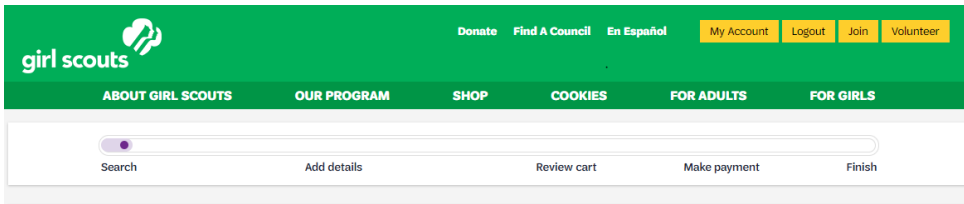# REREGISTERING INSTRUCTIONS FOR ROBOTICS TROOPS

STEP 1 Log In to your Account on myGS which can be found on the top right corner of our website www.girlscoutsem.org
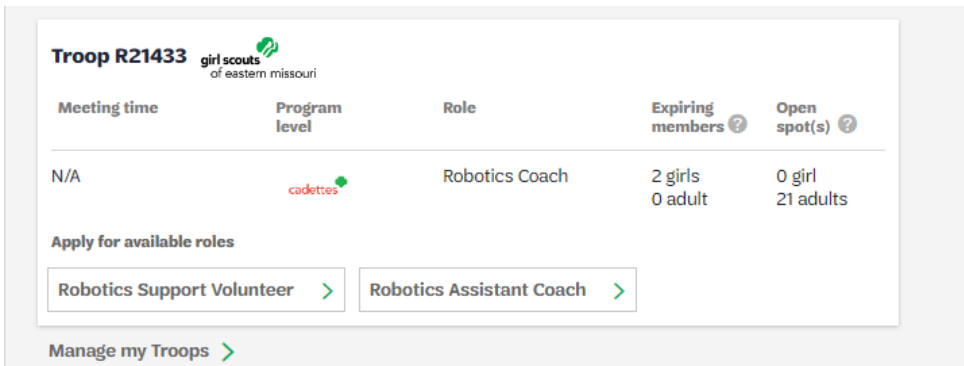

STEP 2 Click on 'My Account' at the top of the page in the yellow box

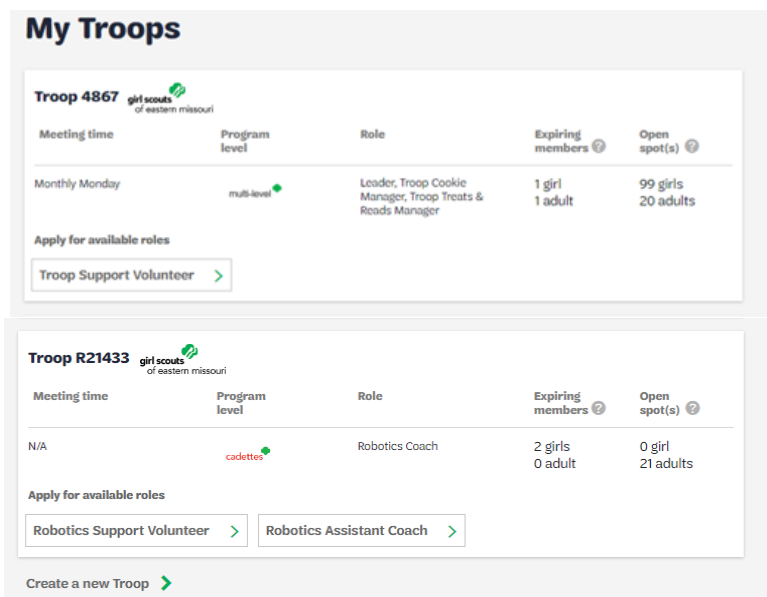## FOR RENEWING YOUR TROOP

STEP 3 Click on 'Manage my Troops' under the Robotics Troop which will be identified with a 'R' in front of the number.

STEP 4 It will then bring you to a screen with all your troops listed, if you are associated with more than one. You will just simply click under the 'Meeting Time' details which in this case is 'N/A' to see the details of the troop.

STEP 5 On the next page, you can edit your troop meeting details and renew memberships. The first screen shot shows where you can edit details. The second screen shot shows the memberships of all your members. As you can see, some Girl Scouts have already renewed so they show up as 'Active'. There is one Girl Scout that hasn't reregistered yet and they will show up as 'Time to Renew' until they do just that.

Troop R21433

Hide information

Meeting details   Edit meeting details ✏️

📍 Near Saegar Middle | 63146

Program Level
cadettes

Contact information

Robotics Coach

👤 ▭▭▭▭▭
📇 ▭▭▭▭▭4
✉️ ▭▭▭▭@gmail.com

Member details

SAVE RETURN STATUS   RENEW

Girl

☐ Select All   Show inactive and not returning members

▭▭▭▭   Edit details ✏️

Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
☐ Troop R21433	girl scouts of eastern missouri	▭▭▭▭	09/30/2024	cadettes	● ACTIVE	☐

▭▭▭▭er   Edit details ✏️

Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
☐ Troop R21433	girl scouts of eastern missouri	▭▭▭▭	09/30/2024	cadettes	● ACTIVE	☐

S▭▭▭▭n   Edit details ✏️

Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
☐ Troop R21433	girl scouts of eastern missouri	▭▭▭▭	09/30/2023	cadettes	● TIME TO RENEW	☐

STEP 6 For the Girl Scouts that you are renewing, you will simply check the box next to their name.

Member details

SAVE RETURN STATUS   **RENEW**

Girl

☐ 1 member selected   Show inactive and not returning members

▭▭▭▭   Edit details ✏️

Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
☐ Troop R21433	girl scouts of eastern missouri	▭▭▭▭	09/30/2024	cadettes	● ACTIVE	☐

▭▭▭▭r   Edit details ✏️

Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
☐ Troop R21433	girl scouts of eastern missouri	▭▭▭▭	09/30/2024	cadettes	● ACTIVE	☐

S▭▭▭▭   Edit details ✏️

Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
☑ Troop R21433	girl scouts of eastern missouri	S▭▭▭▭	09/30/2023	cadettes	● TIME TO RENEW	☐

STEP 7 For adult Girl Scouts, you will need to check one more box before renewing their membership. Each adult will have a role associated to them and that role will also have to be renewed, as well as their membership.   You will notice on my example that this adult has a Lifetime Membership but they would still need their role renewed each year.

Adult

☐ Select All   Show inactive and not returning members ⌀

Robotics Coach						
▬▬▬▬r Edit details ✎						✓ Lifetime member
Participation		**Caregiver of**	**Exp. date**	**CBC expiration**	**Status**	**Not Returning**
☐ Troop R21433	girl scouts of eastern missouri	▬▬▬	N/A	02/18/2026	● ACTIVE	
	☐ Robotics Coach		09/30/2024	02/18/2026	● ACTIVE	

STEP 8 When you have selected the correct boxes for your team members, you will click the 'Renew' button towards the top right of the page.

Member details

SAVE RETURN STATUS   RENEW

Girl

☐ 1 member selected   Show inactive and not returning members ⌀

STEP 9 You will now need to select the correct membership and payment type for each member you are renewing.

Confirm Member Details

1. ▬▬▬▬▬   *Troop 3035* ∧

Girl first name   Girl last name
▬▬▬▬▬   ▬▬▬▬▬

Choose Membership

⦿ **Next Year - 2024** $25.00
October 2023 - September
2024

○ **Current Year - Update** $0.00
Information Only

Choose a Payment Type

Payment type
Select Payment Type   ∨

NEXT PARTICIPANT   Remove participant ✕

STEP 10 If you have other members you are renewing, you will hit 'Next Participant' and do Step 8 again for those individuals. If not, you will click 'Add Renewal' as shown below.

Choose a Payment Type

Payment type

| Credit Card | ∨ |

SAVE DETAILS   Remove participant ✕

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

I would like to:

Renew a household member ⟩

Renew a troop member ⟩

Register a new member ⟩

ADD RENEWAL

STEP 11 You will then 'Review Cart'

Confirm member details

1. ▬▬▬▬▬   ▬▬▬▬▬▬▬ ✓

2. ▬▬▬▬   ▬▬▬▬▬ ✓

I would like to:

Renew a household member ⟩

Renew a troop member ⟩

Register a new member ⟩

REVIEW CART

STEP 10 You will then be asked to agree to the Girl Scout Promise and Law before being able to 'Add Payment Details'.

Total amount $30.00

Please note that Membership fees are non-refundable.

Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferrable to another person.

*Council fees help power amazing experiences for girls in your community and are non-refundable.

☑ I agree to the Girl Scout Promise and Law (required)

respect authority,
use resources wisely,
make the world a bet
be a sister to every G

* Members may substitu
accordance with their o

ADD PAYMENT DETAILS

STEP 11 You will then be asked to add Credit Card info before submitting payment. If a Girl Scout would like to request financial assistance for membership, their caregiver must do this on their behalf.