

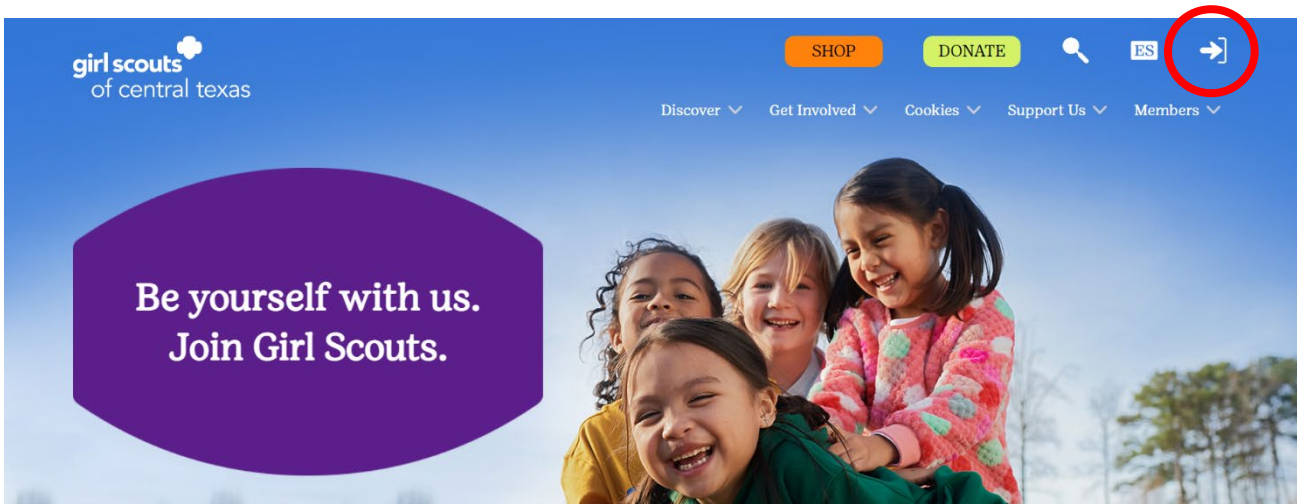
Girl Scout Adult Volunteer Renewal Instructions

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.

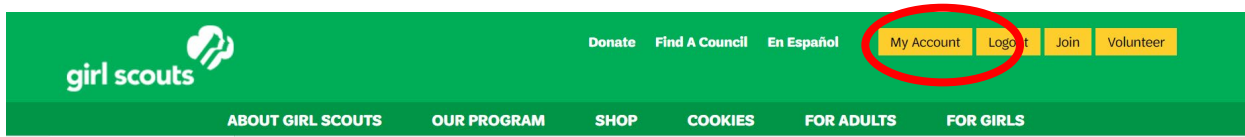
Note: MyGS is continually making improvements to its software. If you need assistance, please do not hesitate to reach out to your GSCTX Customer Care Department for support at (800) 733-0011 or <https://www.gsctx.org/contactus>.

To start the renewal process, follow the steps below:

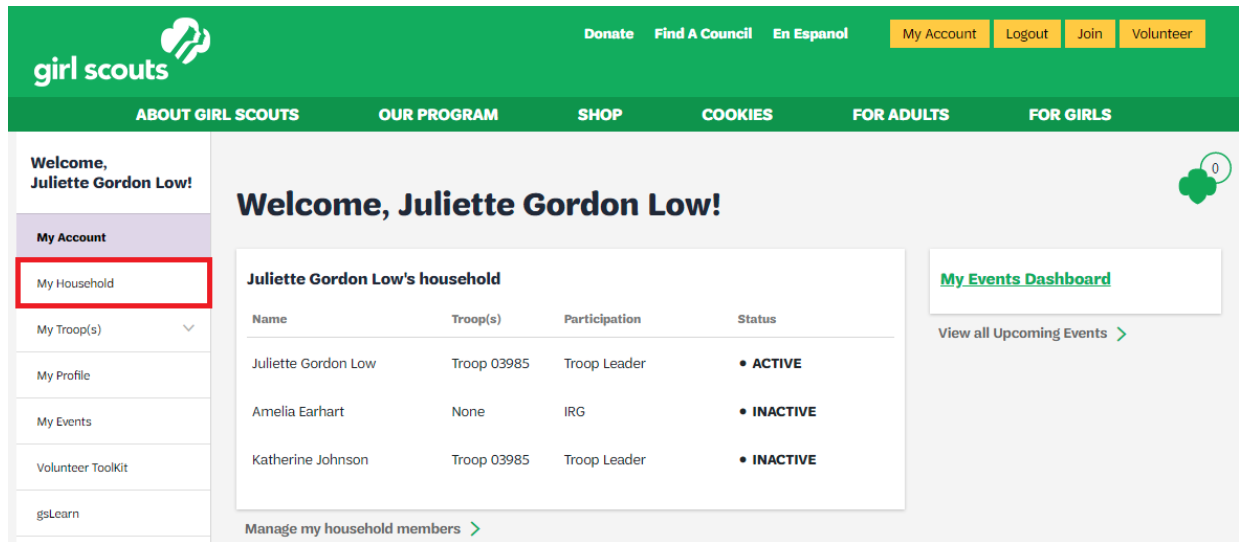
1. Open an internet browser on your computer
 - a. Google Chrome is recommended by GSUSA, with Mozilla Firefox as a backup
 - b. If you are using Internet Explorer, any version after Version 9 will be satisfactory
2. Search for www.gsctx.org to access the Girl Scouts of Central Texas website



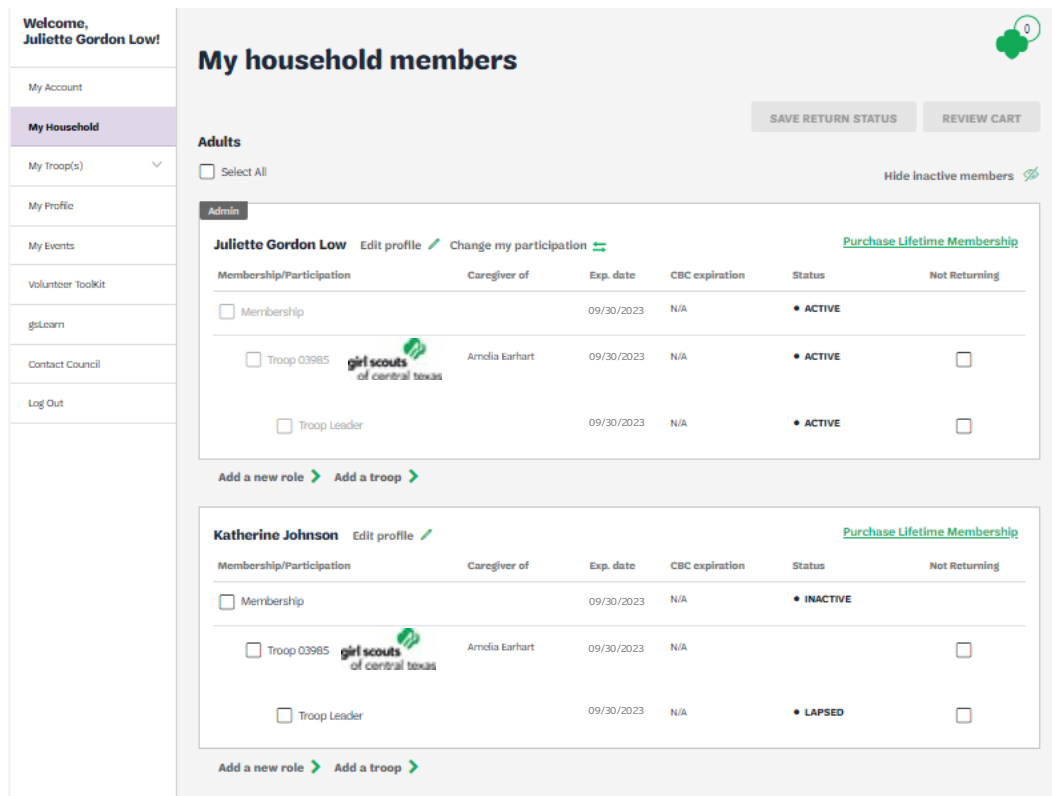
3. Select MyGS from the top right corner of the screen to be directed to <https://mygs.girlscouts.org> (outlined with a red circle in the picture)
 - a. This button will be located on the top right
 - b. If you have any difficulty, GSCTX has step-by-step instructions in the “MY23 Logging Into Your MyGS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



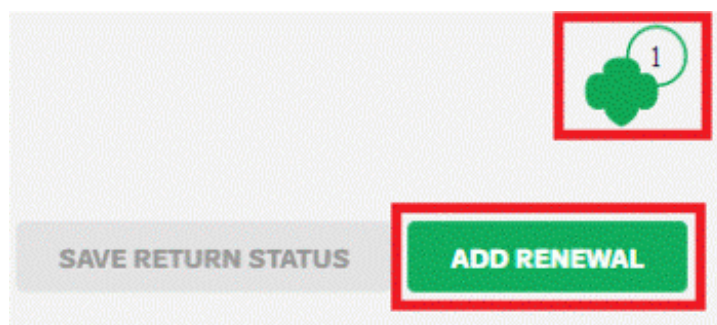
The “My Household” tab acts as a central hub for your family’s Girl Scout memberships and troop participations. There are several actions you can perform from this screen to adjust not only your Girl Scout records but also your personal information as well.

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

Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
<input checked="" type="checkbox"/> Membership		09/30/2023	N/A	● IN CART	
<input checked="" type="checkbox"/> Troop 03985 	Amelia Earhart	09/30/2023	N/A		<input type="checkbox"/>
<input checked="" type="checkbox"/> Troop Leader		09/30/2023	N/A	● IN CART	<input type="checkbox"/>

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

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

The screenshot shows two side-by-side panels. The left panel is titled "Confirm member details" and shows "1. Katherine Johnson" associated with "Troop 03985". Below this, it lists options: "Renew a household member", "Renew a troop member", and "Register a new member". A green "REVIEW CART" button is at the bottom. The right panel is titled "Your Cart" and lists the same item: "1. Katherine Johnson" for "Troop 03985". It shows a membership fee of \$25.00 and a total amount of \$25.00.

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

The screenshot shows the "Review your cart" page. It lists the cart item: "girl scouts of central texas Troop 03985 Katherine Johnson Troop Leader" with a price of "\$0.00". Below the item, there are options to "Edit" or "Remove". A section titled "Prepare a girl for a lifetime of leadership" includes a form for a donation amount (options: \$35, \$75, \$150, \$250, Other) and a dropdown for "Council". A "Discount or promotional code" section has a text input field and an "APPLY CODE" button. A summary table shows "Donation amount: \$0.00", "Outstanding balance: \$0.00", and "Total amount: \$25.00". At the bottom, there is a checkbox labeled "I agree to the Girl Scout Promise and Law (required)" which is checked and highlighted with a red box. To the right, the "Girl Scout Promise and Law" text is displayed.

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.

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

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 transferrable 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

12. Enter your payment information

Payment details

Payment method

VISA AMEX DISCOVER

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

Cart Summary

1. Katherine Johnson

Troop Leader Troop 03985

Adult 2024 Membership **\$25.00**

Discount amount **-\$0.00**

Donation amount **\$0.00**

Outstanding balance **\$0.00**

Total amount **\$25.00**

Amount to be charged **\$25.00**

*Council fees help power amazing experiences for girls in your community and are non-refundable.

**Your order total shows the cost of your event(s) before financial aid is applied. Once financial aid is approved, the total will be adjusted and reflected in your order and credit card payment.

13. Select “Submit Payment” to complete your membership registration