

How to Renew Your Troop

- Please <u>click here</u> to log into your MyGS account. Your username is your email address. Click on "Forgot Password?" if you have not yet created a password for our new system. Make sure to check your spam if you do not see the email in your inbox.
- 2. Once you have set up your password and logged in, click on the "My Account" button in the upper right-hand corner.
- 3. Next click on "My Troop(s)" on the left-hand side and click on your troop number that drops down below.
- 4. Check the boxes next to **membership** and **troop** for the girl(s) and/or adult(s) you would like to renew.
- 5. Next, click on the green "Add Renewal" button.
- On the Add Detail page fill out any missing required information, select the membership year and payment type per person. Click on green "Next Participant" button to get to the next person in your cart.

Check if you were a Girl Scout. Daisy, Brownie or higher-it all counts. Grant this person access to my household.		1. Sally Smith	girl scouts of orange county
Add another caregiver +		Troop member	Troop 238
Choose a Membership year		Membership Council fees*	
Girl 2022 Membership \$2500		2. Rachel Ramos	girl scouts of orange count
		Troop member	Troop 238
Choose payment type Credit Card NEXT PARTICIPANT Friendly reminder you'll still be able to edit participant details before completing your purchase.		Membership Council fees*	
	Remove participant 🗙	3. Mindy Miller	girl scouts of orange count
		Troop member	Troop 238
2. Rachel Ramos	Troop 238	Membership Council fees*	
3. Mindy Miller	Troop 238	4. Lana Lee	girl scouls
4, Lana Lee	Troop 238	Troop member	Troop 238
I would like to:			
Renew a household member > Renew a troop member >		Membership Council fees*	
Register a new member >		Total amount	\$0.00
	ADD RENEWAL	Please note that Membership fees are *Council fees help power amazing expr community and are non-refundable.	



7. Once this is done for each person, you will be able to see the total amount added to your cart. click on green "Review Cart" button to continue.

Search	Add details	Review cart	Make payment	Finish
Confirm member details		Your Cart		
. Sally Smith		Troop 238 🥑	1. Sally Smith	girl scouts
. Rachel Ramos		Troop 238 🥑	Troop member	Troop 23
Mindy Miller		Troop 238 🥥	Membership	\$25.0
Lana Lee		Troop 238 🥑	Council fees *	\$10.0
would like to:			2. Rachel Ramos	girl scouts of orange coun
Renew a troop member >			Troop member	Troop 23
Register a new member >			Membership	\$25.0
		REVIEW CART	Council fees *	\$10.0
			3. Mindy Miller	girl scouts
			Troop member	Troop 23
			Membership	\$25.0
			Council fees *	\$10.0
			4. Lana Lee	girl scouts
			Troop member	Troop 23
			Membership	\$25.0
			Council fees *	\$10.0
			Outstanding balance	\$0.0
				\$140.0

- 8. Consider participating in *Fund Her Success* by donating \$50 or more to support all girls' opportunity to participate in Girl Scouts. You can read more about <u>Fund Her Success here</u>.
- 9. On the **Review Cart** page, check the box to agree to the Girl Scout Promise and Law on the righthand side. Then click on the green "Add Payment Details" button.
- 10. Fill out your payment information and click on the green "Submit Payment" button to complete renewal.
- 11. You will receive an emailed receipt. Allow 10 minutes to see the updated membership changes in your Troop in MyGS.