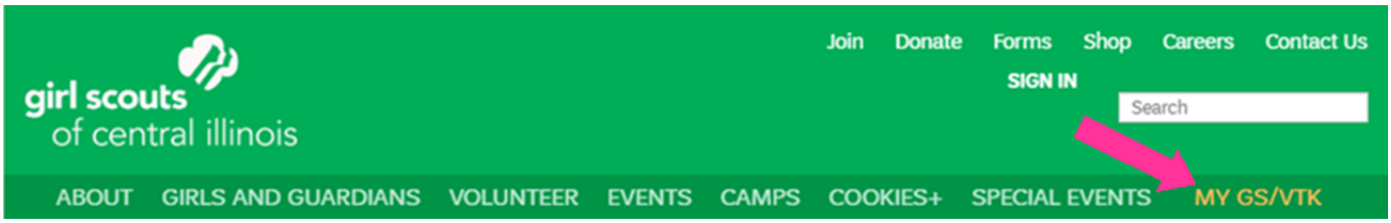
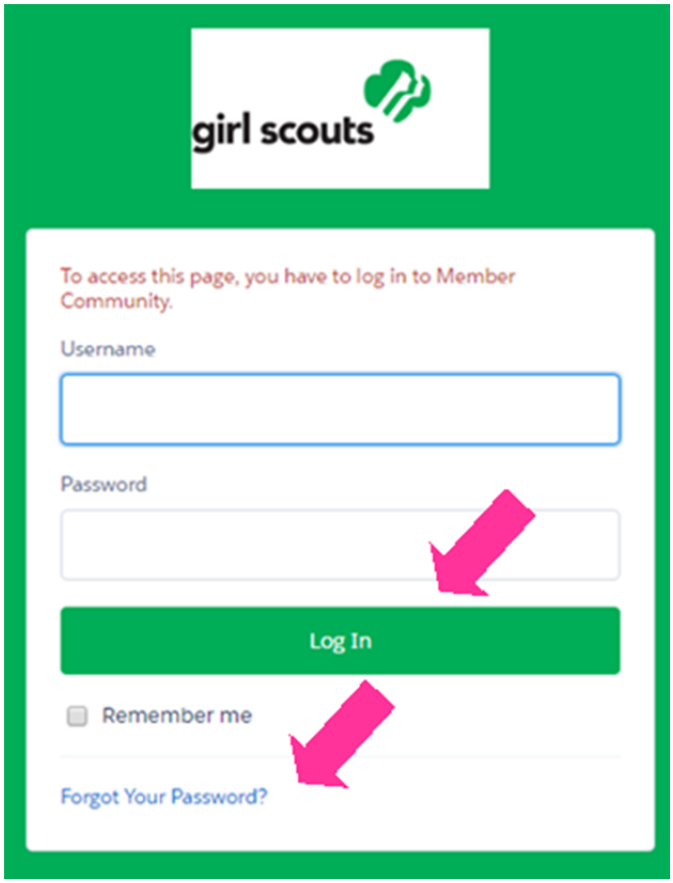
girl scouts of central illinois

Registration in Volunteer Systems: Troop Renewal



Please Note: *only Troop Leaders have access to the MY GS/VTK troop information.*

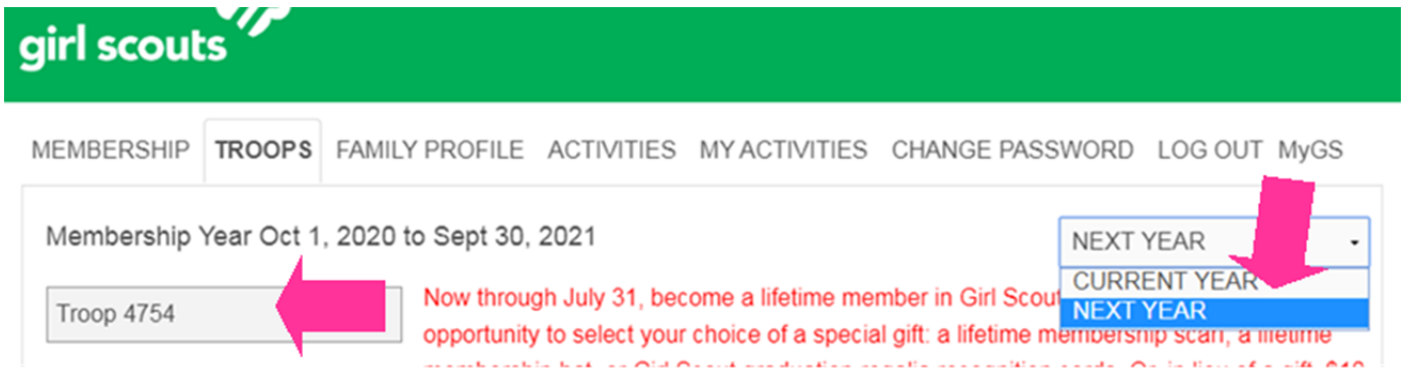
1. Visit www.getyourgirlpower.org
2. Glick MY GS/VTK in the navigation bar.
3. This will take you to the login screen for the MY GS Member Community.
4. Enter your email address and password that you set up when you received your "Welcome to the Girl Scout Community" email. Click the Log In button.*



**If you did not receive this email, contact Customer Care at customercare@girlscouts-gsci.org.*

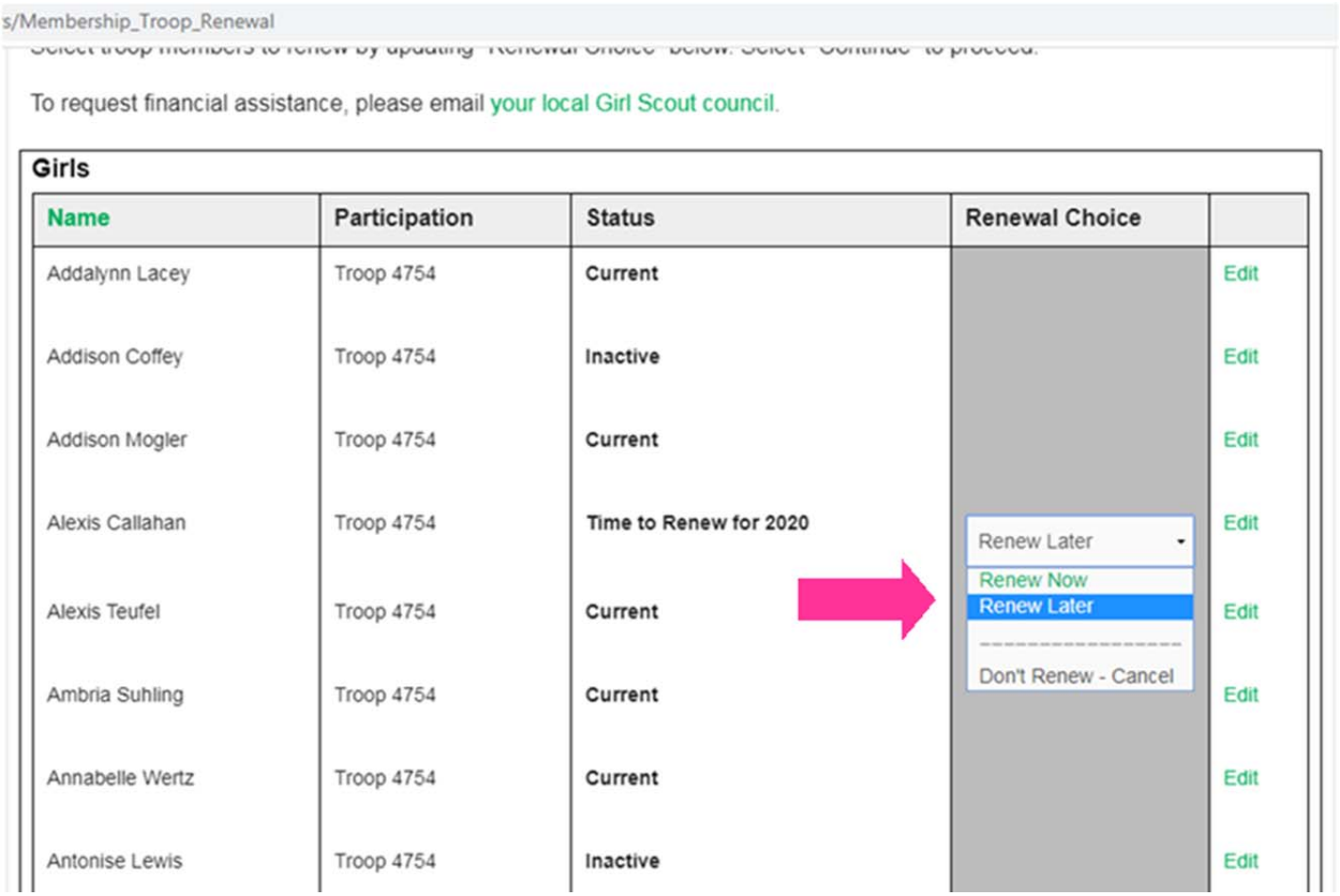
**If you can't remember your password, select the "Forgot Your Password?" link and you will receive a generated email to reset your password. Be sure to check your spam/junk folders. If you still didn't receive reset password email, please contact Customer Care at customercare@girlscouts-gsci.org.*

5. Select **Troops** at the top navigation.
6. If you have more than one troop, choose the troop you are renewing.
7. To the far right of the screen you will see a dropdown box titled "**Current Year**". To renew you, your girls and adults in your troop for the new membership year, click "**Next Year**".



8. Below the drop box where you choose "**Next Year**", you will see a column titled "**Renewal Choice**". Select the type of renewal you would like from the dropdown menu. Choices are:
   a. **Renew Now** – choose this to renew the membership now
   b. **Renew Later** – choose this if not renewing now but later
   c. **Don't Renew** – Cancel – choose this if the member will not be coming back for the new membership year
9. After selecting the renewal choice for all memberships you wish to renew, select "**Continue**" at the bottom of the page.

Please Note: *if you are renewing memberships with earned cookie membership, please complete a paper membership form and return it to your local service center so we can verify the free membership and then renew the member(s), or call your membership specialist. For a member requesting financial assistance, the parent/guardian will need to complete the renewal process and check the financial assistance box.*



10. The next screen is the acceptance of the Girl Scout Promise and Law. Please check the box to then click "**Continue**".
11. Fill out the payment information and select "Continue". After the payment is submitted, a confirmation screen appears. Review the information for accuracy and select "Continue".
12. Only one payment method is accepted at one time. If you are using multiple debit/credit cards to renew, you will have to do each renewal separately with the corresponding card. The system does not accept Cookie Dough cards as a method of payment.
13. Once the transaction is complete, you have the option to print the receipt or send the receipt to yourself via emails. Be sure to eventually print the receipt for the troop finance records if paying from the troop's bank account. There is also an option to share an auto-populated message with your friends on social media that you renewed your Girl Scout membership!

Please Note: *Cookie Dough cards are not accepted as payment. To pay a membership with Cookie Dough, please complete a paper membership form and return it to your local service center so we can verify the free membership and then renew the member(s), or call your membership specialist. You may also contact Customer Care at customercare@girlscouts-gsci.org. We will need the 16-digit number on the back of the Cookie Dough card to process the membership.*