

## Renewing Troop Members

### *Troop Leader Resource*

**Note:** Troop Leaders are not able to add new Girl Scouts through myGS. Troop leaders can use the Invite link and share it with families to self-register their girl(s) to the troop.

1. From the council website, Click on **myGS**
2. Log in with your email and password. If you have forgotten your password, click Forgot Password. For further assistance setting up your account, please contact the local council office.
3. You'll be brought to your **My Account** screen. On the left navigation menu, find **My Troops**
4. Select the troop you wish to renew.
5. Select the girls and adults you wish to renew by either clicking the **Select All** checkbox, or by selecting them individually.  
Be sure to select **both** the membership **and** the participation or role of the adult if you don't use the Select All checkbox.
6. Once you have all the appropriate girls, adults, participations, and roles selected, click **Renew**.
7. You'll be taken to a page to **Confirm Member Details**, where you'll need to confirm information for each person you are renewing. Be sure to update school information for girls as you are able.
8. Choose the **Membership Product** (Next Year) and payment type for each person.
9. Use the **Next Participant** button to move to the next one.
10. Once you're finished, click **Submit Member Details**.
11. The next screen will show a summary of the information entered.
12. **Click Review Cart**, be sure to **check the box** to accept the Promise and Law on the right side of the screen.
13. Click **Add Payment Details**, enter payment information and click **Submit Payment**.
14. On the **Payment Confirmation** screen, be sure to click **Print Receipt** and save a couple for your troop financial records. You will not be able to reprint a receipt after this page.  
To expand the order details, click the down caret to the right of the payment total.