

## Troop Renewal Guide



Thank you so much for renewing your troop for another year of Girl Scouts! This step-by-step guide will walk you through how to renew your troop for another Girl Scout year!



Go to our website **girlscoutsosw.org** and click MY GS to sign in.





Log in!

Welcome to Girl Scouts,	
Log In!	
Email address	
girlscoutsrock@gmail.com	
Password	
Remember me Forgot password?	l
LOG IN	
Don't have an account? Sign up now	

If you are having trouble logging in, click Forgot password?

- On the next screen, type in your account email address, and GSUSA will send you an email with the subject line **Reset Password**.
  - **! If you don't receive an email from GSUSA within 15 minutes**, be sure to check your spam/junk folder. If you can't find the email there, please fill out a <u>Contact Form</u> or email <u>answers@girlscoutsosw.org</u>.
  - **! If you receive a message There is no user with that username or email**, please fill out a **Contact Form** or email **answers@girlscoutsosw.org** for assistance.



Click on the yellow **My Account** button at the top of the screen.

![](_page_3_Picture_3.jpeg)

![](_page_4_Picture_0.jpeg)

Click on the caret **(v)** to open the My Troop(s) dropdown.

ABOUT GIRL SCOU	s oui	PROGRAM	SHOP	COOKIES	FOR AD	ULTS FOR GIRL	s
Welcome, Amy !	elcome,	Amy	i				
My Account							
My Household A	ny house	ehold				My Events Dashboard	
My Troop(s)			Membership :	Status		View all Upcoming Events	,
My Profile A	ny		• TIME TO F	RENEW			
My Events Mi	nage my household	members >					
Volunteer ToolKit							
gsLearn	Troops						
Contact Council	oop 40060 girl scor of ore & sw	ats gon washington					
Log Out N	eeting time	Program level	Role	Expiring members 🕜	Open spot(s) 🚱		
Bi	weekly Saturday	multi-level	Staff Troop Leader	9 girls 11 adults	41 girls 50 adults		
Ap	ply for available roles						

![](_page_5_Picture_0.jpeg)

Donate Find A Council En Español My Account Logout Join Volunteer girl scouts ABOUT GIRL SCOUTS OUR PROGRAM SHOP COOKIES FOR ADULTS FOR GIRLS Welcome, 0 Amy ! Welcome, Amy My Account Amy household **My Events Dashboard** My Household Name Membership Status My Troop(s)  $\sim$ View all Upcoming Events > Amy • TIME TO RENEW Troop 40060 My Profile Manage my household members > My Events My Troops Volunteer ToolKit gsLearn Troop 40060 girl notor Contact Council Meeting time Program level Role Expiring members @ Open spot(s) Ø

Click on the troop you're renewing members for.

![](_page_6_Picture_0.jpeg)

Scroll down to see troop members.

![](_page_6_Picture_3.jpeg)

**Click on the participation checkboxes for any troop members you're renewing.** If the troop is renewing volunteers, take your time to make sure you're checking boxes for all **volunteer roles** each adult will be continuing.

Acelee	Edit det	ails 🥒				
Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
Troop 40060 girl of	scouts oregon & sw washington	Cristina	09/30/2023	multi-level	TIME TO RENEW	
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Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
Troop 40060 girl of	scouts oregon & sw washington	null null	09/30/2023	multi-level	TIME TO RENEW	
Eulalia Edit	details 🥖					
Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
Troop 40060	scouts	Victoria	09/30/2023	multi-level	TIME TO RENEW	

![](_page_8_Picture_0.jpeg)

Once you've selected all members you'll be renewing, click the renew button!

Member details	
	SAVE RETURN STATUS RENEW
Girl	
2 member selected	Show inactive and not returning members $~$ $~$ $~$

![](_page_9_Picture_0.jpeg)

Next, you'll need to confirm the following for each girl:

- Membership year
  - Girls with current year membership: Next Year 2024
  - Girls with lapsed membership: Current Year 2023 OR Next Year 2024
- Payment type
  - Credit card (to pay with troop funds)

Click the green **NEXT PARTICIPANT** button to continue to the next girl.

	Search	Add details	Review cart	Make payment	Finish
	Con	firm Member Deta	ils	You	ır Cart
I. Acelee			Troop 40060	1. Acelee	girl scouls of oregon & sw washingt
Girl first nam	ie.	Girl last name		Troop member	Troop 4006
Acelee				Membership	9 <u>—9</u>
				Council fees*	8-4
				2. Eulalia	girl scouts of oregon & sw washing
Choose N	<b>Nembership</b>			Troop member	Troop 4006
۲	Next Year - 2024 October 2023 - September	\$25.00		Membership	
	2024			Council fees*	8 <u>—11</u>
0	Current Year - Update Information Only	\$0.00		Total amount	\$0.0
				Please note that Membership fe	es are non-refundable.
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Credit Ca					
O Apply for	mancial aid 🐨				
O Program	credits 🐨				
NEXT	PARTICIPANT		Remove participant $\times$		

![](_page_10_Picture_0.jpeg)

For the last girl, you'll click the green **SAVE DETAILS** button.

c	noose a Payment Type		
۲	Credit Card		
0	Apply for financial aid 🔞		
0	Program Credits 🔞		
	SAVE DETAILS	Remove participant	

![](_page_11_Picture_0.jpeg)

You should see a numbered list of all of the troop members you are renewing on the left side of the screen, as well as a numbered list on the right side of the screen that includes the total amount you will be paying. Press **REVIEW CART**.

			•	Back
Finish	Make payment	Review cart	Add details	Search
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Troop 4006	Troop member	Troop 40060 🛛 🤡		2. Eulalia
\$25.0	Membership			I would like to: Renew a household member >
girl scouts of oregon & sw washingto	2. Eulalia			Renew a troop member > Register a new member >
Troop 4006	Troop member	REVIEW CART		
\$25.0	Membership			
\$0.0	Outstanding balance			
\$50.00	Total amount			

Review your cart and agree to the **Girl Scout Promise and Law**. Once you've clicked the Girl Scout Promise and Law checkbox, click **Add Payment Details**.

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![](_page_13_Picture_0.jpeg)

Add payment details and click SUBMIT PAYMENT.

Pa	yment Details		Cart Summa	ary
Payment method			1. Acelee	girl scouts of oregon & sw washingt
			Troop member	Troop 4006
ardholder first name	Cardholder last name		Next Year - 2024	\$25.0
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![](_page_14_Picture_0.jpeg)

Print a receipt for your troop's financial records!

Thanks for renewing, Amy!				
Payment confirmation				
Order #02553852	\$50.00 V			
Receipt sent to:	Carterio			
girlscoutsrock@gmail.com	Print receipt			
Thanks so much for continuing to be a role model for girls! Please allow a few minutes for your renewal to appear in your account. In the meantime, make sourcelf at home by customicing your settings	MANAGE MY ACCOUNT			

And you're all set!

#### Special Note about Individually Registered Girls aka Juliettes

What do you do if you learn that a girl isn't planning to continue with the troop, but is planning to renew as a Juliette? Recommend to the caregiver of the girl to renew the girl's membership, but not the participation with the current troop. Once that has been completed, the caregiver should either complete a <u>Contact Form</u> or email <u>answers@girlscoutsosw.org</u> and explain their girl isn't continuing with the troop and will be a Juliette. Staff will update the girl's record accordingly. The caregiver should indicate if the change should be effective immediately or at the beginning of the new membership year.

# Thank You!

YOU build girls of courage, confidence and character.

Girl Scouts of Oregon and Southwest Washington could not exist without troop leaders like you volunteering your time.

We are so thankful for everything you do.