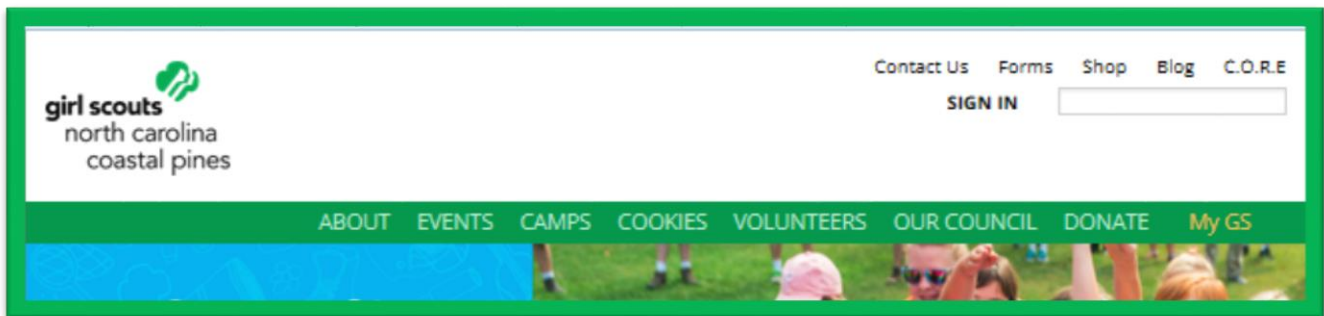


LIFETIME MEMBERS

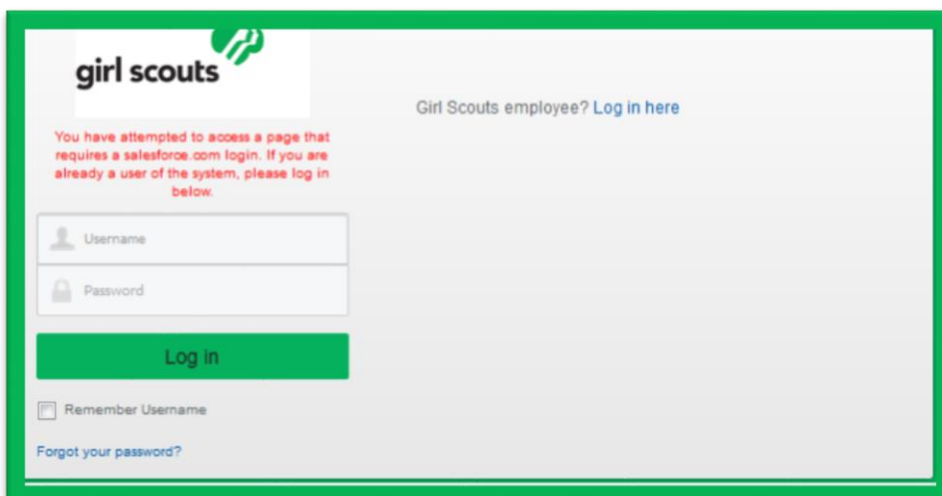
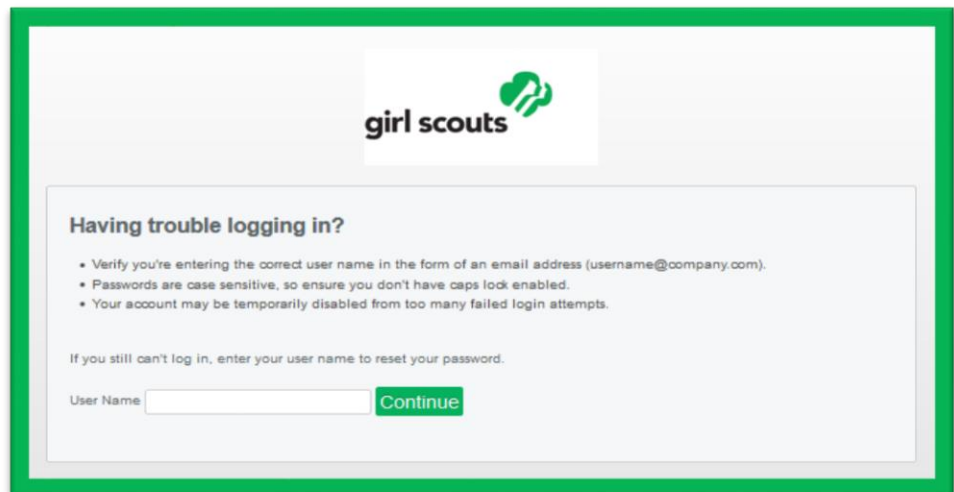
How to Report Your Volunteer Role(s)

Chrome or Firefox browsers are best!

1. Go to www.nccoastalpines.org and click **SIGN IN** at the top right corner.



Your username is the email address you use for Girl Scouts. If you do not remember your password (or never set up one), choose [Forgot your password?](#), add your username (your email address) and an email will be sent to you



from Member Community. Click on the link to reset your password.

2. Click on Adult Renewal

The screenshot shows a web application interface with a green header bar containing navigation links: Home, Family Renewal, Adult Renewal (selected), Girl Renewal, My Troop(s), Change Password, and Logout. The main content area is titled "Home" and contains a message: "Want to add a volunteer role for yourself? Maybe you want to add your daughter to a troop? No problem. Choose one of the options below:". Below this message are two green buttons: "Volunteer Role" and "Girl". A "Renewal tip:" section follows, providing instructions on how to renew for different roles. At the bottom, there is a table with columns: Action, First Name, Last Name, Phone, Email, and Role.

Action	First Name	Last Name	Phone	Email	Role
--------	------------	-----------	-------	-------	------

3. Search for the troop(s)

Put the Troop number in the Troop/Group # field and click **Search**. If the troop volunteer roles do not display, try expanding the radius. If that doesn't work, the troop may not have Volunteer opening or simply may not be display. Contact helpdesk@nccoastalpines.org for assistance

The screenshot shows the "Ways to Participate" page. It includes a search section with fields for "Troop/Group #" (4033), "Zip Code" (27612-7355), and "Radius (miles)" (0). There are "Search" and "Clear Selection" buttons. Below the search section, it says "Your Selection for Leslie Flood" and shows a table with columns: Remove From Selected, Title, Grade, Location, Day(s), Start Date/Time, Volunteers Needed, and Troop/Group#. The table is currently empty, with a message "No Troop/Group Selected" displayed. Below the table, there is a "Search Results" section showing a list of volunteer opportunities for Troop 4033.

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Volunteers Needed	Troop/Group#
					No Troop/Group Selected		

	Distance (in miles)	Title	Grade(s)	Location	Day(s)	Start Date/Time	Volunteers Needed	Troop/Group #
<input type="checkbox"/>	14	Camp Certified Adult	K;1	Catholic School	Bi-weekly Mon	October 1, 2015 3:30 PM	1	Troop04033
<input type="checkbox"/>	14	First Aid/CPR Adult	K;1	Catholic School	Bi-weekly Mon	October 1, 2015 3:30 PM	1	Troop04033
<input type="checkbox"/>	14	Troop Chaperone/Driver	K;1	Catholic School	Bi-weekly Mon	October 1, 2015 3:30 PM	10	Troop04033
<input type="checkbox"/>	14	Troop Cookie Manager	K;1	Catholic School	Bi-weekly Mon	October 1, 2015 3:30 PM	1	Troop04033
<input type="checkbox"/>	14	Troop Fall Sale Manager	K;1	Catholic School	Bi-weekly Mon	October 1, 2015 3:30 PM	1	Troop04033
<input type="checkbox"/>	0	Unsure			TBD		0	Unsure

4. **Add all volunteer roles that you hold**, click next.
5. Choose the membership, update your contact information, click submit
 - a. If already a member, you will not be charged a membership fee
 - b. If registering, on the next screen you can use your debit or credit card to pay the membership fee

The screenshot shows a web form titled "Girl Renewal for Sally". The form is divided into two main sections: "Membership Information" and "Parent/Caregiver Information".

Membership Information:

- Membership:** A dropdown menu showing "\$15.00 Girl Membership (Valid 10/1/17)". Below it, "Council Service Fee \$17.00" is displayed.
- Girl Phone:** A text field with "(312) 000-0000" and a small icon.
- Street Line 1:** A text field with "N Pierce St".
- State:** A dropdown menu with "TX".
- County:** A dropdown menu with "DuPage".

Parent/Caregiver Info:

- Parent/Caregiver Info:** A dropdown menu with "Parent".
- Date Of Birth:** A text field with "04/01/2000" and a small icon.
- Girl Email:** A text field with "sally@test.com".
- Street Line 2:** A text field.
- City:** A text field with "Burnet".
- Zip Code:** A text field with "99801" and a checkmark icon.
- Country:** A dropdown menu with "USA".

Parent/Caregiver Information:

- Primary Contact:**
- First Name:** A text field with "Rebecca".
- Last Name:** A text field with "Pierce".
- Email:** A text field with "rebecca@test.com".
- Email 2:** A text field with "sally@test.com".
- Preferred Email:** A dropdown menu with "Email".
- Gender:** A dropdown menu with "Female".

At the bottom right, there are two checkboxes: "Email Opt In" (checked) and "Text Opt In" (unchecked).

6. If you don't have a current background check or if it is expiring within this membership year, you will receive an invitation to complete a background check from our background check vendor, Verified Volunteers. Once your background check is approved, you will be placed in the volunteer role(s).
7. If another adult member in the family needs to renew also, they will need to login into MY GS under his own email.

Need help? The Help Desk is available Monday to Thursday from 8:30 a.m. to 5:00 p.m. and on Friday from 8:30 a.m. to 12:30 p.m. at 800-284-4475 or helpdesk@nccoastalpines.org.