

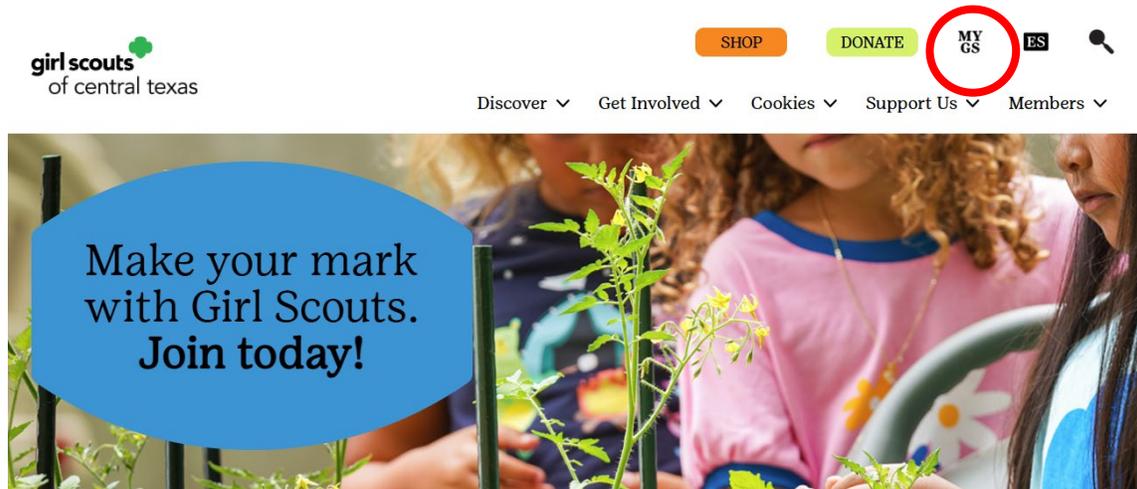
## Girl Scout Troop Renewal Instructions

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 members of your troop for another amazing Girl Scout year with your MyGS account.

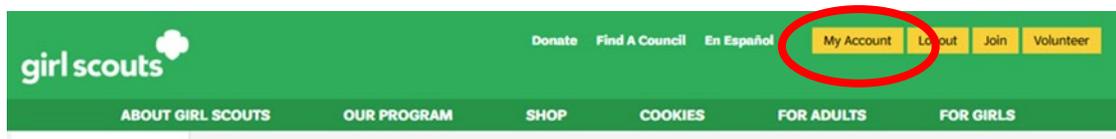
**Note:** MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at (800) 733-0011 or <https://www.gsctx.org/contactus>.

To start the renewal process, follow the steps below:

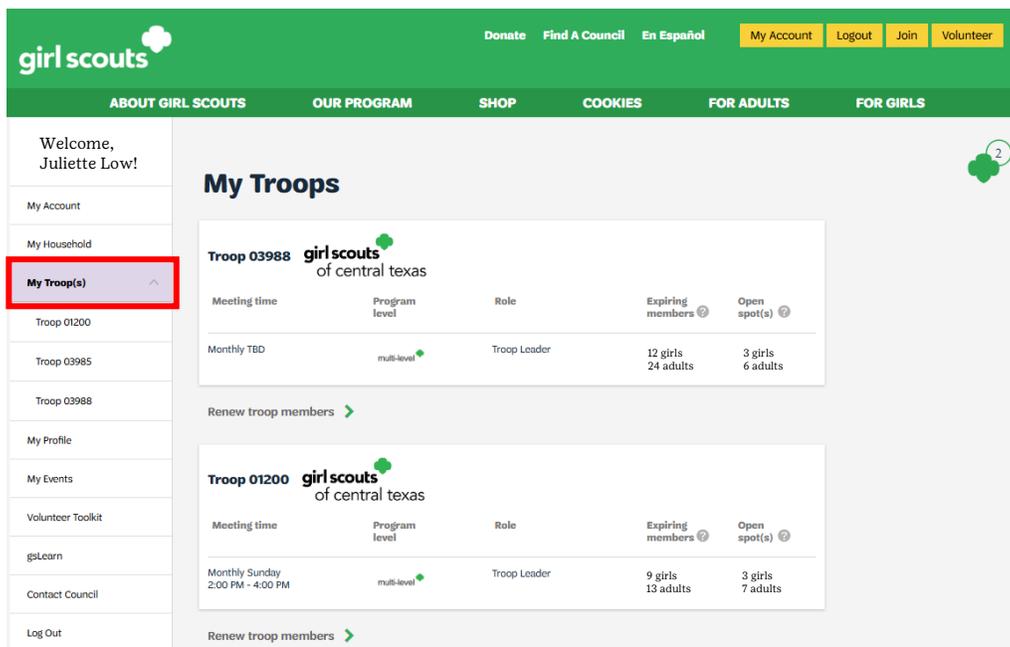
1. Open an internet browser on your computer
  - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
  - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory
2. Search for [www.gsctx.org](http://www.gsctx.org) to access the Girl Scouts of Central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



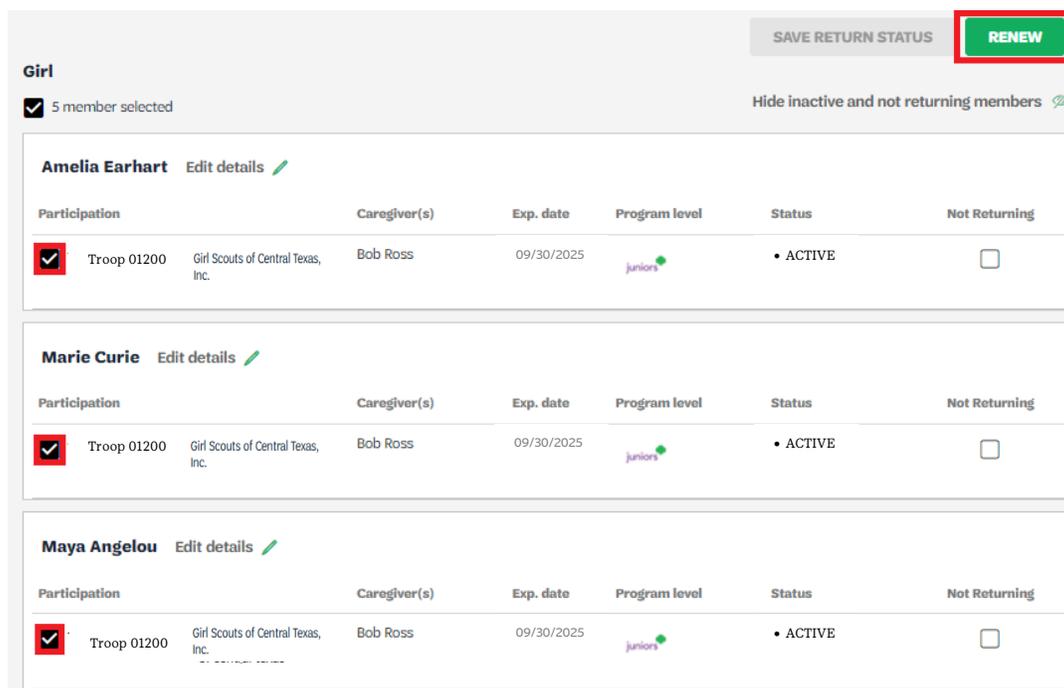
3. Select MyGS from the top right corner of the screen to be directed to <https://mygs.girlscouts.org> (outlined with a red circle in the picture)
  - a. This button will be located on the top right
4. After logging in, if you are not automatically directed to your MyGS Welcome Screen, you may select the “My Account” button from the banner at the top to be redirected



5. Once you have accessed your MyGS Welcome Screen
  - a. Select the “My Troops” button from the left navigation bar
  - b. Select your troop from the drop down



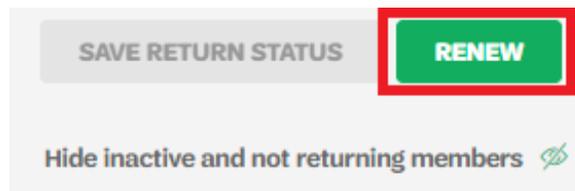
6. When you select your troop from the drop down, you will be directed to your troop roster
  - a. Your troop details will be at the top of the page
  - b. Member Details: Lists the adult and youth members in your troop
7. Scroll past member details and the youth members in your troop should appear first
  - a. Select the checkbox underneath their “Participation” section



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				
<b>Juliette Low</b>		Edit details		<a href="#">Purchase Lifetime membership</a>		
Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning	
<input checked="" type="checkbox"/>	Troop 01200 Girl Scouts of Central Texas, Inc.	N/A	09/30/2025	07/18/2026	• ACTIVE	
<input checked="" type="checkbox"/>	Troop Treasurer		09/30/2025	07/18/2026	• ACTIVE	<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

**1. Juliette Low** Troop 01200

Participation type   
 Volunteer (Adults) ▼

Volunteer position(s) for Troop 00580   
 Adult Members, Troop Friends and Family ▼

Adult first name       Adult last name

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**Choose Membership**

**10 Year + Volunteer Lifetime Membership** \$200.00  
 Become a Girl Scout for life!

**Lifetime Membership** \$400.00  
 Become a Girl Scout for life!

**Next Year - 2026** \$30.00  
 October 2025 - September 2026

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. Juliette Low	Troop 01200	✓
2. Amelia Earhart	Troop 01200	✓

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 wish to remove them from your cart

Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferrable to another person.

Council Service Fees up to the amount of your membership may be included in your final total based on which council you are participating in.

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

14. Scroll down and select the “Add Payment Details” button
- Note:** This button will not be selectable unless you agree to the Girl Scout Promise and Law

**Choose a Payment Type**

Credit Card

Apply for financial aid ?

Program Credits ?

**SAVE DETAILS**

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

15. Add your credit/debit card information on the “Payment Details” page
- If you selected Financial Aid or Program Credits for some of your troop members, their balance would display \$0.00
  - Customer Care will reach out to you for additional payment if the member does not have enough program credits to cover the membership dues cost

16. Select “Submit” 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