

How to Renew Troop Members

Note: Troop leaders are not able to add new Girl Scouts through MyGS. Troop leaders can use the *Invite friends to join your troop* link and share it with families to self-register their girl(s) to the troop.

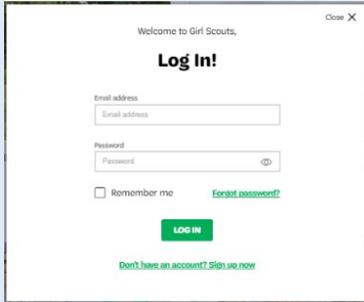
1. From the council homepage (gswpa.org), Click on *MyGS* in the top right.
2. Log in with your email and password. If you have forgotten your password, click *Forgot password?*
3. For further assistance setting up your account, please contact customer care at 800-248-3355 or customercare@gswpa.org.
4. You'll be brought to your **My Account** screen. On the left navigation menu, find **My Troops**.
5. Select the troop you wish to renew.
6. Select the girls and adults you wish to renew by either clicking the **Select All** checkbox or by selecting each member individually.
7. Be sure to select **both** the troop checkbox (i.e. Troop 12345) **and** the role checkbox (i.e. Troop Leader) for each adult if you don't use the Select All checkbox.
8. Once you have all the appropriate girls, adults, and roles selected, click **ADD RENEW**.
9. You'll be taken to a page to **Confirm member details**, where you'll need to confirm information for each person you are renewing. Be sure to update school information for girls as you are able.
10. Choose the **Membership year** (Next Year) and **payment type** for each person.
11. Use the **NEXT PARTICIPANT** button to move to the next one.
12. Once you're finished, click **SAVE DETAILS**.
13. The next screen will show a summary of the information entered.
14. Click **REVIEW CART**, and mark the checkbox to agree to the **Girl Scout Promise and Law (required)**.
15. Click **ADD PAYMENT DETAILS**, enter payment information.
16. On the **Payment confirmation** screen, be sure to click **Print receipt** and save a copy for your troop financial records. You will not be able to reprint a receipt after this page.

1

From gswpa.org click on My GS Sign in.

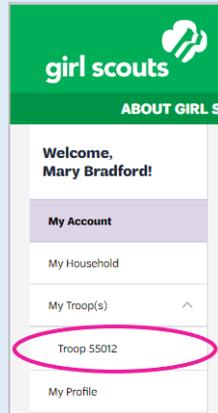
MY GS SIGN IN

Log in with your email and password. If you have forgotten your password, choose "Forgot password*." Do not use "Don't have an account? Sign Up now."



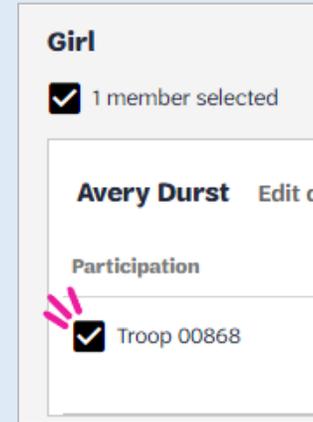
2

From your account, in the left-hand side navigation rail, select the troop you want to work with.



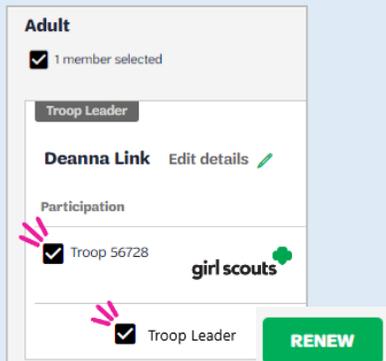
3

First, choose the girl members you would like to renew by clicking on the Troop checkbox for each girl.



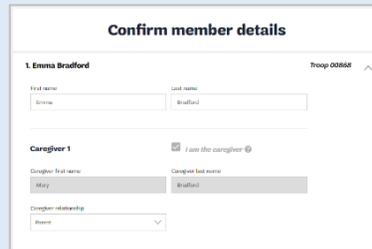
4

Next, for each of the adult member you would like to renew, click on the Troop checkbox; click on the role checkbox if they will continue in the volunteer role in the upcoming year. When finished, click "Renew."



5

"Confirm member details," updating as needed, for each girl and adult selected. Choose a membership year product and payment type.



NEXT PARTICIPANT →

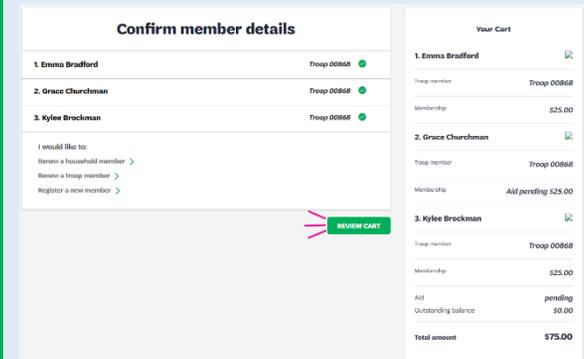
To renew the next girl/adult.

SUBMIT MEMBER DETAILS →

To submit all updates.

6

Screen shows cart summary page. Click "Review Cart".



7

Double check your entries, agree to the Girl Scout Promise and Law click "Add Payment Details"

Review your cart

Count	Participation	Details	Price
1	Troop 00864	Emma Bradford Troop member	\$25.00
1	Troop 00868	Grace Charlemain Troop member	All pending \$25.00
1	Troop 00868	Kylee Brockman Troop member	\$25.00

Girl Scout Promise and Law

Girl Scout Promise
On my honor, I will try:
To serve God and my country,
To help people at all times,
and to live by the Girl Scout Law.

Girl Scout Law
I will do my best to be:
honest and fair,
friendly and helpful,
respectful and caring,
courageous and strong, and
responsible for what I say and do,
and to:
respect myself and others,
respect authority,
use resources wisely,
and be the best I can be.

Please note that Membership fees are non-refundable.
Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferable to another person.
*Council fees help power amazing experiences for girls in your community and are non-refundable.

use resources wisely,
make the world a better place
be a sister to every Girl Scout

*Members may substitute the
accordance with their own age

I agree to the Girl Scout Promise and Law (required)

ADD PAYMENT DETAILS

8

Enter payment information using Troop account debit card and click on "Submit Payment."

Payment details

Payment method

VISA Discover AMEX DEBIT

Cardholder first name
Cardholder last name

Credit/Debit card number Expiration date CVV

Your credit card information is **secure**. GSUSA does not save your billing information.

Select a billing address

Mary Bradford
1319 Poplar Hill Dr
Annapolis, MD, USA 21409-4648

Use a different address

SUBMIT PAYMENT

9

Payment Confirmation Screen.

Success! Your purchase is complete.

Please allow a few minutes for your transaction to reflect in your account.
If the transaction shows your order value at 0 then you may have your settings by clicking Change My Account below.

Payment confirmation

Order #06778087 \$50.00

Merchant used to: gsusa@gswpa.org \$50.00

Order details

Count	Participation	Details	Price
1	girl scout of greater arizona	C.E. Martinatorium and Recreation Center, Outreach Summer Series	All pending \$25.00
1	girl scout of greater arizona	C.E. Martinatorium and Recreation Center, Outreach Summer Series	All pending \$25.00
	Discount amount		-50.00
	Donation amount		00.00
	Tax		pending
	Outstanding balance		00.00
	Total amount		130.00
	Amount charged		00.00

*Council fees help power amazing experiences for girls in your community and are non-refundable.
*The amount of the order shown of amount is subject to GSUSA review and is provisional. Your transaction will be refunded to the extent allowed by law to your original payment method.

Thanks for renewing your troop online!

Print receipt for your records.

*If you need additional help to log into your account or to complete renewal, please contact us at customercare@gswpa.org or 800-248-3355 for assistance.