

Troop Renewal Step-by-Step

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 members in your troop 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

COVID-19 Update: GSCTX facilities are accessible by appointment only. View the latest COVID-19 information. >

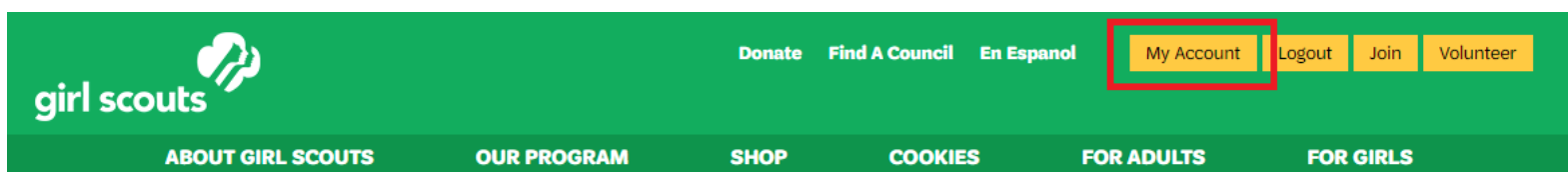
Press play.

Join us.

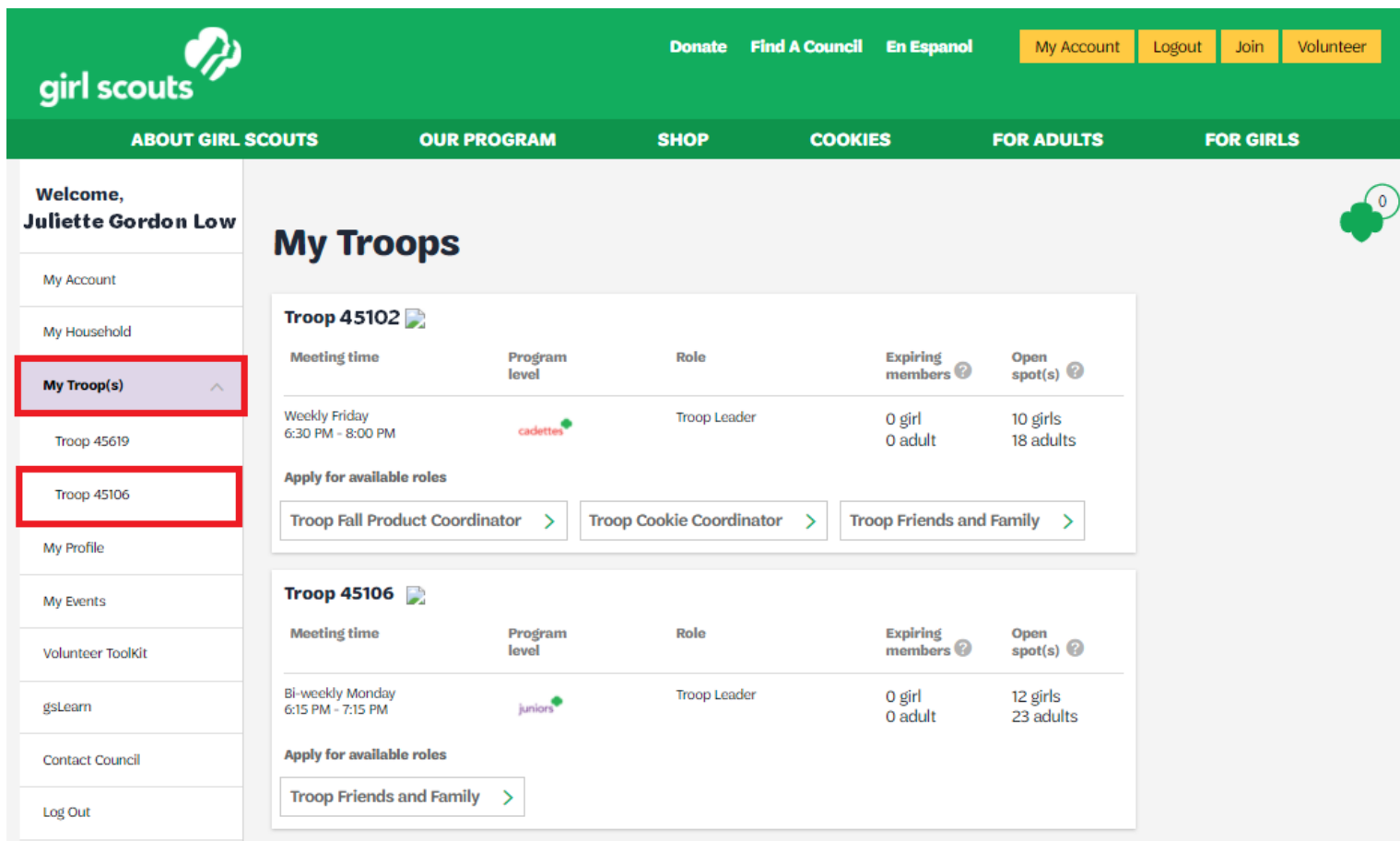


3. Select the gold “MY GS” button from the green Navigation Bar to be directed to <https://mygs.girlscouts.org/> (outlined with a red box in the picture)
 - a. This button will be located on the top right
 - b. If you have any difficulty, GSCTX has step by step instructions in the “2022 Logging Into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



6. When you select your Troop from the dropdown, you will be directed to your Troop Roster.

- a. Your Troop Details will be at the top of the page
- b. Member Details: Lists your Girl and Adult Members in your Troop

7. Scroll past Member Details and the Girls in your troop should appear first.

- a. Select the checkbox underneath their “Participation” section.

SAVE RETURN STATUS **RENEW**

Girl

5 member selected Hide inactive and not returning members

Amelia Earhart Edit details		Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/>	Troop 45106	Bob Ross	09/30/2021	Juniors	• INACTIVE	<input type="checkbox"/>	

Marie Curie Edit details		Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/>	Troop 45106	Bob Ross	09/30/2021	Juniors	• INACTIVE	<input type="checkbox"/>	

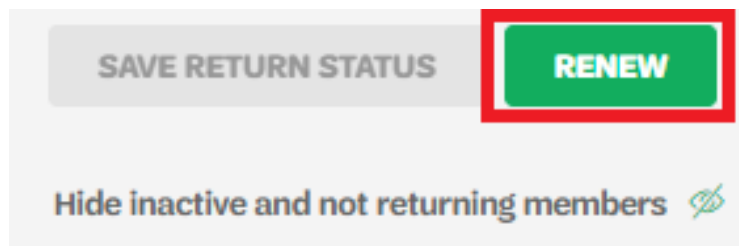
Maya Angelou Edit details		Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/>	Troop 45106	Bob Ross	09/30/2021	Juniors	• INACTIVE	<input type="checkbox"/>	

Rosa Parks Edit details		Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/>	Troop 45106	Bob Ross	09/30/2021	Juniors	• INACTIVE	<input type="checkbox"/>	

8. When you reach the Adults section of your troop roster:
 - a. Select the checkbox underneath their Participation section
 - b. Select the checkbox next to each role you want them to renew into.

Troop Leader		Troop Treasurer				
Katherine Johnson Edit details 			Purchase Lifetime membership			
Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning	
<input checked="" type="checkbox"/> Troop 45106	N/A	09/30/2021	09/30/2021	• INACTIVE		
<input checked="" type="checkbox"/> Troop Treasurer		09/30/2021	09/30/2021	• LAPSED	<input type="checkbox"/>	

9. When you are ready to check out, select the “Renew” button on the top right to access your cart



10. Confirm member details for each renewing member
 - a. Confirm First and Last Name
 - b. Select Membership Year
 - c. Select Payment Type

Confirm member details

1. Amelia Earhart

Troop 45106

First name	Last name
<input type="text" value="Amelia"/>	<input type="text" value="Earhart"/>

Choose a Membership year

<input type="radio"/> Girl 2021 Membership \$25.00 October 2020 - September 2021	<input type="radio"/> Girl 2022 Membership \$25.00 October 2021 - September 2022
<input type="radio"/> Extended Year \$35.00 May 2021 - September 2022	

Choose payment type

Credit Card

Apply for financial aid ?

Program Credits ?

NEXT PARTICIPANT





Remove participant X

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

11. Select "Next Participant" to move from each troop member to the next.
 - a. You may select "Remove Participant" if you would like to remove them from your cart.

12. Once you have confirmed the member details for all the troop members in your cart, select “Review Cart” to continue to the next page.

Confirm member details

1. Amelia Earhart	Troop 45106 
2. Marie Curie	Troop 45106 
3. Katherine Johnson	Troop 45106 
4. Juliette Gordon Low	Troop 45106 

I would like to:

- [Renew a household member >](#)
- [Renew a troop member >](#)
- [Register a new member >](#)

[REVIEW CART](#)

13. Check the box to agree to the Girl Scout Promise and Law
- NOTE:** You are given a second option to “Remove participant” if you do not want to end your transaction.

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)

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

14. 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**
15. Add your Credit/Debit card information on the “Payment Details” page

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: 11/2025

CVV: 3790

Your credit card information is **secure**. GSUSA does not save your billing information.

Select a billing address

Juliette Low
1004 Drexel Dr.
Arling, VA 22150

Use a different address

SUBMIT PAYMENT

Cart Summary

- Amelia Earhart**
Troop member Troop 45106
Girl 2021 Membership **\$25.00**
- Marie Curie**
Troop member Troop 45106
Girl 2021 Membership **\$25.00**
- Katherine Johnson**
Troop Treasurer Troop 45106
Lifetime Membership Renewal --
- Juliette Gordon Low**
Troop 45106
Adult 2021 Membership **\$25.00**

- a. If you selected Financial Aid or Program Credits for some of your troop members, their balance would display as \$0.00

16. Select “Submit Payment” to complete your transaction
17. A confirmation message will appear, and an itemized receipt will be sent to the email address we have on file for you.