



Parent/Guardian: Registering Your Girl

Parents/guardians who are registering a girl who is brand new to Girl Scouts should use the following instructions. If you're registering a returning girl, please request alternate instructions from your Regional Executive.

1. Visit www.gsmidtn.org/CouncilAlignMENT and click "Create User Account."
2. Complete necessary fields. (Write down your username and password somewhere safe!) Pending approval, you will receive a confirmation email at the provided email address. Reach out to your Regional Executive if you don't receive an email within 48 hours.
3. Login to Council AlignMENT using your username and password created.
4. You will be prompted to register yourself as an adult member. If you plan on leading/co-leading, you can complete this information now. Otherwise, hit skip. You can always register later if needed.
5. On your home page, click "Girl Membership—Register a girl in your custodial care." **Be sure you're selecting the correct Girl Scout year** (check with Regional Executive to be sure).
6. Complete all necessary fields, as well as any Gift to Girls donations you wish to contribute.
7. Input parent/guardian information.
8. Search for troop number, or hit "Skip Troop Selection" if you are unable to locate or do not know your troop number.
9. Proceed to payment page. Click the red X, and input payment information.

Important Reminders:

*Financial assistance is available. Complete steps 1-8, and then contact your Regional Executive to have FA applied.

* Contact your Regional Executive for additional assistance.