

Troop Transfer Instructions for Primary Caregiver (Parent/Guardian)

Primary Caregiver will need to log in to your [My Account](#).

Navigate to the “My Household” tab & locate the member that needs a transfer.

Next you will click on the “Change My Participation” link.

The screenshot shows a user interface for a 'Girls' account. At the top left, there is a 'Select All' checkbox and a 'Hide inactive members' link. Below this is a table with columns: Membership/Participation, Caregiver(s), Exp. date, Program level, Status, and Not Returning. The first row shows a 'Membership' checkbox, an expiration date of 09/30/2022, a 'multi-level' program level, and an 'ACTIVE' status. The second row shows a 'girl scouts of citrus' logo, a caregiver profile, an expiration date of 09/30/2022, a 'multi-level' program level, and an 'ACTIVE' status. A red circle highlights the 'Change my participation' link in the top right of the table. At the bottom, there are buttons for 'Add a troop', 'SAVE RETURN STATUS', and 'REVIEW CART'.

On the next screen you will verify the information and then click “Next”

The screenshot shows a form with three sections. The first section is titled 'Who is making a change?' and asks to 'Select a current member of your household.' It has a dropdown menu. The second section is titled 'What kind of change would you like to make?' and asks 'You can choose to transfer to a different troop or change your current participation.' It also has a dropdown menu. The third section is titled 'What would you like to do?' and says 'We love options! Search for troops and roles in our participation catalog by clicking next.' At the bottom right, there are two buttons: 'CANCEL' and 'NEXT'.

Now you will search for the new troop.

Verify the Zip Code is correct (Hint: sometimes it works better to removed the last 4 digits of the zip code after the hyphen if that is present).

The search radius automatically defaults to 10 miles but you can adjust that as needed.

The membership year will automatically default to the Current Year.

Troop Number and Grade Level are optional filters. If you know the troop number we suggest typing it in. Hint: You must type the word "Troop" before the number in order for it to work.

Once completed, click the Search button.

Location

Zip/Postal code

OR

Country/Region State/Province City

Select Country Select State City

Outside the U.S.? Just enter your city and country and we'll show you options near you.

Search Radius

Search radius in miles

Membership year

Please select the membership year(s) that you would like to participate in

Current Year
October 2021 - September 2022

Troop Number optional

To join a specific troop, enter the troop number below.

Troop Number optional

To join a specific troop, enter the troop number below.

- Troop 85
- Troop 850
- Troop 85000
- Troop 85001
- Troop 85002
- Troop 85003
- Troop 85004

2nd grade 3rd grade

Hint: In order for the troop to appear, the coleader(s) must have the troop displayed on the catalog. In this example the troop number entered was not displayed in the catalog, so the search returned 0 results. Once I adjusted the filters to remove the specific troop number, multiple troops were displayed to select from.

Search filters: Sort by distance Within 10 miles Filter (3) Clear Filters 32127 Troop 850 X Current Year

We found **0 troops** that match your search.
[Refine your search](#)

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Search Sort by distance Within 10 miles Filter (2) 32127

We found **13 troops** that match your search.

1 of 13 results

Friendship Troop 813

girl scouts of citrus

2.15 miles

Association: Port Orange Elementary School

Open Spot(s): 24 girls, 22 adults

Grade Range: K, 1st, 2nd, 3rd, 4th, 5th

Filled Spot(s): 1 girls, 5 adults

2 of 13 results

Troop 4610

girl scouts of citrus

2.82 miles

Association: -

Open Spot(s): -

Grade Range: 6th, 7th

Filled Spot(s): -

Review the list of troops & select the troop by clicking the “Join This Troop” button. Then you will get a confirmation pop-up to verify what troop you selected.

Close

You're requesting to join
troop **Friendship Troop 813**,
right?

[Cancel](#)

Confirm your changes

Who made the change?

What kind of change did they make?

I've made my selection and I'm ready to start my new adventure:

Friendship Troop 813

CANCEL

CONFIRM

Once you confirm the changes, you will receive a confirmation email and be redirected back to your My Account homepage.

If you are a volunteer in the troop also, don't forget to transfer yourself to the new troop as well.

If you run into any problems while completing the transfer, please reach out to our customer care team at customer care@citrus-gs.org or 407-896-4475.