

Online Membership Renewal Tips for Troop Leaders

2019 Membership Year
October 1, 2018 – September 30, 2019

Girl Scout Membership Fee
\$25 for adults and \$32 for girls

GETTING READY FOR RENEWAL

Go to www.gsvsc.org and login to your “My GS” account and check your troop roster:

- ◆ Are there girls missing from your roster?
- ◆ Do any of them have “inactive” next to their name?
- ◆ Are YOU or the other troop co-leaders listed and have an active 2018 membership? (You can’t renew your girls if you do not have an active membership.)
- ◆ Need help? Contact info@gsvsc.org or call (540) 777-5100; be sure to include the girls’/adults’ names so we can fix them as soon as possible.
- ◆ Please note that spring membership renewal is NOT in eBiz. It is within the new “My GS” Members Community.
- ◆ Talk to your parents as soon as possible about whether they’re interested in returning next year.

RENEW YOUR TROOP (Available April 1st)

1. Go to www.gsvsc.org and click “My GS”.
2. Click the “Member Profile” button and login.
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.”
 - Only choose “Do Not Renew” for girls who are leaving the troop. Note that this will also send an automatic email to the parent letting them know their girl will not be renewing.
6. You will be asked to accept the Girl Scout Promise and Law. Click “Continue.”
7. On the payment screen, enter your credit card information. 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 INFO (Available Year Round)

On the bottom of the “Troops” tab, you’ll see a “View/Edit Troop Information.”

Need changes? Send an email to info@gsvsc.org so we can update 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 (Available Year Round)

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.

LIFETIME MEMBERS

In order to renew your troop, you must have a troop co-leader role and a cleared background check in your “My GS” Member Community. Please see the *Lifetime Member Role Renewal Tips* handout (www.gsvsc.org/renew) or contact info@gsvsc.org for help.