

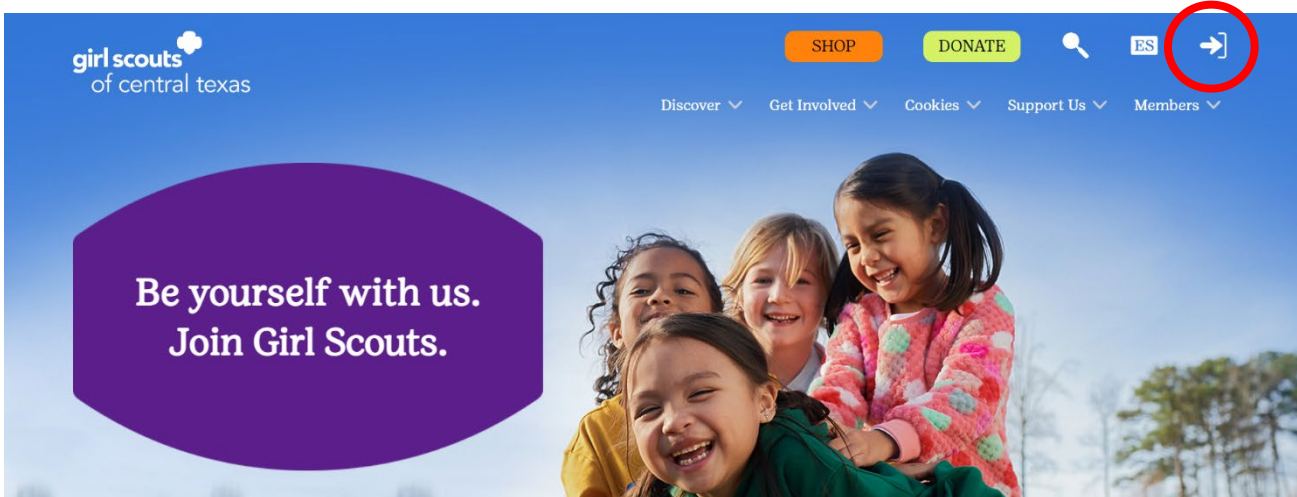
Girl Scout Youth Member Renewal Instructions

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 or all youth members in your family for another amazing Girl Scout year with your MyGS account.

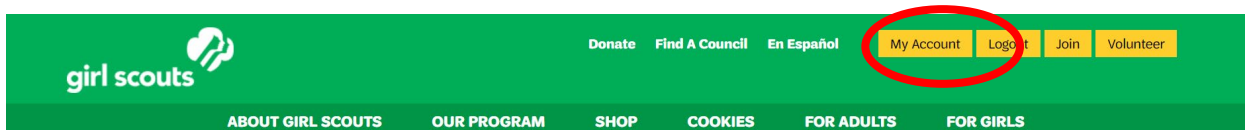
Note: MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at (800) 733-0011 or <https://www.gsctx.org/contactus>

To start the renewal process, follow the steps below:

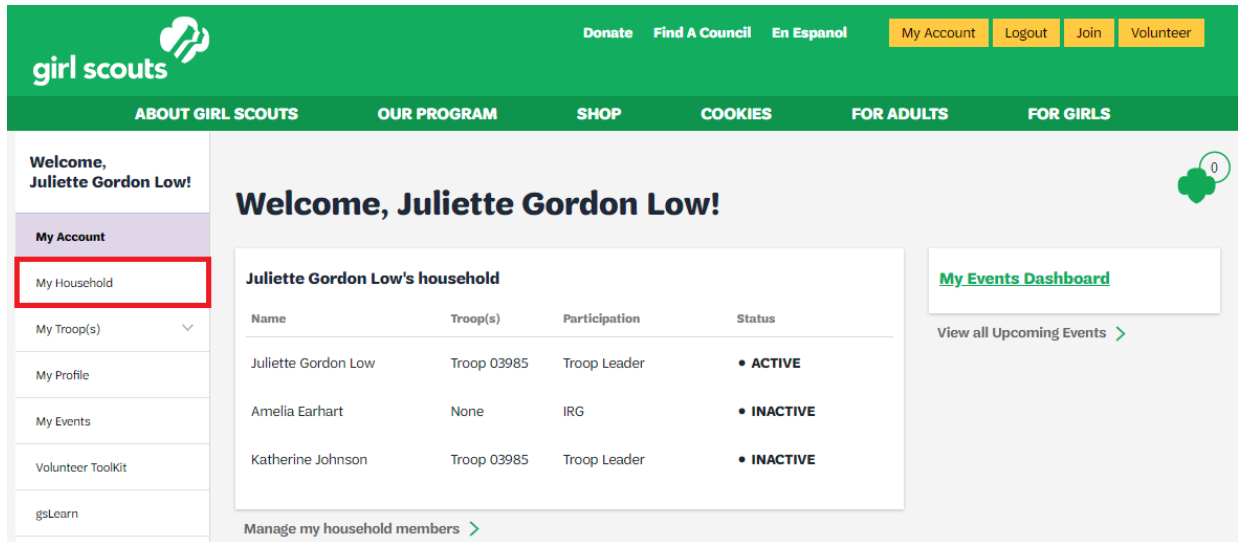
1. Open an internet browser on your computer
 - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
 - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory
2. Search for www.gsctx.org to access the Girl Scouts of Central Texas website



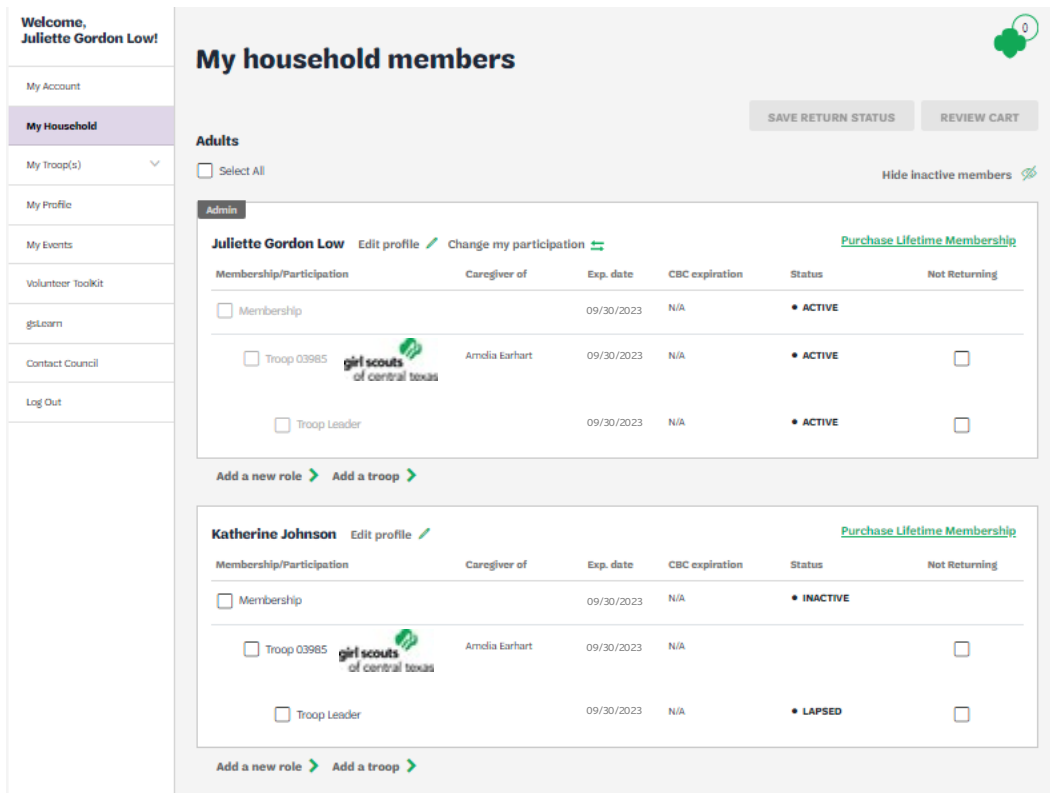
3. Select MyGS from the top right corner of the screen to be directed to <https://mygs.girlscouts.org> (outlined with a red circle in the picture)
 - a. This button will be located on the top right
 - b. If you have any difficulty, GSCTX has step-by-step instructions in the “MY23 Logging Into Your MyGS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



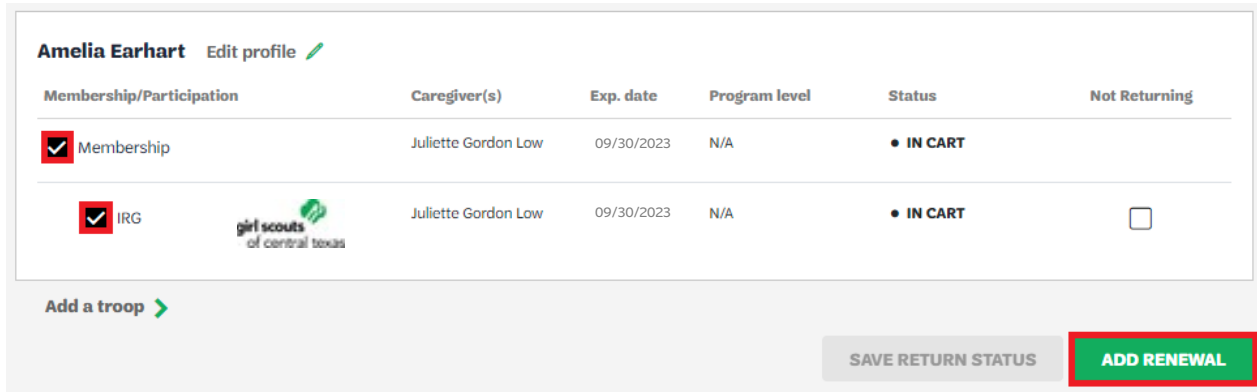
6. Inside your “My Household” tab, you will be able to view:
 - a. All the adults and youth members in your household
 - b. Their memberships
 - c. Troop assignments
 - d. Volunteer roles (if they are an adult)



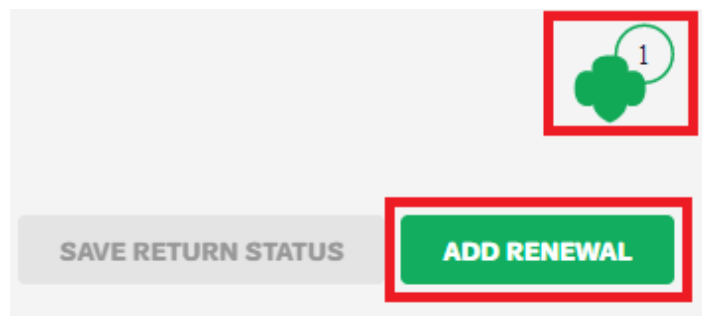
The “My Household” tab acts as a central hub for your family’s Girl Scout memberships and troop participations. There are several actions you can perform from this screen to adjust not only your Girl Scout records but also your personal information as well.

On the next page, we will outline how to renew the youth members in your household for the upcoming membership year.

1. From the “My Household” tab, check the following boxes under the youth member you want to renew:
 - a. Membership
 - b. Troop #####



2. Once the status for the youth 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:
 - a. Select your membership year
 - b. Choose your payment type

Choose a Membership year

Girl 2024 Membership \$25.00
October 2023 – September 2024

Choose payment type

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

SUBMIT MEMBER DETAILS

Remove participant **X**

5. For youth 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
 - 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 the 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

Review your cart

Council	Participation	Details	Price
girl scouts of central texas	Troop 03988	Katherine Johnson Troop Leader	\$0.00

Prepare a girl for a lifetime of leadership. Help her join Girl Scouts. Yes! I support the next generation of female leaders.

535 575 510 520 Other

Council: Council

Where your donation goes

Discount or promotional code

Code APPLY CODE

Donation amount \$0.00
Outstanding balance \$0.00
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 transferable to another person.

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

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.

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 wish to end your transaction

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](#)
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

10. Enter your payment information

11. Select “Submit Payment” to complete your membership registration