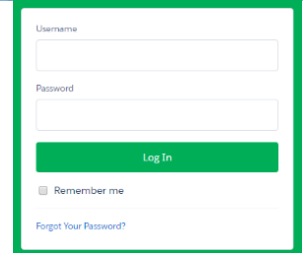


Online Membership Renewal for Parents/Guardians

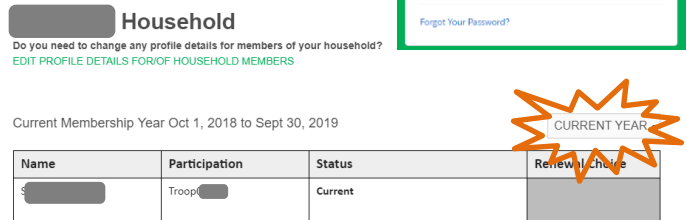
1. Go to www.sdgirlscouts.org and click on “My GS/VTK.” Select “Member Profile” from the drop down menu.



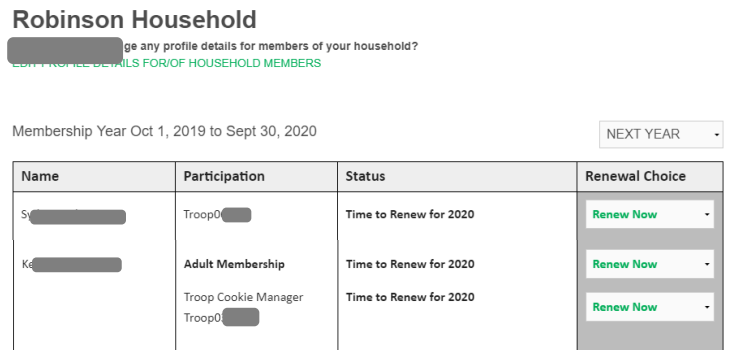
2. Login to your account. If you don't know your login information, click “Forgot your password?” and enter your email address as your username. An email will be sent to you right away with steps to reset your login information.



3. The membership tab lists everyone in the household with current memberships. To renew family members, click “Current Year” and select “Next Year” from the drop down menu. You will then see the option to renew each family member.



4. Select “Renew Now,” “Renew Later” or “Don't Renew – Cancel” for each role a family member has listed (e.g. Troop Product Sales – Fall, Adult Members); click “Continue.”



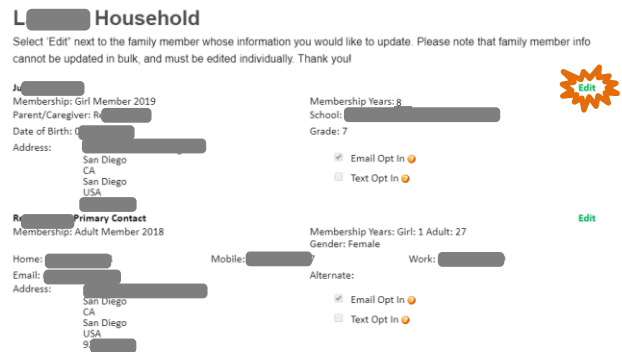
5. Read and accept the Girl Scout Promise and Law; click “Continue.”

6. Complete payment. Your family is now registered!

7. You will receive an itemized receipt via email when you have completed the transaction.

To change troops, or add another adult role, use the green “Add/Change Troops” (girls) and “Add Role” (adults) links on the membership tab.

To edit contact information, go to the Family Profile tab and use the “Edit” link.



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