

Adult Volunteer Renewal Instructions

Thank you for returning for another exciting year of Girl Scouts! We want your membership renewal experience to be as smooth as possible. This step-by-step guide will help you renew any or all Adults in your family for another amazing Girl Scout year with your MyGS account.

NOTE: MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at 1(800) 733-0011 or <https://www.gsctx.org/contactus>

To start the renewal process, follow the steps below:

1. Open an internet browser on your computer
 - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup.
 - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory.
2. Search for www.gsctx.org to access the Girl Scouts of Central Texas website

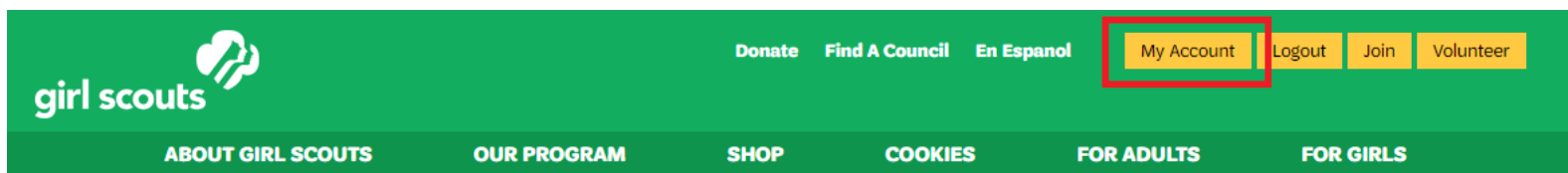
Press play.

Join us.

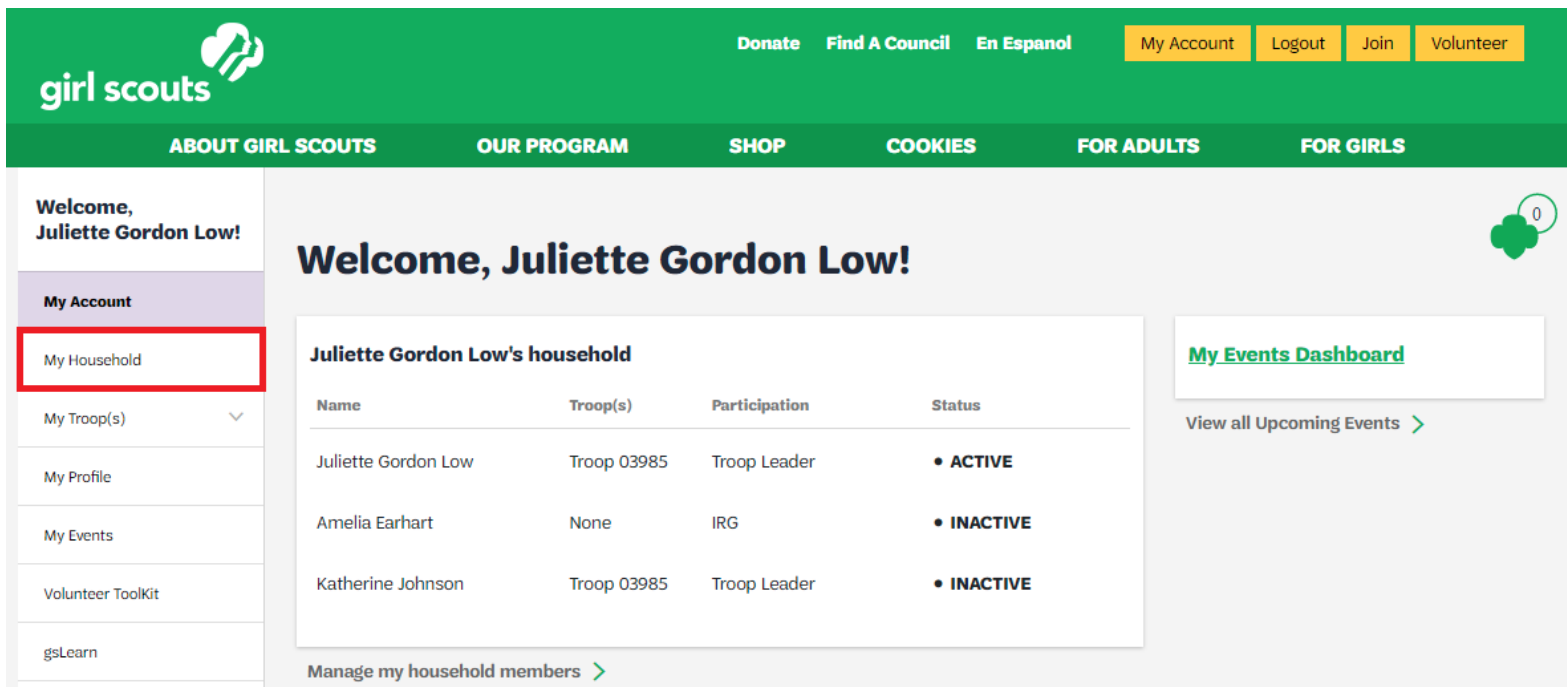


3. Select the gold “MY GS” button from the green Navigation Bar to be directed to <https://mygs.girlscouts.org/> (outlined with a red box in the picture)
 - a. This button will be located on the top right
 - b. If you have any difficulty, GSCTX has step by step instructions in the “2022 Logging Into MyGS Instructions”

4. After logging in, if you are not automatically directed to your MyGS Welcome Screen, you may select the “My Account” button from the banner at the top to be redirected.



5. Once you have accessed your MyGS Welcome Screen
 - a. Select your “My Household” button from the Navigation Bar on the left.



6. Inside your “My Household” tab, you will be able to view:
 - a. All the Adults and Girls in your Household
 - b. Their Memberships
 - c. Troop Assignments
 - d. Volunteer Roles (If they are an Adult)

Welcome, Juliette Gordon Low!

My household members

SAVE RETURN STATUS REVIEW CART

Adults

Select All Hide inactive members

Admin

Juliette Gordon Low [Edit profile](#) [Change my participation](#) [Purchase Lifetime Membership](#)

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input type="checkbox"/> Membership		09/30/2022	N/A	• ACTIVE	
<input type="checkbox"/> Troop 03985	Amdia Earhart	09/30/2022	N/A	• ACTIVE	<input type="checkbox"/>
<input type="checkbox"/> Troop Leader		09/30/2022	N/A	• ACTIVE	<input type="checkbox"/>

[Add a new role](#) [Add a troop](#)


Katherine Johnson [Edit profile](#) [Purchase Lifetime Membership](#)

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input type="checkbox"/> Membership		09/30/2021	N/A	• INACTIVE	
<input type="checkbox"/> Troop 03985	Amdia Earhart	09/30/2021	N/A		<input type="checkbox"/>
<input type="checkbox"/> Troop Leader		09/30/2021	N/A	• LAPSED	<input type="checkbox"/>


[Add a new role](#) [Add a troop](#)

The “My Household” tab acts as a central hub for your family’s Girl Scout Memberships and Troop Participations. There are several actions you can perform from this screen to adjust not only your Girl Scout records but also your Personal Information as well.

On the next page, we will outline how to renew the Adults in your Household for the upcoming Membership Year.

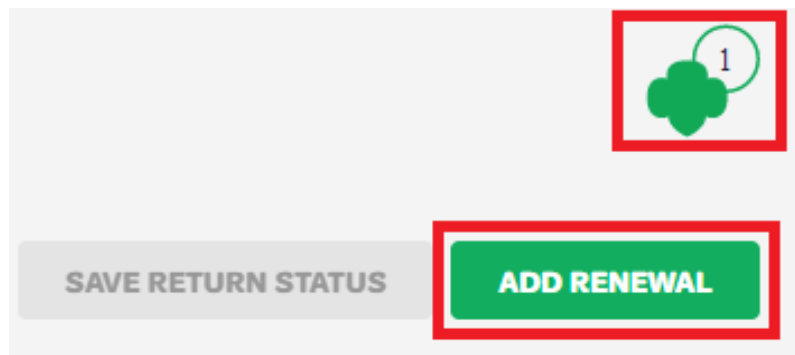
Katherine Johnson [Edit profile](#) 

[Purchase Lifetime Membership](#)

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input checked="" type="checkbox"/> Membership		09/30/2021	N/A	● IN CART	
<input checked="" type="checkbox"/> Troop 03985 	Amelia Earhart	09/30/2021	N/A		<input type="checkbox"/>
<input checked="" type="checkbox"/> Troop Leader		09/30/2021	N/A	● IN CART	<input type="checkbox"/>

1. From the “My Household” tab, check the following boxes under the Adult you want to renew:
 - a. Membership
 - b. Troop #####
 - c. Volunteer Role
 - i. Troop Leader
 - ii. Troop Treasurer
 - iii. Troop Cookie Coordinator
 - iv. Troop Friends and Family

2. Once the Status for the Adult displays the items are “In Cart”, the “Add Renewal” button (visible at both the top and bottom of the screen) will change to green.
 - a. Additionally, a number will populate in the bubble inside the Trefoil icon at the top right of your screen. This icon reflects how many memberships are in your Cart.



3. Select the “Add Renewal” button to advance to the “Confirm Member Details” page.

Confirm member details

1. Katherine Johnson Troop 03985

Volunteer position(s) for Troop 03985

Troop Leader

First name: Katherine Last name: Johnson

Your Cart

1. Katherine Johnson

Troop Leader Troop 03985

Membership

Total amount **\$0.00**

Please note that Membership fees are non-refundable.

4. On the “Confirm Member Details” screen, you can confirm:
- a. Your Adult Member’s Name
 - b. Their Troop (located to the right of their name)
 - c. Their Volunteer roles you are renewing
 - d. Their First and Last Name
 - e. The Adult will also be visible in the Cart
 - i. **NOTE: Until you select the Membership Year and Payment Type, the “Total Amount” in your Cart will be \$0.00**

Choose a Membership year

Lifetime Membership ? \$400.00
Become a Girl Scout for life!


Adult 2022 Membership \$25.00
October 2021 - September 2022

Choose payment type

Credit Card

Program Credits ?

SUBMIT MEMBER DETAILS

 **Remove participant** ✕

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

5. Select the “Membership Year”
6. Choose your Payment Type
 - a. Adults are only eligible for the “Credit Card” payment type
 - b. Program Credits are for GIRL members only
7. Select “Submit Member Details” to update your Cart
 - a. **NOTE: You are given the option to “Remove participant” if you do not want to end your transaction.**

Confirm member details

1. Katherine Johnson Troop 03985

I would like to:

- Renew a household member >
- Renew a troop member >
- Register a new member >

REVIEW CART

Your Cart

1. Katherine Johnson

Troop Leader Troop 03985

Membership \$25.00

Outstanding balance \$0.00

Total amount **\$25.00**

8. Your Cart will be updated to reflect the addition of the Membership
9. Select “Review Cart”

Review your cart

Council	Participation	Details	Price
	Troop 03985	<p>Katherine Johnson Troop Leader</p> <p style="text-align: right;"> Edit Remove </p>	\$25.00

Prepare a girl for a lifetime of leadership.

Help her join Girl Scouts.

Yes! I support the next generation of female leaders.

\$35
 \$75
 \$150
 \$250

Council:

[Where your donation goes](#)

Discount or promotional code

APPLY CODE

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,
- considerate and caring,
- courageous and strong, and
- responsible for what I say and do,

And to

- respect myself and others,
- respect authority,
- use resources wisely,
- make the world a better place, and
- be a sister to every Girl Scout.

* Members may substitute the word God in accordance with their own spiritual beliefs.

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

10. Check the box to agree to the Girl Scout Promise and Law

- a. **NOTE: You are given a second option to “Remove participant” if you do not want to end your transaction.**

Total amount	\$25.00
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 transferrable to another person.	
*Council fees help power amazing experiences for girls in your community and are non-refundable.	
be a sister to every Girl Scout. * Members may substitute the word God in accordance with their own spiritual beliefs.	
<input checked="" type="checkbox"/> I agree to the Girl Scout Promise and Law (required)	

ADD PAYMENT DETAILS

11. Scroll down and select the “Add Payment Details” button

- a. **NOTE: This button will not be selectable unless you agree to the Girl Scout Promise and Law**

Payment details

Payment method

VISA AMEX DISCOVER

Cardholder first name: Juliette
Cardholder last name: Gordon Low
Credit/Debit card number: 1234 5678 9101 1121
Expiration date: 08/2026
CVV: 1234

Your credit card information is [secure](#). GSUSA does not save your billing information.

Select a billing address

Juliette Gordon Low
12012 Park Thirty Five Cir
Austin, TX, USA 78753

Use a different address

SUBMIT PAYMENT

Cart Summary

1. Katherine Johnson

Troop Leader Troop 03985

Adult 2022 Membership	\$25.00
Discount amount	-\$0.00
Donation amount	\$0.00
Outstanding balance	\$0.00
Total amount	\$25.00
Amount to be charged	\$25.00

*Council fees help power amazing experiences for girls in your community and are non-refundable.
**Your order total shows the cost of your event(s) before financial aid is applied. Once financial aid is approved, the total will be adjusted and reflected in your order and credit card payment.

12. Enter your payment information

13. Select “Submit Payment” to complete your Membership Registration.