## **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 sco	outs		Donate	Find A Council	En Español	My Account	Logout	Join	Volunteer
	ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIE	S FO	R ADULTS	FOR	GIRLS	
	Search	Add details		Review cart	1	Make payment		Finish	

## FOR RENEWING YOURSELF OR YOUR HOUSEHOLD

**STEP 3** Click on 'Manage My Household Members' under the Household box.

Welcome, Nicole Dalton!	Welcome, Nico	ble Dalton!	
My Account	,		
My Household	Nicole Dalton's household		My Events Dashboard
My Troop(s)	Name	Membership Status	View all Upcoming Events >
Troop 4256	Nicole Dalton	TIME TO RENEW	
Troop 3733-New Troop 2021/22		<ul> <li>NON-MEMBER</li> </ul>	
Trace 1062		NON-MEMBER	
1000 1903		TIME TO RENEW	
My Profile			
My Events	Manage my household members	• >	

**STEP 4** Select what Roles and Troops you are renewing your membership for. Please note that you will see roles that might have 'Lapsed' behind them. They might roles that you are no longer holding. The active roles will be listed as 'Time to Renew' until you select that option and then they will change to 'In cart'.

Welcome, Nicole Dalton!	My household me	mbers				4
My Account						
My Household					SAVE RETURN STATUS	ADD RENEWAL
My Troop(s)	1 member(s) selected				Hide	e inactive members
Troop 4256	Admin					
Troop 3733-New Troop	Nicole Dalton Edit profile 🖊 Chan	ge my participation 듴			Purchase L	ifetime Membership
	Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
Troop 1963	Membership		09/30/2023	N/A	IN CART	
My Profile	Adult Mambara		09/30/2022	N/A	LAPSED	
My Events	Addit Members					
Volunteer ToolKit	Staff		09/30/2023	N/A	• IN CART	
gsLearn	Juliette Mentor-128		09/30/2022	07/26/2025	LAPSED	
Contact Council						
Log Out	Troop Support Volunteer		09/30/2023	07/26/2025	• IN CART	
	Troop 4256	Jackson Dalton, Aubrey Dalton	09/30/2023	07/26/2025	• TIME TO RENEW	

**STEP 5** Once you have checked all the roles for each household member, you will hit the 'Submit Renewal' Button on the bottom right corner.

embership/Participation	Caregiver(s)	Exp. date	Program level	Status	Not Returning
Membership		09/30/2023	cadettes	• IN CART	
Troop 1963	Nicole Dalton	09/30/2023	cadettes	• IN CART	
dd a troop 🗲					
				SAVE RETURN STATUS	ADD RENEWAL

**STEP 6** You will select the type of membership and payment for each member you are renewing. Options include Lifetime Membership for adults.

Nicole Dalton	Troop 1963 , Volunteer	~
Volunteer Position(s)		
Staff - Volunteer 🗸 🗸		
First name	Last name	
Nicole	Dalton	
Choose a Membership year		
O 10 Year+ Volunteer @ \$200.00 Lifetime Membership Become a Girl Scout for life!		
C Lifetime @ \$400.00 Membership Become a Girl Scout for life!		
Next Year - 2024         \$25.00           October 2023 - September         2024		
Current Year - Update Free Information Only		

**STEP 7** You can choose to pay by credit card or click the button for Financial Aid. Please note that there is no additional information requested for requesting financial aid for the membership cost.



**STEP 8** If you have other members you are renewing, you will hit 'Next Participant' and do Step 6 and 7 again for those individuals. If not, you will click 'Sumit Member Details' as shown below.

Credit Card	
Apply for financial aid 🔞	

STEP 9 You will then 'Review Cart'

1. Nicole Dalton	Troop 1963 , Volunteer 🛛 🤡
2. Aubrey Dalton	. Troop 1963 🥥
I would like to:	
Renew a household member >	
Renew a troop member >	
Register a new member	

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** Add Credit Card Info before submitting payment. No additional step needed for Financial Assistance.