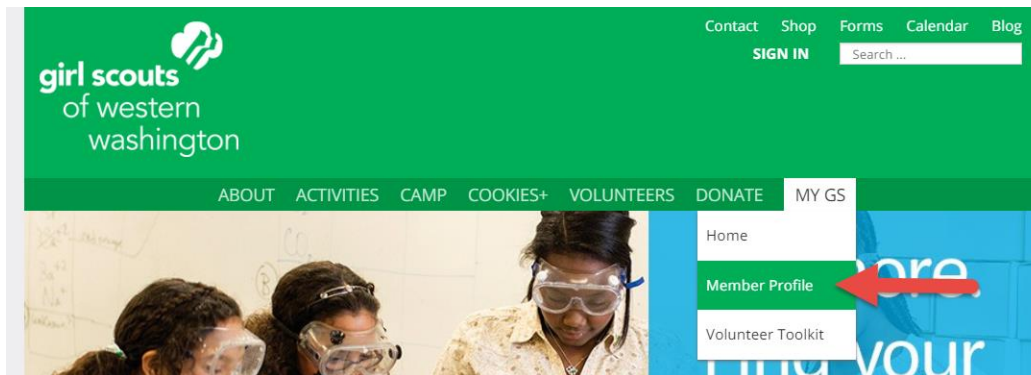


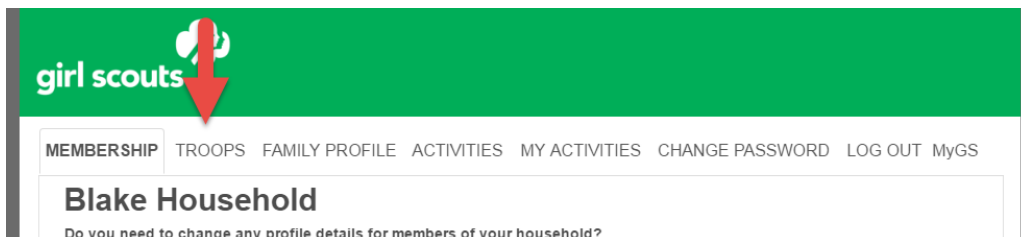
# Troop Renewal

## How to Renew your Troop:

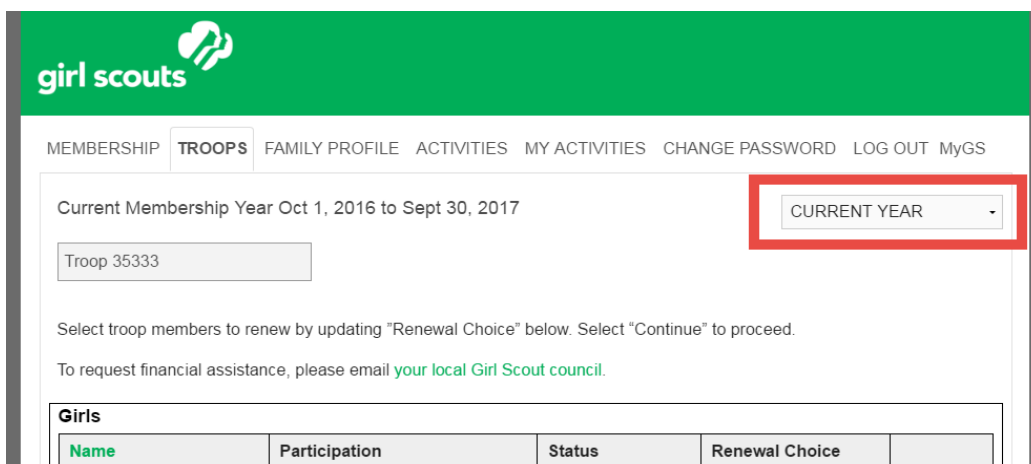
- ✓ Please visit [www.girlscoutsww.org](http://www.girlscoutsww.org), click on the **My GS** tab, and then **Member Profile**.



- First time signing in? Enter your email address into the username field, click 'Forgot my Password'. You will be sent an email with instructions to create a password.
- ✓ Click the **Troops** tab to view your troops



- ✓ Select **Next Year** in the drop down list.



A list of all your troop members, girls and adults will appear

MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Membership Year Oct 1, 2017 to Sept 30, 2018 NEXT YEAR ▾

Troop 35333

Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.

To request financial assistance, please email [your local Girl Scout council](#).

**Girls**

Name	Participation	Status	Renewal Choice	
Clara Blake	Troop 35333	Time to Renew for 2018	Renew ▾	Edit
Jessica Scott	Troop 35333	Time to Renew for 2018	Renew ▾	Edit
Naomi Kingston	Troop 35333	Time to Renew for 2018	Renew ▾	Edit

**Adults**

Name	Participation	Status	Renewal Choice	CBC Expiration	
Krista Blake	Troop 35333 Troop Leader	Time to Renew for 2018	Renew ▾		add   Edit
Mariah Kingston	Troop 35333 Assistant Leader	Time to Renew for 2018	Renew ▾		add   Edit

Participation Field:

- ✓ For girls this will list the troop the girl is participating in.
- ✓ For adults this field will list if they are an adult member and any volunteer positions they hold. Adults will need to renew into their adult member role along with any other volunteer positions they want to continue with.

Status Field:

- ✓ For members who have already renewed their membership the Status field will say **'Current'** and the Renewal Choice field will be blank.
- ✓ For past members who do not have a 2015-2016 membership the Status field will say **'Inactive'** and the Renewal Choice field will be blank. These members or volunteer positions will fall off the troop roster after September 30<sup>th</sup>, the start of the new membership year.
- ✓ For members who have started the renewal process already the Status field will say **'Payment Pending'** and the Renewal Choice field will be blank. The member will need to complete the process on their own or the Troop Leader can call [Customer Care](#) and get assistance completing the payment process.

Renewal Choice Options:

- ✓ **Renew:** Select this if you wish to renew this member.

Girls					
Name	Participation	Status	Renewal Choice		
Clara Blake	Troop 35333	Time to Renew for 2018	Renew		Edit
Jessica Scott	Troop 35333	Time to Renew for 2018	Renew		Edit
Naomi Kingston	Troop 35333	Time to Renew for 2018	Renew		Edit

Adults					
Name	Participation	Status	Renewal Choice	CBC Expiration	
Krista Blake	Troop 35333 Troop Leader	Time to Renew for 2018	Renew		add   Edit
Mariah Kingston	Troop 35333 Assistant Leader	Time to Renew for 2018	Renew		add   Edit

- ✓ **I'll Decide Later:** select this if the member will renew themselves or you plan to renew this member at a later time.

Girls					
Name	Participation	Status	Renewal Choice		
Clara Blake	Troop 35333	Time to Renew for 2018	I'll decide later		Edit
Jessica Scott	Troop 35333	Time to Renew for 2018	Renew		Edit
Naomi Kingston	Troop 35333	Time to Renew for 2018	Renew		Edit

- ✓ **Do Not Renew:** This choice will not allow you to renew this member in the future AND it will prevent the member from renewing themselves. PLEASE NOTE: only select this option if you're 100% sure the member is leaving Girl Scouts, choose 'I'll Decide Later' if you're not sure.

Girls					
Name	Participation	Status	Renewal Choice		
Clara Blake	Troop 35333	Time to Renew for 2018	Don't renew		Edit
Jessica Scott	Troop 35333	Time to Renew for 2018	Renew		Edit
Naomi Kingston	Troop 35333	Time to Renew for 2018	Renew		Edit

CBC Expiration Field:


- ✓ This field will show the status of an adult’s criminal background check (CBC). Any adult that holds a volunteer position should have a current CBC. Upon renewing, an email will be sent to the volunteer to update their CBC if it has expired. The Status of the volunteer position will remain **Pending** until the CBC has been completed.

Click **Continue** once you have selected all the members you wish to renew


Girls					
Name	Participation	Status	Renewal Choice		
Clara Blake	Troop 35333	Time to Renew for 2018	Renew -		Edit
Jessica Scott	Troop 35333	Time to Renew for 2018	Renew -		Edit
Naomi Kingston	Troop 35333	Time to Renew for 2018	Renew -		Edit

Adults					
Name	Participation	Status	Renewal Choice	CBC Expiration	
Krista Blake	Troop 35333 Troop Leader	Time to Renew for 2018	Renew -		add   Edit
Mariah Kingston	Troop 35333 Assistant Leader	Time to Renew for 2018	Renew -		add   Edit

 **CONTINUE**

Accept the Girl Scout Promise and Law on behalf of your renewing members by clicking **Continue**



MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS


**Please read and accept the Girl Scout Promise and Law in order to confirm membership.**

1. The Girl Scouts 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 Scouts Law.

When making the GS Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God".

2. The Girl Scouts 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.

I/we accept and abide by the Girl Scouts Promise and Law.



**CANCEL** **CONTINUE**

Enter your payment information:

- ✓ Note: Troop Leaders cannot request Financial Assistance on behalf of their members. Additionally, it is not possible to make a donation when renewing troop members. If you'd like to make a donation you'll need to do it separately.
- ✓ Click **Continue**

You will be asked to review your information, if everything looks correct click **Submit**

Thank you and Welcome Back to a New Year with Girl Scouts!

- ✓ Share an auto-populated a message about Girl Scouts on Facebook and/or Twitter
- ✓ Print the receipt or receive it via email

# Add a Member

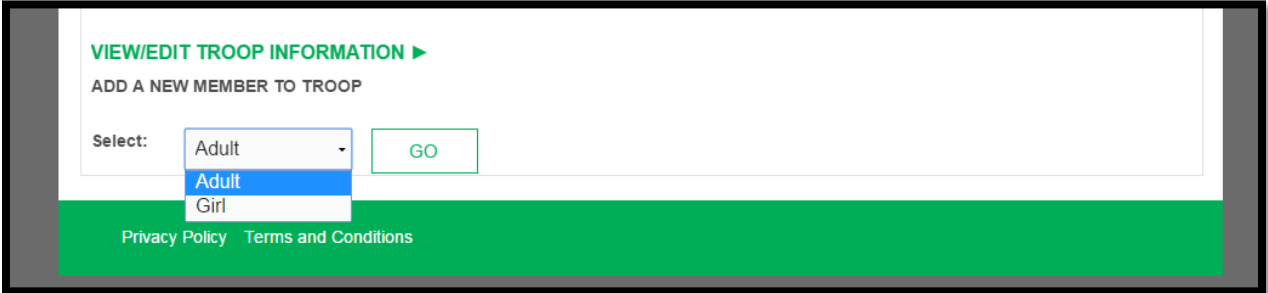
You can now add a member to your troop from the MY GS Member Profile.

- ✓ Please Note: these members need to be added separately from the members you are renewing in your troop.
- ✓ You should add members before or after you have renewed your current members. Clicking '**Add a New Member**' once you have already selected other members to renew will drop those renewals from your shopping cart and you'll need to start again once you have added your new member.

## How to Add a Member:

- ✓ Visit [www.girlscoutsworld.org](http://www.girlscoutsworld.org), click on the **My GS** tab, and then **Member Profile**.
- ✓ Click the **Troop** tab to view your troops
- ✓ If you lead more than one troop, select the correct troop number from the drop down list.
- ✓ Select the year you wish to add the member from the drop down box, either **Current** or **Next Year**.

At the bottom of the troop page you'll find the **Add a New Member to Troop** option. Choose if you're adding a Girl or Adult and click the **Go** button.



VIEW/EDIT TROOP INFORMATION ►

ADD A NEW MEMBER TO TROOP

Select:

Adult  
Girl

[Privacy Policy](#) [Terms and Conditions](#)

Enter the information of the member you wish to add

The system will search existing members to see if the member you are adding is already in the system

If they are found, confirm this is the correct member and click '**Add**'

If they are not in the system you will be prompted to add their information and pay for their membership, following the same steps as when you pay for a renewing member.

# Assign a Position

Troop Leaders can assign volunteer positions to adults in their troop from the MY GS Member Profile.

## How to assign a volunteer position:

- ✓ Visit [www.girlscoutsww.org](http://www.girlscoutsww.org), click on the **My GS** tab, and then **Member Profile**.
- ✓ Click the **Troop** tab to view your troops
- ✓ If you lead more than one troop, select the correct troop number from the drop down list.
- ✓ Select the year you wish to assign the position in from the drop down box, either **Current** or **Next Year**.

Scroll down to the **Adults** listing:

Adults					
Name	Participation	Status	Renewal Choice	CBC Expiration	

Find the row with the adult you plan to assign the position to. Go to the column on the far right and you will have the option to **Add | Edit**. Choose **Add**.

Adults					
Name	Participation	Status	Renewal Choice	CBC Expiration	
Krista Blake	Troop 35333 Troop Leader	Time to Renew for 2018	Renew		add   Edit
Mariah Kingston	Troop 35333 Assistant Leader	Time to Renew for 2018	Renew		add   Edit

From the opportunity catalog choose the volunteer position you would like to assign the adult in your troop, click **Next**.

The volunteer position will be added to the adult's participation column.

If the adult hasn't held a volunteer position before or their CBC has expired, an email will be sent to the volunteer to submit a CBC. The Status of the volunteer position will remain **'Pending'** until the CBC has been completed.