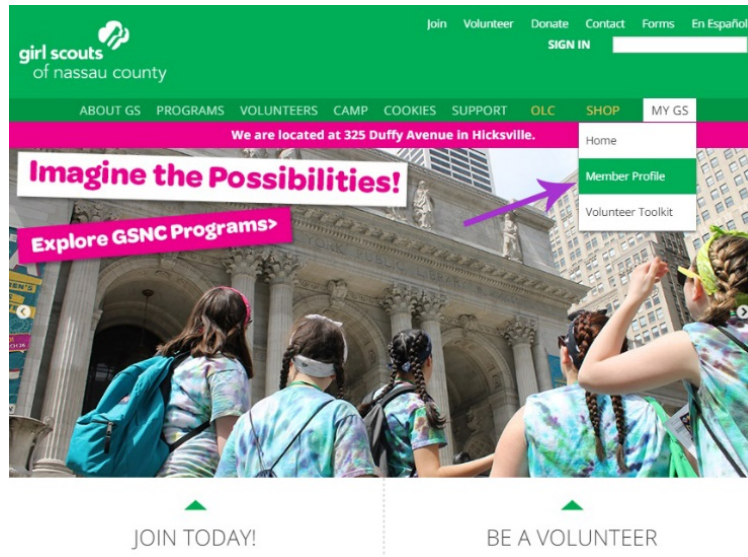


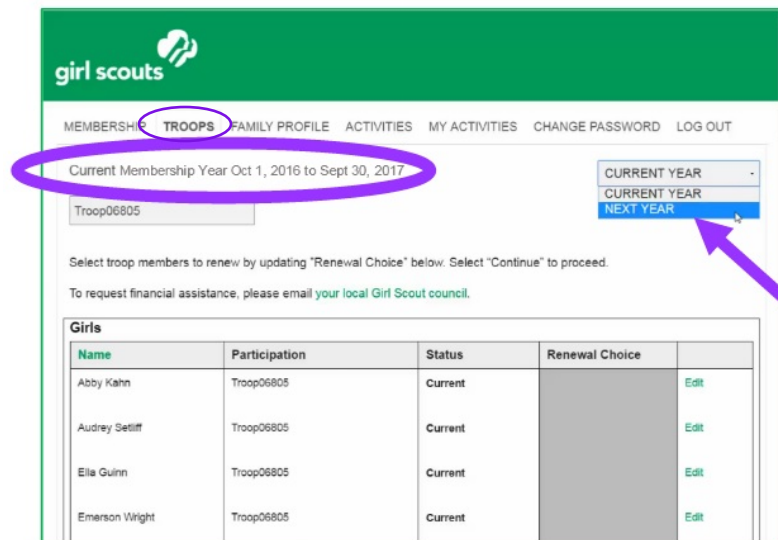
Troop Renewal Step-by-Step

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 Nassau County's website – www.gsnc.org. On the far right-hand of the page, click [MyGS](#) and select Member Profile from the drop down menu.

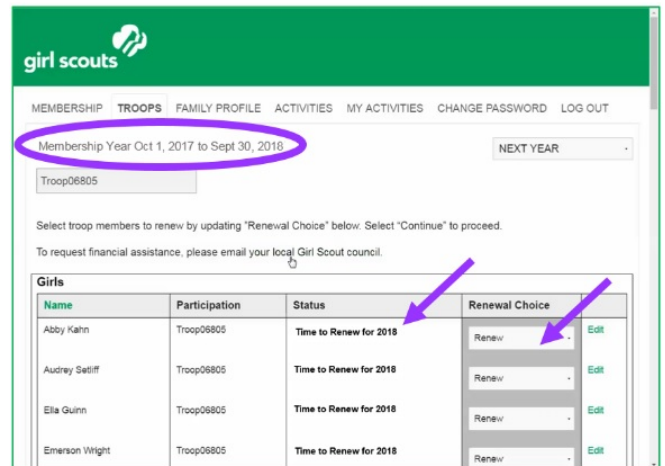


2. Log in using your Girl Scout email address and password. You may be prompted to set a new password. If you have any difficulty or if you cannot remember your password, select the “Forgot your Password?” link and you will receive an email to reset your password. Be sure to check your spam/junk folders. If you do not receive this email, contact GSNC Customer Care at customercare@gsnc.org.
3. You will be taken to your Membership tab. Click the **Troops** tab on the top of the page.
4. When you are taken to the Troops tab, you will see that you are on the current membership year-that runs from Oct. 1, 2016, to Sept. 30, 2017. To renew, go to the year drop down on the right-hand side and select **Next Year**.



- Now you are on the tab for next year. You will see that the dates at the top of the screen have changed to reflect that you are now on the year that runs from Oct. 1, 2017, to Sept. 30, 2018. 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 2018” 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.



Name	Participation	Status	Renewal Choice
Abby Kahn	Troop06805	Time to Renew for 2018	Renew Edit
Audrey Setliff	Troop06805	Time to Renew for 2018	Renew Edit
Ella Guinn	Troop06805	Time to Renew for 2018	Renew Edit
Emerson Wright	Troop06805	Time to Renew for 2018	Renew Edit

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.

- 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.)
- 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**.
- 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 GSNC Family Partnership Campaign. If individual members of your Troop that you are renewing would like to donate, they can go to www.gsnc.org/family-partnership 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. **Please note, no refunds will be given once a payment is submitted.**
- 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.)
- 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!

