Shutterfly

# USAGSO-Singapore Members Site

girl scouts usa girl scouts overseas singapore

## Why Should I Join the Shutterfly Members Site?

The USAGSO-Singapore Shutterfly Members Site is a private website for sharing information only within the community of our member families, leaders and volunteers. It is used for files, documents and information that are not suitable for the general public and cannot be easily distributed by email or posted on our public website.

As a parent, leader or volunteer participating in USA Girls Scouts Overseas in Singapore, the Shutterfly Members Site will provide you with access to the following:

- **Members List:** Search the directory and send email to other members.
- **Photo Library:** Share, view and download pictures from recent and past USAGSO-Singapore events.
- **Meeting & Event Details:** Information that cannot be published on our public website such as OMT meetings locations & agendas, locations for public-place events, meeting & events held in private homes/condos, etc.
- **Documents Library:** Useful documents for council-wide events, annual registration, OMT and Executive Committee business, etc.
- **Message Boards:** General announcements and forums to share information with fellow members.
- **Leader Resource Center:** Forums, documents, website links and other useful stuff to help leaders guide their girls through scouting and have fun while doing it.

## How do I Join the Shutterfly Members Site?

Rather than automatically create accounts for everyone in the USAGSO-Singapore community, the organization has chosen an "opt-in" approach so individuals can make the choice of whether to join the Shutterfly Members Site or not. While we hope all parents and leaders will make the choice to join, we recognize that not everyone may want to participate. In order to access the site, you must:

1. Create a Shutterfly account, and
2. Send a request to the Member Site administrator to allow access to the site.

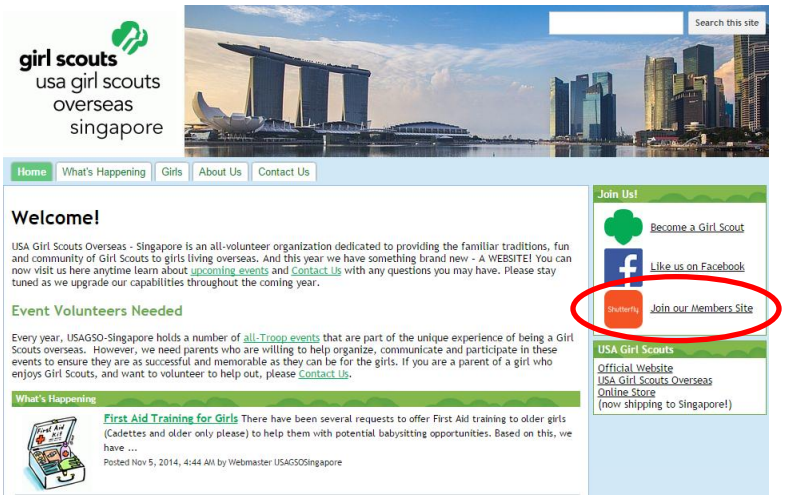
It should be noted that Shutter fly will send promotional email to your login email account if you allow it, but this can easily be turned off during the account creation process, at any time you are logged in or by clicking the "unsubscribe" link in any email you receive from Shutterfly.

In addition, the USAGSO-Singapore Members Site is configured to automatically send weekly email updates and meeting reminders to all members. Again, you can easily edit your personal settings for the Members Site to configure if and when you would like to receive email reminders.

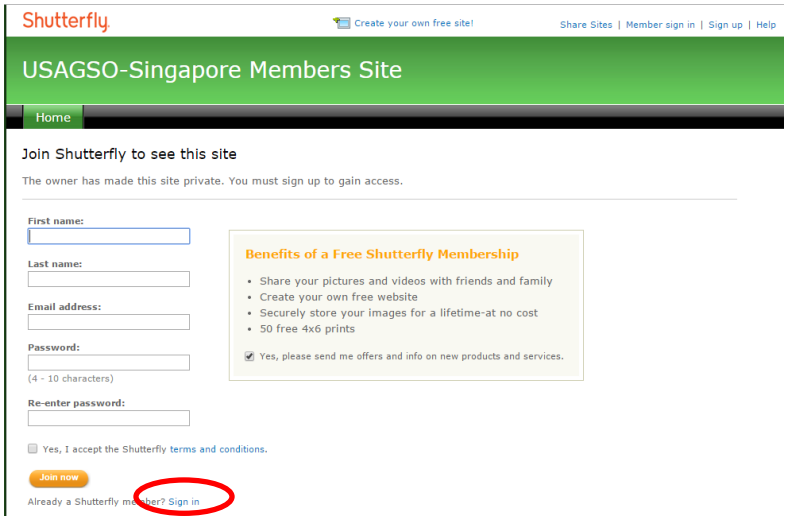
## But, I Already Have A Shutterfly Account…

If you already have a Shutterfly account for your personal use, or for another Share site, you can use the same login for the USAGSO-Singapore Members site. You just need to login to Shutterfly and send an access request to the Member Site administrator.

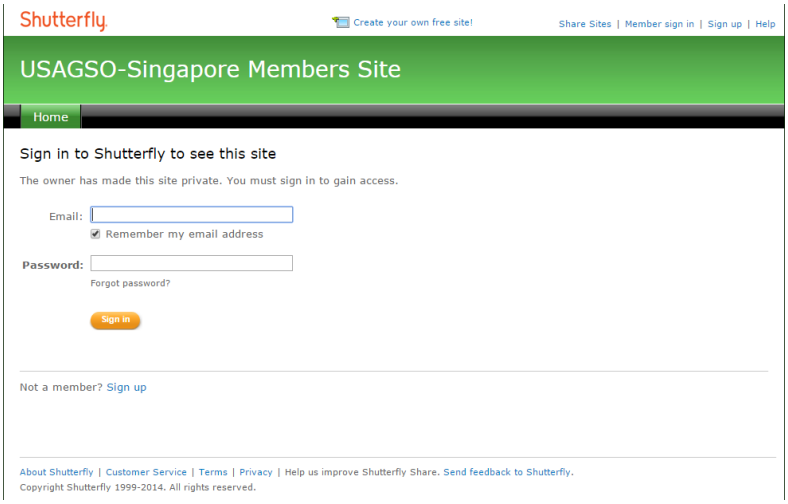
**Step 1:** Open your favorite web browser and type in https://usagsosingapore.shutterfly.com. Or you can visit the public website at www.singaporeusagirlscouts.org and click on the "Join our Members Site" link on the right side of the home page.



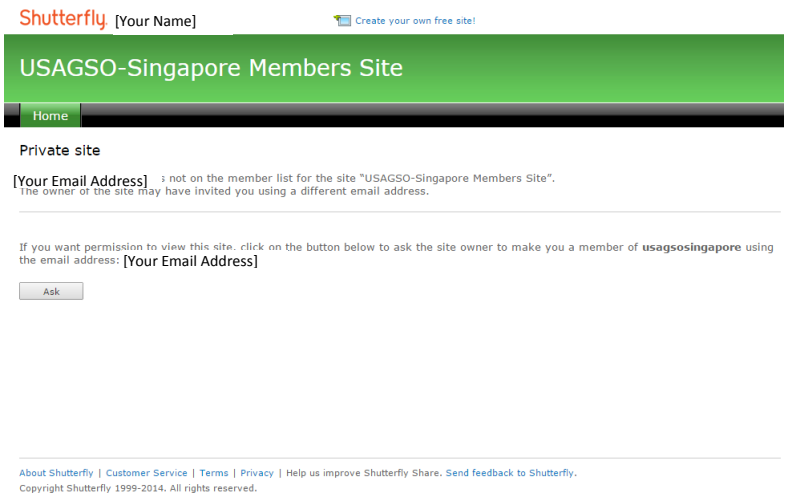

**Step 2:** If you have not logged in for a while, or do not have cookies enabled you will see the following screen. Click on the "Sign in" link at the bottom of the page. If you see something different, go on to Step 3.



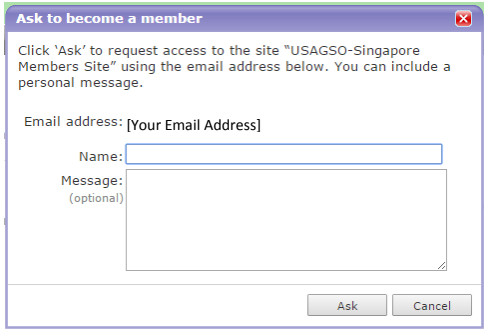
**Step 3:** At the sign in page, enter the email and password you use to access your Shutterfly account and click the “Sign In” button.




**Step 4:** You will see a page that informs you this is a private site and you need to ask permission to become a member- click the “Ask” button.



**Step 5:** In the popup box, enter your full name (First and Last) in the Name field. In the Message field, please enter the troop number(s) for your daughter(s) and click the "Ask" button. This information is needed to match your request with the USAGSO-Singapore membership ledger.

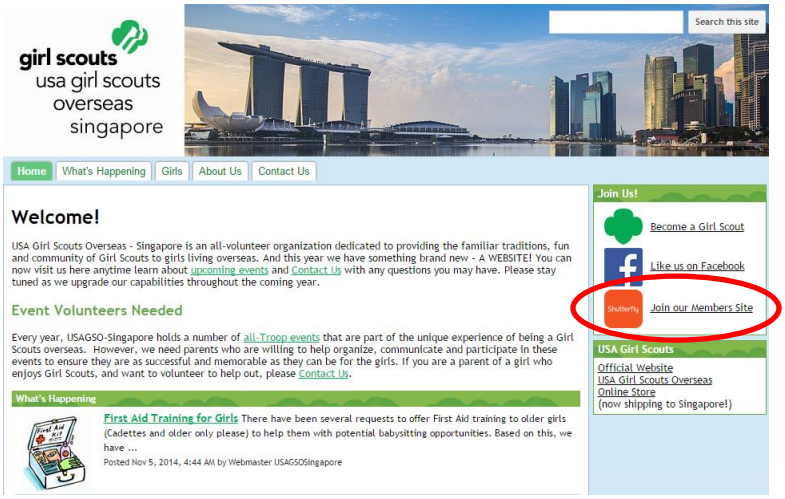



**Step 6:** Once your request has been approved by the Shutterfly Member Site administrator, you will receive a membership confirmation email. From that point forward, you will always be able to access the Member Site using your Shutterfly login. Welcome!

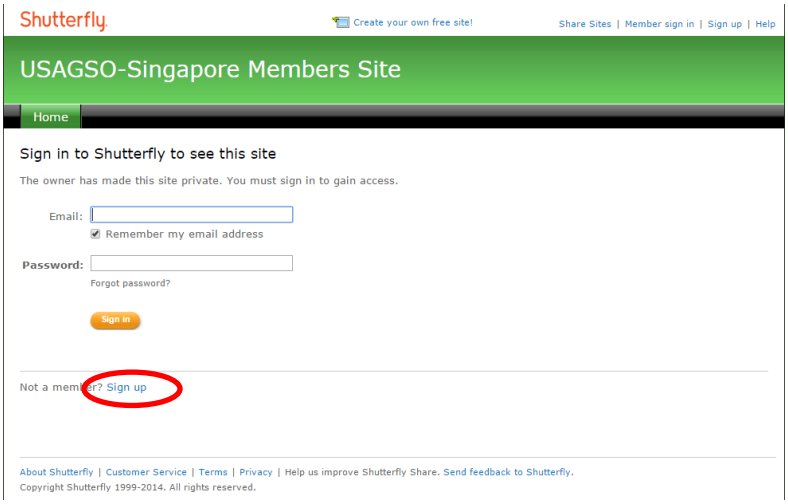
## But I Don't Have A Shutterfly Account…

No worries, it is very easy to create a new account and then request access to the USAGSO-Singapore Members Site. Once the administrator grants your access request, you will be able to login to the site using your account at any time.

**Step 1:** Open your favorite web browser and type in https://usagsosingapore.shutterfly.com. Or you can visit the public website at www.singaporeusagirlscouts.org and click on the "Join our Members Site" link on the right side of the home page.



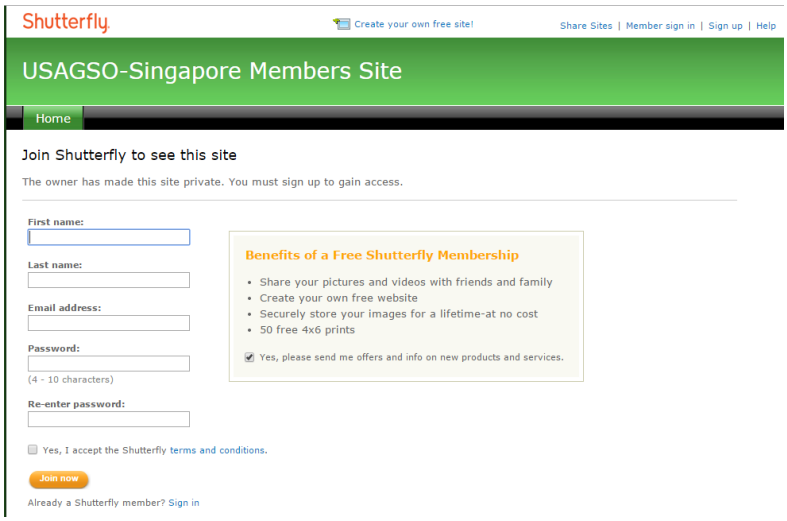
**Step 2:** You should see a page that looks like the picture below – click the "Sign up" link near the bottom of the page. If you are already seeing the "Join Shutterfly to see this site" page, skip to Step 3.



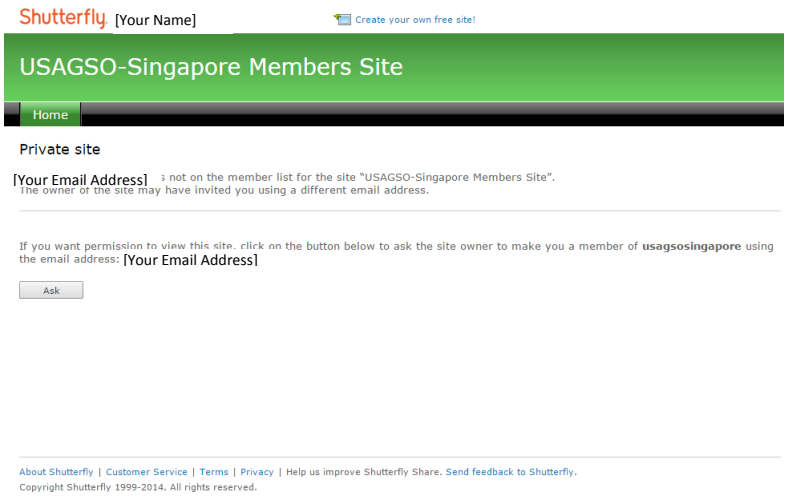

**Step 3:** On the "Join Shutterfly to see this site" page, fill in your personal information and choose a password. Your email address will be your login name and will be used to send your account confirmation and site update emails. (Please use an email account that you check regularly!) Your password is private and the administrator has no access to it and cannot change it – so please choose something you will remember.

If you want to 'opt-out' of the Shutterfly promotional emails (and they do send quite a few), don't forget to un-check the box to the right of the password entry field.

Click the "Join now" button to submit your account information. An email will be sent to your address confirming your Shutterfly account details – however, you do not need to do anything to activate your account.



**Step 4:** Next, you will see a page that informs you this is a private site and you need to ask permission to become a member- click the "Ask" button.

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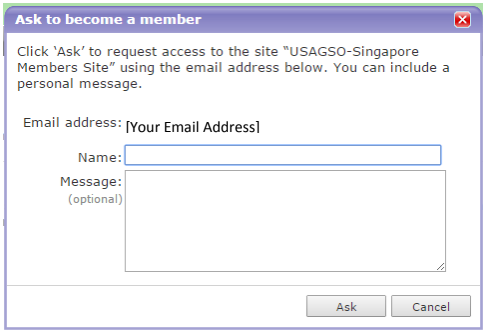


**Step 6:** Once your request has been approved by the Shutterfly Member Site administrator, you will receive another membership confirmation email. From that point forward, you will always be able to access the Member Site using your Shutterfly login. Welcome!