

Girl Scout Household 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 (800) 733-0011 or <u>https://www.gsctx.org/contactus</u>.

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 <u>www.gsctx.org</u> to access the Girl Scouts of Central Texas website



- Select MyGS from the top right corner of the screen to be directed to <u>https://mygs.girlscouts.org</u> (outlined with a red circle in the picture)
 a. This button will be located on the top right
- 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

girl scouts		Donate	Find A Council	En Españo	(My Account	out	Join	Volunteer
ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIE	s	FOR	ADULTS	FOR	GIRLS	

- 5. Once you have accessed your MyGS Welcome Screen
 - a. Select your "My Household" button from the left navigation bar

girl scouts			Donate Fi	nd A Council En Espr	mol My Account	Logout Join	Volunteer
ABOUT GIRL	SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR GIRLS	
Welcome, Juliette Low!	Welco	me Juliette	e Low!				P
My Account	wereo	inc, sunctio					
My Household	Juliette Lo	ow's Household			My	Events Dashboard	
My troop(s)	Name		Membersl	lip Status	Viev	v all Upcoming Events	>
My Profile	Juliette Lo)W	• ACTIVE				
My Events	Daisy Gor	don	• INACTI	VE			
Volunteer Toolkit	William M	ackay Low	ACTIVE				
gsLearn	Manage/Renew	my household members	>				

- 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)

Iuliette Low 🛛 Edit Profile 🥖 (Change my particip	ation ≒		Full	nase Lifetime Membership
Aembership/Participation	Council	End Date	Background Check Expiration Date	Status	Not Returning
Membership	girl scouts of central t	09/30/2025 exas	N/A	• IN CART	
T roop 01200	girl scouts of central t	09/30/2025 exas	11/27/2026	• IN CART	
Adult Members		09/30/2025	N/A	• IN CART	
_		09/30/2025	11/27/2026	. IN CART	
Add a new role > Add a troop	>	07307645			
Troop Friends and Fam	>				Hide inactive members
Troop Friends and Fam	*Y	ation 5	End Date	Status	Hide inactive members
Troop Friends and Fam	Change my particip Program Level	ation Council	End Date 09/30/2025	Status • IN CART	Hide inactive members

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.

- 1. From the "My Household" tab, check the following boxes under the adult you want to renew:
 - a. Membership
 - b. Troop #####
 - c. Volunteer Role(s)
 - d. Lifetime members use this tab to renew their volunteer roles. The lifetime member will show a \$0.00 membership fee in the cart during checkout

Troop Jul	Leader Troop Treasurer				Purcha	se Lifetime membership
Partici	pation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
~	Troop 01200	N/A	09/30/2025	07/18/2026	• ACTIVE	
-	Troop Treasurer		09/30/2025	07/18/2026	• ACTIVE	

- 2. Check the following boxes under the youth members you want to renew:
 - a. Membership
 - b. Troop #####

1 member(s) selected					Hide inactive members 🚿
Amelia Earhart Edit Profile 🦊 Ch	nange my participation ≒				
Membership/Participation	Program Level	Council	End Date	Status	Not Returning
 Membership 	seniors	girl scouts of central texas	09/30/2025	• IN CART	
✓ 1 Troop 01200	seniors	girl scouts of central texas	09/30/2025	• IN CART	
Add a troop 🗲					

3. When you are ready to check out, select the "Renew" button on the top right to access your cart



- 4. On the "Confirm Member Details" screen, you can confirm:
 - a. Your member's names
 - b. Their troop (located to the right of their name)
 - c. Volunteer position(s) for adult and lifetime members
 - d. Choose Membership
 - e. Enter payment details
 - i. **Note**: Until you select the membership year and payment type, the "Total Amount" in your cart will be \$0.00

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Volunteer	r (Adults) 🗸 🗸		
plunteer p	osition(s) for Troop 00580		
Adult Men	nbers, Troop Friends and Family 🗸 🗸		
dult first n	ame	Adult last name	
Juliette		Low	
hoose	Membership 10 Year+ Volunteer 💿 \$20000		
hoose O	Membership 10 Year+ Volunteer 💮 \$200.00 Lifetime Membership Become a Girl Scout for life!		
0	Membership 10 Year+ Volunteer © \$200.00 Lifetime Membership Become a Girl Scout for lifet Lifetime @ \$400.00 Membership Become a Girl Scout for lifet		

1. Juliette Low	Troop 01200
2. Amelia Earhart	Тгоор 01200 🥏
I would like to:	
Renew a household member >	
Renew a troop member >	
Register a new member >	

- 5. Once you have confirmed the member details for all members in your cart, select "Review Cart" to continue to the next page
 - 6. 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



- 7. Select "Submit" to complete your membership registration
- 8. A confirmation message will appear, and an itemized receipt will be sent to the email address we have on file for you