

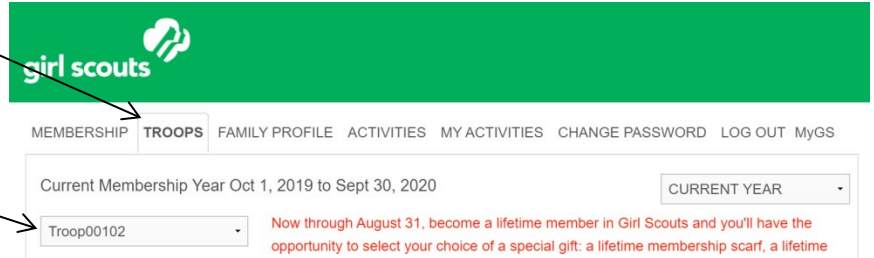
## How to update your Troop Meeting Information in myGS

8/18/20

1. Log into myGS. ([www.girlscoutsalaska.org](http://www.girlscoutsalaska.org)) and clicking on MY GS.



2. Click the TROOPS tab at the top left of the page.  
Click the drop down list and select the troop you wish to update.



3. The next page will show the members of your troop. Scroll to the bottom of page and click: **VIEW/EDIT TROOP INFORMATION**.
4. Update the troop meeting information and click Save.

### VIEW/EDIT TROOP INFORMATION ▶

Current Meeting Location Name (as shown on the opportunity catalog)	<input type="text" value="Rilke Schule, Anchorage AK"/>	If you would like to change the current meeting location please enter the information below.	
Meeting Day(s)	<input type="text" value="Wed"/>	Meeting Location Name	<input type="text" value="Rilke Schule Art Room"/>
Meeting Frequency	<input type="text" value="Weekly"/>	Street 1	<input type="text" value="1846 E 64th Ave"/>
Meeting Start Time	<input type="text" value="3:15"/> <input type="text" value="PM"/>	Street 2	<input type="text"/>
Meeting End Time	<input type="text" value="4:15"/> <input type="text" value="PM"/>	City	<input type="text" value="Anchorage"/>
Program Grade Level	<input type="text" value="2-Brownie"/>	State	<input type="text" value="AK"/>
Desired total number of girls. (Your council may have standards on troop size.)	<input type="text" value="12"/>	Zip Code	<input type="text" value="99507-2189"/>
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>			

## NOTES

1. Do not put the leader's address in current meeting location name, or put in street address.
2. Put a real address in the Street 1, City, State and ZIP. This will not be displayed on the website but we need the leader's home address if this is where your troop meets.
3. IF your troop is meeting virtually, please enter VIRTUAL MEETINGS starting [insert date]. As new girls join your troop you can share the virtual meeting information with their parents.