

I am a Troop Co-Leader. How do I renew my troop?

1. Visit gsofct.org. Click "**MY GS**" and Login. Forgot password? Don't have one? Click "**Forgot Password**?"

	SHOP	DONAT	E 🔅 (MY GS
Discover 🗸	Join 🗸	Experiences 🗸	Support Us 🗸	Members 🗸

2. Click "**My Account**", click "**My Troop(s)**" and select the appropriate troop.

My Account Logout	Join	Volunteer
Welcome,		
Juliette Gordon Low	!	
My Account		
My Household		
My Troop(s)	~	
Troop 12345		

3. Look for the members you would like to renew and checkmark their troop# (and position if applicable). Click "**Renew**".

Juliette Low Edit details 🥖	
Participation	
✓ Troop 12345 Council Image	
✓ Troop Cookie Manager	
✓ Troop Fall Sale Manager	
✓ Co-Leader	

Note: Checkmark every position the adult will be holding. Only one \$30 charge will apply even if multiple positions are renewed.

4. Complete the form and click "**Save Details**". Click "**Review Cart**". If cart is correct, agree to the Girl Scout Promise and Law.

✓ I agree to the Girl Scout Promise and Law (required)

5. Click "**Add Payment Details**." Once payment is completed, you will receive an email with the receipt of your purchase.

<u>Tips for success</u>: Before you renew the members of your troop, you <u>must</u> renew the individuals in your household that are continuing. Once your household members are renewed, you can then renew your other troop members through the My Troops tab (step 2 above). Do not register both your troop and your family in one transaction as this may cause registration issues.

Questions? Email <u>customercare@gsofct.org</u> or call (800) 922-2770 to speak with a Customer Care Specialist.