

Girl Member Renewal Instructions

Thank you for returning for another exciting year of Girl Scouts! We want your Girl's membership renewal experience to be as smooth as possible. This step-by-step guide will help you renew any or all Girl members of 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

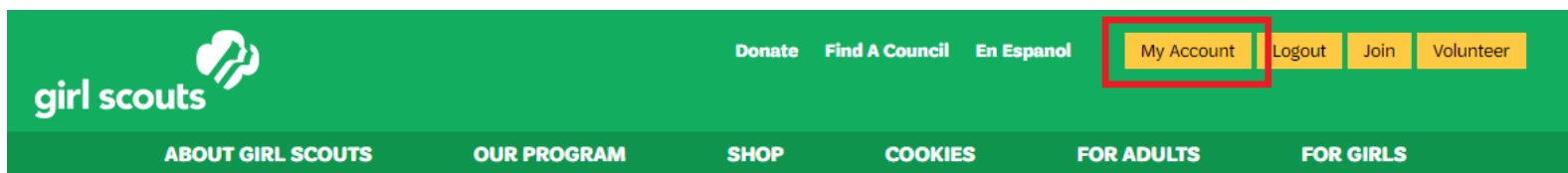
Press play.

Join us.

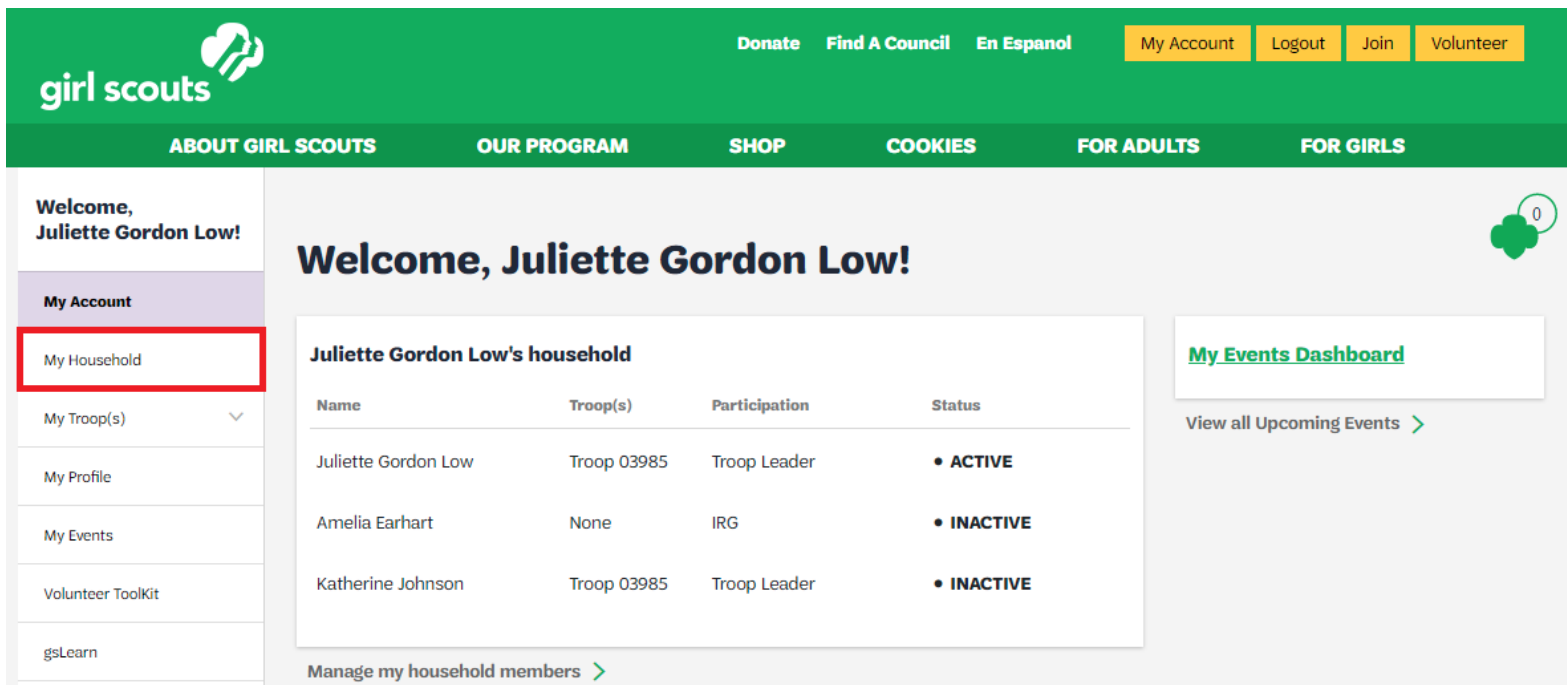


3. Select the gold “MY GS” button from the green Navigation Bar to be directed to <https://mygs.girlscouts.org/> (outlined with a red box in the picture)
 - a. This button will be located on the top right
 - b. If you have any difficulty, GSCTX has step by step instructions in the “2022 Logging Into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

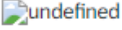
Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input type="checkbox"/> Membership		09/30/2021	N/A	• INACTIVE	
<input type="checkbox"/> Troop 03985	Amdia Earhart	09/30/2021	N/A	• INACTIVE	<input type="checkbox"/>
<input type="checkbox"/> Troop Leader		09/30/2021	N/A	• 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 Girls in your Household for the upcoming Membership Year.

Amelia Earhart [Edit profile](#)

Membership/Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/> Membership	Juliette Gordon Low	09/30/2021	N/A	● IN CART	
<input checked="" type="checkbox"/> IRG	 Juliette Gordon Low	09/30/2021	N/A	● IN CART	<input type="checkbox"/>

[Add a troop](#)

SAVE RETURN STATUS

ADD RENEWAL

1. From the “My Household” tab, check the following boxes under the Adult you want to renew:
 - a. Membership
 - b. Troop #####
2. Once the Status for the Girl 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 continue to the “Confirm Member Details” page

Choose a Membership year

Girl 2022 Membership \$25.00
October 2021 - September 2022

Choose payment type

- Credit Card
- Apply for financial aid [?](#)
- Program Credits [?](#)

SUBMIT MEMBER DETAILS

Remove participant [X](#)

4. On the “Confirm Member Details” page:
 - a. Select your Membership Year
 - b. Choose Your Payment Type

5. For Girl Member Payment Types, you will have three options
 - a. **Credit Card:** Selecting this will prompt you to enter your Credit/Debit Card information on the Payment Details page
 - b. **Financial Aid:** You will need to complete the “Financial Assistance and Financial Partnership Application” upon completing your Membership Registration.
 - i. This form can be found at: <https://www.gsctx.org/fa>
 - c. **Program Credits:** If your Girl Scout has earned Program Credits from the previous Cookie season, no additional action is required from you upon completing your Membership Registration.
 - i. If your Girl Scout does not have enough Program Credits to pay for her Membership, Customer Care will reach out to you for the remainder of your balance.

6. Select “Submit Member Details” and then select “Review Cart” button

The screenshot shows a 'Review your cart' page. The main content area has a table with the following items:

Council	Participation	Details	Price
	None	Amelia Earhart Non-troop member	\$25.00

Below the table, there are 'Edit' and 'Remove' buttons. The 'Remove' button is highlighted with a green box.

Below the table, there is a section titled 'Prepare a girl for a lifetime of leadership.' with a sub-section 'Help her join Girl Scouts.' and a form with radio buttons for \$35, \$75, \$150, \$250, and 'Other'.

Below the form, there is a 'Council:' dropdown menu.

Below the dropdown menu, there is a link 'Where your donation goes'.

Below the link, there is a section titled 'Discount or promotional code' with a text input field for 'Code' and an 'APPLY CODE' button.

On the right side of the page, there is a section titled 'Girl Scout Promise and Law'. It contains the text of the Girl Scout Promise and Law. At the bottom of this section, there is a checkbox labeled 'I agree to the Girl Scout Promise and Law (required)' which is checked and highlighted with a red box.

7. 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.*

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

ADD PAYMENT DETAILS

8. If you selected either Financial Aid or Program Credits as your Payment Method


- a. Scroll down and select the “Submit” button at the bottom of your Screen to complete your Membership Registration application
- b. If you applied for Financial Aid, please complete the “Financial Assistance and Financial Partnership Application”
 - i. This form can be found at: <https://www.gsctx.org/fa>

9. If you selected Credit Card as your Payment Method, 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. Amelia Earhart

Non-troop member

Girl 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.

10. Enter your payment information

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