

GSNETX Fall 2018: Troop Renewal Step-by-Step

THANK YOU so much for returning for another exciting year of Girl Scouts! This tutorial will help you renew any or all of the members in your Girl Scout troop for another amazing Girl Scout year. Only Girl Scout troop leaders are able to complete this process.

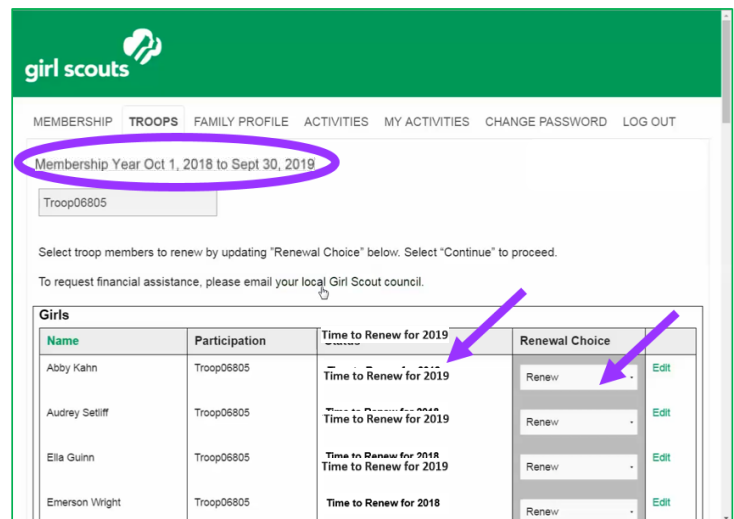
1. Go to Girl Scouts of Northeast Texas's website- www.gsnetx.org. On the far right-hand of the page, **click MyGS** and select **Member Profile** from the drop down menu.
2. **Log in** using your Girl Scout email address and password. You may be prompted to set a new password. If you have any difficulty, check out our [Logging into MyGS tool](#).



3. You will be taken to your Membership tab. Click the Troops tab on the top of the page.

4. You will see that the dates at the top of the screen reflect the current Girl Scout year that runs from Oct. 1, 2018, to Sept. 30, 2019. You will see your entire troop roster of girl and adult members. For those who are active members of your troop, it will say Time to Renew for 2019 in the Status column.

Under the Renewal Choice column, make sure you select Renew next to all members you want to sign up for next year. You also have two other options – “I’ll decide later” for someone you’re not sure about or “Don’t renew” for a member not returning to Girl Scouts. For anyone who you select “I’ll decide later”, you will be able to by following these same steps to renew them throughout Early Bird and into the next membership year.



For adult members, you will need to make a Renewal Choice selection for each role they are active in for the troop.

You may see members who are no longer active in your troop. Their status will say “Inactive” and you will not be given a renewal choice next their name.

5. Click **Continue** at the bottom of the screen when you've made your selections for each member. After you click Continue, the screen will go dark and tell you to "Please Wait..."
(**Please wait!** Don't click the back button – it may take just a second.)
6. Now you'll be taken to a screen to accept the Girl Scout Promise & Law on behalf of any members you are renewing. The acceptance box is automatically checked. Click **Continue**.
7. The next screen is for entering your payment information. At the top of the page, you'll be given the option to make a donation to the GSNETX Family Partnership Campaign. If individual members of your troop that you are renewing would like to donate, they can go to <https://www.gsnetx.org/donate> to make individual contributions. You will also be given the option to upgrade to a lifetime membership for any adults that you have selected. Just below that, you can review the list of all the members you've selected to renew so far. If you've selected anyone in error, you'll be able to change that on the next screen. Enter in your credit card information and click **Continue** at the bottom of the screen.
8. The final screen is your confirmation page. Here, you can review all of the members that you will be renewing one final time. If you realize at this point that you need to remove any of the girls or adults, you can click the green X on the left-hand side of the page to remove them from your cart. After you've confirmed that your selections are correct, click **Submit**. After you click Submit, the screen will go dark again and tell you to "Please Wait..." again. (**Please wait!** Don't click the back button – it may take a few seconds.)
9. You're all set! **Check your email** to confirm that you've received an itemized receipt or you can click the "Print itemized receipt" link at the bottom of the page. Make sure your pop-up blockers are turned off to be able to see the link. All girls and parents who were renewed should receive a notification email too. You can also **SHARE** the news that you've signed up for another great year of Girl Scouts with your family and friends on social media!