

Instructions to Renew Your Troop

- Verify current address, contact information and school of each girl in your troop. Collect \$35 for each girl (\$25 GSUSA membership dues plus \$10 GSOC council service fee) and \$25 for each adult registering.
- Deposit the membership dues into the troop bank account.
 - Note: Troop Leaders are encouraged to share details about the importance of supporting Girl Scouts by making a contribution to the [Fund Her Success](#) Campaign. Donations may be made online or by sending a check to Girl Scouts of Orange County, Attn: Fund Development, 9500 Toledo Way, Suite 100, Irvine, CA 92618
- Log into your MyGS account at girlscoutsoc.org/register
 - Select the **TROOPS** tab
 - If you have multiple troops, select the correct troop number from the dropdown in the upper left.
 - Use the dropdown in the upper right to select **Next Year**.
 - Before you start the renewal process, update your troop meeting Information. Scroll down to the bottom of the page and select **View/Edit Troop Information** (in green above Add a Member). Edit the applicable information and select **Save**.
 - Scroll up to the Troop Roster. Check the names on your troop roster to see if any are missing. If someone you believe is registered is not listed, please [contact us](#) or email customercare@girlscoutsoc.org. In some instances a girl or adult may have been registered in a different troop last year and their member record just needs to be transferred to your troop.
- For the girls and adults you wish to renew, choose **Renew** from the drop down next to their name or volunteer role. For the girls or adults who will not be renewing or who may renew later, choose **I'll Decide Later** from the dropdown next to their name. If you know a girl is continuing in a different troop, please have the parent [contact us](#) or email customercare@girlscoutsoc.org
- Select **Continue** at the bottom of the page.
- Ensure the box is checked for acceptance of the Girl Scout Promise and Law and then select **Continue**.
- Verify that the correct people are included in the payment amount, enter the troop's debit card information, and select **Continue**.
- Confirm the correct payment amount is shown and select **Submit**.
- If any girl's address, contact information, or school information has changed, please select **Edit** to the right of their name. Please also change the information for their parent by selecting **Edit** to the right of the parent's name.

Thank you for renewing your troop!