## **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

girl scouts		Donate	Find A Council	En Español	My Account	Logout	Join	Volunteer	
ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	СООКІЕ	S FOR	ADULTS	FOR	GIRLS		
Search	Add details		Review cart	м	ake payment		Finish		

## 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.

Meeting time	Program	Role	Expiring members 🕜	Open spot(s)
٩/A	cadettes	Robotics Coach	2 girls	0 girl
Apply for available role	es		oaddit	ZTadults
Robotics Support V	olunteer > Ro	botics Assistant Coach	]	

**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.

roop 4867 girl scow	ern missouri			
Meeting time	Program level	Role	Expiring members 🚱	Open spot(s) 🚱
Monthly Monday	multi-level •	Leader, Troop Cookie Manager, Troop Treats & Reads Manager	1 girl 1 adult	99 girls 20 adults
pply for available role	s			
Troop Support Volu	atoox N			
moop support void	nteer >			
noop support volu	nueer >			
roop R21433 girlso	course astern missouri			
roop R21433 girls	outs Stem missouri Program level	Role	Expiring members 🚱	Open spot(s) 😨
roop R21433 gits of e Aceting time	ous assen missouri Program level	Role Robotics Coach	Expiring members <b>2</b> 2 girls 0 adult	Open spot(s) ? O girl 21 adults
Aceting time	codettes	Role Robotics Coach	Expiring members 2 girls 0 adult	Open spot(s) @ 0 girl 21 adults

**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.

					Hide inform
Meeting details Edit meet	ting details 🥒				
🛇 Near Saegar Middle   63146					
Program Level					
Contact information					
Robotics Coach					
8					
4					
≥@gmail.com					
mber details					
				SAVE RETURN STAT	TUS RENEW
l .					
Select All				Show inactive and not i	returning members
Select All				Show inactive and not i	returning members 🖇
Select All Edit details 🧪				Show inactive and not r	returning members 🔇
Select All Edit details 🖊	Caregiver(s)	Exp. date	Program level	Show inactive and not n	returning members 🖇
Select All Edit details rticipation Troop R21433 Process of assumming	Caregiver(s)	Exp. date 09/30/2024	Program level	Show inactive and not a Status • ACTIVE	Not Returning
Select All Edit details rticipation Troop R21433 get scores of eastern misso	Caregiver(s)	Exp. date 09/30/2024	Program level	Show inactive and not a Status • ACTIVE	Not Returning
Select All Edit details rticipation Troop R21433 Pricessen misso Constant misso Edit details	Caregiver(s)	Exp. date 09/30/2024	Program level	Show inactive and not a Status • ACTIVE	Not Returning
Select All Edit details rticipation Troop R21433 pit scotf of eastern misso testern misso testern misso rticipation	Caregiver(s)	Exp. date 09/30/2024 Exp. date	Program level Program level	Show inactive and not of Status • ACTIVE Status	Not Returning
Select All  reticipation  Tricipation  Tricipation  Constraint of the second matter  reticipation  Tricipation  Tricipatio	Caregiver(s)	Exp. date 09/30/2024 Exp. date 09/30/2024	Program level codette Program level codette	Show inactive and not n Status • ACTIVE Status • ACTIVE	Not Returning
Select All Edit details  rticipation Troop R21433 Contract of eastern mixeo rticipation Contract of eastern mixeo Contract	Caregiver(s)	Exp. date 09/30/2024 Exp. date 09/30/2024	Program level cadetto Program level cadetto	Show inactive and not a Status • ACTIVE Status • ACTIVE	Not Returning Not Returning Not Returning
Select All Edit details rticipation Troop R21433 Priceater reaction Control R21433 Priceater reaction Control R21433 Priceater reaction Pricepation Troop R21433 Priceater reaction	Caregiver(s)	Exp. date 09/30/2024 Exp. date 09/30/2024	Program level cadettes Program level cadettes	Show inactive and not a Status • ACTIVE Status • ACTIVE	Not Returning Not Returning
Select All  rticipation  Troop R21433  rticipation  Composition  Compo	Caregiver(s)	Exp. date 09/30/2024 Exp. date 09/30/2024	Program level codette Program level codette	Show inactive and not a Status ACTIVE Status ACTIVE	Not Returning
Select All  rticipation  Troop R21433  rticipation  Troop R21433  rticipation  Content from the second seco	Caregiver(s) wi Caregiver(s) sri Is Caregiver(s)	Exp. date 09/30/2024 Exp. date 09/30/2024	Program level Codettes Program level Program level Program level	Show inactive and not a Status • ACTIVE Status • ACTIVE	Not Returning Not Returning Not Returning Not Returning

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

					SAVE RETURN STAT	
rl						
] 1 member selected					Show inactive and not r	eturning members
E	dit details 🧪					
Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
Troop R21433	girl scouts	j. j.	09/30/2024	cadettes	ACTIVE	
l	Edit details 🥖					
Land Participation	Edit details 🧪	Caregiver(s)	Exp. date	Program level	Status	Not Returning
Participation Troop R21433	Edit details /	Caregiver(s)	Exp. date 09/30/2024	Program level	Status • ACTIVE	Not Returning
Participation Troop R21433	Edit details / girl score? of esstern missouri	Caregiver(s)	Exp. date 09/30/2024	Program level	Status • ACTIVE	Not Returning
Articipation Troop R21433	Edit details	Caregiver(s)	Exp. date 09/30/2024 Exp. date	Program level Codettor Program level	Status • ACTIVE Status	Not Returning

**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	I not returning members 🚿
Robotics Coach	Carediver of	Exp. date	CBC expiration	Status	✓ Lifetime member
Troop R21433 girl scouts		N/A	02/18/2026	ACTIVE	rot rotaring
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.

	t		Troop 3035
Girl first name	•	Girl last name	
Choose Me	<b>embership</b> <b>ext Year - 2024</b> ttaber 2023 - September 124	\$25.00	
) ci In	irrent Year - Update formation Only	\$0.00	

**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.

þredit 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 🗲	

## STEP 11 You will then 'Review Cart'

Confirm member details			
1. M	·		
2. /			
I would like to:			
Renew a household member >			
Renew a troop member >			
Register a new member >			
	REVIEW CAR		

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