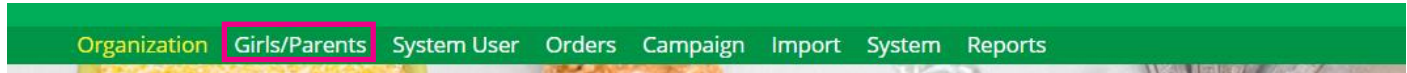# Finding a Girl/Parent's Information

1. Go to the Girls/Parents tab if the user is a parent (System User tab if the person is only a volunteer, not also a parent)

Organization   **Girls/Parents**   System User   Orders   Campaign   Import   System   Reports

2. Fill in at least two letters of the Girl's First and Last names. You can also use the parent first and last name if you wish. You are required to use at least 2 letters for the name fields. For best results, choose one category to search on and not multiple categories. Then click the "Search" button.

Girls/Parents

View Results By:	Girl

GSUSA ID:		Parent First Name:		Council Code:	
Old GSUSA ID:		Parent Last Name:		Service Unit Number:	
Girl First Name:	phoe	Parent Email:		Council Name:	
Girl Last Name:	gil	Parent Data Loaded?:	Choose an Option	Service Unit Name:	
Girl Email Address:				Troop Number:	
Girl 12 or Younger:	Choose an Option				Search

3. When you find the girl you are looking for, click on the parent last name to open the record.

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

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In the Parent Details, you will see all of the info about the parent and what girls she is associated with as well as all of her user roles she has.

From here you are likely to:

- Resend a Registration Email
- Adding or Editing Parent Details

Please see the related tip sheets for information on those processes.