



Troop Renewal Instructions

Before you renew:

- Verify current address, contact information, and school of each girl who is renewing. Collect \$25 from each girl and \$25 from each adult registering.
- Deposit the membership dues into the troop bank account.
- Review & Update Troop Roster
 1. Log into your MyGS Member Profile account at gsmembers.force.com/members/login (username = email address)
 2. Select the **TROOPS** tab.
 3. If you have multiple troops, use the dropdown in the upper left to switch between troops.
 4. Check the names on your troop roster to see if any are missing. If someone is participating, but not listed, please [contact us](#) or email info@girlscoutscoc.org. In some instances, a girl or adult is registered but not correctly assigned to the troop.
 5. If any girl's address, contact information, or school information has changed, select **Edit** to the right of their name and make the updates. Please also change the information for their parent by selecting **Edit** to the right of the parent's name.
 6. Update your troop meeting information. Scroll down to the bottom of the page and select **View/Edit Troop Information** (in green). Edit the applicable information and select **Save**.

Renew Your Troop Online

1. After reviewing and updating the troop roster, scroll to the top and use the dropdown in the upper right to select **Next Year**.
2. Update renewal choices for each troop member from the drop down next to their name.
 - a. **Renew Now** for the girls and adults you wish to renew.
 - b. **Renew Later** for the girls or adults who will not be renewing or who may renew later. If you know a girl is continuing in a different troop, please have the parent [contact us](#) or email info@girlscoutscoc.org
3. Select **Continue** at the bottom of the page.
4. Check the box for acceptance of the Girl Scout Promise and Law and then select **Continue**.
5. Verify that the correct people are included in the payment amount, enter the troop's debit card information, and select **Continue**.
 - a. Note: Girl Scout Membership is non-refundable and non-transferrable
6. Confirm the correct payment amount is shown and select **Submit**.

Thank you for renewing your troop!