

## 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, a guardian may request financial assistance for registration.
2. Send your parents the link to the paper registration forms to complete and give back to you.  
[2023 Girl Membership](#)      [2023 Adult Membership](#)
3. Verify current address, contact information and school of each girl in your troop
4. 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.
  - o Note: Troop Leaders are encouraged to share details about the importance of supporting Girl Scouts by making a contribution to GSGLA.
  - o During early renewal (April 1, 2022- June 30, 2022) for any donation made, they will receive a special patch.
  - o Donations may be made during renewal online or by visiting [girlscoutsla.org/donate](http://girlscoutsla.org/donate).

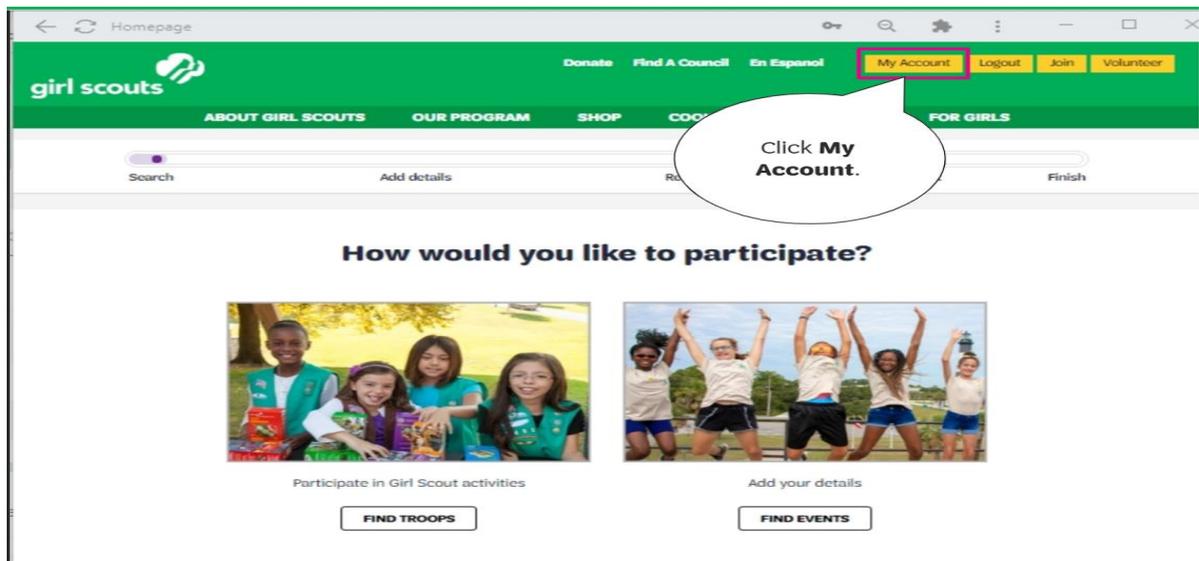
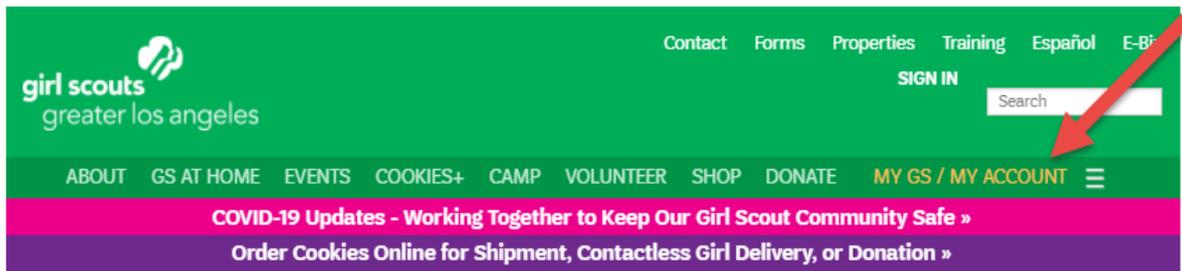
### Renewing the troop through MyGS:

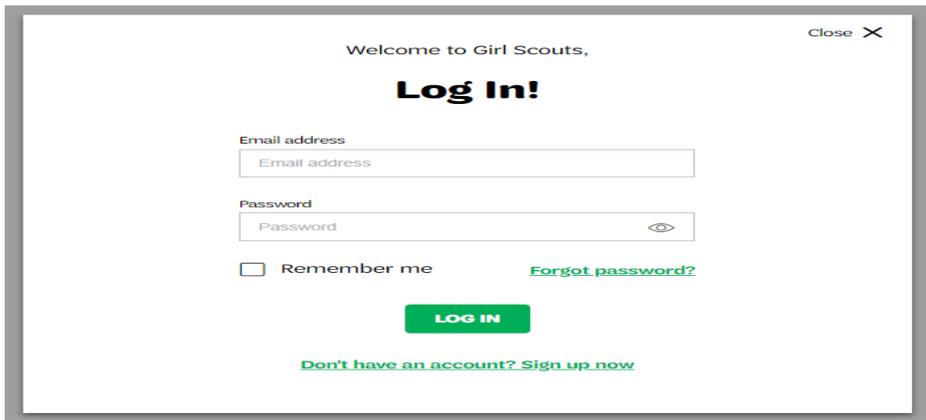
1. [Login](#) to your [MyGS/MyACCOUNT](#)
2. Click on the [My TROOPS](#) tab
3. If you have multiple troops, select the correct troop number from the Troops tab dropdown on the left side menu.
4. Before you start the renewal process, update your troop meeting information. Go to the [Troops tab](#), select 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](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.
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 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.

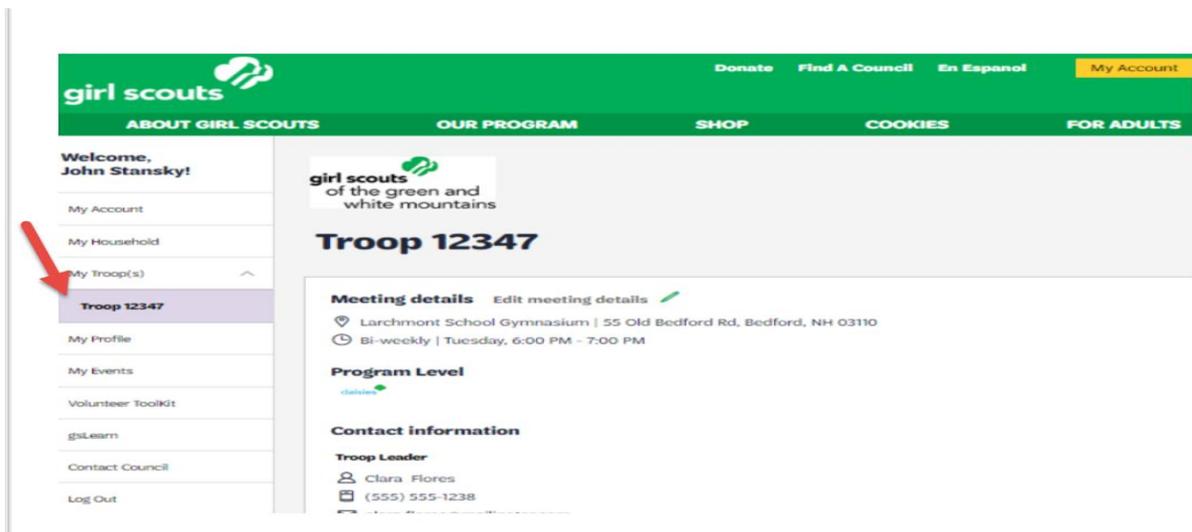
9. Confirm member details by reviewing your cart.
10. If any girl's address, contact information or school information has changed, please click on **Edit** below their name. Please also change the information for her parent by clicking **Edit** below the parent's name. Caregiver relationship field must 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.

[Login to Girl Scout of Greater Los Angeles Website](#)



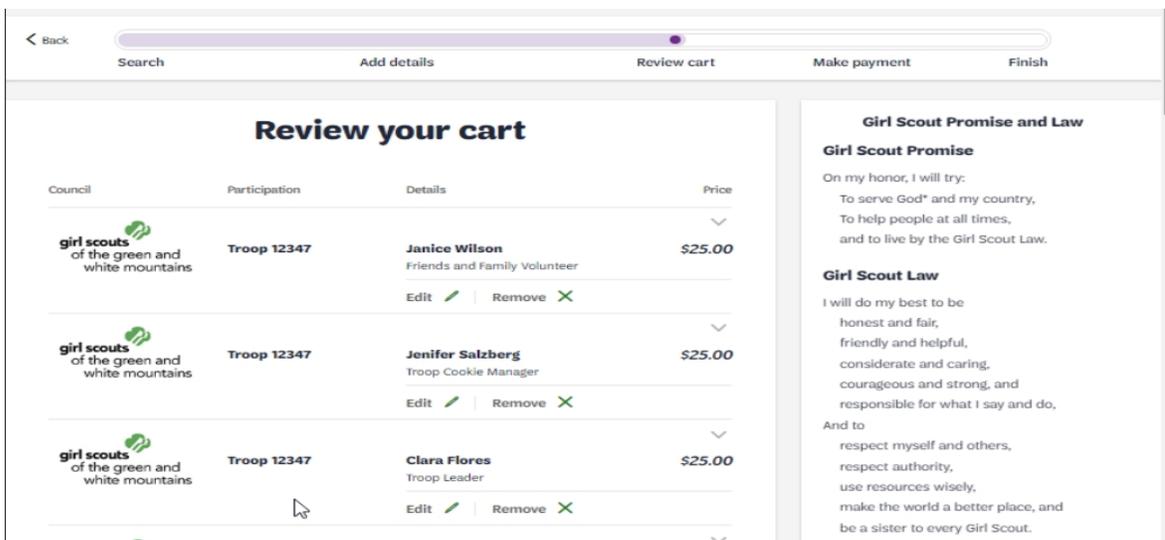
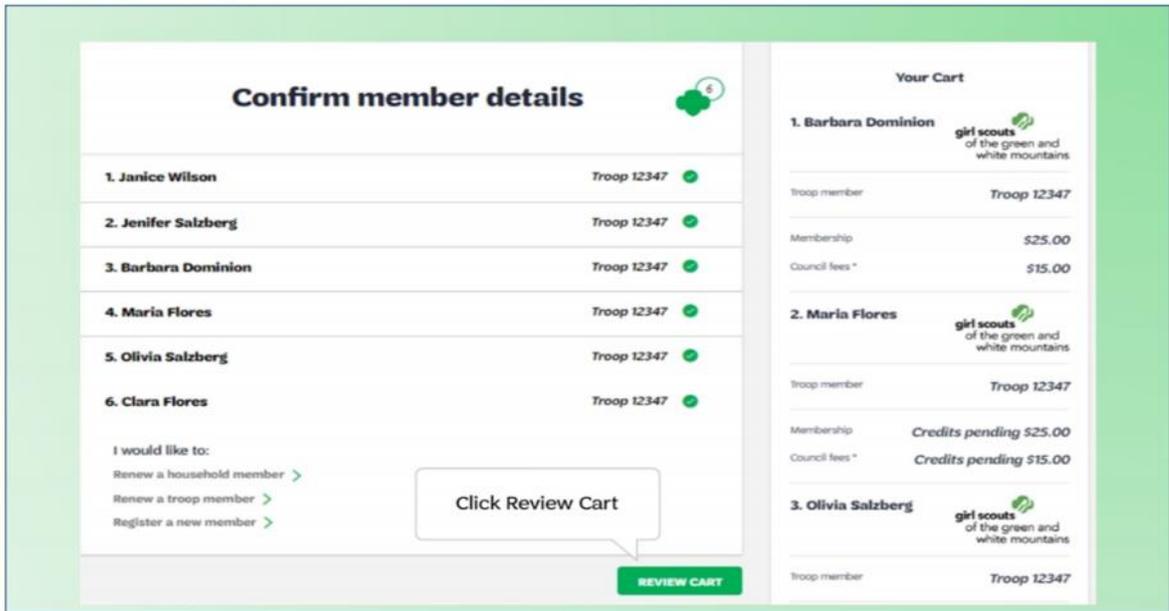


Select Troop.  
 \*Update Troop Meeting Information.

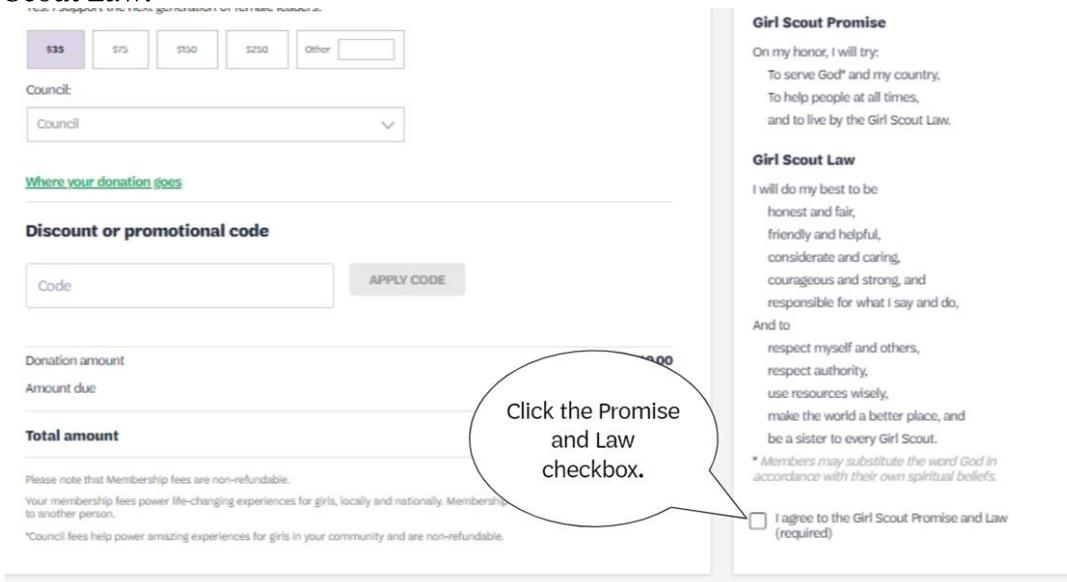


Select Members to Renew.

Juliana Verbinski <a href="#">Edit details</a>					
Participation	Caregiver(s)	Exp. date	Program level	Status	
<input type="checkbox"/> Troop 12347	Agnes Verbinski	09/30/2021	dash	• END PARTICIPATION	<input checked="" type="checkbox"/> Not returning
Keesha Robinson <a href="#">Edit details</a>					
Participation	Caregiver(s)	Exp. date	Program level	Status	
<input type="checkbox"/> Troop 12347	Naima Robinson	09/30/2022	dash	• ACTIVE MEMBERSHIP	<input type="checkbox"/> Not returning
Lynelle Flores <a href="#">Edit details</a>					
Participation	Caregiver(s)	Exp. date	Program level	Status	
<input type="checkbox"/> Troop 12347	Clara Flores	09/30/2021	dash	• RENEW AS ADULT	<input type="checkbox"/> Not returning
Margaret Stansky <a href="#">Edit details</a>					
Participation	Caregiver(s)	Exp. date	Program level	Status	
<input type="checkbox"/> Troop 12347	Julie Stansky	09/30/2021	dash	• TIME TO RENEW MEMBERSHIP	<input type="checkbox"/> Not returning



Read and accept Girl Scout Promise and Law by checking the box located under the Girl Scout Law.



< Back

Search Add details Review cart Make payment Finish

## Payment details

**Payment method**

VISA  AMEX DISCOVER

Cardholder first name: Clara  
 Cardholder last name: Flores

Credit/Debit card number: 41\*\*\*\*\*1111  
 Expiration date: 01/2029  
 CVV: 123

Your credit card information is [secure](#). GSUSA does not save your billing information.

**Select a billing address**

Clara Flores  
 692 Bedford Rd  
 New Boston, NH, USA

Use a different address

### Cart Summary

<b>1. Janice Wilson</b>	
Friends and Family Volunteer	Troop 12347
Adult 2022 Membership	<b>\$25.00</b>
<b>2. Jenifer Salzberg</b>	
Troop Cookie Manager	Troop 12347
Adult 2022 Membership	<b>\$25.00</b>
<b>3. Clara Flores</b>	

Print your receipt!

< Back

Search Add details Review cart Make payment **Finish**

## Thanks for renewing, Clara!

**Payment confirmation**

Order #02512014 \$195.00

Receipt sent to:  
 clara.flores@mailinator.com [Print receipt](#)

Thanks so much for continuing to be a role model for girls!  
 Please allow a few minutes for your renewal to appear in your account.  
 In the meantime, make yourself at home by customizing your settings.

[MANAGE MY ACCOUNT](#)