

# Troop Renewal Guide

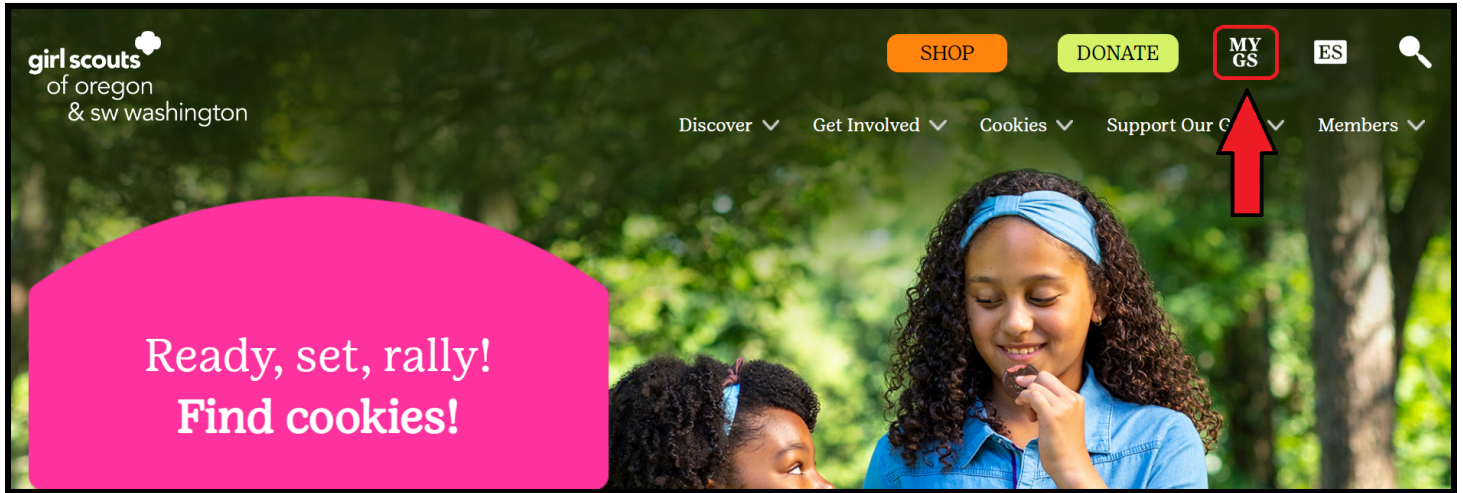


Thank you so much for renewing your troop for another year of Girl Scouts! This step-by-step guide will walk you through how to renew your troop for another Girl Scout year!



## Step 1

Go to our website [girlscoutsw.org](http://girlscoutsw.org) and click MY GS to sign in.





## Step 2

Log in!

Welcome to Girl Scouts, Close X

### Log In!

Email address  
girlscoutsrock@gmail.com

Password  
.....

Remember me [Forgot password?](#)

**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**.

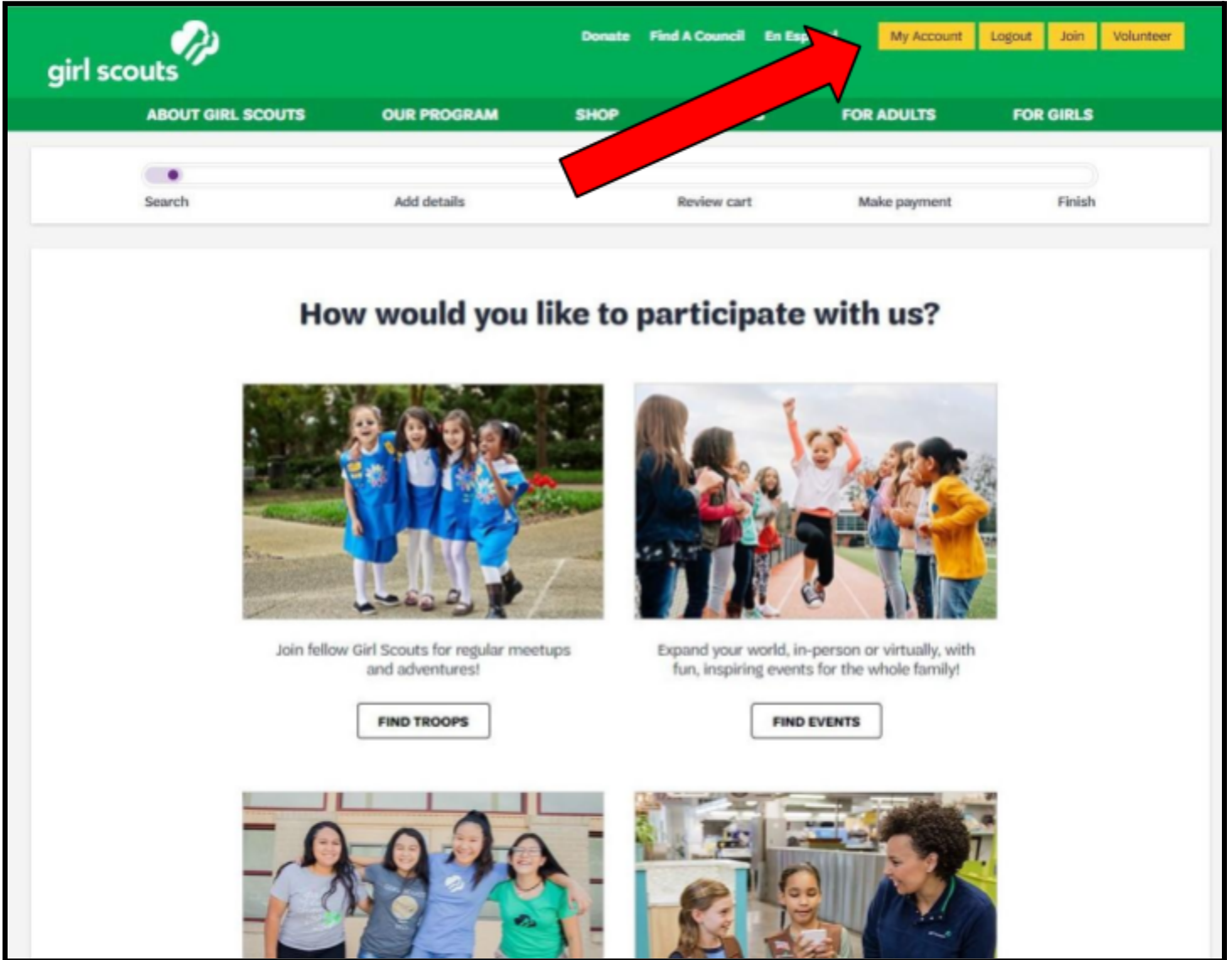
**! If you don't receive an email from GSUSA within 15 minutes**, be sure to check your spam/junk folder. If you can't find the email there, please fill out a [Contact Form](#) or email [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org).

**! 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](mailto:answers@girlscoutsosw.org) for assistance.



## Step 3

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





## Step 4

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

The screenshot shows the Girl Scouts website dashboard for a user named Amy. The top navigation bar includes links for 'Donate', 'Find A Council', 'En Español', 'My Account', 'Logout', 'Join', and 'Volunteer'. The main navigation bar includes 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. The left sidebar contains a 'Welcome, Amy [redacted]!' message and a 'My Account' section with links for 'My Household', 'My Troop(s)', 'My Profile', 'My Events', 'Volunteer Toolkit', 'gsLearn', 'Contact Council', and 'Log Out'. The 'My Troop(s)' link is highlighted with a red box and a red arrow pointing to a downward caret icon. The main content area shows a 'Welcome, Amy [redacted]!' message, a 'My Household' section with a 'Membership Status' of 'TIME TO RENEW', and a 'My Troops' section for Troop 40060. The 'My Troops' section includes a table with columns for Meeting time, Program level, Role, Expiring members, and Open spot(s). Below the table is a button for 'Troop Helper'.

Meeting 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



## Step 5

Click on the troop you're renewing members for.

The screenshot shows the Girl Scouts member dashboard for Amy [redacted]. The top navigation bar includes links for 'Donate', 'Find A Council', 'En Español', 'My Account', 'Logout', 'Join', and 'Volunteer'. The main navigation bar has categories: 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. On the left, a sidebar menu under 'My Account' lists options like 'My Household', 'My Troop(s)', 'My Profile', 'My Events', 'Volunteer ToolKit', 'gsLearn', and 'Contact Council'. The 'My Troop(s)' option is expanded, and 'Troop 40060' is highlighted with a red box. The main content area displays a 'Welcome, Amy [redacted]!' message and a 'household' section with a table of members. One member, Amy [redacted], is listed with a status of '• TIME TO RENEW'. Below this is a 'My Troops' section with a table listing 'Troop 40060' and its details.

Name	Membership Status
Amy [redacted]	• TIME TO RENEW

Meeting time	Program level	Role	Expiring members	Open spot(s)



## Step 6

Scroll down to see troop members.

The screenshot shows the Girl Scouts of Oregon & SW Washington website. The top navigation bar includes links for 'Donate', 'Find A Council', 'En Español', 'My Account', 'Logout', 'Join', and 'Volunteer'. Below this is a secondary navigation bar with 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. On the left, a user menu for 'Amy' lists options like 'My Account', 'My Household', 'My Troop(s)', and 'Troop 40060'. The main content area displays 'Troop 40060' with meeting details (location, time), program level (multi-level), and contact information for two staff troop leaders: Amy and Elise. A large red arrow points downwards with the text 'Scroll Down' next to it, indicating that the troop member list is located further down the page.



## Step 7

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.

**Girl**

2 member selected Show inactive and not returning members

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**Acelee** [Edit details](#)

Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/> Troop 40060	Cristina	09/30/2023	multi-level	• TIME TO RENEW	<input type="checkbox"/>

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**Aubree** [Edit details](#)

Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input type="checkbox"/> Troop 40060	null null	09/30/2023	multi-level	• TIME TO RENEW	<input type="checkbox"/>

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**Eulalia** [Edit details](#)

Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
<input checked="" type="checkbox"/> Troop 40060	Victoria	09/30/2023	multi-level	• TIME TO RENEW	<input type="checkbox"/>





## Step 8

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

**Member details**

**Girl**

2 member selected

SAVE RETURN STATUS

**RENEW**

Show inactive and not returning members 





## Step 9

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.

**Confirm Member Details**

1. **Acelee** [Redacted] Troop 40060

Girl first name: Acelee  
Girl last name: [Redacted]

**Choose Membership**

- Next Year - 2024** \$25.00  
October 2023 - September 2024
- Current Year - Update Information Only** \$0.00

**Choose a Payment Type**

- Credit Card**
- Apply for financial aid
- Program Credits

**NEXT PARTICIPANT** Remove participant X

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

**Your Cart**

1. **Acelee** [Redacted] girl scouts of oregon & sw washington  
Troop member: Troop 40060  
Membership: ---  
Council fees\*: ---

2. **Eulalia** [Redacted] girl scouts of oregon & sw washington  
Troop member: Troop 40060  
Membership: ---  
Council fees\*: ---

**Total amount** \$0.00

Please note that Membership fees are non-refundable.  
\*Council fees help power amazing experiences for girls in your community and are non-refundable.




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

### Choose a Payment Type

Credit Card

Apply for financial aid ?

Program Credits ?

**SAVE DETAILS** 

Remove participant ×



## Step 10

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**.

**Confirm Member Details**

1. Acelee [redacted] Troop 40060 ✓
2. Eulalia [redacted] Troop 40060 ✓

I would like to:

- Renew a household member >
- Renew a troop member >
- Register a new member >

**REVIEW CART**

**Your Cart**

1. Acelee [redacted] girl scouts of oregon & sw washington  
Troop member Troop 40060  
Membership \$25.00
2. Eulalia [redacted] girl scouts of oregon & sw washington  
Troop member Troop 40060  
Membership \$25.00

Outstanding balance \$0.00

**Total amount \$50.00**



## Step 11

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**.

### Review Your Cart

Council	Participation	Details	Price
	<b>Troop 40060</b>	Acelee [redacted] Troop member	\$25.00
		Edit    Remove	
	<b>Troop 40060</b>	Eulalia [redacted] Troop member	\$25.00
		Edit    Remove	

**Prepare a girl for a lifetime of leadership.**  
**Help her join Girl Scouts.**  
 Yes! I support the next generation of female leaders.

Council:

[Where your donation goes](#)

**Interested in donating to Girl Scouts? You can include a donation in your renewal!**

**Discount or promotional code**

Donation amount

Outstanding balance \$0.00

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**Total amount** **\$50.00**

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**

#### 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.



## Step 12

Add payment details and click **SUBMIT PAYMENT**.

### Payment Details

**Payment method**

VISA  AMEX  DISCOVER

Cardholder first name

Cardholder last name

Credit/Debit card number

Expiration date

CVV

Your credit card information is [secure](#). GSUSA does not save your billing information.

**Select a billing address**

Amy  Use a different address  
9620 SW Barbur Blvd  
Portland, OR, USA 97219-6041

**SUBMIT PAYMENT**

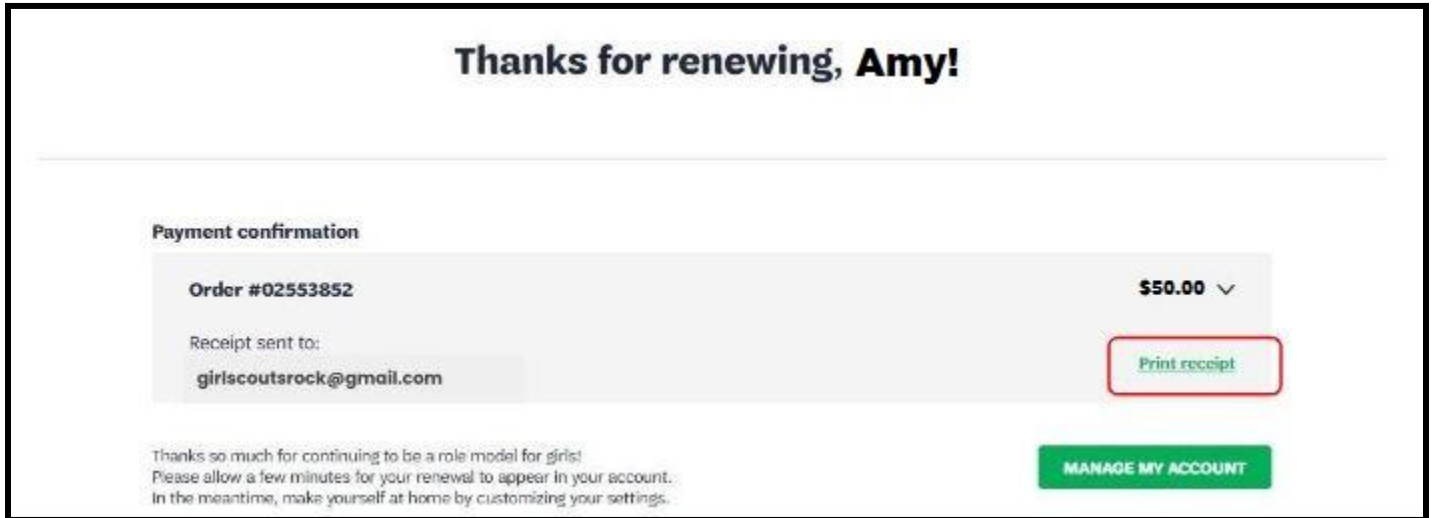
### Cart Summary

<b>1. Acelee</b>	
Troop member	Troop 40060
Next Year - 2024	<b>\$25.00</b>
<b>2. Eulalia</b>	
Troop member	Troop 40060
Next Year - 2024	<b>\$25.00</b>
Discount amount	-\$0.00
Donation amount	\$0.00
Outstanding balance	\$0.00
<b>Total amount</b>	<b>\$50.00</b>
<b>Amount to be charged</b>	<b>\$50.00</b>



## Step 13

**Print a receipt** for your troop's financial records!



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 [Contact Form](#) or email [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org) 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.