

Girl Scouts of Connecticut
340 Washington Street
Hartford, CT 06106

ACCESSING MEMBER INFORMATION THROUGH THE WEB

Registered members of Girl Scouts of Connecticut have the ability to view current member information and register for programs and training. Your member type or adult position determines the information available. Login/password information is sent to the home address.

If you are a **girl** member, the parent/guardian can view the girl's information and register her for programs and trainings.

If you are an **adult** member, you can view your own record and register for programs and trainings.

If you are an adult and also the troop leader with the position code 01, you can view all current members of your troop. Only one adult per troop can view and register members for program and trainings.

If you are an adult and also a Service Unit Manager, Registrar or Training Coordinator, you can view all current members of your service unit.

Discrepancies should be reported to the Registration Department. You must be registered for the current membership year to access these records.

Follow these steps to view a member's record.

1. Go to our website: www.gsofct.org.
2. At the Membership tab, select Program and Training Registration Area. The events page will appear.
3. On the events page, scroll to the bottom of the page and enter your login and password provided by GSOFACT.
4. The events page will reappear with no login/password field. **Your name** will appear on the left navigation bar.
 - **View your profile** - Information about yourself
 - **Update login/password** – Must have valid e-mail address to update
 - **Directory** – Contains service unit records and troop member info, if you are the adult with the 01 position.
5. Click **Directory** and the towns (report codes) in your service unit will appear.

6. Click the appropriate town and a troop roster will appear. After locating the troop, a list of girls and adults will appear. Click the member you are trying to access.
7. Above the member's name are 2 buttons: **your events** and **activities**.
8. **Your events** contains current membership programs and trainings.
9. **Activities** contains programs, trainings and awards from previous membership years.

When ready to research another member in your service unit, use either the browser's back button or the **Directory** button on the left navigation bar.
Please **logout** when done.