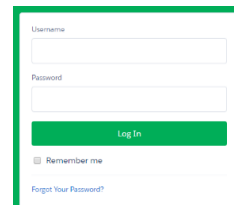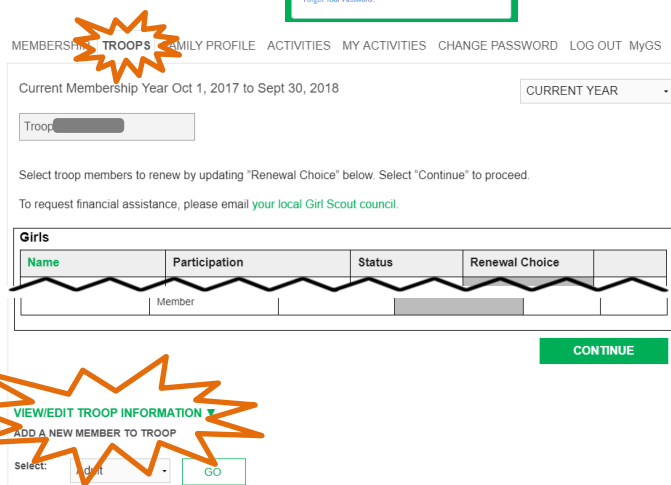# Updating Troop Meeting Information

1. Go to: www.sdgirlscouts.org and click on "My GS/VTK." Select Member Profile from the drop down menu.
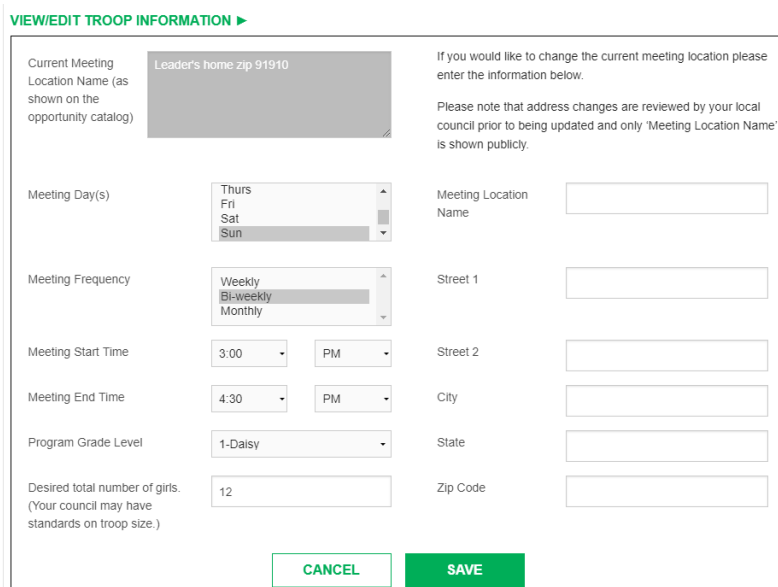
2. Login to your account.
   If you don't know your password, click "Forgot your password?" and enter your email address as your username. An email will be sent to you right away with steps to reset your login information.

3. Click on the "Troops" tab.

4. At the bottom left of the page, click View/Edit Troop Information. The meeting information are will expand.

5. Scroll down and update any information that has changed and click Save.
   a. Only meeting location the opportunity catalog; address remains private.
   b. Meeting information will not update immediately, Girl Scout staff reviews and activates.

If you need assistance or have questions, please contact our Customer Care team at customercare@sdgirlscouts.org or (619) 610-0821.