

Renewal Instructions

1. Log into your MyGS and navigate to the “My Account” page.
2. Click the carrot drop down on “My Troop(s)” to see a list of your troops.
3. Select the troop you wish to renew.

Name	Troop(s)	Participation	Status
Julie	Troop99999	Troop Leader 999 SU 999 Service Unit Manager, SU 999 Service Unit Volunteer, SU 999 Accounting Coordinator	• ACTIVE MEMBERSHIP

4. On the Troop page, you can choose to renew one troop member, or all of them.

Click here to renew all troop members.

Click here to renew just this troop member.

5. Once you've selected who to renew, click the green “Renew” button. (In this example we're renewing the whole troop).

Member details

Girl

6 member selected

SAVE RETURN STATUS

RENEW

Hide inactive and not returning members

6. The system will then ask you to confirm each member's details. In this step, make sure that the caregiver relationship for each girl is filled and correct (parent, guardian, grandparent, etc.). You can also choose to pay for this member's registration with a credit card, financial aid, or Program Credits (Council Dough/Credits).

6 Confirm member details

1. Elizabeth Troop 9999 ✓

Caregiver relationship
Parent

Caregiver has same address as Girl.

Choose payment type

Credit Card
 Apply for financial aid ?
 Program Credits ?

NEXT PARTICIPANT

Make sure this is filled correctly.

Choose your preferred payment method.

7. Lastly, review your cart, agree to the Girl Scout Promise and Law, and verify that the total amount at the bottom of the page is correct.

< Back Search Add details Review cart Make payment Finish

7 Review your cart

Council	Participation	Details	Price

Girl Scout Promise and Law
Girl Scout Promise
On my honor, I will try:
To serve God* and my country.

Donation amount	\$0.00
Outstanding balance	\$0.00
Total amount	\$125.00

Verify that this total is correct.

Troubleshooting Guide

Issue: The system is not letting you submit member details.

Solution: Ensure that all required fields are entered. The “Caregiver Relationship” field is often the cause of this error, so ensure it is filled correctly before trying again.

It should look like this.

Not this.

Caregiver relationship

Parent



Caregiver has same address as Girl.

Caregiver relationship



Caregiver has same address as Girl.

Issue: After confirming member details, the caregiver contact information was lost.

Solution: DO NOT click the “I am the caregiver” box.

Don't click this.

Caregiver 1

I am the caregiver ?

Instead, remove that participant and then finish renewing any girls already in your cart.

Choose payment type

Credit Card

Apply for financial aid ?

Program Credits ?

SUBMIT MEMBER DETAILS

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

Remove participant X

Click here to remove participant.

Once you've renewed the first batch of troop members, log out of your account, then log back in. This will reset the caregiver information and you'll be able to finish renewing any remaining members of your troop.