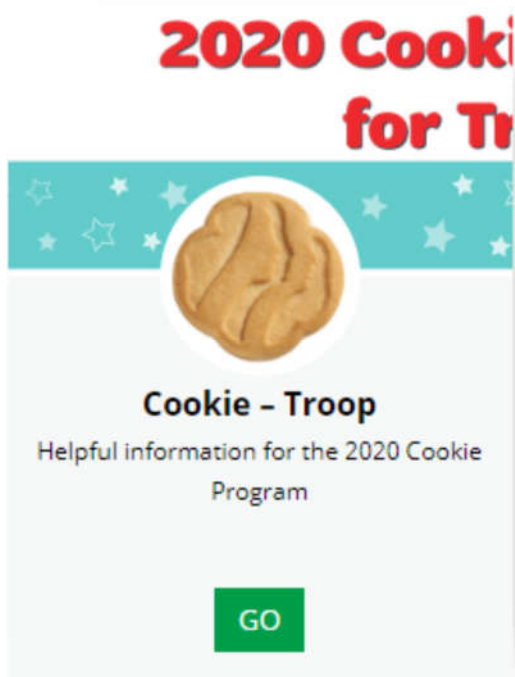
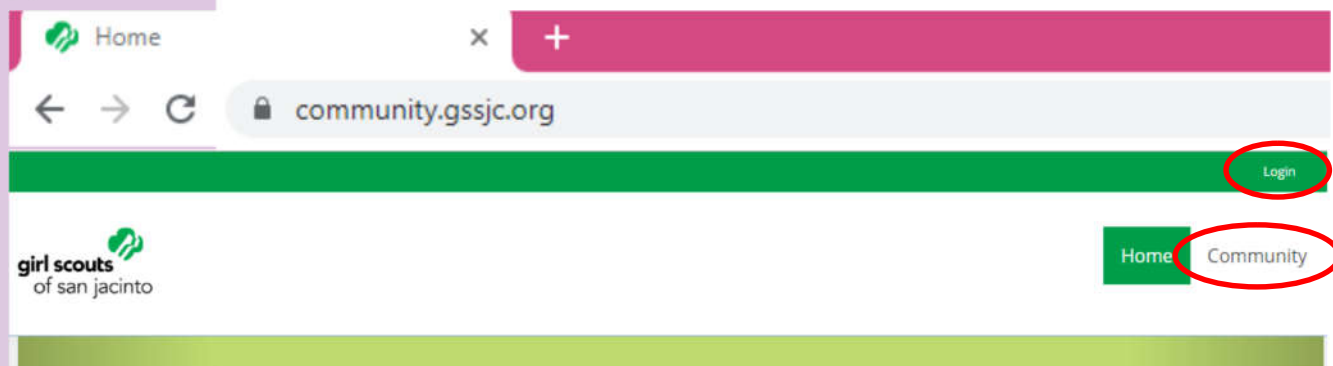
Follow any directions received after clicking the **NEXT** button. Each volunteer's experience will be slightly different based on their previous volunteer involvement and where they are in the volunteer process.

If you haven't renewed your membership for this membership year, follow the prompts to complete your membership.

Review the roles you have selected by clicking on **Membership** from the menu bar. You can return to this site by clicking on **MyGS** option from the council's website.

# GSSJC's Online Community

We look forward to working with you on a successful Cookie Program. To access the Online Community, go to [community.gssjc.org](http://community.gssjc.org). Login using your **MyGS** login and password. Click on the **Community** tab to access the Cookie pages.



# GSSJC's Online Community

View the **Announcements** by clicking the dropdown arrow. Click on the titles of the pages on the right to read the important information. These pages change frequently throughout the Cookie Season. Find copies of guides, documents and forms under the **Documents** section.

Have a question you need answered? Use the **Discussion** section to post a question or read responses to questions and answers.



The banner features a light blue background with white stars. On the left is a square image of a chocolate cookie. In the center, the text "2020 Cookie Program for Troops" is written in large, bold, red letters. On the right is a cartoon illustration of a red fox holding a stack of colorful boxes. Below the main title, the text "Cookie - Troop" is displayed in black, followed by "Helpful information for the 2020 Cookie Program" in a smaller font. A green button labeled "Edit Group" is located on the right side. At the bottom, a dark grey navigation bar contains the links "Home", "Discussion", "Documents", and "BankInfo", with "Home" highlighted in green. A small bell icon is on the far right of the navigation bar.

## 2020 Cookie Program for Troops

Cookie - Troop

Helpful information for the 2020 Cookie Program

Edit Group

Home Discussion Documents BankInfo