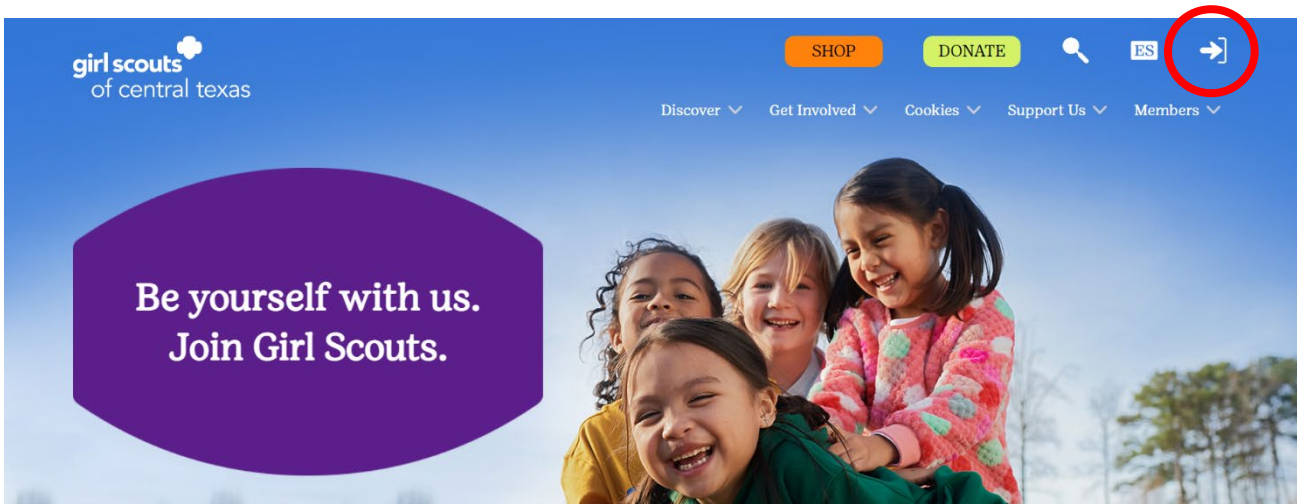# Girl Scout Adult Volunteer Renewal Instructions

Thank you for returning for another exciting year of Girl Scouts! We want your membership renewal experience to be as smooth as possible. This step-by-step guide will help you renew any or all adults in your family for another amazing Girl Scout year with your MyGS account.
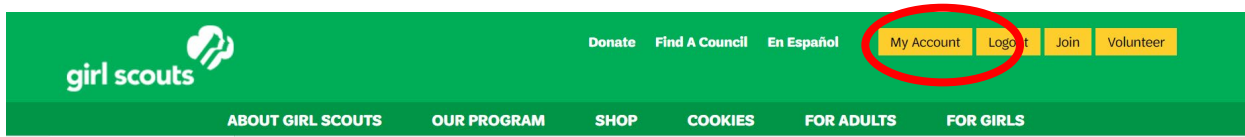
Note: MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at (800) 733-0011 or https://www.gsctx.org/contactus.
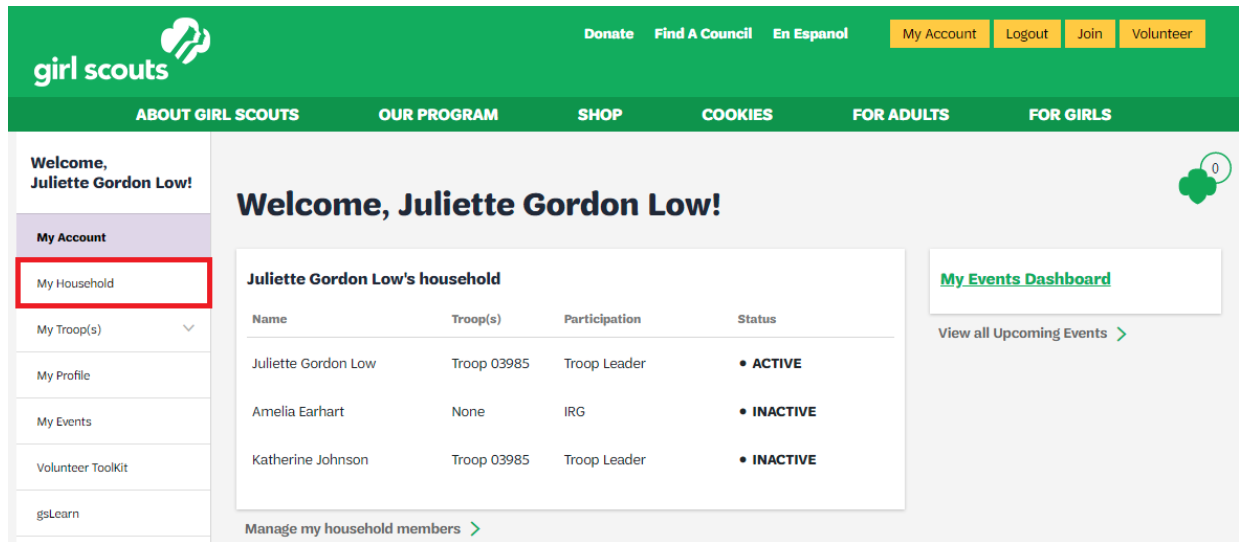
To start the renewal process, follow the steps below:
1. Open an internet browser on your computer
   a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
   b. If you are using Internet Explorer, any version after Version 9 will be satisfactory

2. Search for www.gsctx.org to access the Girl Scouts of Central Texas website
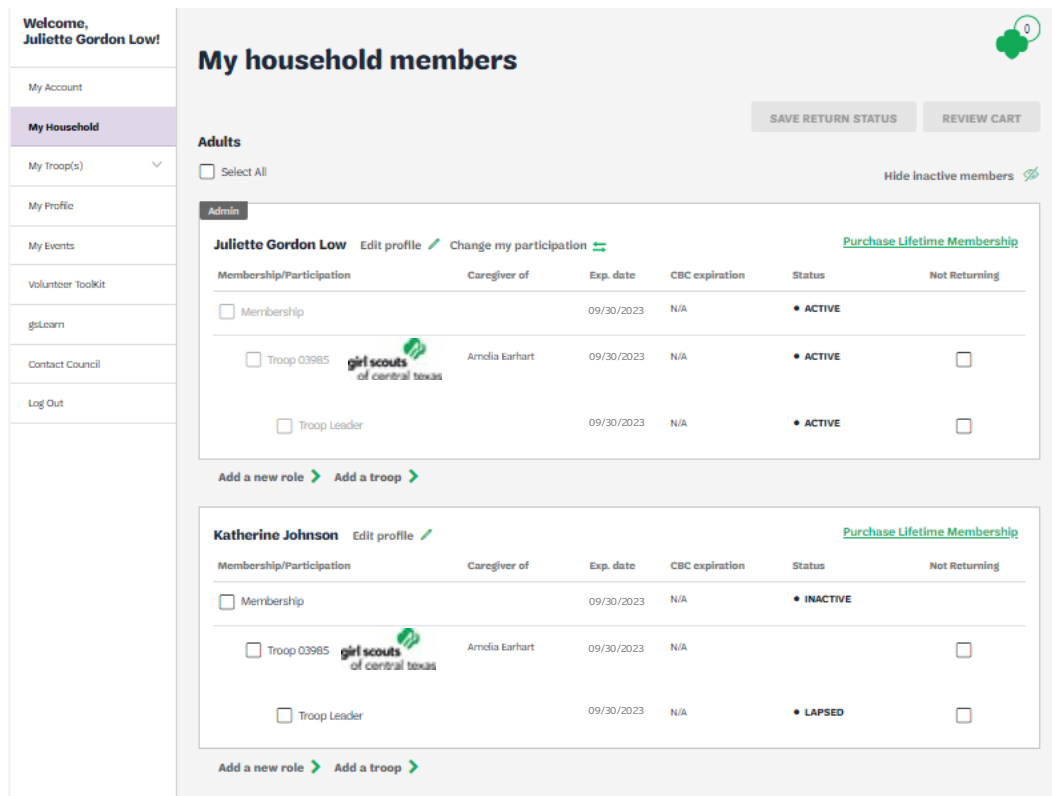

3. Select MyGS from the top right corner of the screen to be directed to https://mygs.girlscouts.org (outlined with a red circle in the picture)
   a. This button will be located on the top right
   b. If you have any difficulty, GSCTX has step-by-step instructions in the "MY23 Logging Into Your MyGS 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 your "My Household" button from the left navigation bar

6. Inside your "My Household" tab, you will be able to view:
    a. All the adults and youth members in your household
    b. Their memberships
    c. Troop assignments
    d. Volunteer roles (if they are an adult)
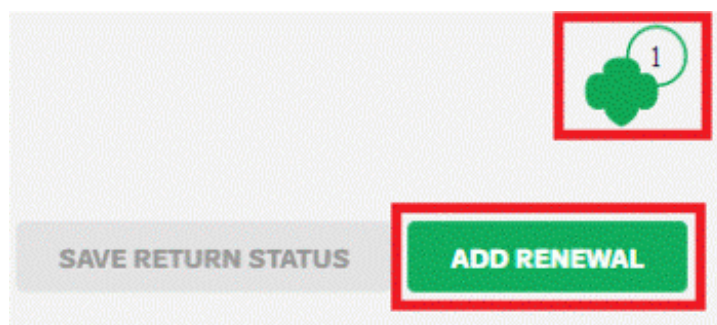
The "My Household" tab acts as a central hub for your family's Girl Scout memberships and troop participations. There are several actions you can perform from this screen to adjust not only your Girl Scout records but also your personal information as well.

On the next page, we will outline how to renew the adults in your household for the upcoming membership year.

1. From the "My Household" tab, check the following boxes under the adult you want to renew:
    a. Membership
    b. Troop #####
    c. Volunteer Role
        i. Troop Leader
        ii. Troop Treasurer
        iii. Troop Cookie Coordinator
        iv. Troop Fall Product Coordinator
        v. Troop Friends and Family

2. Once the status for the adult displays the items are "In Cart", the "Add Renewal" button (visible at both the top and bottom of the screen) will change to green

3. Select the "Add Renewal" button to advance to the "Confirm Member Details" page

Confirm member details

1. Katherine Johnson   Troop 03985 ∧

Volunteer position(s) for Troop 03988

Troop Leader ∨

First name   Last name
Katherine   Johnson

Your Cart

1. Katherine Johnson   girl scouts of central texas

Troop Leader   **Troop 03985**

Membership   ———

Total amount   **$0.00**

Please note that Membership fees are non-refundable.

4. On the "Confirm Member Details" screen, you can confirm:
   a. Your adult member's name
   b. Their troop (located to the right of their name)
   c. Their volunteer roles you are renewing
   d. Their first and last name
   e. The adult will also be visible in the cart
   i. **Note**: Until you select the membership year and payment type, the "Total Amount" in your cart will be $0.00

Choose a Membership year

○ **Lifetime Membership** ❓ $400.00
Become a Girl Scout for life!

◉ **Next Year – 2024** $25.00
October 2023 – September 2024

Choose payment type

◉ Credit Card

SUBMIT MEMBER DETAILS

Remove participant ✕

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

5. Select the membership year

6. Choose your payment type
   a. Adults are only eligible for the "Credit Card" payment type
   b. Program credits are for **youth** members only

7. Select "Submit Member Details" to update your cart
   a. **Note**: You are given the option to "Remove Participant" if you wish to end your transaction

8. Your cart will be updated to reflect the addition of the membership

9. Select "Review Cart"

10. 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 end your transaction

11. 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

12. Enter your payment information

13. Select "Submit Payment" to complete your membership registration