


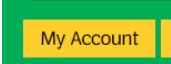
## GSSN Renewal Step-by-Step Troop Renewal

THANK YOU so much for returning for another exciting year of Girl Scouts! This tutorial will help you renew girls and adults in your troop if you're a troop leader.

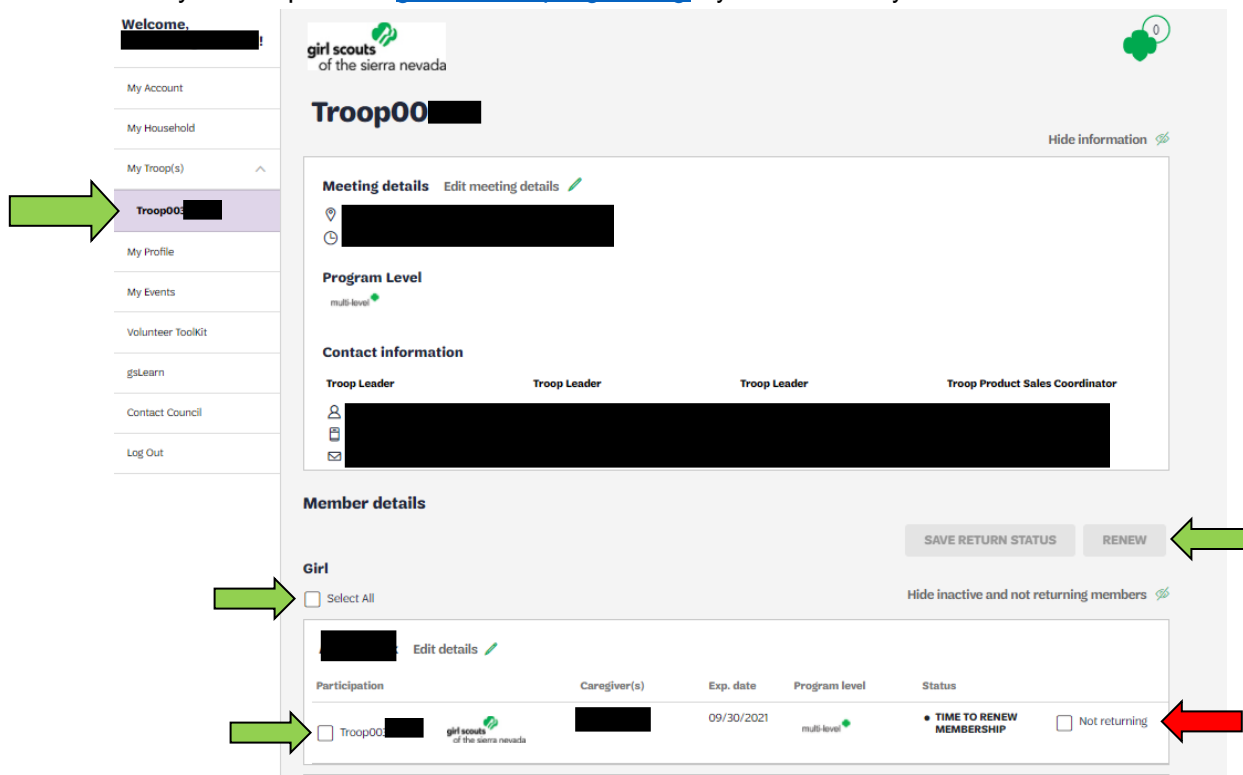
There are a few things to note before you renew. Please be sure to read through these important items!

1. As a troop leader, **you can add new girl and adult members to your troop. Only add a new member if you know the girl or adult IS NOT or HAS NOT been a member.** If you are unsure, please email [girlscoutshelp@gssn.org](mailto:girlscoutshelp@gssn.org) Adding a new adult or girl when they already have a membership or a past membership could create a duplicate contact which can affect your roster and our records.
2. **Only parents/guardians can request financial assistance for their girl's membership.** As a troop leader, you will pay for girl and/or adult renewals with a debit or credit card. If you're not using troop funds to pay for membership, parents can then reimburse you or the troop for the cost of their annual fee.


### Troop Renewal

1. Log in to My GS, your Girl Scout community, from the [GSSN website. http://www.gssn.org](http://www.gssn.org)
2. Select your **Member Profile** on the Welcome page. 
3. On the top right of the page, select **My Account.** 
4. Select the **My Troop(s)** tab, then the Troop Number. Select the troop participation checkbox for each girl returning, or check "Select All". Select **Renew.**

By selecting *Not Returning*, you won't be able to renew the girl later and the girl is considered inactive in your troop. Email [girlscoutshelp@gssn.org](mailto:girlscoutshelp@gssn.org) if you accidentally select this.



The screenshot shows the 'My GS' interface for a troop leader. The sidebar on the left has a green arrow pointing to the 'Troop(s)' menu item. The main content area has a 'Troop00' header. Below it are sections for 'Meeting details', 'Program Level', and 'Contact information'. The 'Member details' section contains a table with columns for Participation, Caregiver(s), Exp. date, Program level, and Status. A green arrow points to the 'RENEW' button, and a red arrow points to the 'Not returning' checkbox in the table.

Participation	Caregiver(s)	Exp. date	Program level	Status
<input type="checkbox"/> Troop00		09/30/2021	multi-level	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning

5. Verify the first girl's information and select a **membership product** and **payment type**. Click **Next participant**. Repeat for each renewal, then select **Review Cart**.

**Choose a Membership year**

<input checked="" type="radio"/> <b>Next Year - 2022</b> \$25.00 October 2021 - September 2022	<input type="radio"/> <b>Current Year - Update Information Only</b> \$0.00
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**Choose payment type**

- Credit Card
- Apply for financial aid ?
- Program Credits ?

**NEXT PARTICIPANT**

Remove participant X

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

6. Accept the Girl Scout Promise & Law on the right. Select a donation amount if desired. Click **Add Payment Details** to proceed to the payment page.

**Review your cart**

Council	Participation	Details	Price
girl scouts of the sierra nevada	Troop00910	Nalanie Smith Troop member	\$25.00

**Prepare a girl for a lifetime of leadership.**  
Help her join Girl Scouts.  
Yes! I support the next generation of female leaders.

Buttons: \$35, \$75, \$150, \$250, Other

Discount or promotional code: Code [ ] APPLY CODE

Donation amount	\$0.00
Outstanding balance	\$0.00
<b>Total amount</b>	<b>\$25.00</b>

**Girl Scout Promise and Law**

**Girl Scout Promise**  
On my honor, I will try:  
To serve God\* and my country,  
To help people at all times,  
and to live by the Girl Scout Law.

**Girl Scout Law**  
I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
And to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

\* Members may substitute the word God in accordance with their own spiritual beliefs.



I agree to the Girl Scout Promise and Law (required)

**ADD PAYMENT DETAILS**

7. Enter payment information. Click **Submit Payment**.

### Payment details

**Payment method**


VISA  AMEX 


Cardholder first name  Cardholder last name

Credit/Debit card number  Expiration date  CVV



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

**Select a billing address**

  Use a different address

 **SUBMIT PAYMENT**

### Cart Summary

1  

Troop member Troop00910

Next Year - 2022 **\$25.00**

Discount amount **-\$0.00**

Donation amount **\$0.00**

Outstanding balance **\$0.00**

**Total amount \$25.00**

**Amount to be charged \$25.00**

\*Council fees help power amazing experiences for girls in your community and are non-refundable.  
\*\*Your order total shows the cost of your event(s) before financial aid is applied. Once financial aid is approved, the total will be adjusted and reflected in your order and credit card payment.

8. The thank you page is shown. An itemized receipt is automatically sent to the Primary Household Contact. Select **Print Receipt** to print a copy.

**Thanks for renewing, **

**Payment confirmation**

Order #02620973

\$25.00 

Receipt sent to:



[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**