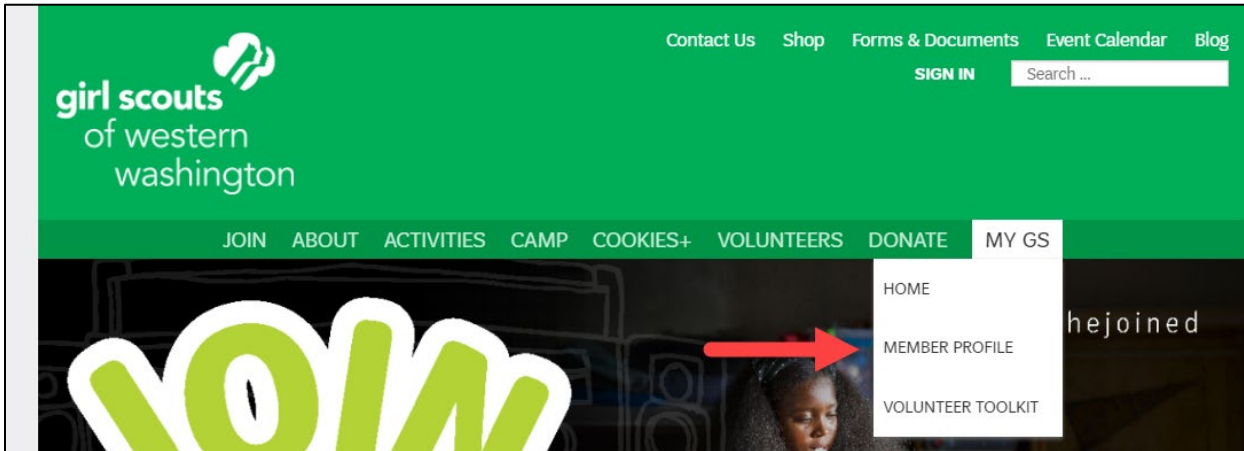


Renewal Steps - Troop

Need assistance? Our Customer Care Team is available if you need help with any part of the process. You can reach them at 800-541-9852 or CustomerCare@girlscoutsww.org.

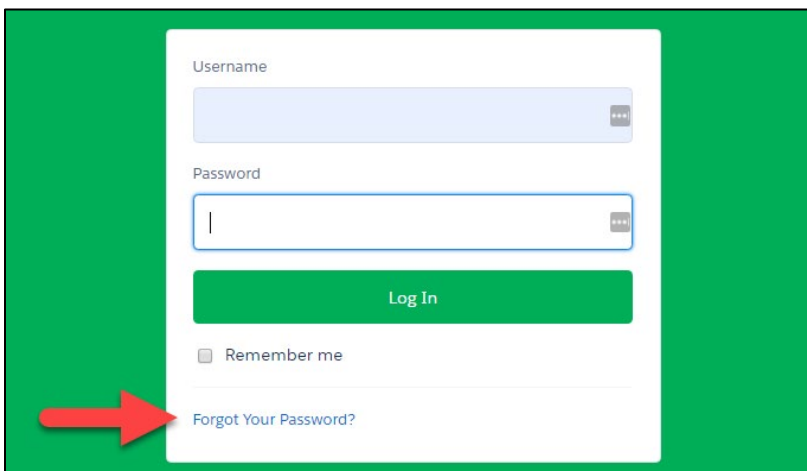
Troop Leaders and Assistant Leaders can complete these steps.

Step 1



Navigate to the Girl Scouts of Western Washington home page – www.girlscoutsww.org. Then, you'll need to log into your My GS Member Profile by clicking on the yellow My GS, and then on Member Profile.

Step 2



Your username is the full email address at which you receive Girl Scout communications. Only one adult per household has access to My GS. If you've forgotten your password, or if this is your first time logging into your My GS, click on the Forgot your Password? link. Then enter your email in the Username box. If you do not receive a password reset email within 5 minutes, reach out to our Customer Care team for assistance.

Step 3

MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Cook Household

Do you need to change any profile details for members of your household?
[EDIT PROFILE DETAILS FOR/OFF HOUSEHOLD MEMBERS](#)

Current Membership Year Oct 1, 2018 to Sept 30, 2019 CURRENT YEAR -

Name	Participation	Status	Renewal Choice
Evelyn Cook	Troop 33336 Add/Change Troops	Current	
Jane Cook	Adult Membership Troop Leader Troop 33336	Current Current	

You are now on your family membership tab. This page shows your family and their current Girl Scout membership status. To get to your troop information, click on the Troops tab at the top.

Step 4

MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Current Membership Year Oct 1, 2018 to Sept 30, 2019 CURRENT YEAR -

Troop 35333 ←

Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.

To request financial assistance, please email [your local Girl Scout council](#).

Girls

Name	Participation	Status	Renewal Choice	
Clara Test222	Troop 35333	Current		Edit

You are now on your troop page. If you have multiple troops, you can move between them using the troop number drop down menu (purple arrow).

This is the Current Year page. If there are any girls who still need to renew for 2018-19, you can do that from this page.

To renew your troop for 2019-20, change the Current Year drop down menu to Next Year (red arrow).

Step 5

Girls					
Name	Participation	Status	Renewal Choice		
Clara Test222	Troop 35333	Time to Renew for 2020	Renew Now		Edit
Gloria Test444	Troop 35333	Time to Renew for 2020	Renew Later		Edit
Jessica Test111	Troop 35333	Time to Renew for 2020	Don't Renew - Cancel		Edit

Adults					
Name	Participation	Status	Renewal Choice	CBC Expiration	
Jane Cook	Troop 35333 Troop Leader	Time to Renew for 2020	Renew Now		add Edit
Krista Test222	Troop 35333 Troop Leader	Time to Renew for 2020	Renew Now		add Edit
Mariah Test333	Troop 35333 Assistant Leader	Time to Renew for 2020	Renew Now		add Edit

[CONTINUE](#)

Now you are looking at the options for renewing your troop!

There are three options on the drop-down menu.

- Renew Now = Renew this person now. If an adult has multiple volunteer roles, you can renew them all at once. You'll only be charged the membership fee once per member, no matter how many volunteer roles they hold. If you have Lifetime members in your troop, remember you still need to renew their role for next year! You will not be charged when you renew Lifetime members.
- Renew Later = Use this if a girl or volunteer hasn't decided yet if they are returning for next year, or if you plan to renew them at a later time.
- Don't Renew – Cancel = Only use this if you are sure a troop member is not going to continue next year. This will cancel their troop participation or any volunteer roles in your troop effective October 1, 2019. The family can still choose to renew to a new troop or as an Individually Registered Member through their family My GS account.

If the drop-down menu is missing for anyone in your troop who you believe should be eligible for renewal, contact our Customer Care team for assistance.

There is a limit of 20 memberships that can be processed per transactions. If you are renewing more than 20 girls and adults, use "Renew Later" to split them into batches.

Once you have made selections for each family member, troop, and role, click the green Continue button.

Step 6

You are now on the Girl Scout Promise and Law screen. Accept by clicking Continue.

Step 7

Would you like to upgrade to a Lifetime Membership for Krista Test222?

Lifetime Membership (\$400)

Volunteer (10+ years) and Girl Scout Staff Lifetime Membership (\$200)

Young Alumnae Lifetime Membership (\$200)

I do not wish to upgrade my membership at this time

Name	Item	Total
Clara Test222	Girl Membership (Valid 10/1/2018 - 9/30/2019)	\$25.00
Gloria Test444	Girl Membership (Valid 10/1/2018 - 9/30/2019)	\$25.00
Jessica Test111	Girl Membership (Valid 10/1/2018 - 9/30/2019)	\$25.00
Krista Test222	Adult Membership (Valid 10/1/2018 - 9/30/2019)	\$25.00
Mariah Test333	Adult Membership (Valid 10/1/2018 - 9/30/2019)	\$25.00
Total		\$125.00

You have reached the payment screen. You can choose to add a donation to your membership purchase, or to select not at this time. If you or anyone in your troop is upgrading to a Lifetime Membership, you can do so on this page. Read the different options carefully before selecting a Lifetime Membership.

Do you have girls applying for financial assistance? They will need to be renewed by their family or through a paper form. Don't include them when renewing your troop through this online process. Remind families that they also need to have submitted a 2018-19 financial assistance application at some point this membership year to be qualified to receive their grant. If they still need to fill out the application, it is available at www.girlscoutsw.org/financialassistance.

Scroll down to screen enter your payment information. Once you're done, click Continue.

Step 8

You are now on the final confirmation screen! Review your renewals, and if you selected anyone by accident, use the green x to remove them from the transaction. Otherwise, click submit to process your payment. It may take a moment for your payment to process, so please be patient!

Slide 9

You're done! You'll receive a confirmation email shortly with your receipt. Welcome back to another year of fun and exploration with Girl Scouts!