

## Adding or Editing Parent Details

### Adding Parent Details

1. Go to the Girls/Parents tab



2. Fill in at least some letters of the Girl's First and Last name. You are required to use at least 2 letters for the name fields. Then click the "Search" button.

Girls/Parents

View Results By: Girl

GSUSA ID:

Old GSUSA ID:

Girl First Name:

Girl Last Name:

Girl Email Address:

Girl 12 or Younger: Choose an Option

Parent First Name:

Parent Last Name:

Parent Email:

Parent Data Loaded?: Choose an Option

Council Code:

Service Unit Number:

Council Name:

Service Unit Name:

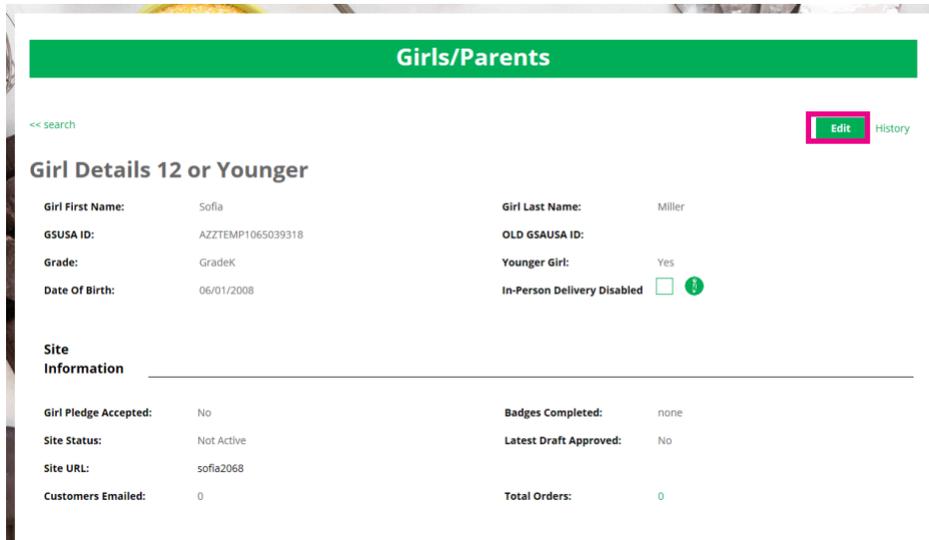
Troop Number:

Search

3. When you find the girl you are looking for, if her parent details do not appear, the parent has not been imported into DOC. You can either import her information or, you can enter the details directly into DOC. To add directly in the record, click on the Girl's Last name.

Girl Last Name	Girl First Name	GSUSA ID	Younger Girl	Grade	Site Status	Girl Email Address	Parent Last Name	Parent First Name	Parent Email	Council Name	Troop Number
Walker	Jasmine	888888888	No	Grade8	Draft					Louisiana East	12355

- Clicking on the girl's last name will bring up her details page. Click the "Add Parent" box in the upper right hand column.



**Girls/Parents**

<< search Edit History

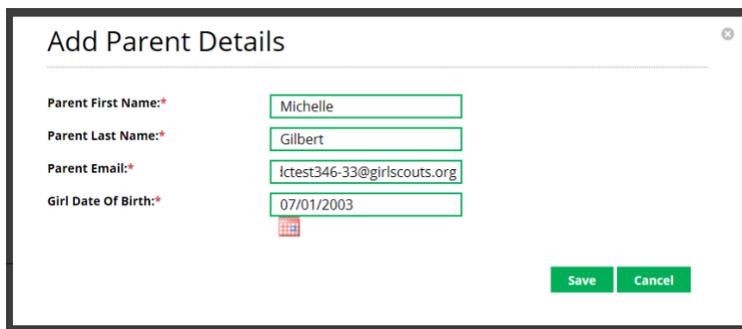
**Girl Details 12 or Younger**

<b>Girl First Name:</b>	Sofia	<b>Girl Last Name:</b>	Miller
<b>GSUSA ID:</b>	AZZTEMP1065039318	<b>OLD GSAUSA ID:</b>	
<b>Grade:</b>	GradeK	<b>Younger Girl:</b>	Yes
<b>Date Of Birth:</b>	06/01/2008	<b>In-Person Delivery Disabled:</b>	<input type="checkbox"/> ⓘ

**Site Information**

<b>Girl Pledge Accepted:</b>	No	<b>Badges Completed:</b>	none
<b>Site Status:</b>	Not Active	<b>Latest Draft Approved:</b>	No
<b>Site URL:</b>	sofia2068	<b>Total Orders:</b>	0
<b>Customers Emailed:</b>	0		

- Enter the Parent's Details and the Girl's Date of Birth.



**Add Parent Details**

**Parent First Name:**

**Parent Last Name:**

**Parent Email:**

**Girl Date Of Birth:**

Once you save the details, the parent will receive the registration email the next time the emails are sent by the system (6pm & 4am CT). You can also go back to the parent details page and click the "Send Registration Email" to trigger the email to the parent immediately. See the "Re-sending a Registration Email" tip sheet for details on that.

## Editing Parent Details

1. If you need to change the parent's name, email or password, begin by looking up the parent on the girl/parent tab.

**Girls/Parents**

View Results By:

GSUSA ID:

Old GSUSA ID:

Girl First Name:

Girl Last Name:

Girl Email Address:

Girl 12 or Younger:

Parent First Name:

Parent Last Name:

Parent Email:

Parent Data Loaded?:

Council Code:

Service Unit Number:

Council Name:

Service Unit Name:

Troop Number:

If you cannot find the parent name in the search, look for the girl member instead. The parent may not have been loaded into DOC yet. If not, follow steps to add parent details.

2. When you locate the parent, click on the parent's last name

Girl Last Name	Girl First Name	GSUSA ID	Younger Girl	Grade	Site Status	Girl Email Address	Parent Last Name	Parent First Name	Parent Email	Council Name	Troop Number
GILBERT	Phoebe	9992499046	No	Grade8	Draft		GILBERT	Michelle	dctest346-33@girlscouts.org	Louisiana East	12355

3. The Parent Details page will come up. Click the "Edit" button in the upper right hand corner of the page.

**Parent Details**

<< search  history

Parent First Name: Erin

Parent Email: dctest664-7@girlscouts.org

Parent T&C's Accepted: No

Associated Girls: Sofia Miller, Grace Hall

Parent Last Name: Hall

Parent Login Disabled:

Password Changed: Yes, 10/11/2018 2:33 PM CDT

Site Last Login:

Mobile Last Login:

User Roles:

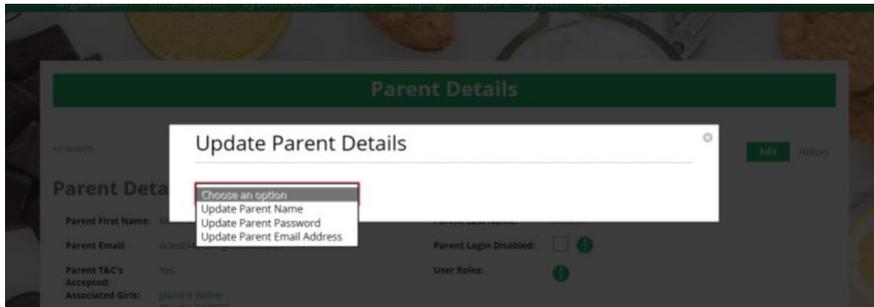
Communications

Registration Email: Last Sent - 2018/10/11 18:00:12

Reminder Email: Not Sent

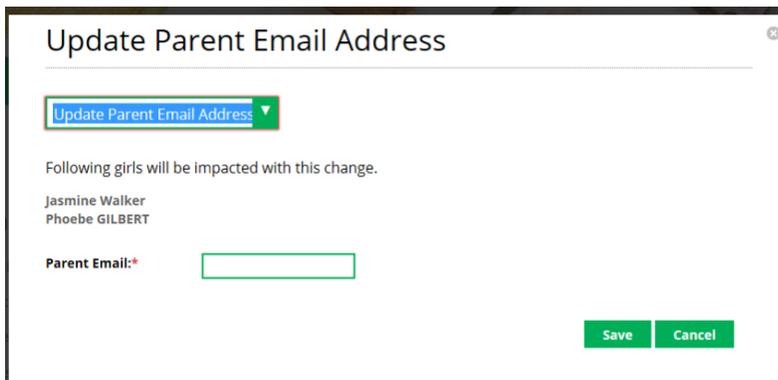
Password Reset: Not Sent

4. You will have three things you can choose from in a drop-down menu.
  - Update Parent Name
  - Update Parent Password
  - Update Parent Email Address



NOTE! You should only use “Update Parent Password” as a last resort. For security reasons, the parent should reset her password with the “Forgot Password” link on the login screen or on her “My Account” tab in Digital Cookie.

If updating parent address, it will let you know that the email will be updated for all girls that have that email address.



If the parent has not yet registered for Digital Cookie, she will receive a registration email.

If she is registered, she will receive a password reset email as she has to reset her password to access the system with her new email.