



Managing Troops from My Account – Renewing Troop Members

Detailed information can be found in gsLearn: GSUSA Managing My Troops from My Account

Log into your MY GS account

Click on My Account

Click on My Troops

Click the Troop Number

The screenshot shows the 'My Account' page for Clara Flores. The left sidebar contains a navigation menu with options like 'My Account', 'My Household', 'My Troop(s)', 'Troop 12347', 'My Profile', 'My Events', 'Volunteer Toolkit', 'gsLearn', 'Contact Council', and 'Log Out'. The main content area displays details for Troop 12347, including meeting details (Larchmont School Gymnasium, Bi-weekly on Tuesdays), program level (Daisies), and contact information for Troop Leader Clara Flores. At the bottom right, there are buttons for 'SAVE RETURN STATUS' and 'RENEW'.

Scroll Down to Member details

Select Members to renew by clicking the checkbox next to the troop number under Participation. If all members are returning, check Select All (located above the list of girl members).

For members who are not returning, the not returning box can be checked, but this is not necessary. If it is checked, you must Save Return Status.

If members are undecided, it is best practice to leave the option open to return to the troop.

At any time, inactive and not returning member can be hidden from the roster.

The screenshot shows the 'Member details' page for Troop 12347. It features a table of members with columns for Participation, Caregiver(s), Exp. date, Program level, and Status. Each member row includes a checkbox for renewal and a 'Not returning' checkbox. The members listed are Barbara Dominion (Daisies, Time to Renew Membership), Destiny Wilson (Daisies, Time to Renew Membership), Juliana Verbinski (Daisies, End Participation), and Keesha Robinson (Daisies, End Participation). Buttons for 'SAVE RETURN STATUS' and 'RENEW' are visible at the top right.

Participation	Caregiver(s)	Exp. date	Program level	Status
<input type="checkbox"/> Troop 12347	Adrienne Dominion	09/30/2021	daisies	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning
<input type="checkbox"/> Troop 12347	Janice Wilson	09/30/2021	daisies	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning
<input type="checkbox"/> Troop 12347	Agnes Verbinski	09/30/2021	daisies	• END PARTICIPATION <input checked="" type="checkbox"/> Not returning
<input type="checkbox"/> Troop 12347	Keesha Robinson			



For Adults, **all** renewing roles should be checked.

Select Members to renew by clicking the checkbox next to the troop number **and roles they are continuing** under Participation. If all members are returning, check Select All (located above the list of adult members).

For members who are not returning, the not returning box can be checked, but this is not necessary. If it is checked, you must Save Return Status.

If members are undecided, it is best practice to leave the option open to return to the troop.

At any time, inactive and not returning members can be hidden from the roster.

If an adult or caregiver has already renewed their or a girl's membership, they will show with a status of Active Membership/Active instead of Time to Renew.

Scroll up and click Renew.

Next confirm each member's information and select payment type. Click Next Participant to complete this step for each renewing member.

Click Review Cart.

Accept the Girl Scout Promise and Law.

Click Add Payment Details, enter credit card information, and click Submit Payment to complete.

It takes about a minute for the information in My Account to update.

The screenshot shows the 'Adult' member selection interface. At the top, it says '4 member selected' and 'Hide inactive and not returning members'. Below this, there are two member cards. The first card is for 'Adrienne Dominion', with a 'Purchase Lifetime membership' link. It lists her participation in Troop 12347 and as a Friends and Family Volunteer, both with checkboxes. Her status is 'ACTIVE MEMBERSHIP' and 'Not returning'. The second card is for 'Clara Flores', also with a 'Purchase Lifetime membership' link. She is participating in Troop 12347 and as a Troop Leader, both with checkboxes. Her status is 'TIME TO RENEW MEMBERSHIP' and 'Not returning'.

The screenshot shows the 'Troop 12347' details interface. At the top, it says 'Hide information'. Below this, there are sections for 'Meeting details', 'Program Level', and 'Contact information'. The 'Meeting details' section shows the location as 'Larchmont School Gymnasium | 55 Old Bedford Rd, Bedford, NH 03110' and the schedule as 'Bi-weekly | Tuesday, 6:00 PM - 7:00 PM'. The 'Program Level' section shows 'daisy'. The 'Contact information' section shows the Troop Leader as 'Clara Flores' with her phone number '(555) 555-1238' and email 'clara.flores@mailinator.com'. At the bottom, there is a 'Member details' section for 'Girl' with '3 member selected' and 'Hide inactive and not returning members'. A callout box points to a 'RENEW' button with the text 'Click Renew'.