

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.

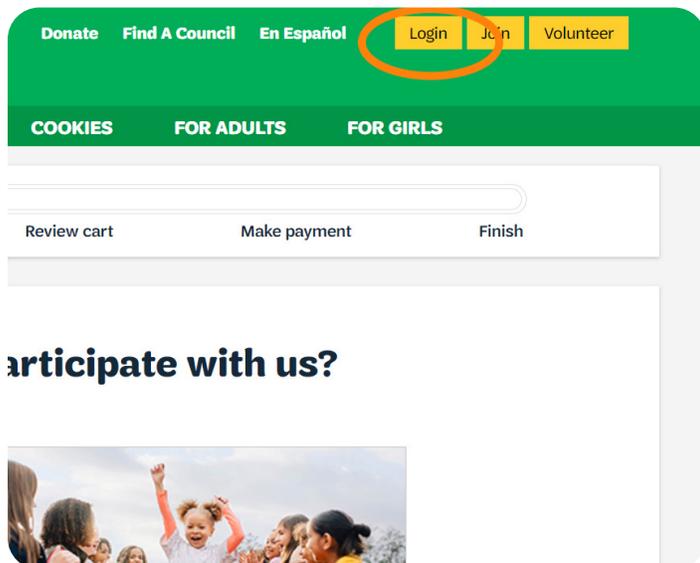
Step 1

Go to sdgirlscouts.org and click on “My GS.” Select “Login” in the top right corner.



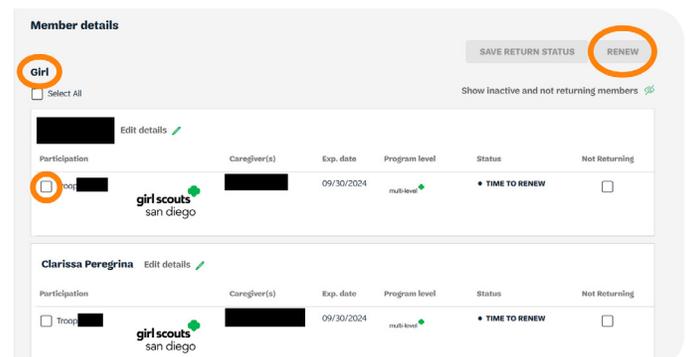
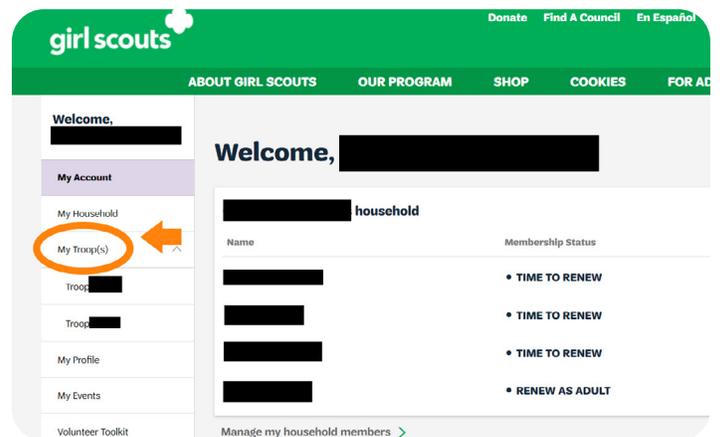
Step 2

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.

Member details

SAVE RETURN STATUS **RENEW**

Girl

5 member selected Show inactive and not returning members

Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/> Troop [redacted] girls scouts san diego	[redacted]	09/30/2024	multi-level	• TIME TO RENEW	<input type="checkbox"/>
<input checked="" type="checkbox"/> Troop [redacted] girls scouts san diego	[redacted]	09/30/2024	multi-level	• TIME TO RENEW	<input type="checkbox"/>

Step 5

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

Member details

SAVE RETURN STATUS **RENEW**

Girl

5 member selected Show inactive and not returning members

Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/> Troop [redacted] girls scouts san diego	[redacted]	09/30/2024	multi-level	• TIME TO RENEW	<input type="checkbox"/>

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).

Confirm Member Details

1. [redacted] Troop [redacted]

Girl first name [redacted] Girl last name [redacted]

Choose Membership*

Next Year - 2025 \$25.00
October 2024 - September 2025

Current Year - Update \$0.00

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.

Payment type
Credit Card

NEXT PARTICIPANT Remove participant X

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

2. [redacted] Troop [redacted]

I would like to:

- Renew a household member >
- Renew a troop member >
- Register a new member >

ADD RENEWAL

Step 8

Click “Next Participant” until each member is completed. After the last member is completed, the button becomes “Save Details.”

Choose a Payment Type

Payment type
Credit Card

SAVE DETAILS Remove participant X

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

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.”

Outstanding balance \$0.00

Total amount \$25.00

Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferable to another person.

Council Service Fees up to the amount of your membership may be included in your final total based on which council you are participating in.

I agree to the Girl Scout Promise and Law (required)

ADD PAYMENT DETAILS

Step 10

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

Payment method

VISA AMEX DISCOVER

Cardholder first name Cardholder last name

Credit/Debit card number Expiration date CVV

Your credit card information is [secure](#). GSUSA does not save your billing information.

Select a billing address

[Address] Use a different address

SUBMIT PAYMENT

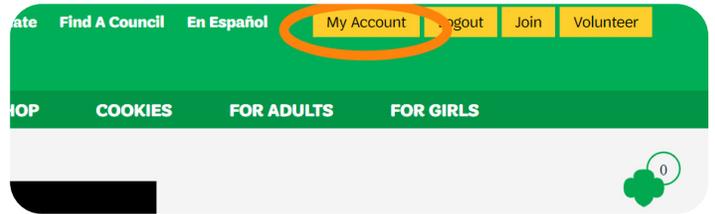
Step 11

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

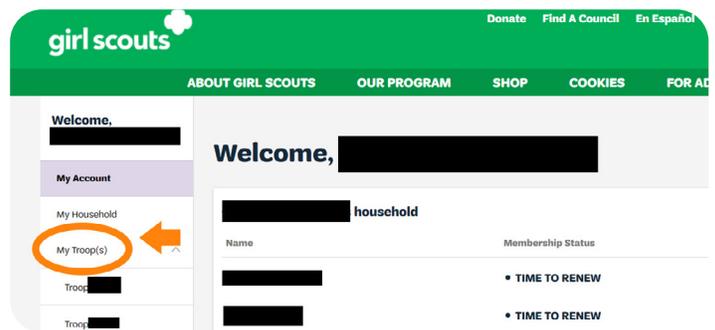
Click the “My Account” button (Give the system a minute or two to update).

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



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.