

Adding a Role to a Registered Adult

This can be done by a Co-Leader using the “Troop Tab” in their MYGS profile.

1. Log into your MYGS Profile at GSOFACT.ORG

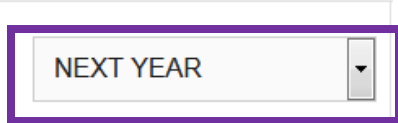


2. Navigate to the “Troops” Tab



3. In the upper right hand corner, select Next Year instead of Current Year

MEMBERSHIP LOG OUT MyGS



4. Find the Adult you would like to add the role to and click “Add” next to their name

Jo	Troop 00202 Co-Leader	Renewed for 2019		7/26/2023	add Edit
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5. Under “Select a Volunteer Role” scroll down until you see the different roles available in your troop. Click the check-box next to the role you’d like to add

<input checked="" type="checkbox"/>	Troop Fall Sale Manager	3;4
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6. You will then see the role move to the top, click “Next”

Your Selection for Jo

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
<input type="checkbox"/>	Troop Fall Sale Manager	3;4	TBD	Monthly Thurs	September 30, 2017 1:00 PM	Troop 00202	0

NEXT

7. This will take you back to your “Troops” Tab. Hit the drop down arrow in the upper right hand corner, and select “Next Year” as done in step 3. In the roster you will see the role added below the person’s name. That person will receive an email with the subject “You’re officially a volunteer! You rock!”