

## Membership Renewal for Troop Leaders

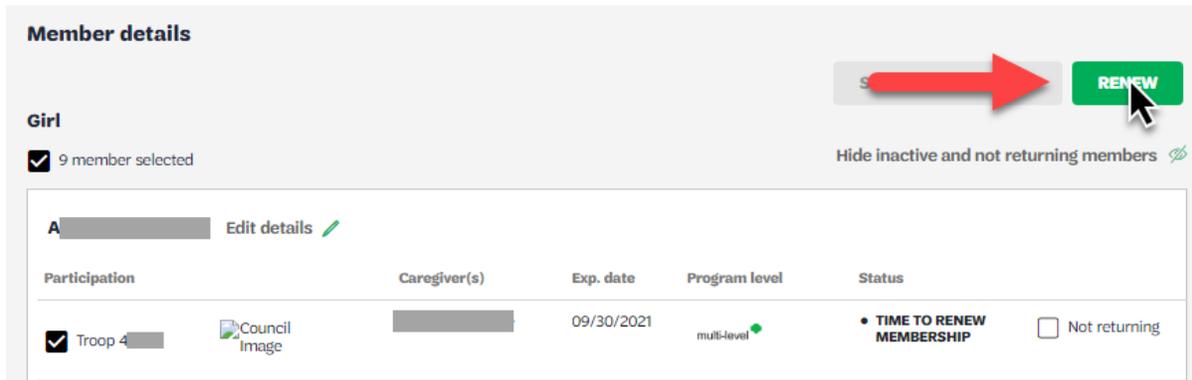
- If you would like to use troop funds to pay for renewal, please log in to My Account on [GSWW](#) webpage.
- Click on My Troops. Click on your troop number.

The screenshot shows the website's navigation bar with links for 'Donate', 'Find A Council', 'En Espanol', 'My Account', 'Logout', 'Join', and 'Volunteer'. Below the navigation bar, there are tabs for 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. The main content area is titled 'Welcome, Angela Lewis's household'. It features a table with columns for 'Name', 'Troop(s)', 'Participation', and 'Status'. A red arrow points to the 'Troop 4' link in the left sidebar. The table shows a row for 'Troop 4' with 'Troop Leader' and 'Delegate - Adult' roles, and a status of '• TIME TO RENEW MEMBERSHIP'.

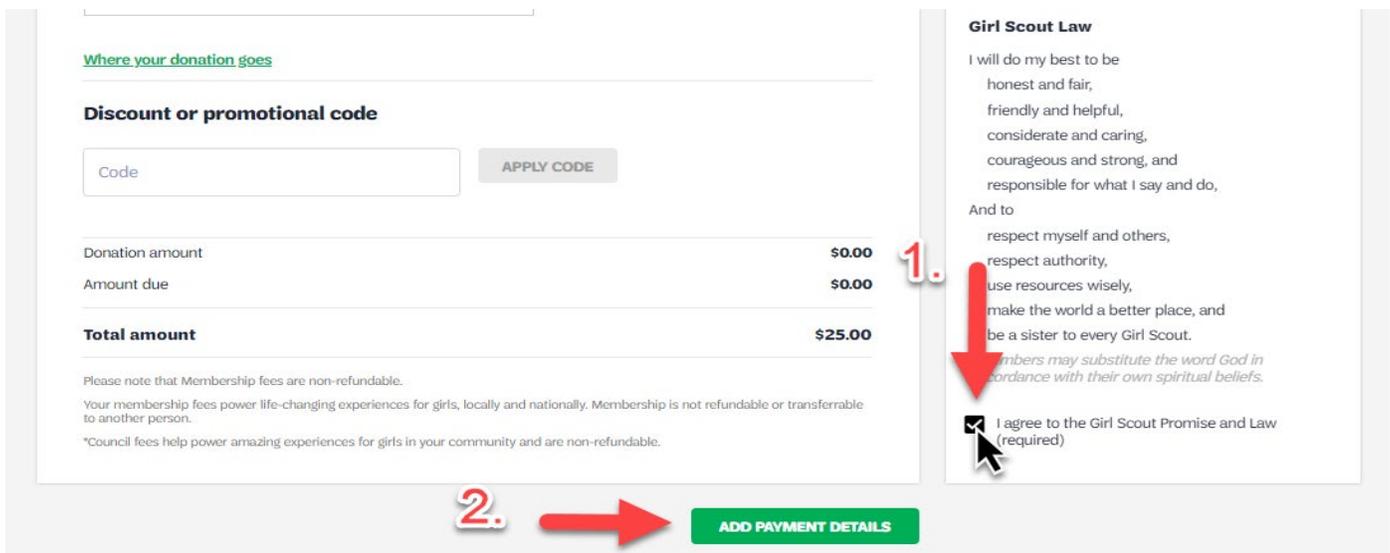
- Click Select All (if renewing all Girl Scouts) OR click on Individual Youth Member you desire to renew.
  - **Note:** you will also need to hit Select All under the Adults section if you wish to renew them in the Troop at the same time. This includes lifetime members who need to renew their roles too!

The screenshot shows the 'Member details' page for a Girl Scout. It includes a 'Girl' section with a 'Select All' checkbox and a red arrow pointing to it. There are buttons for 'SAVE RETURN STATUS' and 'RENEW'. Below the 'Girl' section, there is a table with columns for 'Participation', 'Caregiver(s)', 'Exp. date', 'Program level', and 'Status'. The table shows a row for 'Troop 4' with 'multi-level' program level and a status of '• TIME TO RENEW MEMBERSHIP'. There is also a 'Not returning' checkbox.

- Hit green Renew button at the top of the Youth Member section.



- The next screen will be the Confirm Member Details Page. The first participant in your cart will show on the screen. Choose a payment method and hit Next Participant button. Repeat these steps for each participant in your cart. Then hit Review Cart button.
- While Reviewing your Cart you will need to Accept the Promise and Law. Then hit the green Add Payment Details button.



- Complete Payment Information and hit the green Submit Payment button.
- Congrats your Troop Membership Renewal is complete! Watch for an email receipt for confirmation of payment.
- **Need help with renewing?** Contact us! [CustomerCare@girlscoutsw.org](mailto:CustomerCare@girlscoutsw.org) or 1 (800) 9852.