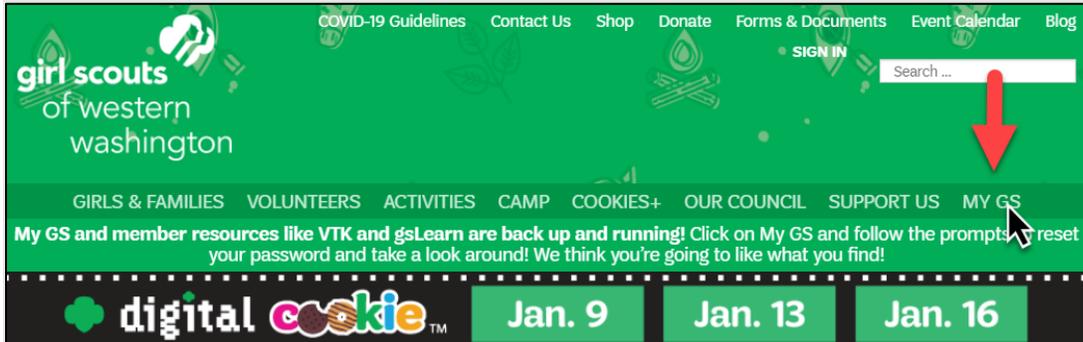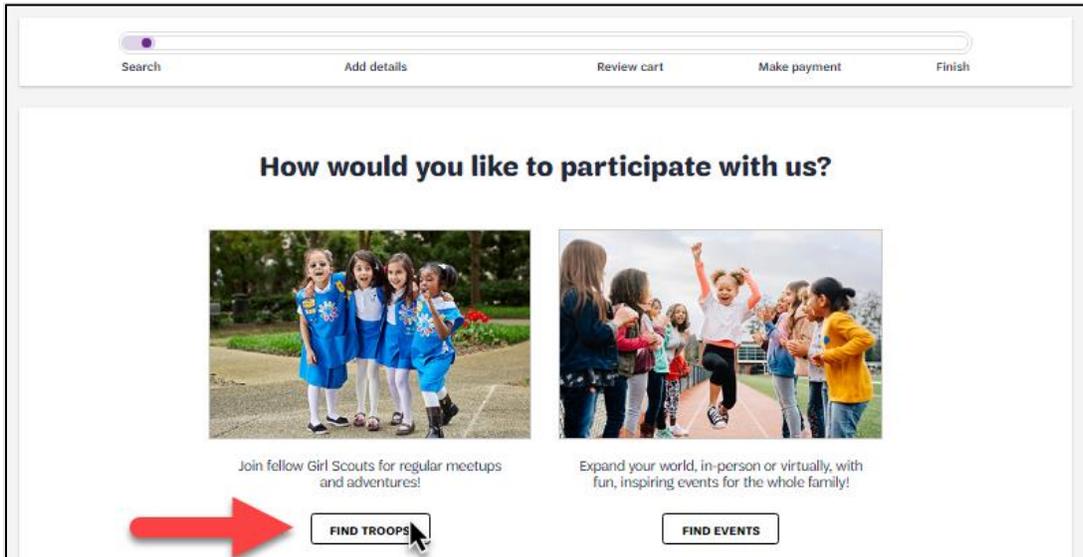# Getting a Girl Scout Registered as an Individually Registered Member (IRM)

Steps to registering as an Individually Registered Member (IRM):

1. Visit **www.girlscoutsww.org** and click on the "**MY GS**" tab:

2. On the following participation page, click on "**FIND TROOPS**"

3. Add a zip code and grade level on the Troop Search page:


- Once all fields are complete, click "**SEARCH**" at the bottom of the page

4. You will see a list of troop options available in your area; however, you will need to scroll all the way down to the bottom of the list and then click "**APPLY TO PARTICIPATE WITHOUT A TROOP**"
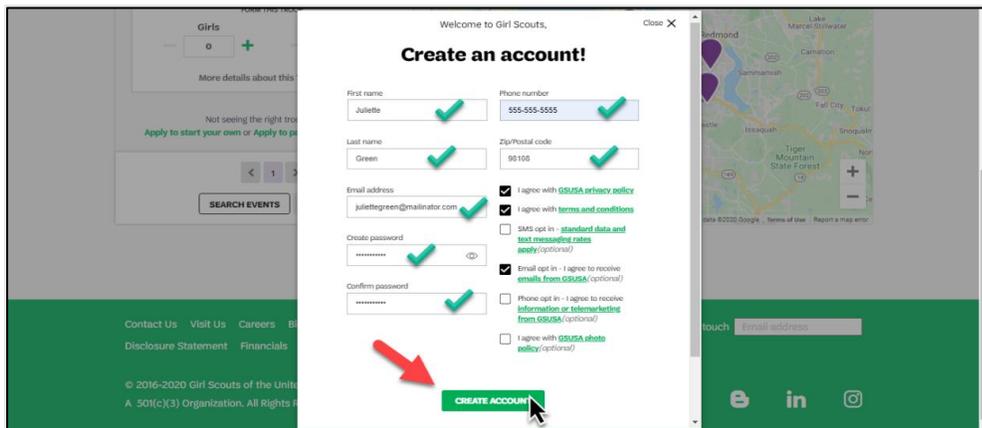
5. You will be prompted to log in. If you are registering your youth for the first time, you will not have an account set up yet. To set up an account, click **"DON'T HAVE AN ACCOUNT? SIGN UP NOW"**
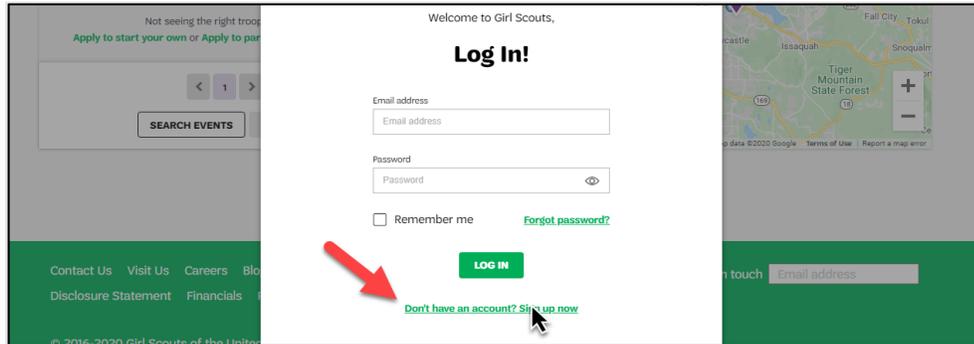
6. The indicated fields below are required to create an account. Click "**CREATE ACCOUNT"** when form is complete.

7. Once form is complete, a window will pop up saying "**THANKS FOR CREATING YOUR ACCOUNT!**" Leave this browser tab open while you check your email for the verification email!
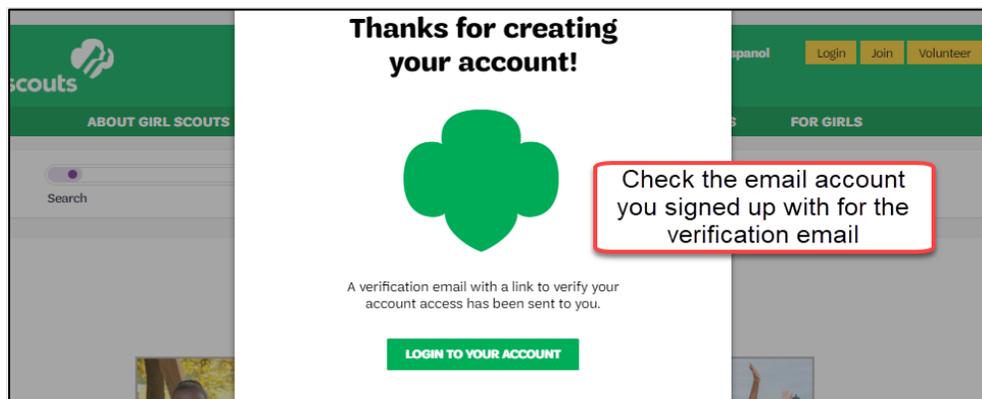
8. Open the verification email and click the "**ACTIVATE!**" Button.
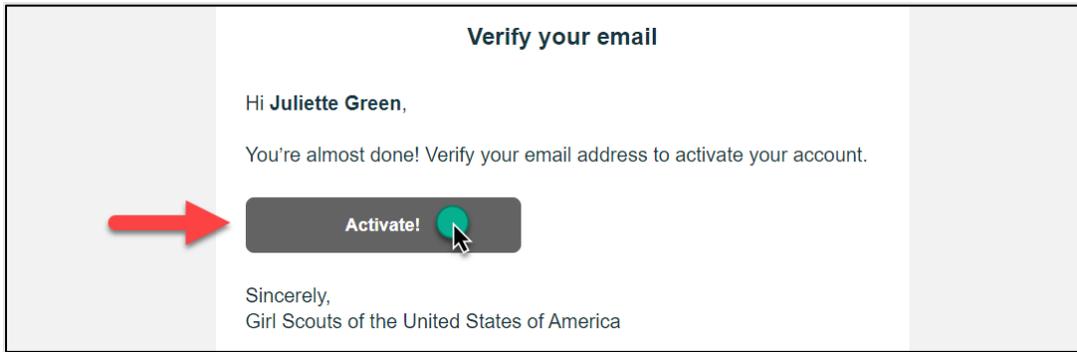
- Clicking "**ACTIVATE!**" will take you back to the Girl Scouts website with a pop-up window saying, "*Welcome to Girl Scouts*! An account has been created for you". Click "**COMPLETE REGISTRATION**" to log in and complete the membership registration.
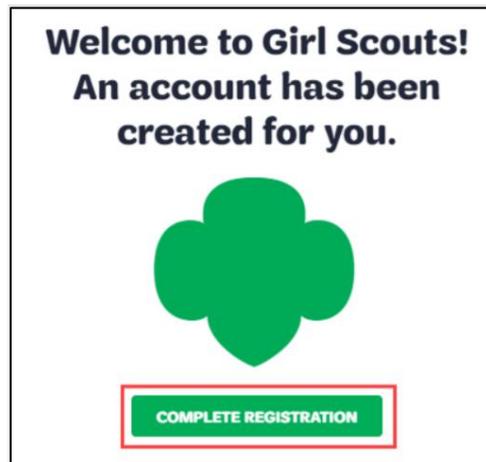
9. You will enter your email address and password created in Step 6 (Create Account), then click "**LOG IN!**".
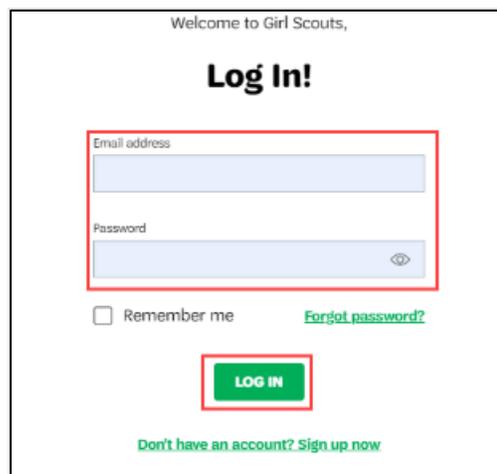
10. You are now logged in and should be taken to the details step of the membership registration. The Participation Type for your Girl Scout will show as "Non-Troop Member (Girls)". Select the Grade from the drop-down menu and then begin adding your Girl Scout's information.
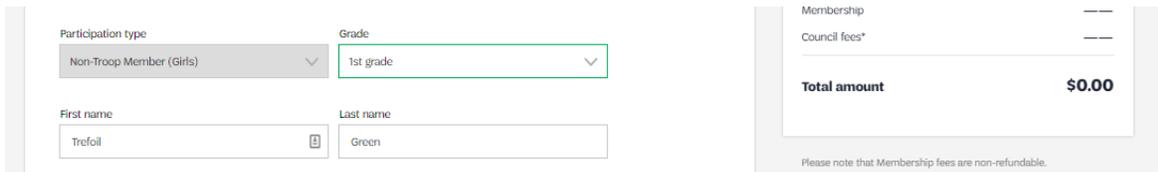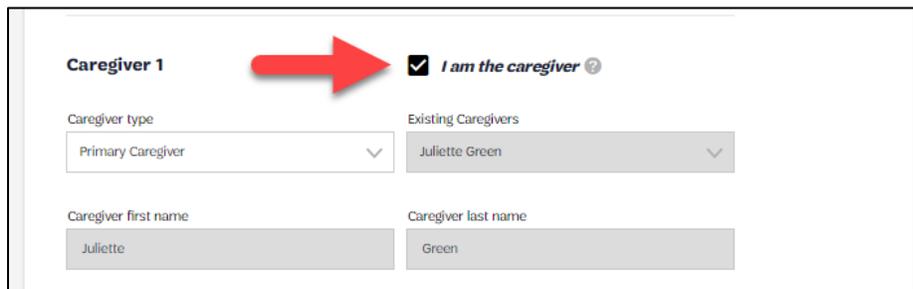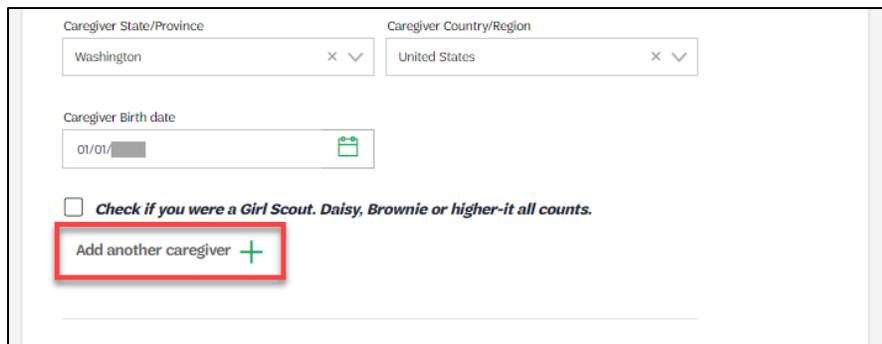
Participation type	Grade
Non-Troop Member (Girls)	1st grade

First name	Last name
Trefoil	Green

Membership   ——
Council fees*   ——

Total amount   **$0.00**

Please note that Membership fees are non-refundable.

11. Fill out the registration form on the **Add Membership Details** page. You can use the *I am the caregiver* box to fill in information and save time.

Caregiver 1

☑ *I am the caregiver* ?

Caregiver type	Existing Caregivers
Primary Caregiver	Juliette Green

Caregiver first name	Caregiver last name
Juliette	Green

*You have the option to add a secondary caregiver on this page, as well.

Caregiver State/Province	Caregiver Country/Region
Washington × ∨	United States × ∨

Caregiver Birth date

01/01/▮▮▮▮

☐ **Check if you were a Girl Scout. Daisy, Brownie or higher-it all counts.**

Add another caregiver +

- Choose a Membership year

Choose a Membership year

○ **Girl 2021 Membership** $25.00
October 2020 - September 2021

- Choose payment type and click **SUBMIT MEMBER DETAILS**

12. Click "**REVIEW CART**" for a summary of your purchase
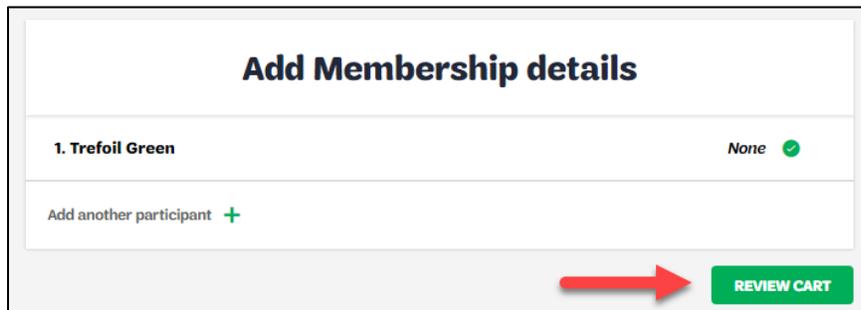
13. Check the box to accept the Girl Scouts Promise & Law

14. Click "**ADD PAYMENT DETAILS**"

15. Add credit or debit card information and select a billing address

16. Click "**SUBMIT PAYMENT**"

17. The new screen will load with a message saying, "**WELCOME TO GIRL SCOUTS**"! There is an option to print the receipt or manage my account. A welcome letter confirming the registration and payment will be sent to the primary caregiver.