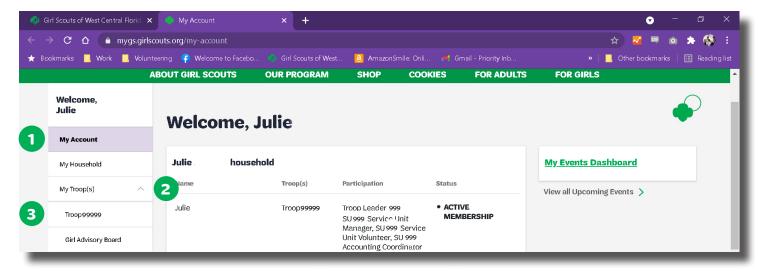
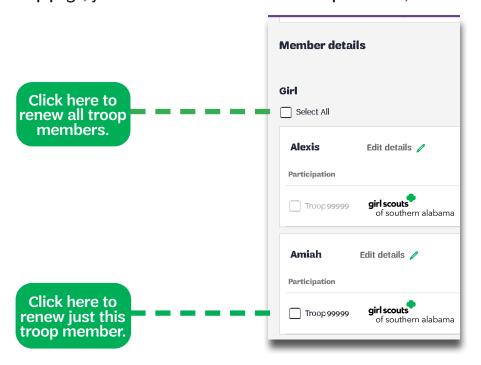
## **Renewal Instructions**

- 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.



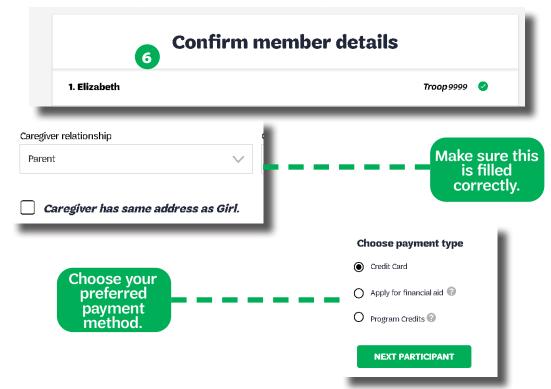
4. On the Troop page, you can choose to renew one troop member, or all of them.



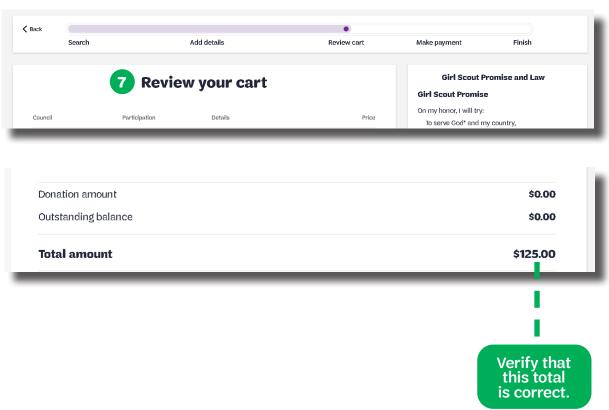
5. Once you've selected who to renew, click the green "Renew" button. (In this example we're renewing the whole troop).



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).



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.



## **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.

Not this.
Caregiver relationship
<b>▼</b>
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.



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



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.