

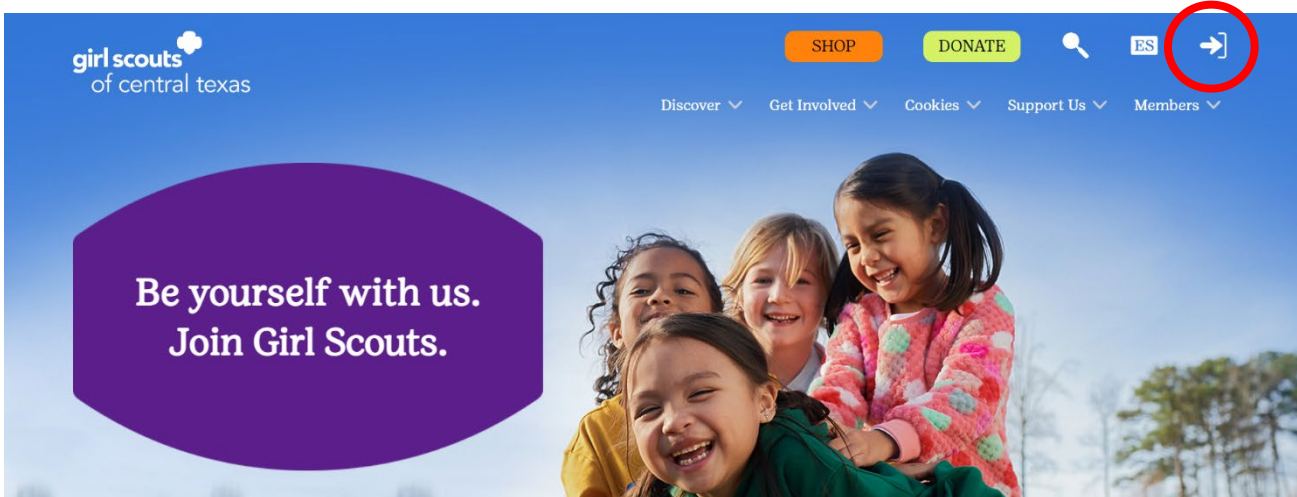
## Girl Scout Troop Renewal Instructions

Thank you for returning for another exciting year of Girl Scouts! We want your Girl Scout's membership renewal experience to be as smooth as possible. This step-by-step guide will help you renew any or all members of your troop for another amazing Girl Scout year with your MyGS account.

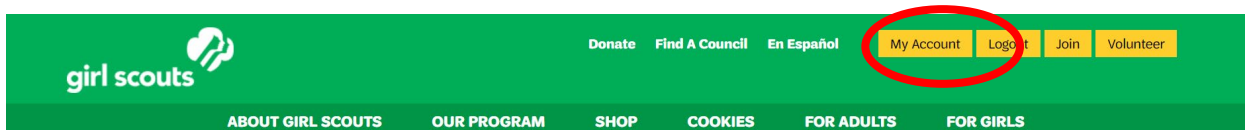
**Note:** MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at (800) 733-0011 or <https://www.gsctx.org/contactus>.

To start the renewal process, follow the steps below:

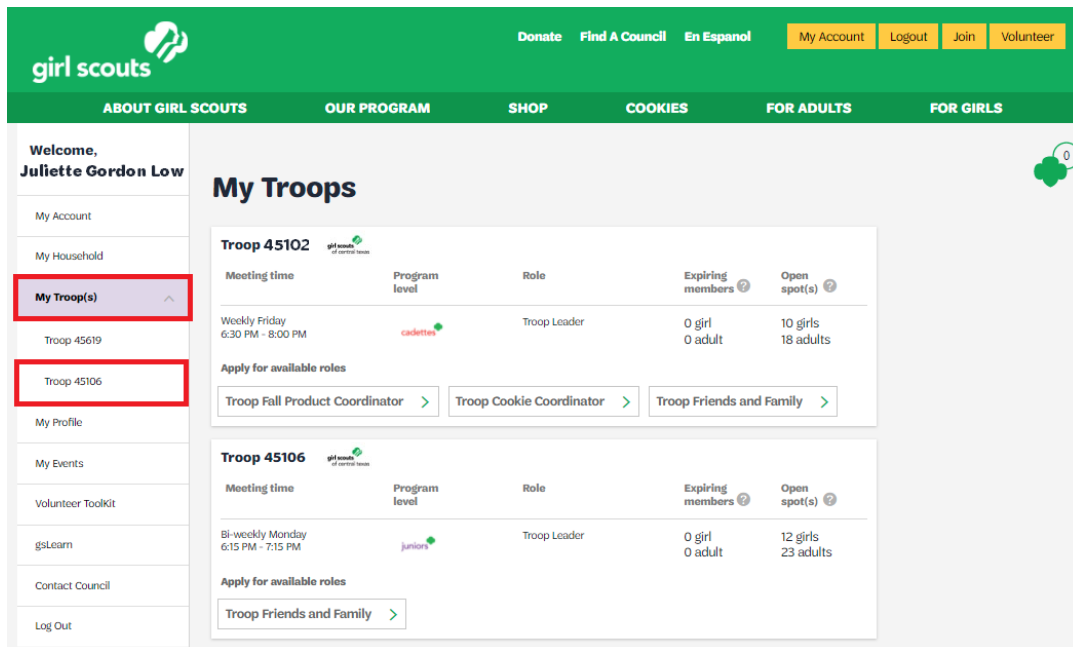
1. Open an internet browser on your computer
  - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
  - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory
2. Search for [www.gsctx.org](http://www.gsctx.org) to access the Girl Scouts of Central Texas website



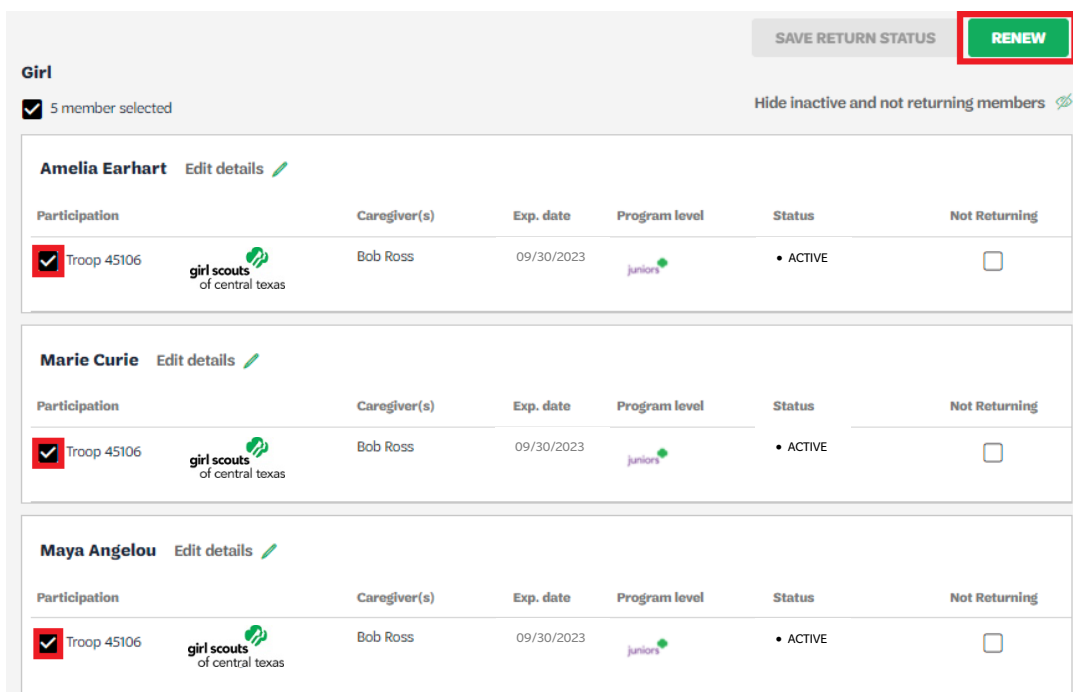
3. Select MyGS from the top right corner of the screen to be directed to <https://mygs.girlscouts.org> (outlined with a red circle in the picture)
  - a. This button will be located on the top right
  - b. If you have any difficulty, GSCTX has step-by-step instructions in the “MY23 Logging Into Your MyGS Account Instructions”
4. After logging in, if you are not automatically directed to your MyGS Welcome Screen, you may select the “My Account” button from the banner at the top to be redirected



5. Once you have accessed your MyGS Welcome Screen
  - a. Select the “My Troops” button from the left navigation bar
  - b. Select your troop from the drop down



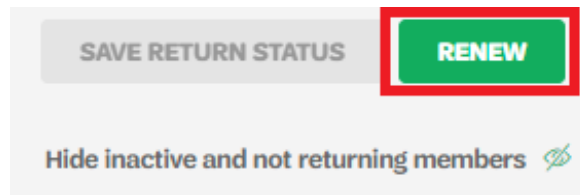
6. When you select your troop from the drop down, you will be directed to your troop roster
  - a. Your troop details will be at the top of the page
  - b. Member Details: Lists the adult and youth members in your troop
7. Scroll past member details and the youth members in your troop should appear first
  - a. Select the checkbox underneath their “Participation” section



8. When you reach the adults section of your troop roster:
  - a. Select the checkbox underneath their participation section
  - b. Select the checkbox next to each role you want them to renew into


Troop Leader		Troop Treasurer					<a href="#">Purchase Lifetime membership</a>
<b>Katherine Johnson</b> <a href="#">Edit details</a>							
Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning		
<input checked="" type="checkbox"/> Troop 45106 	N/A	09/30/2023	09/30/2024	• ACTIVE			
<input checked="" type="checkbox"/> Troop Treasurer		09/30/2023	09/30/2024	• ACTIVE	<input type="checkbox"/>		

9. When you are ready to check out, select the “Renew” button on the top right to access your cart



10. Confirm member details for each renewing member
  - a. Confirm first and last name
  - b. Select membership year
  - c. Select payment type

### Confirm member details

**1. Amelia Earhart** Troop 45106 

First name:  Last name:

**Choose a Membership year**


**Girl 2023 Membership** \$25.00  
October 2022 – September 2023


**Girl 2024 Membership** \$25.00  
October 2023 – September 2024


**Extended Year** \$35.00  
April 2023 – September 2024

**Choose payment type**

Credit Card

Apply for financial aid 

Program Credits 



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

11. Select “Next Participant” to move from each troop member to the next
  - a. You may select “Remove Participant” if you would like to remove them from your cart
12. Once you have confirmed the member details for all the troop members in your cart, select “Review Cart” to continue to the next page

### Confirm member details

<b>1. Amelia Earhart</b>	Troop 45106 <span style="color: green;">✔</span>
<b>2. Marie Curie</b>	Troop 45106 <span style="color: green;">✔</span>
<b>3. Katherine Johnson</b>	Troop 45106 <span style="color: green;">✔</span>
<b>4. Juliette Gordon Low</b>	Troop 45106 <span style="color: green;">✔</span>

I would like to:

- [Renew a household member >](#)
- [Renew a troop member >](#)
- [Register a new member >](#)

REVIEW CART

13. Check the box to agree to the Girl Scout Promise and Law
  - a. **Note:** You are given a second option to “Remove Participant” if you wish to remove them from your cart

#### Girl Scout Promise and Law

**Girl Scout Promise**

On my honor, I will try:

- To serve God\* and my country,
- To help people at all times,
- and to live by the Girl Scout Law.

**Girl Scout Law**

I will do my best to be

- honest and fair,
- friendly and helpful,
- considerate and caring,
- courageous and strong, and
- responsible for what I say and do,

And to

- respect myself and others,
- respect authority,
- use resources wisely,
- make the world a better place, and
- be a sister to every Girl Scout.

\* Members may substitute the word God in accordance with their own spiritual beliefs.

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

14. Scroll down and select the “Add Payment Details” button

- a. **Note:** This button will not be selectable unless you agree to the Girl Scout Promise and Law

**Total amount** **\$25.00**

Please note that Membership fees are non-refundable.  
Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferable to another person.  
\*Council fees help power amazing experiences for girls in your community and are non-refundable.

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

**ADD PAYMENT DETAILS**

15. Add your credit/debit card information on the “Payment Details” page

- a. If you selected Financial Aid or Program Credits for some of your troop members, their balance would display \$0.00

### Payment details

**Payment method**

VISA  AMEX

Cardholder first name: Juliette  
Cardholder last name: Gordon Low

Credit/Debit card number: 1234 5678 9101 1121  
Expiration date: 08/2026  
CVV: 1234

Your credit card information is **secure**. GSUSA does not save your billing information.

**Select a billing address**

Juliette Gordon Low  
12012 Park Thirty Five Cir  
Austin, TX, USA 78753

Use a different address

**SUBMIT PAYMENT**

16. Select “Submit Payment” to complete your transaction

17. A confirmation message will appear, and an itemized receipt will be sent to the email address we have on file for you