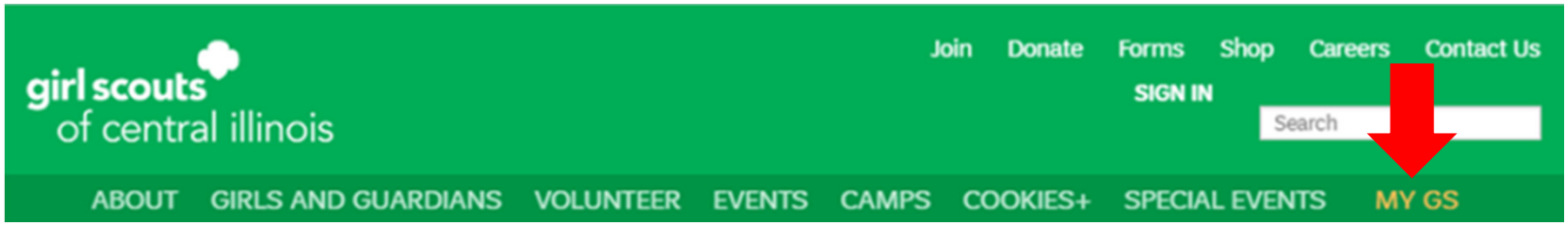
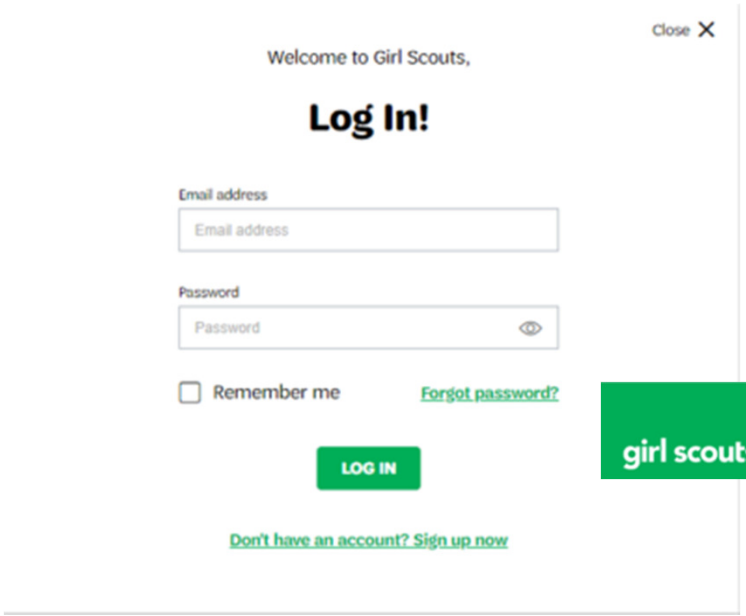
How to Renew Your Troop in MY GS

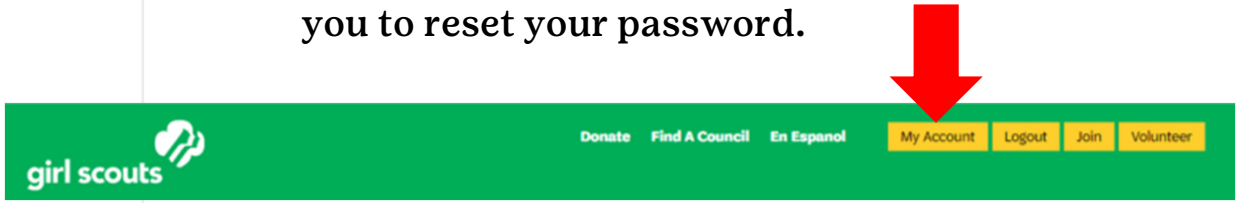
Renewing your troop is fast and easy! Follow these instructions to renew your troop.

1. **From the council website at www.getyourgirlpower.org click on MY GS.**





2. **The Log In screen appears. Put in your email address associated with your Girl Scout account. Then your password. If you forgot your password click on the Forgot password? An email will be sent to you to reset your password.**

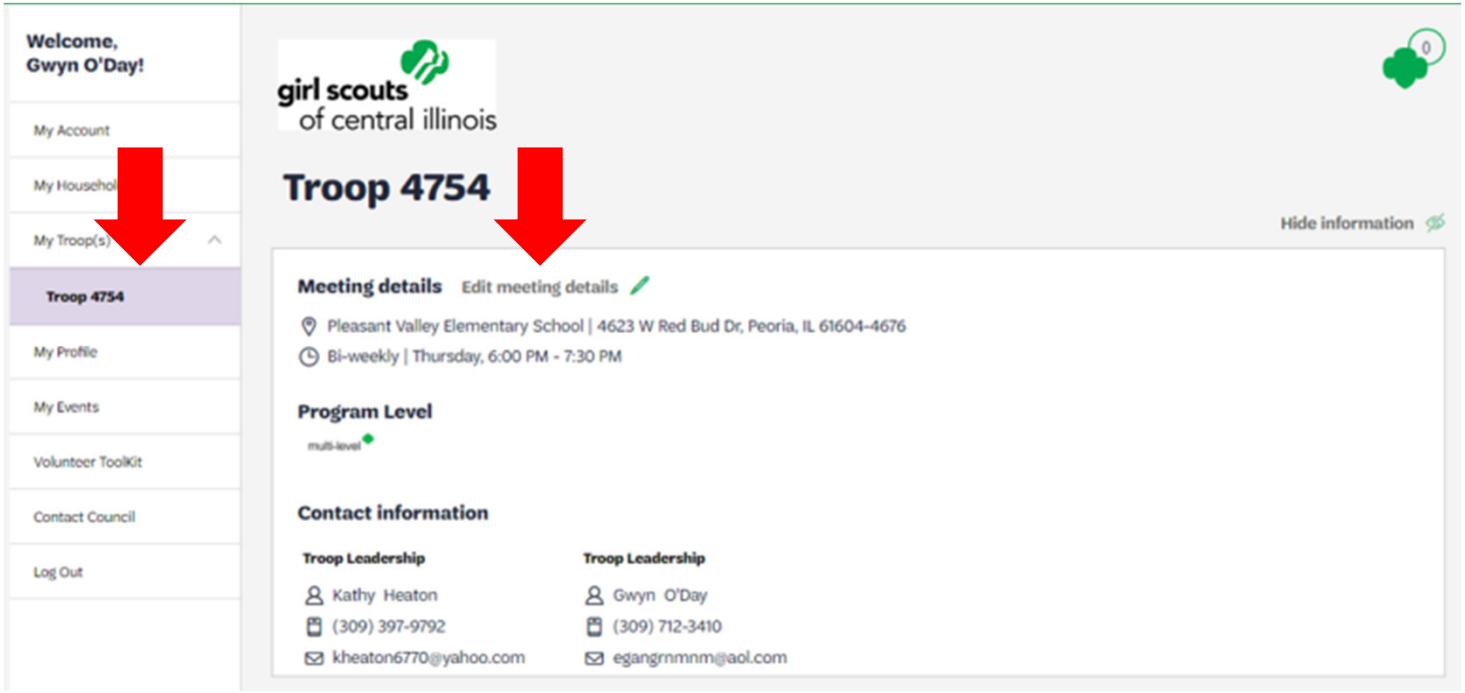


3. **Click on My Account to view your Girl Scout account.**

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How to Renew Your Troop in MY GS

4. Choose **My Troop** and select your troop number.

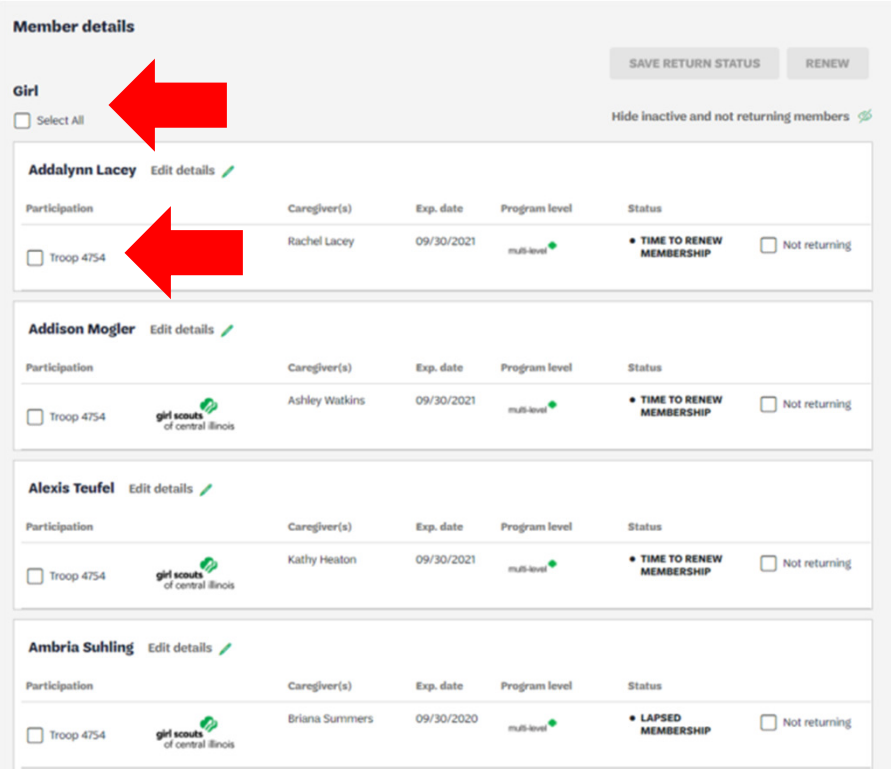


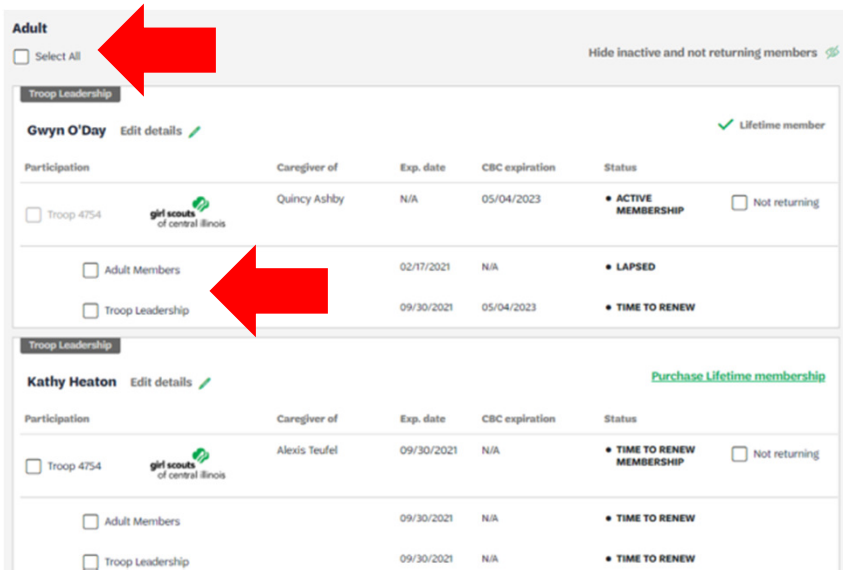
In this section you will want to update any troop meeting details. Click on Edit meeting details and update any information that is needed.

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How to Renew Your Troop in MY GS

5. Go to the Member Details and check the box next to each girl and adult that is returning for the 2022 membership year. If **all** girls and adults are returning, click the **Select All** from the **Girl** section and **Select All** from the **Adult** section. If some girls and/or adults have not decided, just skip them and check each girl/adult that will be renewing their membership.



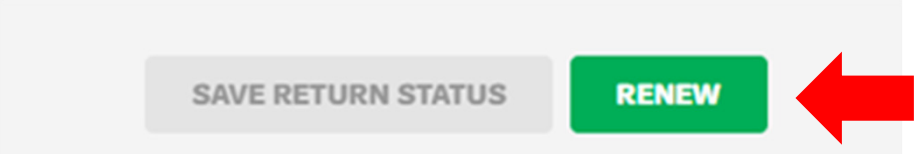


When renewing adults make sure to check their troop position for renewal.

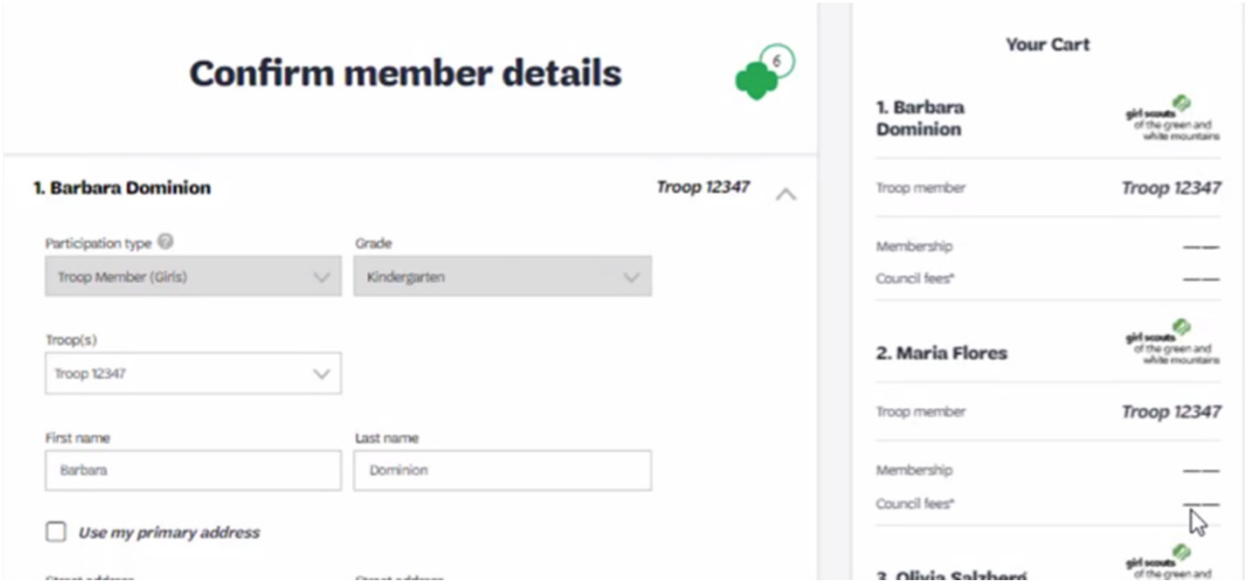
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How to Renew Your Troop in MY GS

6. Once you have selected the girls and adults to be renewed, click the **Renew** at the top of the screen.



7. Verify each member's details and update as needed. Some fields can only be updated by the Council. If you are unable to update information for a girl or adult, please contact Customer Care.



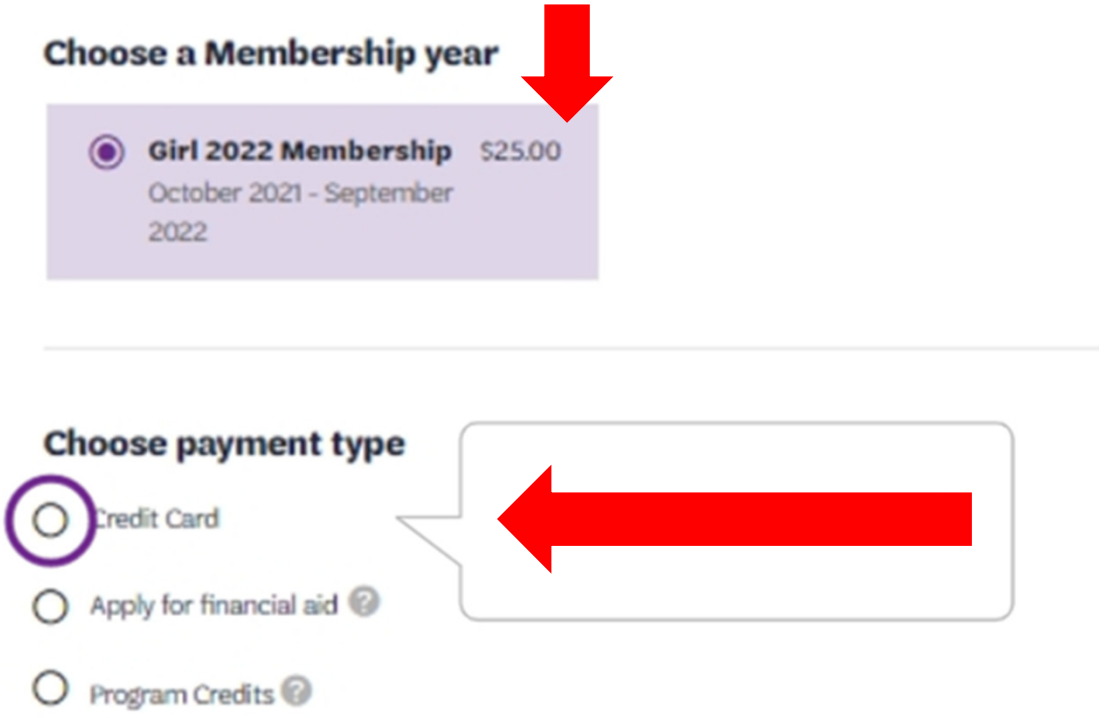
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How to Renew Your Troop in MY GS

8. Click the correct membership year and choose the payment type: (You will repeat this for each member you are registering.)

   - **Credit Card**
   - **Apply for Financial Assistance (parents/guardians must** complete the financial assistance form.
   - **Program Credits** (choose this payment option if a girl has a Free Earned Cookie Membership or Cookie Dough)

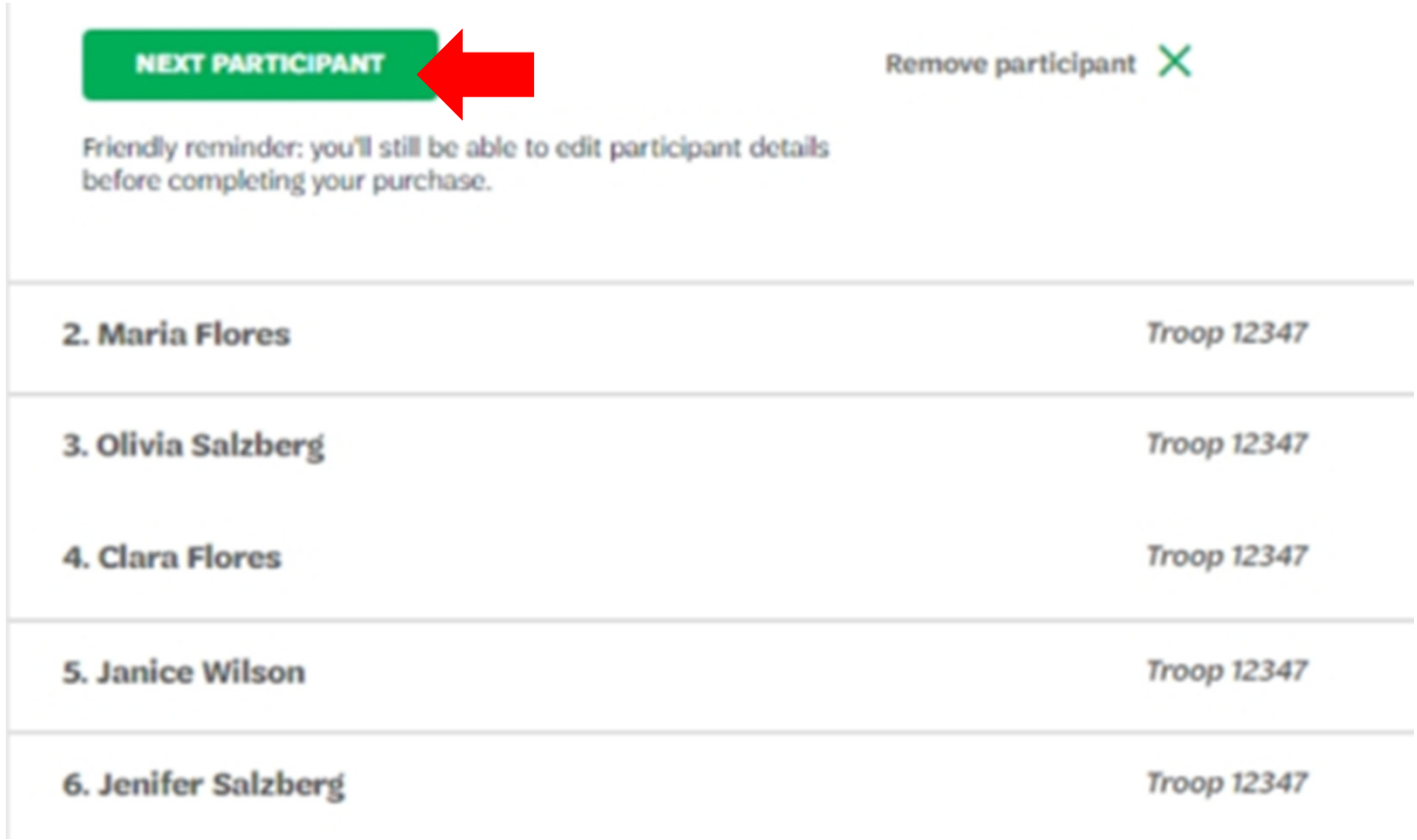
   Then click **Next Participant** to complete each member.



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How to Renew Your Troop in MY GS

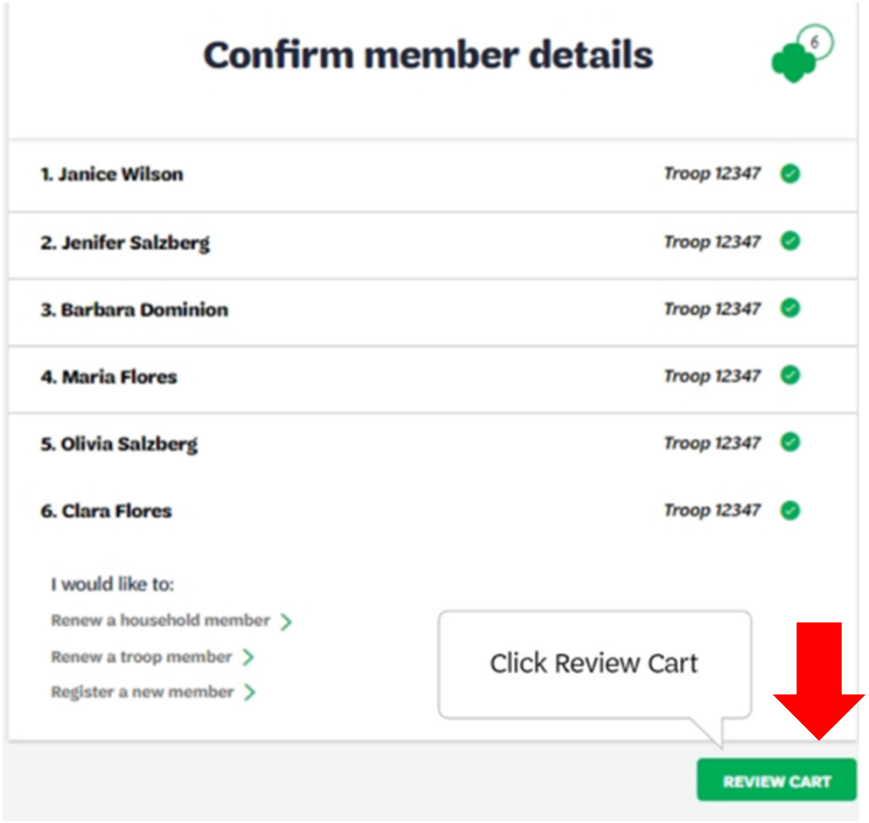
9. After completing one member, click on the **Next Participant** to update their member details. Repeat until all members have been updated.



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How to Renew Your Troop in MY GS

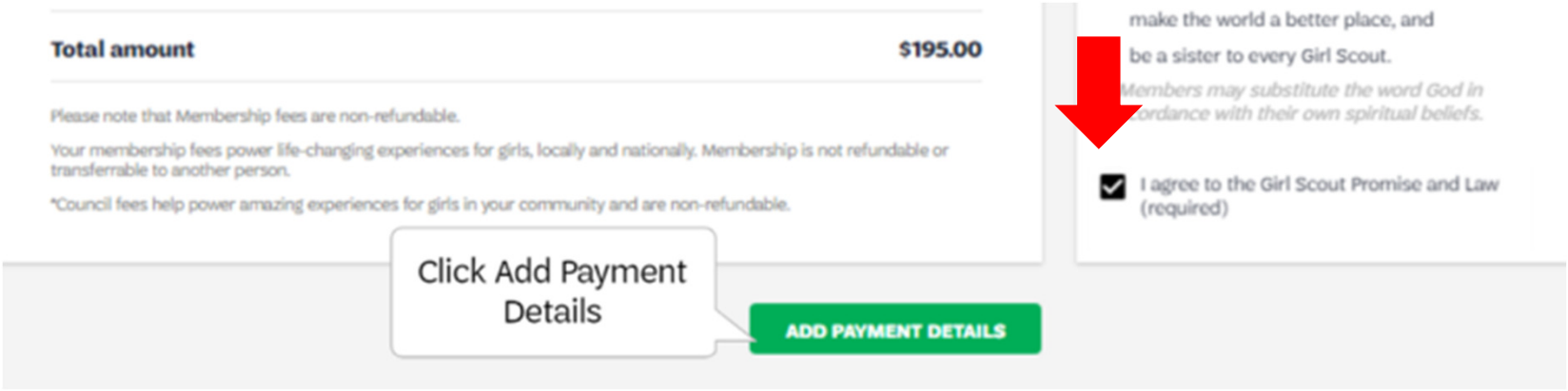
10. Click **Review Cart** to see all the pending memberships for the troop.



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How to Renew Your Troop in MY GS

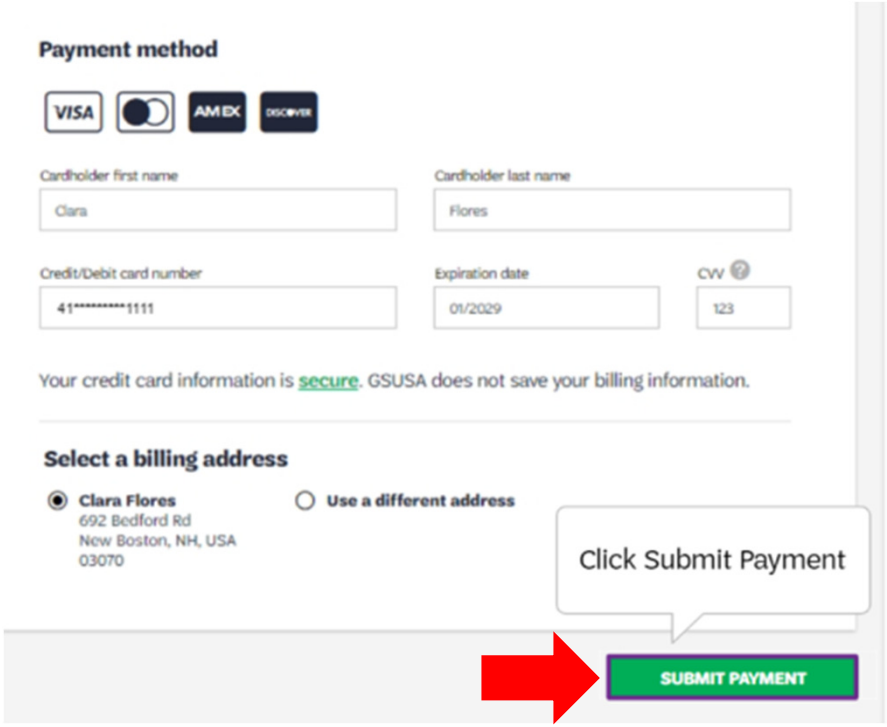
11. Click the box in the right-hand column to accept the **Promise and Law.** Then click the **Add Payment Details** at the bottom of the screen.



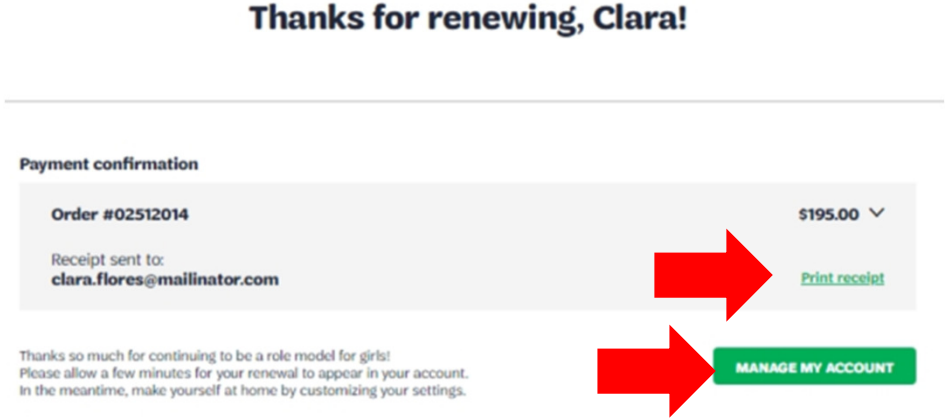
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12. Complete payment information and **Submit Payment.**



13. **Print receipt** for troop records and click **Manage My Account** to verify the memberships went through. This may take a couple of minutes to update in the system.



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