Online Membership Renewal for Parents/Caregivers

1. Go to [www.sdgirlscouts.org](http://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 Cookie Manager, 4Her Helper); click “Continue.”

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

6. You will receive an itemized receipt via email when you have completed the transaction.
   *Girls who register or renew by June 15, 2020 receive a special GSSD patch*

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 assistance or have questions, please contact our Customer Care team at [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org) or (619) 610-0821.