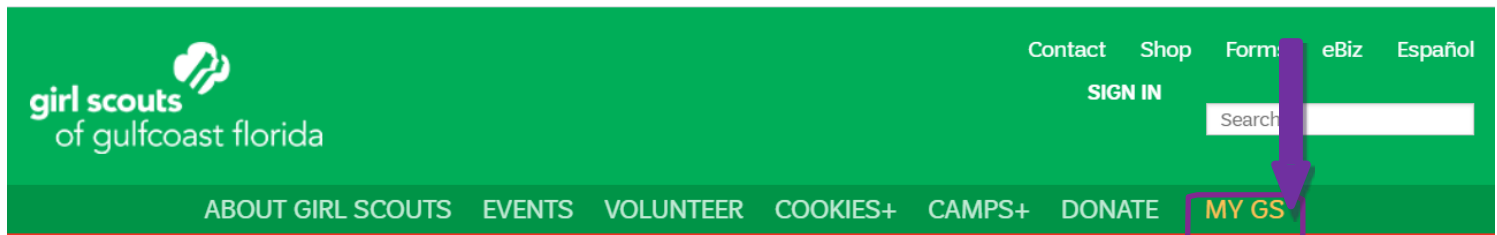


# 2020-2021 Renewal Guide for Troop Leaders

We're so happy that you and your girls will be returning in the fall to experience a whole new year of excitement, learning, adventure, and growth! Please use this guide to help renew the memberships for the girls and adults in your troop using troop funds. If you need assistance, please email [customercare@gsgcf.org](mailto:customercare@gsgcf.org) using the subject title: Membership Renewal or call 800-232-4475, and press 8.

You can go straight to your 'Member Profile' by selecting the "MY GS" link at the top of every [gsgcf.org](http://gsgcf.org) page



1. Enter your Username. This is the email address of the primary member of the household.
2. Enter your password.
3. Don't remember your password? No problem! Just choose the "Forgot Your Password?" link to reset it.

A screenshot of the login form on the Girl Scouts of Gulfcoast Florida website. The form is white and centered on a green background. It features the Girl Scouts logo at the top. Below the logo, the text reads "To access this page, you have to log in to Member Community." The form includes a "Username:" label followed by a yellow input field with a purple circle containing the number "1" to its left. Below that is a "Password:" label followed by another yellow input field with a purple circle containing the number "2" to its left. A green "Log In" button is positioned below the password field. At the bottom of the form, there is a "Remember me" checkbox and a "Forgot Your Password?" link with a purple circle containing the number "3" to its right.

## REMINDERS:

- For large troops with more than 20 participants, you will need to do two transactions, as more than 20 participants per transaction may result in processing issues.
- If you lead multiple troops, process each troop separately.
- Cookie Dough can be used if the girl has \$25 earned/banked credits in Cookie Dough. We encourage parents/caregivers to submit the Cookie Dough Redemption form to request the girl's membership renewal. Customer Care will notify the parent/caregiver when the membership renewal is completed. (If a girl elects to renew using Cookie Dough, the troop leader cannot renew the girl on her behalf.) Cookie Dough requests for membership renewal must be submitted and processed through council headquarters. We cannot issue reimbursements for membership renewals that have already been paid.
- Girls currently in 12<sup>th</sup> grade will be sent an email to renew as an adult. These girls are not renewable in your troop list. It is recommended that the parent/caregiver of the 12<sup>th</sup> grade girl contact [customercare@gsgcf.org](mailto:customercare@gsgcf.org) for assistance, as the girl will need to be renewed as an adult within her own household.

## GIRLS:

1. Every girl member of the troop will be displayed on the "Troops" tab. You will need to click "Current Year" at the top right of the "Troops" tab to toggle to "Next Year."
2. The "Status" column will show the current status of the member and anyone eligible to renew will display "Time to Renew for 2021."
3. **IMPORTANT:** In the drop down menu in the "Renewal Choice" column, select "Renew Now." If you are unsure of a troop member's status, please select "Renew Later" even if you believe the girl may not be returning. If "Don't Renew-Cancel" is selected, you will prevent the girl's primary parent/caregiver from being able to renew the girl.

### NOTE:

- Though you may see some inactive girls listed in your troop, they are not considered part of your troop's roster. This is historical information only. Inactive girls will not show on your active VTK troop roster.
- The troop's leadership team is encouraged to use troop funds to renew active girls. This practice is recommended as it supports a continuous experience for all girls.

MEMBERSHIP **TROOPS** FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT MyGS

Membership Year Oct 1, 2020 to Sept 30, 2021

NEXT YEAR **1** -

Girls				
Name	Participation	Status <b>2</b>	Renewal Choice	
Girl Name	Troop #####	Time to Renew for 2021	Renew Now -	Edit
Girl Name	Troop #####	Time to Renew for 2021	Renew Now - <b>3</b>	Edit
Girl Name	Troop #####	Inactive	Renew Now Renew Later ----- Don't Renew - Cancel	Edit
Girl Name	Troop #####	Time to Renew for 2021	Renew Now -	Edit
Girl Name	Troop #####	Inactive		Edit
Girl Name	Troop #####	Time to Renew for 2021	Renew Now -	Edit

## ADULTS:

1. Adult members are listed below the girls. "Participation" indicates their role. You will have the option below to renew adults at the same time you are renewing the girls. Please be sure to mark the adult's role as "Renew" using the drop-down arrow on each participant. If the adult does not show a membership to renew, they may be a Lifetime Member. Simply renew their role that is displayed, if they are returning to that role for the upcoming Girl Scout year.
2. Take a few minutes to review your troop's information such as meeting location, meeting day/time, desired number of girls, etc. by clicking "View/Edit Troop Information." You can visit this page to update information at any time. Please note our council troop size minimum is 12 girls.
3. After you have confirmed and updated your troop information, you will return to this page and select "Continue."

### Adults

Name	Participation <b>1</b>	Status	Renewal Choice	CBC Expiration	
Adult Name	<b>Troop #####</b> Adult Members	Inactive		8/6/2022	<a href="#">add</a>   <a href="#">Edit</a>
	<b>Troop #####</b> Troop Leader	Time to Renew for 2021	<b>Renew Now</b> ▾	8/6/2022	
Adult Name	<b>Troop #####</b> Adult Members	Inactive		3/4/2022	<a href="#">add</a>   <a href="#">Edit</a>
	<b>Troop #####</b> Troop Leader	Time to Renew for 2021	<b>Renew Now</b> ▾	3/4/2022	
Adult Name	<b>Troop #####</b> Troop Support Volunteer	Inactive		1/7/2022	<a href="#">add</a>   <a href="#">Edit</a>
Adult Name	<b>Troop #####</b> Troop Support Volunteer	Time to Renew for 2021	<b>Renew Later</b> ▾	12/7/2026	<a href="#">add</a>   <a href="#">Edit</a>

**2**


[VIEW/EDIT TROOP INFORMATION](#) ►

**3**

[CONTINUE](#)

**NOTE:** Edits made to your troop information in this section may not immediately display. Revisions are reviewed by a staff member and once confirmed, updates will display.

1. Renew and accept the Girl Scout Promise and Law.
2. Select "Continue" to move to the payment stage.



MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT

**Please read and accept the Girl Scout Promise and Law in order to confirm membership.**

1. The Girl Scouts Promise  
On my honor, I will try: To serve God and my country, To help people at all times, And to live by the Girl Scouts Law.

When making the GS Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God".

2. The Girl Scouts Law  
I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

**1**  I/we accept and abide by the Girl Scouts Promise and Law.

**2** CANCEL CONTINUE

## CHECKOUT PROCESS:

1. Before checking out, you have an opportunity to make a donation to help us serve girls who need financial support to experience Girl Scouts.
2. Confirm that your cart is accurate before scrolling down the page to enter your troop's payment information.

## Payment

Please provide payment details for your membership renewal. Membership and fees are non-refundable and non-transferable.

Invest in a girl and you can change the world. Make a lasting impact on more girls by adding a tax deductible donation to your purchase today. 100% of your donation stays here at our council.

Your gift offsets program expenses and provides financial assistance so that any girl can join the fun. Gifts from friends like you provide "WOW!" experiences to thousands of girls throughout our council.

A gift of

\$35 helps put a girl in a program that could increase her self-confidence.

\$100 could provide more girls with OUTDOOR experiences and STEM exploration programs.

\$300 helps underwrite one girl's Girl Scout Experience for a year, putting her on the path towards developing courage, confidence and character.

Your gift will touch many lives throughout our council, including the girl you love most. How awesome is that!?

Yes, I'd like to donate to my local Girl Scout council:

1

\$35.00

\$50.00

\$100.00

\$200.00

\$300.00

\$500.00

Other (Minimum \$10.00)

Not at this Time

Name	Item	Total
Girl Name	Girl Membership (Valid 10/1/2020 – 9/30/21)	\$25.00
Girl Name	Girl Membership (Valid 10/1/2020 – 9/30/21)	\$25.00
Girl Name	Girl Membership (Valid 10/1/2020 – 9/30/21)	\$25.00
Girl Name	Girl Membership (Valid 10/1/2020 – 9/30/21)	\$25.00
Girl Name	Girl Membership (Valid 10/1/2020 – 9/30/21)	\$25.00
Girl Name	Girl Membership (Valid 10/1/2020 – 9/30/21)	\$25.00
<b>Total</b>		<b>\$150.00</b>

2

1. Complete the form by entering all billing information.
2. Select "Continue" to finalize your transaction.

### Billing Address

1

Address: \*

City: \*

State: \*

Zip Code: \*

Country: \*

Card Holder Name: \*

Card Number: \*

Expiration Month: \*

Expiration Year: \*

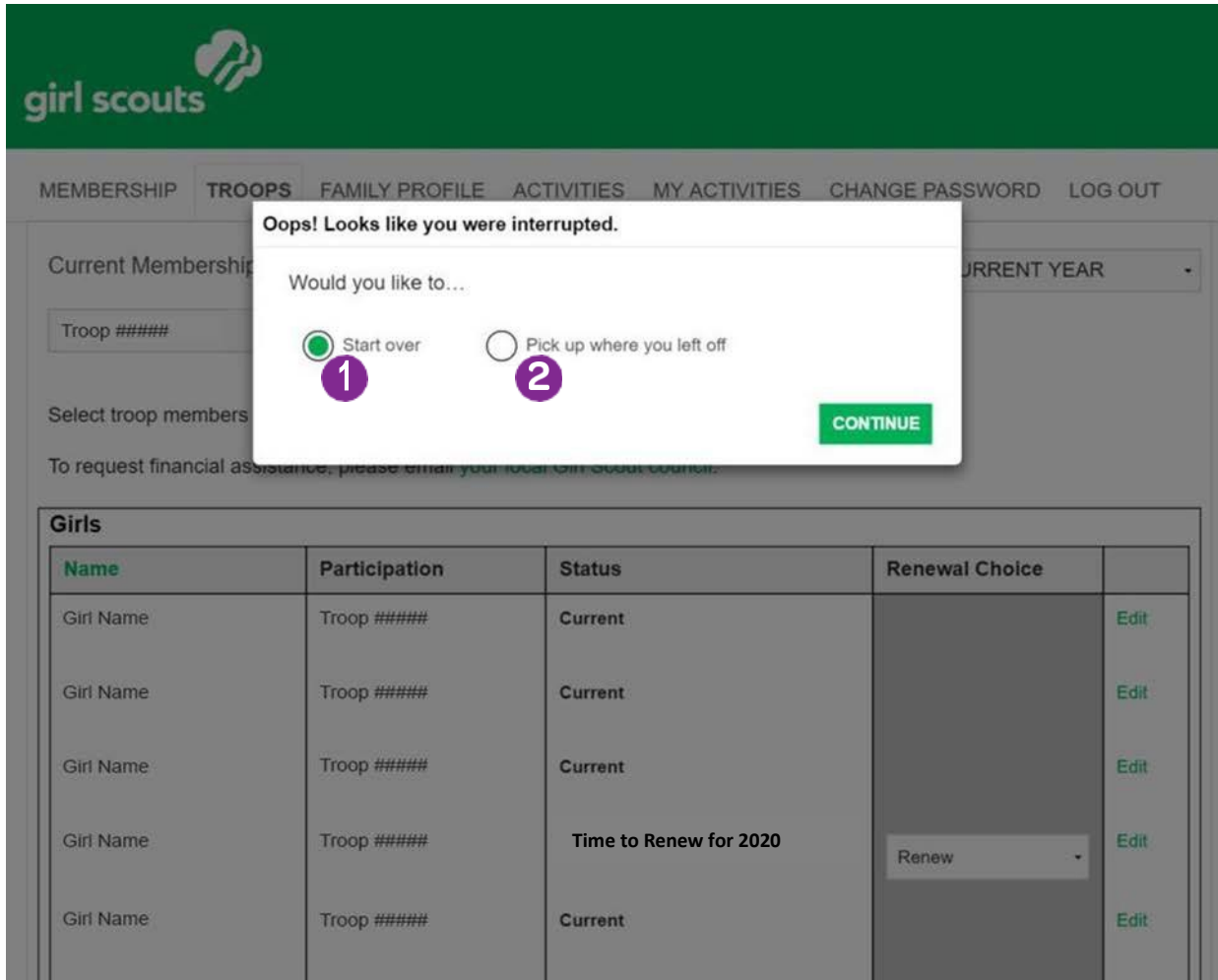
Security Code: \*

CANCEL

2  
CONTINUE

If you are not able to complete your payment or log out, you can still complete the renewal process without starting from the beginning. Just select the option you want when you log back in.

1. You can start over, if you wish.
2. You can also pick up where you left off.



If you have questions or need assistance with your renewal, please email [customercare@gsgcf.org](mailto:customercare@gsgcf.org) using the subject title: Membership Renewal, or call 800-232-4475, and press 8. If a new adult will be joining your troop as a leader or co-leader, please notify your member engagement specialist or customer care so we can begin their onboarding.