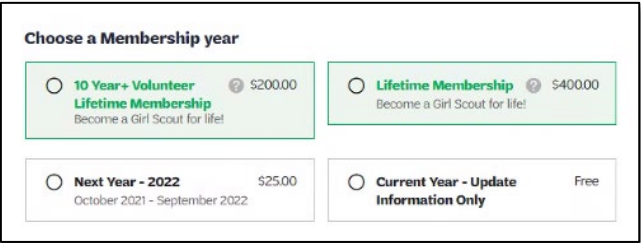


# How to Renew Troop Members

Watch our [three-minute tutorial](#) to see these steps in action!

1. **Click “My GS” to log into your account.** From [gsema.org](http://gsema.org), log in to My GS by entering your username (email address) and password, then click “log in.” **If you have not logged into our system since December 7, 2020 you will need to reset your password.** Choose Forgot Password and follow the prompts in the email you will receive.
2. **Click “My Account” and choose “My Troop(s)”**. Click the yellow My Account button from the top right corner. Then select My Troops(s) from the left-hand menu. Then choose the troop number for the troop you want to renew from the drop-down.
3. **Select participation(s).** Click Select All under the Girls heading and then Select All under the Adults heading. This will select all troop members and all of their participations for renewal. De-select any girl or adult participations for those who are not renewing with the troop.
4. **Confirm member details.** After selecting participations, click the green “Renew” button on the top right of your troop’s member details list. You will be asked to confirm member details for each person you are renewing.
5. **Choose membership year.** At the bottom of each member, choose **“Next Year – 2022”** to renew their membership for the upcoming Girl Scout year (October 2021-September 2022). Adults are also invited to become Lifetime Members.
6. **Choose payment type.** Select payment type for each person. (Financial aid for Girl Scout membership is available online only, and is an option for all girl and adult members. All requests for financial aid must be made by a girl’s family.)
7. **Click “Next Participant”**. You will need to complete steps 4-6 for each member of your troop that you are renewing. When you get to the last member, click “Submit member details.”
8. **Review cart.** Review each member in your cart. You can also make a tax-deductible donation to Girl Scouts; please choose “117 – Eastern Massachusetts” as your council. **On the right side of the page, at the bottom of the Girl Scout Promise and Law, check “I agree” which is required to proceed to payment.**
9. **Add payment details and submit payment.** Input your payment method and billing address. Payment will be denoted as two separate transactions/email confirmations, one from GSUSA (\$25 charge per girl/adult) and one from GSEMA (\$15 charge per girl). **Memberships are non-refundable or transferrable.**

Have questions or need additional support?  
Email us at [customer@care@gsema.org](mailto:customer@care@gsema.org).