



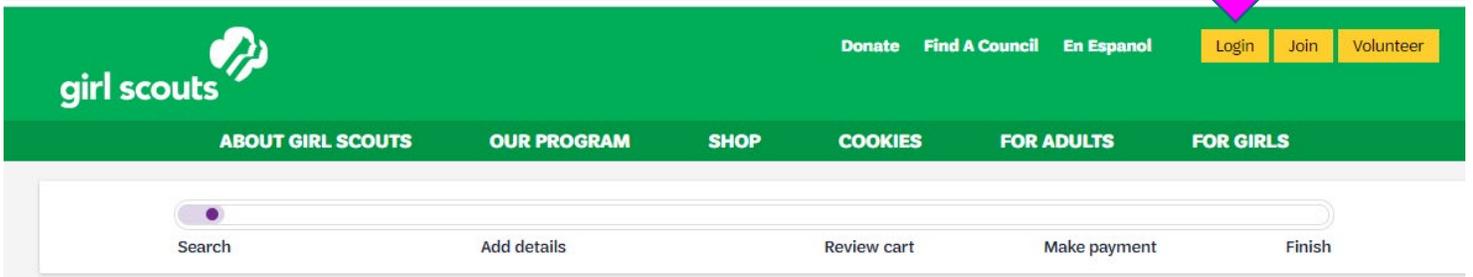
Troop Renewal in MY GS: Step by Step

THANK YOU so much for returning for another exciting year of Girl Scouts! This quick guide will help you renew any or all the members in your Girl Scout troop for another amazing Girl Scout year. Only Girl Scout troop leaders can complete this process.

1. Go to www.comgirlscouts.org. Once at this site, go to the top and to the far right-hand of the page, click **MY GS**

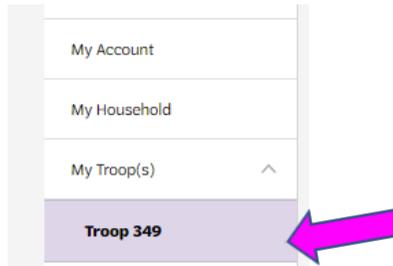


2. You are now on the home page for MY GS. At the top right click on the yellow **“login”** button.



3. Log in using your Girl Scout email address and password. If you have any difficulty, contact the help desk at gshelper@comgirlscouts.org or 804-746-0590 ext. 316.
 - We recent performed an update to our system. You should have received an email to set up your new account credentials. If you did not receive this, you can use the forgot password link to gain access to your account.

- Once logged in, click on “**my troops**” (located on the left) to see a drop down of troop numbers where you are a troop leader and select the troop number you need to renew members.

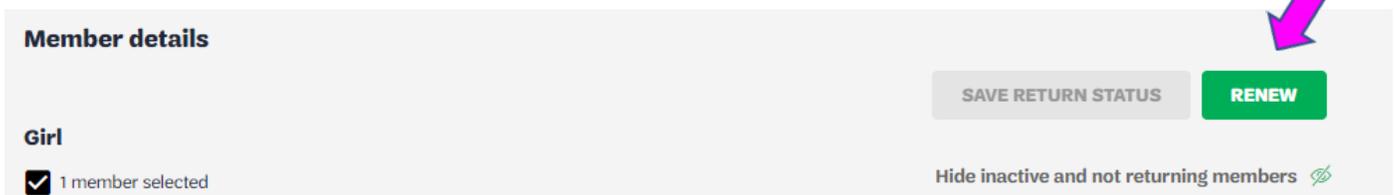


- Check the troop participating box next to all members you wish to renew.

Participation	Caregiver(s)	Exp. date	Program level	Status
<input checked="" type="checkbox"/> Troop 349	Rebecca Nichols	09/30/2020	multi-level	<input checked="" type="radio"/> LAPSED MEMBERSHIP <input type="checkbox"/> Not returning

(For adult members, you will need to select the participation box next to each role they are active in for the troop. You may see members who are no longer active in your troop. Their status will say “end participation” and is grayed out, and you will not be given a renewal choice next their name. If you wish to renew someone who is grayed out, email gshelper@comgirlscouts.org for assistance.)

- Once you have selected all the members you wish to renew scroll up to top of the page and select the green “**renew**” button.



- Confirm each member(s) details are correct and update where needed. Once you have reviewed each member click “**Submit Member Details.**”
- Next steps:
 - Review your cart by ensuring that the member(s) selected you are all you want to renew and click “**Review Cart.**”

- b. Enter any donations you would like to make and, on the right, check the box to agree to the Girl Scout Promise and Law. Then click “**add payment information.**”

The screenshot shows a payment interface for Girl Scouts. At the top, it displays 'Council fees*' for \$3.00. Below this, there are options to 'Edit' or 'Remove' items. A section titled 'Prepare a girl for a lifetime of leadership.' includes the text 'Help her join Girl Scouts.' and 'Yes! I support the next generation of female leaders.' There are buttons for donation amounts: \$35, \$75, \$150, \$250, and an 'Other' field with a text input. A pink arrow points to the 'Other' field. Below the donation options is a 'Council:' dropdown menu. A link 'Where your donation goes' is also present. A section for 'Discount or promotional code' includes a 'Code' input field and an 'APPLY CODE' button. At the bottom, a summary table shows: 'Donation amount' \$0.00, 'Outstanding balance' \$0.00, and 'Total amount' \$28.00. On the right side, there is a section for 'Girl Scout Promise and Law'. It contains the 'Girl Scout Promise' and 'Girl Scout Law' text. At the bottom of this section, there is a checkbox labeled 'I agree to the Girl Scout Promise and Law (required)'. A pink arrow points to this checkbox.

Council fees*	\$3.00
Donation amount	\$0.00
Outstanding balance	\$0.00
Total amount	\$28.00

- c. Enter payment information and click “**submit payment.**”
d. Ensure you get a thank you screen. You can either click “**print receipt**” from this screen or look in your email to review your receipt.

Any questions please contact the GSCV help desk at gshelper@comgirlscouts.org.

Congratulations! You are all set for another exciting year of Girl Scouts.