

GSA's Directory: Membership Toolkit

In the past, GSA printed a paper directory. Now, we use an app-based directory called Membership Toolkit. The Membership Toolkit app is a great resource for quickly looking up parent names, email addresses, phone numbers, and even addresses if needed. You can easily text, email, or call directly from the app. **This tool is INCREDIBLY useful, and we hope you all will take advantage of it!** Please note: the GSA directory is for school & personal use only.

Here are the instructions for setting up a new account with the app:

1. Visit: <https://thegirlsschool.membershiptoolkit.com> (this needs to be done from your computer)

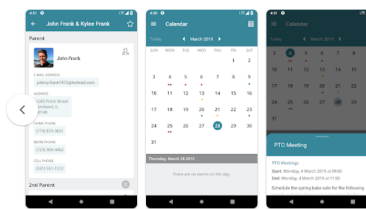
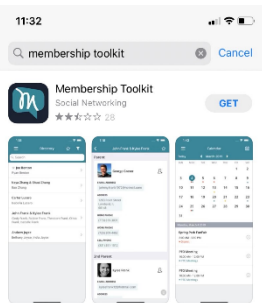
Register » Login

2. Click
3. New User > Create an Account **OR**
Login as a Returning User using the account you created in previous years
4. If you are new- You will need to fill out the form and then confirm your email address
5. Once you confirm your email address and enter your password to login, click through the User Information form -- **the only field you need to fill out is "How are you connected to our school?"** Once you have clicked through this form.... **Congratulations! Your Membership Toolkit account is set up!**

6. To access the directory using the app, search for Membership Toolkit in your app store

[App for Apple](#)

[App on Google Play](#)



7. Insert the username and password you just created online into the app to login

Just a few tips when using the app: You can use the filter on the top right corner of the app to sort by grade. You can also favorite any contact by selecting the contact, and the tapping the little star in the top right corner.