

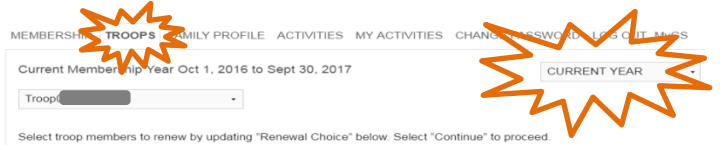
Online Membership Renewal for Troop Leaders

1. Go to: www.sdgirlscouts.org and click on "My GS." Select Member Profile from the drop down menu.



2. Login to your account.
If you don't know your login information, click "Forgot your password?" and enter your email address as your username. An email will be sent to you right away with steps to reset your login information.

3. Click on the "Troops" tab to view your troop members. To renew troop members, click "Current Year" and select "Next Year" from the drop down menu. You will then see the option to renew each troop member.



4. Select "Renew," "Do Not Renew" or "I'll decide later" for each troop member; click "Continue."
 - a. "Do not renew" indicates the member will not be returning to the troop. The primary contact will receive an email, and renewal for that member into the troop will be disabled.
 - b. "I'll decide later" indicates that member might return to the troop, and will allow the member to be renewed into the troop later, by either a leader or her parent.



GIRLS					
Name	Participation	Status	Renewal Choice		
A [redacted]	Troop [redacted]	Time to Renew for 2018	Renew -		Edit
A [redacted]	Troop [redacted]	Time to Renew for 2018	Renew -		Edit
ADULTS					
Name	Participation	Status	Renewal Choice	CBC Expiration	
A [redacted]	Troop [redacted] Troop Leader/Advisor	Time to Renew for 2018	Renew -	[redacted]	add Edit
A [redacted]	Troop [redacted] Troop Leader/Advisor	Time to Renew for 2018	Renew -	[redacted]	add Edit

5. Read and accept the Girl Scout Promise and Law; click "Continue."

6. Complete payment. Your troop is now registered! You will receive an itemized receipt via email when you have completed the transaction.

You can update any of your troop members' contact information by clicking the green "Edit" button to the right of the drop down menu.

If you need assistance or have questions, please contact our Customer Care team at customercare@sdgirlscouts.org or (619) 610-0821.