

## Instructions for Troop Leaders Renew Your Troop Members Online

### Instructions to Renew Your Troop

- Send your parents the link to the paper registration forms to complete and give back to you.  
[2020 Girl Membership Form](#)                      [2020 Girl Membership Form Spanish](#)  
[2020 Adult Membership Form](#)                      [2020 Adult Membership Form Spanish](#)
- 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 the G.I.R.L Fund. For individual donations made in the amount of \$25 or more, the donor will receive a special patch.
  - Donations may be made online [girlscoutsla.org/donate](https://girlscoutsla.org/donate) or by mail, checks payable to GSGLA:  
The G.I.R.L. Fund c/o Girl Scouts of Greater Los Angeles  
801 S. Grand Ave. Suite 300, Los Angeles, CA 90017
- [Login](#) to your MyGS account
  - Click on the **TROOPS** tab
  - If you have multiple troops, select the correct troop number from the dropdown in the upper left.
  - Use the dropdown in the upper right to select **Next Year.**
  - Before you start the renewal process, update your troop meeting information. Scroll down to the bottom of the page and click on **View/Edit Troop Information** (in green above Add a Member). Edit the applicable information and click **Save.**
  - Scroll up to the Troop Roster. Check the names on your troop roster to see if any are missing. If someone you believe is registered is not listed, contact customer care at [customercare@girlscoutsla.org](mailto: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.
  - For the girls and adults that you wish to renew, choose **Renew Now** from the drop down next to their name or volunteer role.
  - For the girls or adults who will not be renewing or who may renew later, choose **Renew Later** from the dropdown next to their name. Do not choose **Don't Renew-Cancel** as this will remove the online renewal option for that member to renew at a later time or with another troop.
  - Click on **Continue** at the bottom of the page.
  - Ensure the box is checked for acceptance of the Girl Scout Promise and Law and then click **Continue.**
  - Check that the correct people are included in the payment amount, enter the troop's debit card information and click **Continue.**
  - Confirm the correct payment amount is shown and click **Submit.**
- If any girl's address, contact information or school information has changed, please click on **Edit** to the right of their name. Please also change the information for her parent by clicking **Edit** to the right of the parent's name.