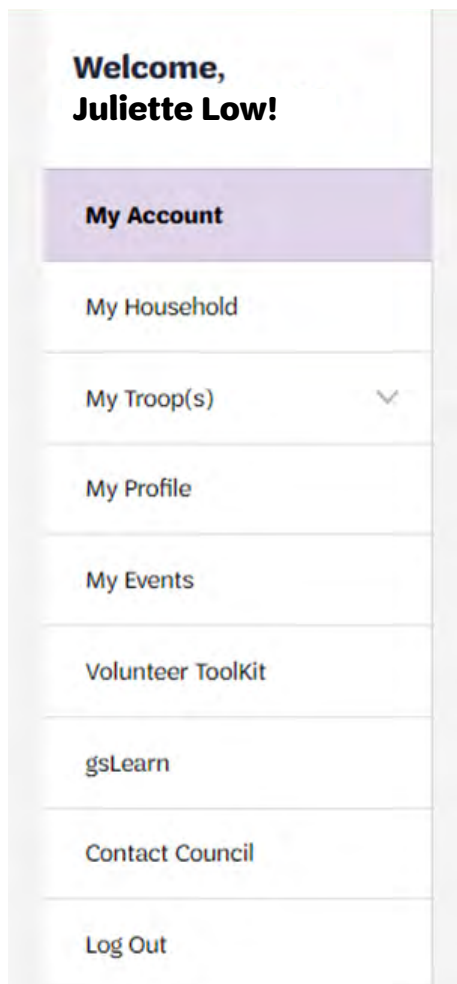


# My Account Tip Sheet: Renewing Girl Scout Members

## Accessing Your Girl Scouts of Greater Iowa (GSGI) Account:

The My Account page provides a snapshot of your household and troop information. Log in to start exploring now! If you are accessing your account on a mobile device, it will look slightly different. You will need to log in, by going to the menu at the top right of the screen and select “Login” to gain access to your account. Once you are logged into your **myGS** account, you will have to select the drop down menu at the top of the screen to view all the options listed below.

- ▲ Go to [girlscoutsiowa.org](https://girlscoutsiowa.org) and on the right-hand side of the navigation bar, click **MYGS**. Click on the LOGIN button at the top of the page and enter your name and password. Your username is the email address on file with Girl Scouts of Greater Iowa (GSGI). If you have not accessed your account since November 2020, you will be asked to reset your password.
- ▲ Once logged in, you will arrive at your personal account dashboard. You will find that the *My Account* option is highlighted in the navigation panel on the left side of the screen.



- ▲ The navigation panel allows you to access a variety of functions.

### My Household

Here you can see everyone listed in your household, both girls and adults, and how they participate. You can also add new members to your household here as well as add household members to new troops or volunteer roles.

### My Troop(s)

Here you can see information for all troops that members of your household may participate with.

### My Profile

Here you can update your contact information and change your password.

### My Events

Here you can see events that you are currently registered for as well as those you have previously attended.

### Volunteer Toolkit

Once you click on the Volunteer Toolkit tab, you will be taken directly into the VTK. As always you will be able to view your most current troop roster, year plan, badge information, finance tab and access a variety of resources and forms available from your council. Check out the Volunteer Toolkit User Guide for Troop Volunteers for guidance on using the VTK to plan a successful troop year.

### Contact Council

Coming soon!

## Current Member Renewal - Families

Use these instructions when renewing any Girl Scout membership under your family's GSGI household account:

1. Log into your household's [myGS](#) Account.
2. Click on "My Household" on the left-hand side if you are not taken directly to that page.
3. Select All to renew a membership, troop affiliation, and/or a volunteer role.
  - ↪ Check the membership box to renew a membership (not necessary for lifetime members).
  - ↪ Check the troop box to renew the specific troop.
  - ↪ Check the volunteer role to renew the troop position.

While you don't need to renew as a lifetime member, you do need to let us know if you want to continue in a role! If you have an active role at GSGI (like troop leader) please go in and let us know you would like to continue in that role for the next member year.

4. Click "Add Renewal".
5. Confirm Girl Scout member details for each renewal.
  - ↪ Confirm Girl Scout member first and last name.
  - ↪ Select Membership Year – Next Year – 2025 for \$25.
  - ↪ If member is a graduating senior, the option to purchase lifetime membership will display.
6. Select "Payment Type".
7. Click "Next Participant" (if adding renewing more than one member).
  - ↪ You will have to enter information and select a payment type for each individual member you register.
8. Once you have added all Girl Scout member renewals click "Review Cart".
9. Check the box to accept the Girl Scout Promise and Law.
10. Enter payment details. **All adult memberships will be free.** You must select credit card payment as your form of payment, but you will not be asked to enter a credit card number in order to process your free adult membership.
11. Review payment details.
12. Click "Submit Payment" button to complete your family's renewal(s).

## Current Member Renewal – Troop Leader

Use these instructions when renewing members in your troop:

1. Log into your household's [myGS](#) Account.
2. Click on “My Troops”.
3. Select the specific troop number from the menu under “My Troops”.
4. Select the girl members to renew.
  - ↪ Indicate any member(s) who is not returning next year by selecting “Not Returning”.
  - ↪ Hide inactive and not returning members to sort out who is returning and needs their membership renewed.
  - ↪ Select girls individually or select all (“Not Returning” girls are excluded from the list).
5. Select the adult members to renew.
  - ↪ Indicate a member(s) who is not returning next year by selecting “Not Returning”.
  - ↪ Hide inactive and not returning members to sort out who is returning and needs their membership renewed.
  - ↪ Select adults individually or select all (“Not Returning” adults are excluded from the list).
  - ↪ Uncheck any adults not renewing right now but are returning as members next year.
6. Scroll to the top and click the green “Renew” button.
7. Select “Payment Type”.

### Payment Types for Troop Leaders

Credit Cards are the only payment types that will show up for Troop Leaders.  
If you would like to renew your whole troop at once, please see [this form](#).

8. Click “Next Participant”.
  - ↪ You will have to confirm each member's name and select a payment type for each individual member you register.
9. Once you have added all Girl Scout member renewals click “Review Cart”.
10. Check the box to accept the Girl Scout Promise and Law.
11. Enter payment details. **All adult memberships will be free.** You must select credit card payment as your form of payment, but you will not be asked to enter a credit card number in order to process your free adult membership.
12. Review payment details.
13. Click “Submit Payment” to complete your troop's renewal(s).

## Adding NEW Girl or Adult Members to Existing Household Accounts

All families with current Girl Scout memberships can easily add new members to their existing household accounts. After logging into My Account, click **My Household** tab and follow the steps below:

1. My Household Members are broken into two sections: Adults and Girls. Scroll past these sections until you see Register a new household member near the bottom of the page. Click on this option.
2. You will be directed to the Troop Search page. Enter your zip code in the “Location” box and the membership year that you would like for your membership; scroll to the bottom of the page and click “Search”.
3. Choose the preferred troop for your Girl Scout. Scroll to the bottom of the troop description box and click the “+” sign to add girls and/or adults to the troop. **Tip:** Increase the Search Radius if the troop you are looking for does not appear. If the “+” sign is grayed-out that means the troop is currently full for that type of membership.

What if the troop still does not appear or the troop I want to join is full? It is possible that the troop you are looking for is not currently accepting additional Girl Scout members. Please reach out to Girl Scouts of Greater Iowa (GSGI) at [info@gsiowa.org](mailto:info@gsiowa.org) and we will help you find a troop option for your Girl Scout! You can also select “Join without a troop” and we will work with you on finding a troop option in your local area or you can participate individually as a Juliette Girl Scout with GSGI! If you are interested in starting your own troop as a troop leader please use the “Create a Troop” option instead of searching for a troop!

The screenshot shows a mobile application interface for searching Girl Scout troops. At the top, there is a "Back to map" button with a location pin icon. Below this, there are two search results. The first result is for Troop 51562, located 4.12 miles away. It lists the grade range as K, 1st, 2nd, 3rd, 4th, 5th, meeting on Thursdays at 03:30 PM, with 1 girl and 5 adult spots available. The second result is for Troop 51569, located 7.04 miles away, with the same grade range, meeting on Thursdays at 04:30 PM, and 1 girl and 4 adult spots available. Below the search results, there are buttons for "SEARCH EVENTS" and "ADD DETAILS".

4. Scroll down on your screen and click “Add Details”.
5. From here, enter the new members’ information, including birthday, grade, school, etc. You will then be prompted to complete payment for membership fees. **All adult memberships will be free.** You will have to enter information and select a payment type for each individual member you register. You must select credit card payment as your form of payment, but you will not be asked to enter a credit card number in order to process your free adult membership.
6. Once payment is complete, you will receive an emailed confirmation with receipt.

**PLEASE NOTE:** Troop leaders cannot add new girls to their troop. At the bottom of the My Troops tab, there is an option to “Invite friends to join my Troop”. If you are contacted by a family who wants to join your troop, you can send them an email invite, but because family’s need to create their own account, troop leaders cannot register new girls directly into their troops. Please share the [My Account Tip Sheet: New Girl Scout Members](#) and ask families to follow those steps to create an account and register their Girl Scout(s). New families are also welcome to contact Girl Scouts of Greater Iowa directly for assistance with this process at [info@gsiowa.org](mailto:info@gsiowa.org) or 800-342-8389.



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