

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.

The screenshot shows the 'My Account' page for Julie. The left sidebar has a 'My Troop(s)' dropdown menu with a carrot icon, which is highlighted with a green circle '2'. Below it, a list of troops is shown, with 'Troop99999' selected and highlighted with a green circle '3'. The main content area shows a table of members for 'Troop99999' with columns for Name, Troop(s), Participation, and Status. The status for Julie is 'ACTIVE MEMBERSHIP'. A 'My Events Dashboard' widget is also visible on the right.

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

The screenshot shows the 'Member details' page for Troop 99999. At the top, there is a 'Girl' section with a 'Select All' checkbox. Below this, two individual members are listed: Alexis and Amiah. Each member has an 'Edit details' link and a checkbox for selection. A green callout box with a dashed line points to the 'Select All' checkbox, containing the text 'Click here to renew all troop members.' Another green callout box with a dashed line points to the checkbox for Amiah, containing the text '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).

The screenshot shows the bottom of the 'Member details' page. On the left, there is a 'Girl' section with a checked checkbox and the text '6 member selected'. On the right, there are two buttons: 'SAVE RETURN STATUS' and a green 'RENEW' button, which is highlighted with a green circle '5'. Below the buttons, there is a checkbox for '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 your preferred payment method.

Choose payment type

- Credit Card
- Apply for financial aid ?
- Program Credits ?

NEXT PARTICIPANT

Make sure this is filled correctly.

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
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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

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.