

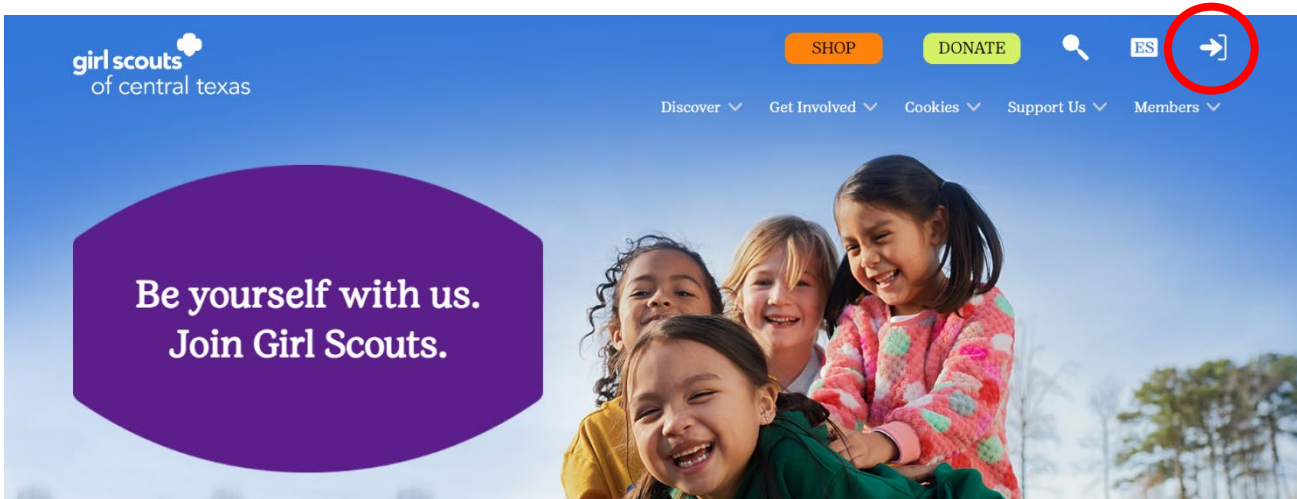
Girl Scout Lifetime Membership Renewal Instructions

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

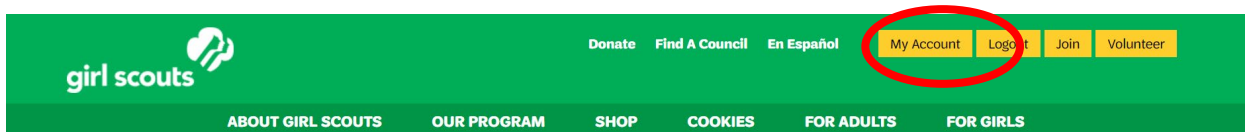
Note: MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at (800) 733-0011 or <https://www.gsctx.org/contactus>.

To start the renewal process, follow the steps below:

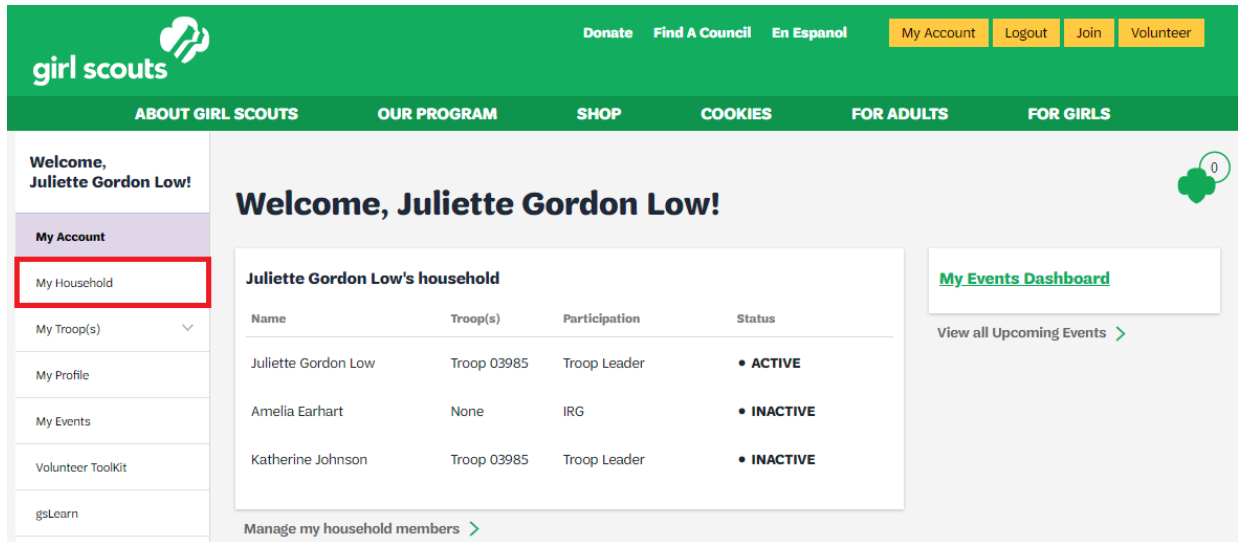
1. Open an internet browser on your computer
 - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
 - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory
2. Search for www.gsctx.org to access the Girl Scouts of Central Texas website



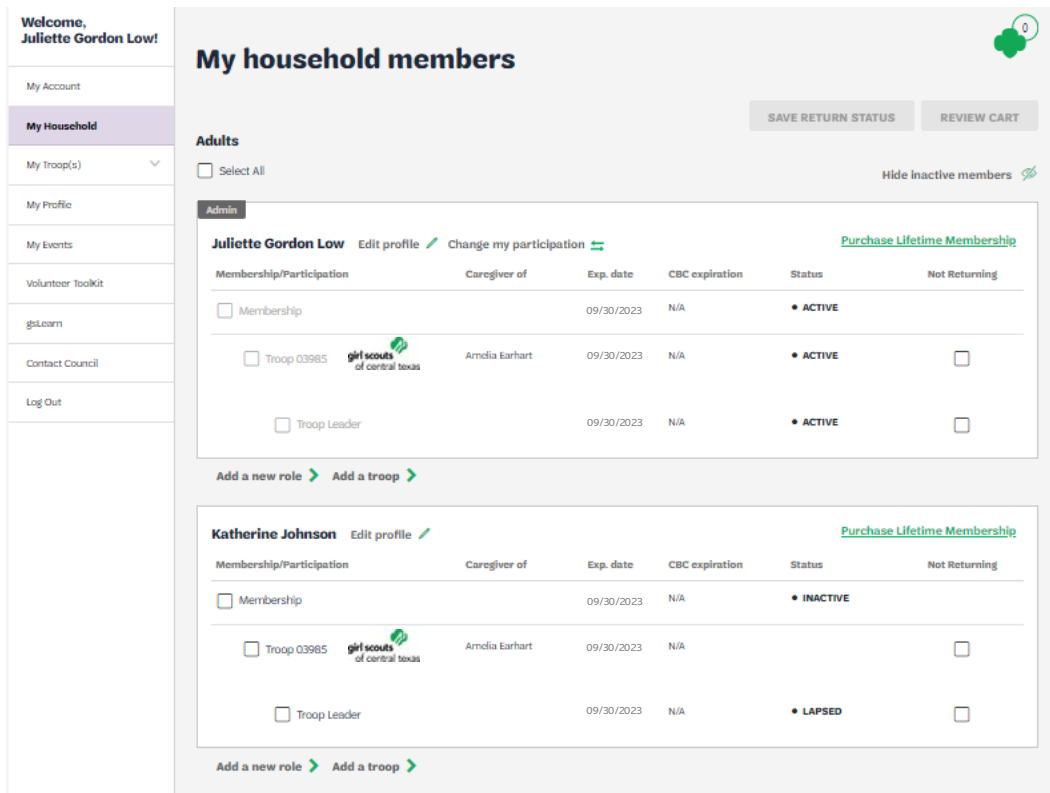
3. Select MyGS from the top right corner of the screen to be directed to <https://mygs.girlscouts.org> (outlined with a red circle in the picture)
 - a. This button will be located on the top right
 - b. If you have any difficulty, GSCTX has step-by-step instructions in the “MY23 Logging Into Your MyGS Account 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 left navigation bar



6. Inside your “My Household” tab, you will be able to view:
 - a. All the adults and youth members in your household
 - b. Their memberships
 - c. Troop assignments
 - d. Volunteer roles (if they are an adult)




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.

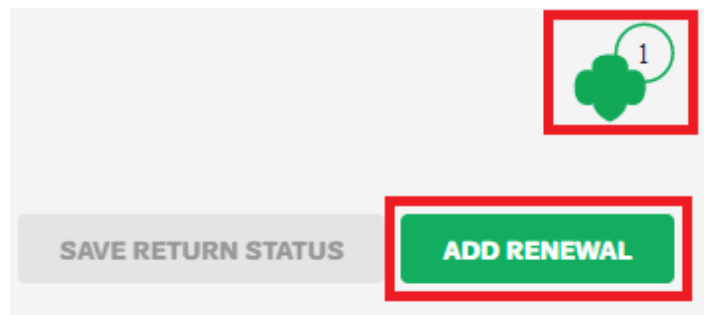
On the next page, we will outline how to renew roles for a lifetime member in your household.

1. From the “My Household” tab, check the following boxes under the lifetime member you want to renew:
 - a. Troop #####
 - b. **Note:** Your membership expiration date will be N/A

Katherine Johnson [Edit profile](#) [Change my participation](#) ✔ Lifetime member

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input checked="" type="checkbox"/> Lifetime member		N/A	N/A	● IN CART	
<input checked="" type="checkbox"/> Troop 03985 	Amelia Earhart	09/30/2023	N/A	● IN CART	
<input checked="" type="checkbox"/> Troop Leader		09/30/2023	N/A	● IN CART	

2. Once the status for the adult member 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
4. On the “Confirm Member Details” page, you can confirm:
 - a. The 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

Confirm member details

1. Katherine Johnson Troop 03985

Volunteer position(s) for Troop 03985
Troop Leader

First name: Katherine Last name: Johnson

Choose a Membership year
 Lifetime Membership Renewal Free

Choose payment type
 None

SUBMIT MEMBER DETAILS **Remove participant**

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

Your Cart

1. Katherine Johnson

Troop Leader Troop 03985

Membership

Total amount \$0.00

Please note that Membership fees are non-refundable.
 *Council fees help power amazing experiences for girls in your community and are non-refundable.

5. Select your “Lifetime Membership Renewal”
6. Your payment type will be “None”
7. Select “Submit Member Details” to update your cart
 - a. **Note:** You are given the option to “Remove Participant” if you wish to remove them from your cart
8. On the next page, select “Review Cart”
 - a. **Note:** Your cart should have the \$0.00 total amount
9. 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 wish to remove them from your cart

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

10. Scroll down and select the “Submit” button to complete your membership registration
 - a. **Note:** This button will not be selectable unless you agree to the Girl Scout Promise and Law

Total amount \$0.00

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 transferable to another person.
 *Council fees help power amazing experiences for girls in your community and are non-refundable.

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

SUBMIT