

HOW TO UPDATE YOUR TROOP MEETING TIME AND LOCATION

1. Visit www.usagso.org and log into your **MyGs** account. Select **My Troops** from menu on the left

The screenshot shows the top navigation bar with the Girl Scouts logo and links for 'Donate', 'Find A Council', 'En Espanol', 'My Account', 'Logout', 'Join', and 'Volunteer'. Below this is a secondary navigation bar with 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. The main content area is titled 'Welcome, [Name]' and features a 'My Events Dashboard' on the right. On the left, a sidebar menu is visible with 'My Account' highlighted. A red arrow points to the 'My Troop(s)' option in this menu. The main content area displays a table of troop information:

Name	Troop(s)	Participation	Status
[Name]	Paris Troop 13082	Paris Troop Leader	• ACTIVE MEMBERSHIP
[Name]	Paris Troop 13082	multi-level	• ACTIVE MEMBERSHIP

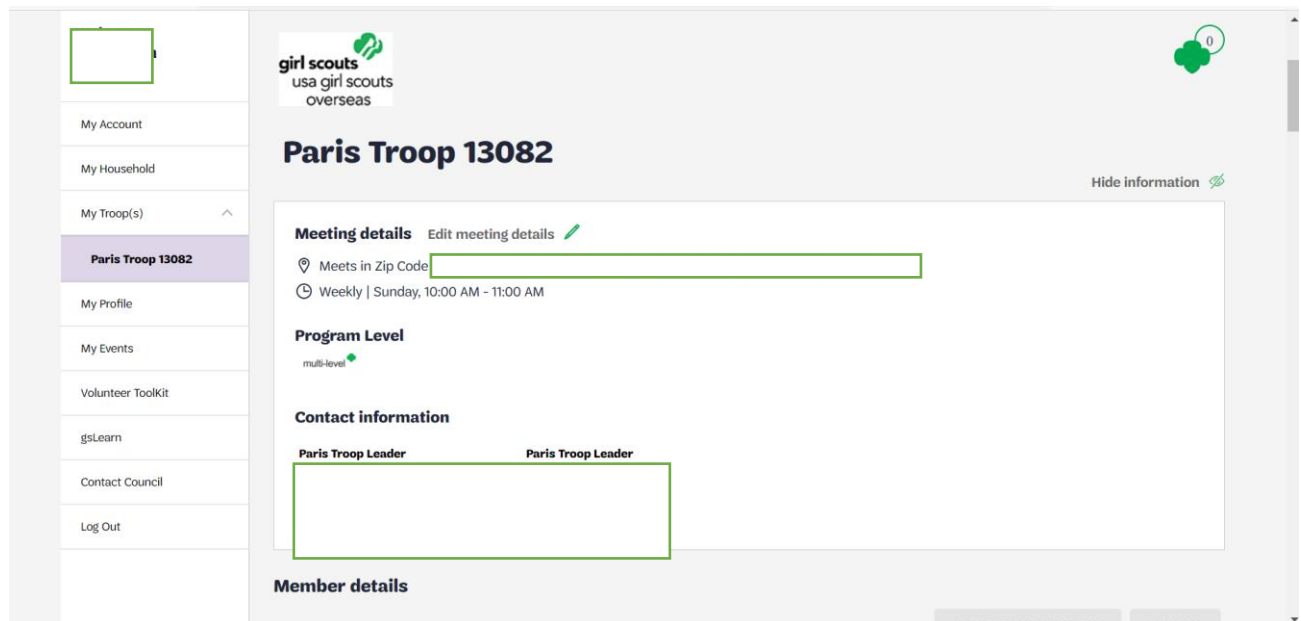
Below the table, there is a link to 'Manage my household members >' and a section titled 'My Troops'.

2. Once **My Troops** is open select the troop the needs to be edited

The screenshot shows the 'Paris Troop 13082' details page. The sidebar menu on the left has 'Paris Troop 13082' highlighted with a red arrow. The main content area is titled 'Paris Troop 13082' and includes a 'Hide information' link. The page is divided into several sections:

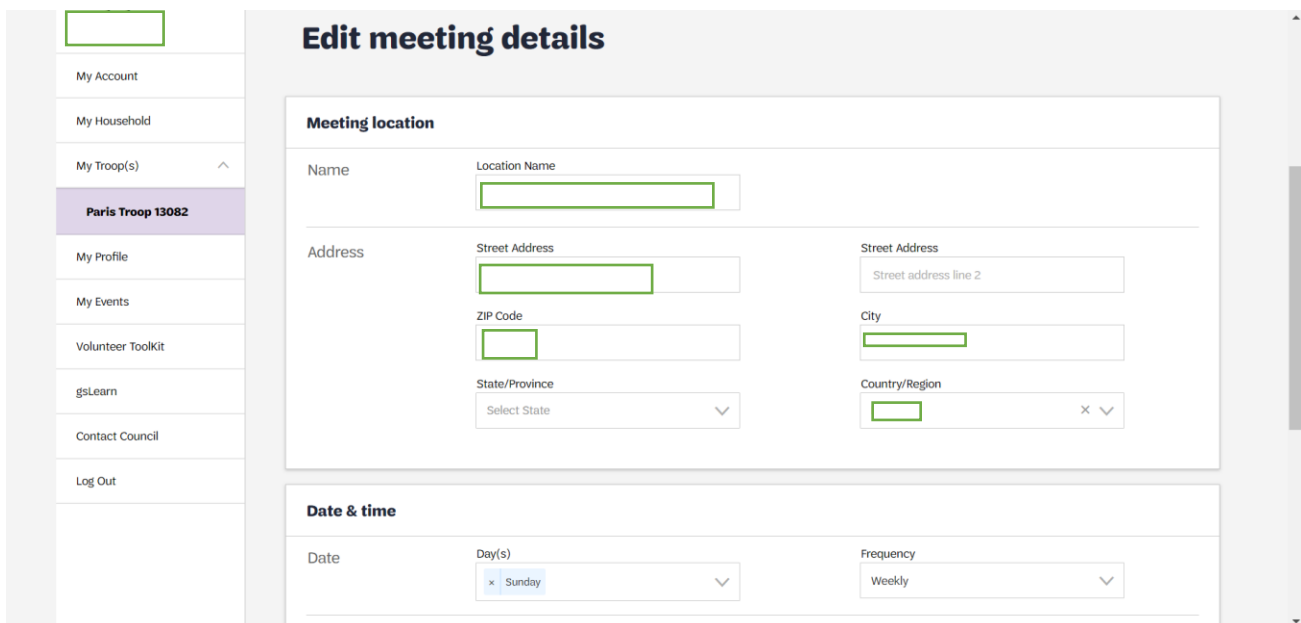
- Meeting details**: Includes 'Edit meeting details' and 'Meets in Zip Code [Code]'. Below this, it shows 'Weekly | Sunday, 10:00 AM - 11:00 AM'.
- Program Level**: Shows 'multi-level'.
- Contact information**: Lists 'Paris Troop Leader' and 'Paris Troop Leader' with a corresponding input field below.
- Member details**: This section is partially visible at the bottom of the page.

3. On the **Troops** page select **edit meeting details**



The screenshot shows the 'Paris Troop 13082' page. The left sidebar contains navigation options: My Account, My Household, My Troop(s), Paris Troop 13082 (highlighted), My Profile, My Events, Volunteer Toolkit, gsLearn, Contact Council, and Log Out. The main content area has the troop name 'Paris Troop 13082' and a 'Hide information' link. Below this is the 'Meeting details' section, which includes a location pin icon, a 'Meets in Zip Code' field, and a clock icon with the text 'Weekly | Sunday, 10:00 AM - 11:00 AM'. The 'Program Level' section shows 'multi-level'. The 'Contact information' section has two 'Paris Troop Leader' labels above a large empty text box. At the bottom, the 'Member details' section is partially visible.

4. Edit details, location, date/time and save. Your meeting address **MUST** be a physical overseas address. Do not use an APO/FPO or other mailing address. If you do not know your physical address, please only include the city and country where meetings take place.



The screenshot shows the 'Edit meeting details' form. The left sidebar is identical to the previous screenshot. The main content area is titled 'Edit meeting details' and contains two sections: 'Meeting location' and 'Date & time'. The 'Meeting location' section has a 'Name' field with a 'Location Name' label and a text input field. The 'Address' section has a 'Street Address' label and two text input fields (one for 'Street Address' and one for 'Street address line 2'), a 'ZIP Code' field, a 'City' field, a 'State/Province' dropdown menu with 'Select State' as the selected option, and a 'Country/Region' dropdown menu with a text input field and a close button. The 'Date & time' section has a 'Date' field with a 'Day(s)' label and a dropdown menu showing 'x Sunday', and a 'Frequency' field with a dropdown menu showing 'Weekly'.