

# How to Renew Online Membership for Parents/Caregivers



Use this guide to navigate the renewal process for all girl members in your household. Please note: the Girl Scout membership year is from Oct. 1-Sept. 30. The cost of a regular year membership is \$25. For new members, our Extended Membership Year option offers the remainder of 2024, plus all of 2025 membership for \$35.

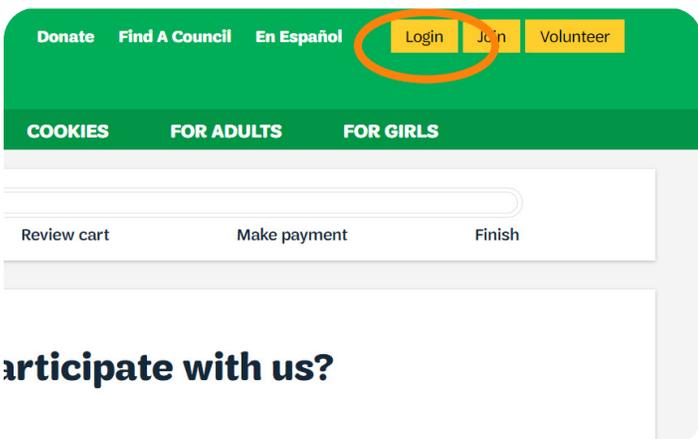
## Step 1

Go to [sdgirlscouts.org](https://sdgirlscouts.org) and click on the “My GS” icon. Select “Login” in the top right corner.



## Step 2

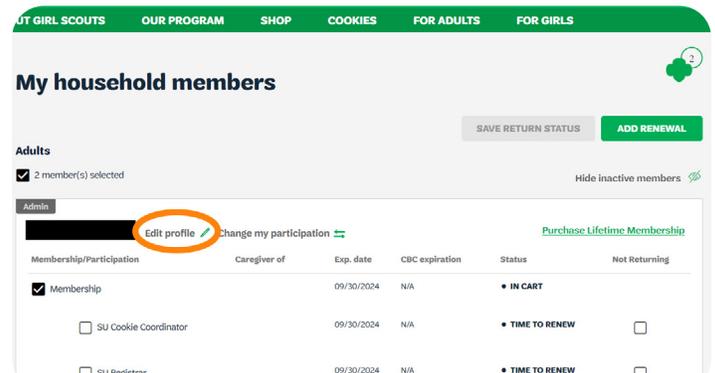
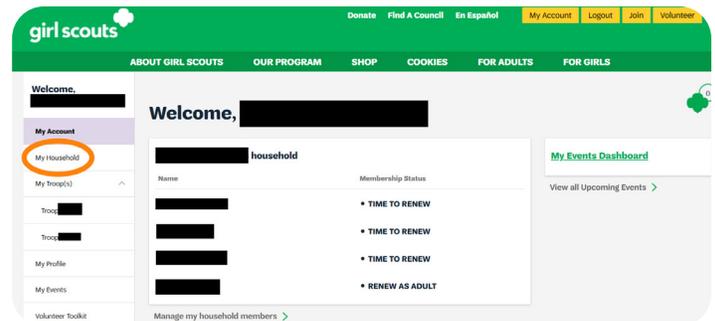
Log in to your account. If you do not know your login information, click “Forgot password?” and enter your email address as your username. An email will be sent to you with steps on how to reset your login information.



## Step 3

On the left navigation menu, find “My Household tab.” This will list everyone in the household with current memberships. To renew family members, click the “Membership” checkbox for each member then click “Add Renewal.”

- To edit contact and school information, use the “Edit Profile” button to the right of each name.
- Be sure to select both the membership and the participation or role for each adult volunteer if you do not use the “Select All” function.



participate with us?

## Step 4

Confirm the information for each person you are renewing. Be sure to update the school information for your youth member(s).

## Step 5

Choose the membership year “Next Year-2025” for \$25.

## Step 6

Use the “Next Participant” button to move to the next person.

## Step 7

Once you are finished, choose your payment type, click “Save Details” and then “Review Cart.”

## Step 8

Click “Review Cart.” Here, you will have the option to make a donation or enter in a promotional code. Check the box to accept the Girl Scout Promise and Law, then click “Add Payment Details.”

## Step 9

Enter in your payment details and click “Submit Payment.” Payment is processed immediately at checkout. The membership status updates to ‘Active’, and your girl has secured another year of Girl Scouting!

## Step 10

On the payment confirmation screen, click “Print Receipt,” and save a copy for your financial records. You will not be able to reprint a receipt after this page. To expand the order details, click the down arrow to the right of the payment total.

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.

## Tips and Troubleshooting

- Use Google or Firefox as your browser for the best experience. Clear your cache before beginning the renewal process.
- An expired background check will prevent you from renewing into your role. If you have any questions about the background screening process, please contact customer care at [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org) or 619-610-0821.
- Lifetime members will need to renew into their roles.
- After confirming member details, the caregiver contact information was “lost.” Do not click the “I am the caregiver” box. Instead, remove that participant and then finish renewing any girls already in the cart.

