

Instructions for Troop Leaders Renew Your Troop Members Online For assistance, contact customer care at (213) 213-0123.

- Send your parents the link to the paper registration forms to complete and give back to you.
 - 2022 Girl Membership Form
 - 2022 Adult Membership Form
- Verify current address, contact information and school of each girl in your troop. Collect **\$25 for each girl or adult.**
- Deposit the membership dues into the troop bank account.
 - Note: Troop Leaders are encouraged to share details about the importance of supporting Girl Scouts by making a contribution to GSGLA.
 - During early renewal (April 1, 2021- June 30, 2021) for any donation made, they will receive an "I am Resilient" patch.
- Donations may be made during renewal online or by visiting girlscoutsla.org/donate.
- Login to your MyGS/MyACCOUNT
- Click on the My TROOPS tab
- If you have multiple troops, select the correct troop number from the Troops tab dropdown on the left side menu.
- Before you start the renewal process, update your troop meeting information. Go to the **Troops tab**, select your troop click to the right of the Meeting details to update, meeting location, address, day and time display for all troop meetings. Edit the applicable information and click **Save**.
- Scroll down to the Troop Roster. Check the names on your troop roster to see if any are
 missing. If someone you believe is registered but is not listed, contact customer care at
 <u>customercare@girlscoutsla.org</u> or (213) 213-0123. In some instances, a girl or adult may
 have been registered in a different troop last year and their member record just needs to be
 transferred to your troop.
- If you wish to register all Girls/Adults, click "Select All" to start the renewal process. Click Renew at the top of the screen. Make sure to renew at least one volunteer role for each adult to remain in troop.
- For girls or adults for whom you are unsure if they will renew, just uncheck their renewal box so you can renew later if desired.
- For the girls or adults who will not be returning, choose "**Not returning**" on the far right from their name. If you choose this option, this will remove the online renewal option for that member to renew by the troop leader but will allow the caregiver to renew them but not for this troop. Contact customer care if "not returning" has been chosen but they change their mind.
- Confirm member details by reviewing your cart.
- If any girl's address, contact information or school information has changed, please click on **Edit** below their name. Please also change the information for her parent by clicking **Edit** below the parent's name. Caregiver relationship field must be populated.
- Choose membership year.
- Ensure the box is checked for acceptance of the Girl Scout Promise and Law and then click **Continue.**

- Enter the troop's debit card information and click Continue.
- Check that the correct people are included in the payment amount on the far right.
- Click **Submit** to finalize registration.
 - Print receipt copy for your financial records.

Login to Girl Scout of Greater Los Angeles Website





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En	nail address		
Pa	ssword		
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	Remember me	Forgot password?	
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	Don't have an acco	ount? Sign up now	

Select Troop.

*Update Troop Meeting Information.

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My Account	of the green and white mountains				
My Household	Troop 12347				
My Troop(s)					
Troop 12347	Meeting details Edit meeting deta	ils /			
My Profile	Larchmont School Gymnasium 55 0 Bi-weekly Tuesday, 6:00 PM - 7:00 F	old Bedford Rd, Bedfo M	ord, NH 03110		
My Events	Program Level				
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Contact Council	Troop Leader				
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Select Members to Renew.

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2. Jenifer Salzberg	Troop 12347	•	Membership	\$25.0
3. Barbara Dominion	Troop 12347	•	Council fees *	\$15.00
4. Maria Flores	Troop 12347	•	2. Maria Flores	girl scouts
5. Olivia Salzberg	Troop 12347	•		white mountain
6. Clara Flores	Troop 12347	•	Troop member	Troop 1234
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Read and accept Girl Scout Promise and Law.

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Print your receipt!

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Thanks so much Please allow a fer In the meantime.	for continuing to be a role model for girls! v minutes for your renewal to appear in your : make yourself at home by customizing your :	account. settings.	MANAGE MY AC	COUNT