

Instructions for Troop Leaders Renew Your Troop Members Online

For assistance, contact [customer care](#) at (213) 213-0123.

Preparing for renewal:

1. How will your troop pay for registration? Decide, as a troop, if the troop will be using troop funds for membership registration or if each family will purchase membership registration for members returning. Please remember that no girl can be denied membership due to an inability to purchase membership and that troop funds should be used to purchase for these members. If no troop funds are available, the caregiver or troop leader may request financial assistance for registration in MyGS.
2. Decide on one of the options below for troop renewal:
 - Caregivers will pay for membership and will renew their girl and themselves in MyGS
 - Caregivers will pay for membership and Troop Leader will renew troop in MyGS
 - Troop will pay for membership and Troop Leader will renew troop in MyGS
3. If the troop leader is renewing the membership in MyGS, send your parents the link to the paper registration forms to complete and give back to you.
[Girl Membership](#) [Girl Membership-Spanish](#)
[Adult Membership](#) [Adult Membership-Spanish](#)
4. Verify current address, contact information and school of each girl in your troop.
5. If the troop decided to have each family pay for registration, collect \$25 for each member renewing, and deposit the membership dues into the troop bank account.

Renewing the troop through MyGS:

1. Login to your [MyGS](#) from our website:
2. Click on the **My TROOPS** tab
3. If you have multiple troops, select the correct troop number from the Troops tab dropdown on the left side menu.
4. 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**.
5. 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 customercare@girlscoutsla.org 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.
6. 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 the troop.**
7. 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.
8. 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 incorrectly and needs to be

reversed.

9. Confirm member details by reviewing your cart.
10. 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.
11. Choose membership year.
12. Ensure the box is checked for acceptance of the Girl Scout Promise and Law and then click **Continue**.
13. Enter the troop's debit card information and click **Continue**.
14. Check that the correct people are included in the payment amount on the far right.
15. Click **Submit** to finalize registration.
16. **Print receipt** copy for your financial records.