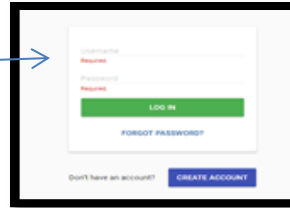
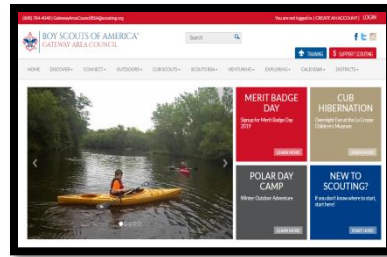


TO UPDATE YOUR UNIT INFORMATION

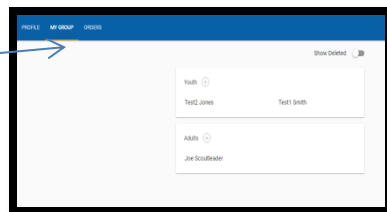
1. Go to www.gatewayscouting.org
2. Login with your username & password given to you via email.



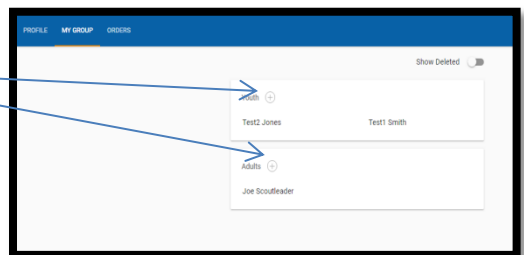
3. If you want to change any of your profile information, click on MANAGE PROFILE (right side of screen), and update the information and click on SAVE CHANGES.



4. To see your group, click on MANAGE MY GROUP on the right or it might be on the top bar.



5. To add a Youth or Adult, click on the + button, and add their info, then hit the green COMPLETE button.

A screenshot of the 'ADD MEMBER' form. It has a white background and a blue header. The form includes fields for 'First Name', 'Last Name', 'Date of Birth', 'Gender', 'Grade', 'Allow Photography', 'Contact Info' (Email, Phone Number, Address, State, Wisconsin, City), and 'Unit' (Unit ID, Rank). A green 'COMPLETE' button is at the bottom.