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

scouts		Donate	Find A Council E		Logout Join	Volunteer
ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR GIRLS	
Search	Add details		Review cart	Make 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 level	Role	Expiring members 🕜	Open spot(s) 🕜
N/A	cadettes	Robotics Coach	2 girls 0 adult	0 girl 21 adults
Apply for available role	25		oadun	21 addits
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	ts em 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 Volunteer >					
rroop support volui	nteer >				
rroop support volu	nteer >				
roop R21433 airlss					
roop R21433 girl so	outs	Role	Expiring members 🕐	Open spot(s) 😨	
roop R21433 airlss	outs astern missouri Program	Role Robotics Coach	Expiring members @ 2 girls 0 adult	Open spot(s) ? O girl 21 adults	
roop R21433 girls of a Aceting time	cous steen missouri Program level cadettes		2 girls	spot(s) ③ O girl	

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					
፼gmail.com@gmail.com					
mber details					
				SAVE RETURN STAT	TUS RENEW
l i i i i i i i i i i i i i i i i i i i					
				Show inactive and not i	returning members
Select All				Show inactive and not i	returning members 🖇
				Show inactive and not i	returning members 🚿
Select All Edit details 🧪	Caregiver(s)	Exp. date	Program level	Show inactive and not n	returning members 🖇
Select All Edit details 🧪		Exp. date 09/30/2024	Program level		
Select All Edit details		•		Status	
Select All Edit details		•		Status	
Select All Edit details rticipation Troop R21433 Bit sects of eastern misso Er Edit details		•		Status	
Select All Edit details rrticipation Troop R21433 Cof eastern mixeo cof eastern mixeo Edit details	xui	09/30/2024	cadettes*	Status • ACTIVE	Not Returning
Select All Edit details rticipation Troop R21433 rticipation Compared to the select of assern misso rticipation rticipation	vri Caregiver(s)	09/30/2024 Exp. date	cadettee	Status • ACTIVE Status	Not Returning
Select All Edit details rticipation Troop R21433 Code assen misso Code as	caregiver(s)	09/30/2024 Exp. date	cadettes*	Status • ACTIVE Status	Not Returning
Select All Edit details rticipation Troop R2143 Edit details of essen misso tester Edit details rticipation Troop R2143 Edit details	caregiver(s)	09/30/2024 Exp. date	cadettes*	Status • ACTIVE Status	Not Returning
erticipation Troop R21433 pri cools of eastern misso cf eastern misso tricipation Troop R21433 git scoals of eastern misso	caregiver(s)	09/30/2024 Exp. date	cadettes*	Status • ACTIVE Status	Not Returning

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

lember details					SAVE RETURN STAT	US RENEW
irl] 1 member selected					Show inactive and not re	
Edit o	letails 🥖					
Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
Troop R21433	girl scouts of eastern missouri		09/30/2024	cadettes	ACTIVE	
	t details 🥖					
Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
Troop R21433	girl scouts of eastern missouri	Newly Internet	09/30/2024	cadettes	ACTIVE	
s d	Edit details 🥖					
Participation		Caregiver(s)	Exp. date	Program level	Status	Not Returning
			09/30/2023		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	d not returning members 🚿
Robotics Coach r Edit details / Participation	Caregiver of	Exp. date	CBC expiration	Status	✓ Lifetime member Not Returning
Troop R21433 girl scouts of eastern missouri	and the second second	N/A	02/18/2026	ACTIVE	
Robotics Coach		09/30/2024	02/18/2026		

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
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 na	me	Girl last name	
	Membership Next Year - 2024 October 2023 - September 2024	\$25.00	
0	Current Year - Update Information 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.