2022 MEMBERSHIP RENEWAL
Renew With Product Program Reward Card

This document will provide you with step-by-step instructions on how to renew the girls and adults in your household/family with a product program reward card. Additional instructions for troop renewal, renewing with credit card through MyGS, requesting financial assistance, and registering graduating Ambassador Girl Scouts can be found on our Membership Renewal webpage.

Renewing with Reward Card:

- You will be able to renew up to four girl memberships ($40) and up to two adult memberships ($25).
- You will need the 19-digit number from your Product Program Reward Card email or on the back of the physical Reward Card.
- You can renew or purchase new memberships for another sibling or adult in your family.
- Any amount not covered by a reward card, can be paid by credit card.
- If you are using multiple reward cards, or need additional help, contact our Member Services team at info@gsnorcal.org or call 1-800-447-4475, ext. 0, M-F 9am -5pm.

Step-by-Step Instructions to Renew Memberships with Product Program Reward Cards

Step 1: Visit GSNorCal’s renewal webpage at https://www.gsnorcal.org/en/join-girl-scouts/renew.html to learn more about renewal dates, access instructions, FAQs, and our exciting new early bird renewal incentives.

Step 2: Click the Renew with Reward Cards (Doubleknot) Button

Renew with Credit Card (MyGS Account)
Renew with Reward Cards (Doubleknot)
Adult Membership: Financial Assistance
Step 3: **Begin Registration.** Read the registration instructions and then click the **Register** button.

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Girls membership renewal fee is $40. The fee includes the $25 membership fee which goes to GSUSA and a $15 council service fee which stays within our council to support programs, properties, and camps.

You will need the 19 digit number of your Reward Card to submit payment. Any amount not covered by the Reward Card can be paid by credit card. Please enter the Reward Card first on the payment page as a gift card. If you are using multiple Reward Cards, please contact Member Services at 1-800-447-4475 ext 0 or email info@gsnorcal.org for assistance.

To make renewal easier for you, we've included the option to:

- Renew up to four girl memberships and two adult memberships
- Graduating Ambassadors can also purchase a 2022 yearly adult membership for $25 for themselves.

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Step 4: **Accept the Girl Scout Promise and Law.** All registered members agree to accept and abide by the Girl Scout Promise and Law. Click **Continue** to accept.

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Step 5: **Add Girls and Adults.** Choose the number of girls and the number of adults you wish to register from the drop-down menu and click **Continue**.
Step 6: **Enter Contact Information.** Enter basic contact information for the girls/adults you will be registering and click Continue.

- First Name
- Last Name
- Primary Telephone
- Primary Email

Step 7: **Complete Forms.** Click on each of the forms and complete additional information fields for each member, then click Continue.

**Required Information Fields:**

**Adult Membership**
- Name
- Phone
- Email
- Gender
- Birthdate
- Address same as girl?

**Girl Membership**
- Name
- Troop Number
- Birthdate
- Address
- School
- Grade in Fall
- Custodial Care
Step 8: Review Order and Checkout. Review your registration order. Click Edit to make changes or the icon to remove a registration product. If all looks good, click the Checkout button.

Step 9: Select and Pay with Your Product Program Reward Card.

- When you get to this page the payment type will default to credit card.
- Select Gift Card.

Enter Required Fields:
- Enter the 19-digit number from your Product Program Reward Card email or on the back of your physical Reward Card.
- Enter the name of adult payer
- Billing Address
- Email Address
- Telephone

When complete, click the Make Payment button on the right.

Payment Warning: If there are insufficient funds on your Product Program Reward Card, your Reward Card will be charged and you will receive a warning message that you have a remaining balance. Click the OK button, where you will be returned to the payment screen and you can choose credit card and will complete the payment fields to charge the remaining balance.

Membership Confirmation: You will receive an email confirmation of payment and you will receive a second email when your memberships are complete in our registration system (please allow 3-5 days for processing). Confirm your membership renewals in your MyGS member community.