2020 Membership Renewal
Troop Renewal Steps

This document will provide you with step-by-step instructions on how to renew your troop online. For more information on troop renewal visit our GSNorCal Renewal webpage and for more information on renewals and reference the Renewal Tips for Troop Leaders (PDF) for renewal incentives and tips.

Renewal Steps At-A-Glance

1. Go to http://www.gsnorcal.org and click on “MY GS & VTK”
2. Log into your GS Member Community.
3. Click on “Member Profile” to renew your troop.
4. Click on the “TROOPS” tab.
5. If you have multiple troops, select the one you want to renew first from the drop-down menu.
6. Select “Next Year” from the drop-down menu to change the year from 2018-19 to 2019-20, which will bring up the renewal options in the Renewal Choice column next to the names of the girls & adults in your troop.
7. Renew Girls and Adults. Click “Continue” after making your renewal choices for girls and adults.
   - Select “Renew Now” for all the girls you wish to renew for 2020 and “Renew Later” for the rest. Selecting Do not renew will permanently remove that member from your troop roster. **Note:** Do not renew girls who need financial assistance! They may renew individually through their parents as part of family/household renewal.
   - Select “Renew Now” for all the adults you wish to renew for 2020 and “Renew Later” for the rest. Selecting Do not renew will permanently remove that member from your troop roster. **Note:** All Current adult members are eligible to renew for 2020. 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.
8. Read and Accept the Girl Scout Promise and Law by clicking on the check box, and then click “Continue”.
9. Before the confirming your payment, you have the option to:
   - Donate to GSNorCal which helps offset program expenses and provides financial assistance to girls.
   - Upgrade adult memberships to Lifetime Memberships for the adults in your troop. Review your renewal information and fees before completing your payment information.
10. Complete the required payment fields to complete your order & click “Continue”.
11. Confirm your troop renewals by clicking “Submit”.
12. Print an itemized receipt of your payment as a PDF by clicking “Print itemized receipt”.

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Step-by-Step Instructions on Renewing Your Troop

Step 1: Go to [www.gsnorcal.org](http://www.gsnorcal.org) and click on “MYGS & VTK” in the top left of the navigation section.

Step 2: Log into your GS Member Community with your username and password.

Step 3: Click “Member Profile” to renew your troop.
Step 4: By default, you will be taken to the Household page. Click the “Troops” tab.

Step 5: If you have multiple troops, select the one you want to renew first from the drop-down menu.

Step 6: Select “Next Year” from the drop-down menu to change the year from 2018-19 to 2019-20, which will bring up the renewal options in the Renewal Choice column next to the names of the girls & adults in your troop.

Note: Do not renew girls who need financial assistance! They may renew individually through their parents as part of Household renewal.
Step 7: Renew Girls and Adults. Click “Continue” after making your renewal choices for girls and adults.

- Select “Renew Now” for all the girls you wish to renew for 2020 and “Renew Later” for the rest. Selecting Do not renew will permanently remove that member from your troop roster. **Note:** Do not renew girls who need financial assistance! They may renew individually through their parents as part of Household renewal.

- Select “Renew Now” for all the adults you wish to renew for 2020 and “Renew Later” for the rest. Selecting Do not renew will permanently remove that member from your troop roster. **Note:** All Current adult members are eligible to renew for 2020. 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 8: Read and Accept the Girl Scout Promise and Law by clicking on the check box, and then click “Continue”.

Step 9: Before completing your payment, you will have the opportunity to donate to GSNorCal and upgrade your adult memberships to 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 your wish to donate into the space provided.

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

Review your renewal and payment information before completing your payment information.
**Step 10:** Complete the required payment fields to complete your order & click “Continue”.

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

**Step 11:** Confirm your renewal by clicking “Submit”.

**Step 12:** Print an itemized receipt of your payment as a PDF by clicking “Print itemized receipt”.

[Image of the Girl Scouts website showing the confirm renewal page and the payment summary table]