

ON-TIME online

gsvsc

MEMBERSHIP RENEWAL

JULY 17 – SEPTEMBER 15, 2017

2018 Membership Year: **October 1, 2017 – September 30, 2018**
Girl Scout Membership Fee: **\$25 for adults and \$32 for girls**

TROOP LEADER TIPS

Renew Your Entire Troop at Once

1. Login to your **“My GS”** account: www.gsvsc.org
2. Click the **“Member Profile”** button.
3. Select the **“Troops”** tab. If you have more than one troop, select the troop you will be renewing.
4. In the upper right-hand corner, make sure you have selected **“Next Year”** in the drop-down box.
5. For each member you would like to renew, select the **“Renew”** drop-down under the **“Renewal Choice”** column. For anyone you are not renewing at this time, you can choose I'll decide later. Click **“Continue.”**
6. You will be asked to accept the Girl Scout Promise & Law. Click **“Continue.”**
7. On the payment screen, enter your credit card information and click continue.
8. Review all the girls and adults you've selected to renew on the confirmation page. Click **“Submit.”**
9. Once the transaction is completed, you will be sent an email with an itemized receipt and can click the link to print this receipt at the bottom of the page.

Update Your Troop Information

On the bottom of the **“Troops”** tab, you'll see a **“View/Edit Troop Information.”** Open that to send information to GSVSC about your meeting day, location, frequency and number of girls that you would like to have in your troop.

Register a New Member in Your Troop

On the very bottom of the **“Troops”** tab, you'll see the ability to select **“Adult or Girl.”** Make your choice, click **“Go”** and you'll be taken through the steps of signing your new member up.

NEED HELP? info@gsvsc.org | 540-777-5100 | www.gsvsc.org/renew