How to Renew Online Membership for Troop Leaders

Use this guide to renew girls in your troop and renew your role(s) within your troop. Please note: the Girl Scout membership year is from Oct. 1-Sept. 30. The cost of a regular year membership is $25.

Step 1
Go to sdgirlscouts.org and click on “My GS.” 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 follow the steps.

Step 3
Click on the “My Troop(s)” tab to view your troop(s), and select the troop you wish to view. To edit account details, click “Edit Details” next to the corresponding member.
Step 4
Indicate member(s) who are not returning next year by selecting “Not returning,” then clicking “Save Return Status.”
- Select the girl and adult members to renew.
- Select members individually or select all (notice “Not Returning” members are excluded from the list). Leave unchecked any members not renewing right now that may renew later.
- Check the adult volunteer roles to renew the positions.
- Lifetime members must renew into their role to count as part of the Early Bird campaign.

Step 5
Scroll to the top and click the “Renew” button.

Step 6
Confirm member details. Choose the membership year “Next Year–2025” for $25.
- If a girl is a senior in high school or 18 years old, she will renew as an adult.
- If your membership has lapsed for two membership years, you will be prompted to join again. These members are eligible for the Extended Year Membership ($35).

Step 7
Choose “payment type” and then “Next Participant.” Apply for financial aid if applicable, priority is given to new girls and girls without troops.*

* Troops should budget to support their members who may need financial support.

Step 8
Click “Next Participant” until each member is completed. After the last member is completed, the button becomes “Save Details.”
Step 9
Click “Review Cart” to submit member details. Here, you will have the option to make a donation or enter in a promotional code. Check the box to accept the Promise and Law, then click “Add Payment Details.”

Step 10
Enter payment details and click the “Submit Payment” button to complete the transaction.

Step 11
Wait for the “Renewing Payment Confirmation” screen. (Caregivers will receive an email payment confirmation for their Girl Scout). Click on “print receipt.” This is your only opportunity to print a receipt.

Step 12
Click the “My Account” button (Give the system a minute or two to update).

Step 13
Click on “My Troops,” verify membership renewals (the end dates should be updated to September 30 of the new membership year). If you did not update contact information during the cart review, you can edit any contact or school information by clicking the pencil icon next to the member’s name.

Step 14
Your troop is now renewed! You will receive an itemized receipt via email when you have completed the transaction.

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 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.

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