



## How to Renew Girl Scouts in your Troop

Watch our [6-minute tutorial](#) to see these steps in action!

- 1 Visit GSEMA's renewal webpage at [gsema.org/renew](https://gsema.org/renew).
- 2 Click **MY GS on the toolbar and select Member Profile to access your account**. Enter your username (your email address) and password, then click "log in." If you have forgotten your password, click the "Forgot Your Password?" link. If you've forgotten the email address used for your username, call Customer Care at 844-306-4736 or email at [customercare@gsema.org](mailto:customercare@gsema.org).
- 3 Use 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 October 1, 2020 to September 30, 2021."
- 4 Review each member associated with your troop. 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.
- 5 In the **Renewal Choice column, use the drop down menu to select "Renew."** If you are choosing to not renew a particular troop member right away, always select "Renew Later."
- 6 Click **"Continue" when finished**. To complete the renewal process, you will need to accept the Girl Scout Promise and Law, enter required payment information, and finalize the order by clicking "submit." 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 onto the next troop. Please follow steps 3-6!

The screenshot shows the 'TROOPS' tab selected in a navigation bar. Below it, the text 'Membership Year Oct 1, 2020 to Sept 30, 2021' is displayed. A dropdown menu is open, listing several demo troops: Troop00001 Brownie Demo, Troop00002 Daisy Demo (highlighted in blue), Troop00003 Junior Demo, and Troop00004 Cadette Demo. A partial text 'by updating "Renewal (' is visible to the right of the dropdown.

### Did you know?

- ▶ Early Bird Renewal at GSEMA begins May 1, 2020 and ends June 19, 2020.
- ▶ Troops who renew 75% of the girls in their troop and two adult volunteers by June 5, are eligible for exciting new incentives! Visit [gsema.org/renew](https://gsema.org/renew) for more details.
- ▶ Financial assistance is available to all girls and adults for Girl Scout membership, but the request must be made online by each girl's family using their own My GS account.