Visit GSNorCal’s renewal webpage. Go to http://www.gsnorcal.org/renew to learn more about renewal dates and our exciting new early bird renewal incentives.

Log in to your MyGS member profile. Click “MyGS” on the toolbar. Log in by entering your username (your email address) and password, then click “Log In”. Click the “Forgot Your Password” link if you have forgotten your password. If you have forgotten the email address used for your username, call Member Services at 800-447-4475 x. 2093 or email info@gsnorcal.org. Once logged in, select “Member Profile” to access your account.

Access your troop roster and renewal options. Click on the “Troops” tab to access your troop roster(s). From there, use the drop-down menu on the right to select “Next Year” to choose the upcoming membership year. Once selected you will see “Membership Year Oct 1, 2020 to Sept 30, 2021” and you will see the renewal options in the Renewal Choice column next to the names of the girls & adults in your troop.

Review each member associated with your troop and add additional members. If a member has already been renewed, you will see “renewed for 2021” in the status column. Troop leaders can add new members to their troop by scrolling down to “Add a New Member to Troop,” identifying girl or adult member, and following the renewal prompts.

Renew girl and adult memberships for 2021. In the Renewal Choice column, select “Renew Now” for all the girls and adults you wish to renew for 2021. Use the drop-down menu to select “Renew Later” for memberships you are not ready to renew. Select “Do not renew” if you want to permanently remove that member from your troop roster. Click “Continue” after making your renewal choices for girls and adults.

- **Girl Renewal Note:** Do not renew girls who need financial assistance! Their parents/caregivers may renew them as part of family/household renewal.
- **Adult Renewal Note:** Adults with multiple roles: Make a renewal selection for each adult role that you wish to renew. Select “Do not renew” for adult roles that will not be renewed for 2021. Select “Add” to the right of the Renewal Choice column, to add additional volunteer roles. All current adult members are eligible to renew for 2021. Any adult with a status of In progress will need to call Member Services 800-447-4475 x. 2093 to clear their status before becoming eligible to renew.

Complete renewal selections and payment. Read and Accept the Girl Scout Promise and Law by clicking on the check box, and then click “Continue”. Before confirming your payment, you have the option to:

- **Donate to GSNorCal** which helps offset program expenses and provides financial assistance to girls or
- **Upgrade memberships to Lifetime Memberships** for the adults and graduating seniors in your troop. Review your renewal information and fees before completing your payment information. Complete the required payment fields to complete your order & click “Continue”. Confirm your troop renewals by clicking “Submit”. Print an itemized receipt of your payment as a PDF by clicking “Print itemized receipt”. When complete, all renewed members will read “Renewed for 2021.”

Renewing multiple troops? In the “Troops” tab, the drop-down menu on the left will allow you to quickly choose which troop to renew first. Each troop’s renewal will need to be completed in a separate transaction before moving on to the next troop. Please follow steps 3-6!
Step-by-Step Instructions on Renewing Your Troop

Step 1: Visit GSNorCal’s renewal webpage at [http://www.gsnorcal.org/renew](http://www.gsnorcal.org/renew) to learn more about renewal dates and our exciting new early bird renewal incentives.

![Renew Your Membership](image)

Renew Your Membership

Whether you’ve been a member for a few months or many years, we think you’ll agree that a Girl Scout membership is one of the most valuable investments anyone can make in a girl’s life, providing rich experiences for her to explore new interests, face challenges, form new friendships, and make lasting community contributions.

If you need assistance, email us at [info@gsnorcal.org](mailto:info@gsnorcal.org). We’re more than happy to help guide you through the renewal process!

| Renewal Tips & Incentives for Troop Leaders (PDF) | Renewal Tips & Incentives for Families (PDF) | Renewal Tips & Incentives for Service Units (PDF) |

Step 2: Log in to your MyGS member profile. Click “MyGS” on the toolbar.

![MyGS](image)

Log in by entering your username (your email address) and password, then click “Log In”. Click the “Forgot Your Password” link if you have forgotten your password. If you have forgotten the email address used for your username, call Member Services at 800-447-4475 x. 2093 or email [info@gsnorcal.org](mailto:info@gsnorcal.org).

Select “Member Profile” to access your account.

![Member Profile](image)
Step 3: **Access your troop roster and renewal options.**

Click on the “Troops” tab to access your troop roster(s).

Use the drop-down menu on the right to select “Next Year” to choose the upcoming membership year. Once selected you will see “Membership Year Oct 1, 2020 to Sept 30, 2021” and you will see the renewal options in the **Renewal Choice** column next to the names of the girls & adults in your troop.

**Tip:** If you have multiple troops, select the one you want to renew first from the drop-down menu.

Step 4: **Review each member associated with your troop and add additional members.** If a member has already been renewed, you will see “renewed for 2021” in the status column. Troop leaders can add new members to their troop by scrolling down to “Add a New Member to Troop,” identifying girl or adult member, and following the renewal prompts. Make sure to take note of any adults upcoming CBC expiration dates and encourage them to renew their Criminal Background Check.
Step 5: Renew girl and adult memberships for 2021. In the Renewal Choice column, select “Renew Now” for all the girls and adults you wish to renew for 2021. Use the drop-down menu to select “Renew Later” for memberships you are not ready to renew. Select “Do not renew” if you want to permanently remove that member from your troop roster. Click “Continue” after making your renewal choices for girls and adults.

- **Girl Renewal Note:** Do not renew girls who need financial assistance! Their parents/caregivers may renew them as part of family/household renewal.
- **Adult Renewal Note:** Adults with multiple roles: Make a renewal selection for each adult role that you wish to renew. Note: there are no additional costs for renewing multiple roles. Select “Add” to the right of the Renewal Choice column, to add/change volunteer roles. Select “Do not renew” for adult roles that will not be renewed for 2021. All Current adult members are eligible to renew for 2021. Any adult with a status of in progress will need to call Member Services 800-447-4475 x. 2093 to clear their status before becoming eligible to renew.
Step 6: Complete renewal selections and make payment. Read and Accept the Girl Scout Promise and Law by clicking on the check box, and then click “Continue.”

Read and Accept the Girl Scout Promise and Law by clicking on the check box, and then click “Continue”.

Before confirming your payment, you have the option to Donate to GSNorCal or purchase Lifetime Memberships.

- **Donate to GSNorCal** which helps offset program expenses and provides financial assistance to girls. You can even customize your donation and enter the amount you wish to donate into the space provided.

- **Upgrade young alum and adult memberships to Lifetime Memberships** for the graduating seniors and adults in your troop, by clicking on the desired circle.

Review your renewal and payment information before completing your payment information.
Complete the required payment fields to complete your order & click “Continue”. Confirm your troop renewals by clicking “Submit”.

**Note:** All renewals should be charged to the same credit card and your billing address should match your postal address.

Print an itemized receipt of your payment as a PDF by clicking “Print itemized receipt”. When complete, all renewed members will read “Renewed for 2021”.

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Girl Scouts of Northern California | www.gsnorcal.org | info@gsnorcal.org | 800.447.4475 | April 2019