



Girl Scouts of San Jacinto Council

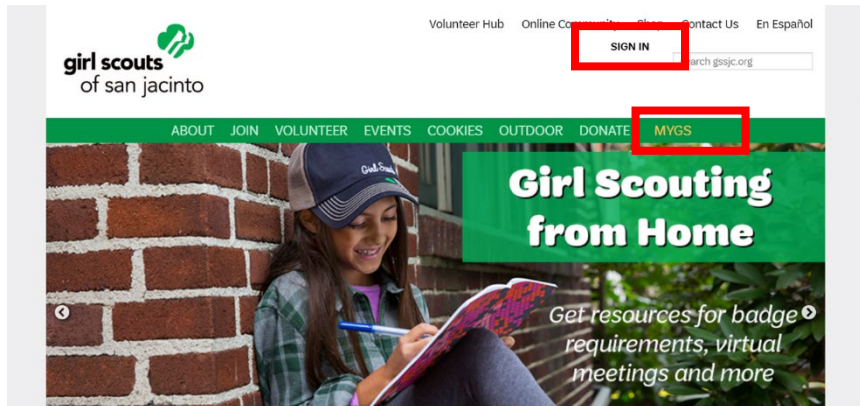
Troop & Household Renewal How-to Guide

Please follow these steps to renew your troop or household memberships!

Step 1: Go to www.gssjc.org



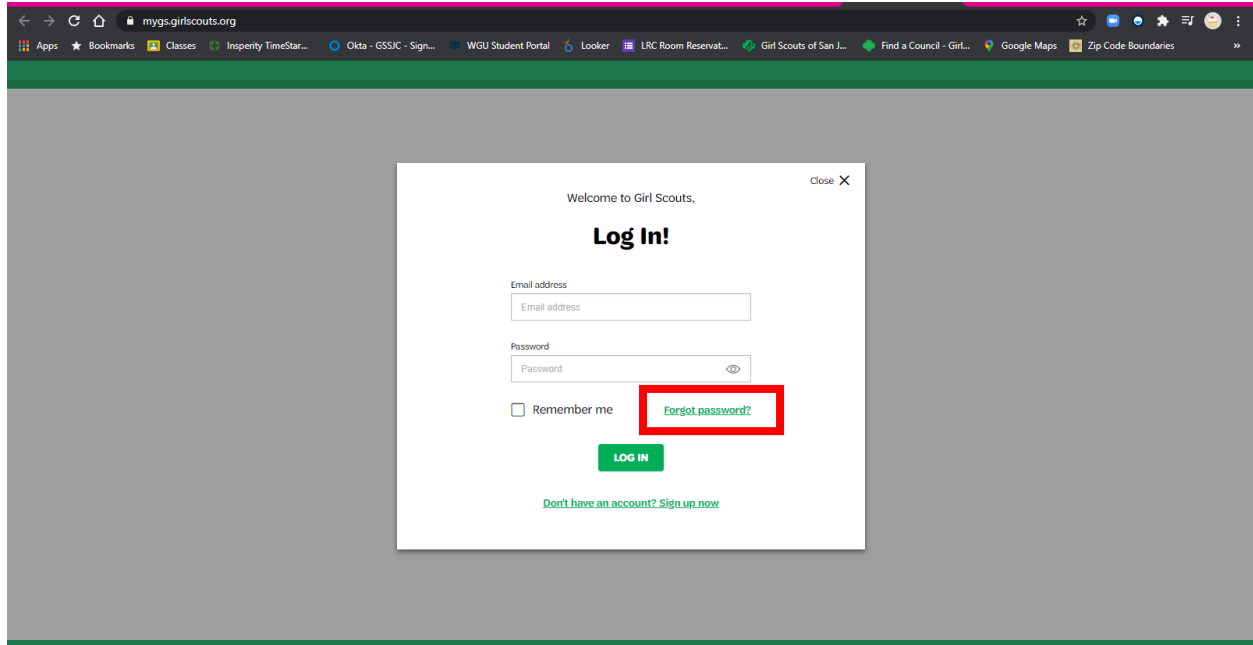
Step 2: Click [MyGS](#) or [Sign In](#) to log into your account



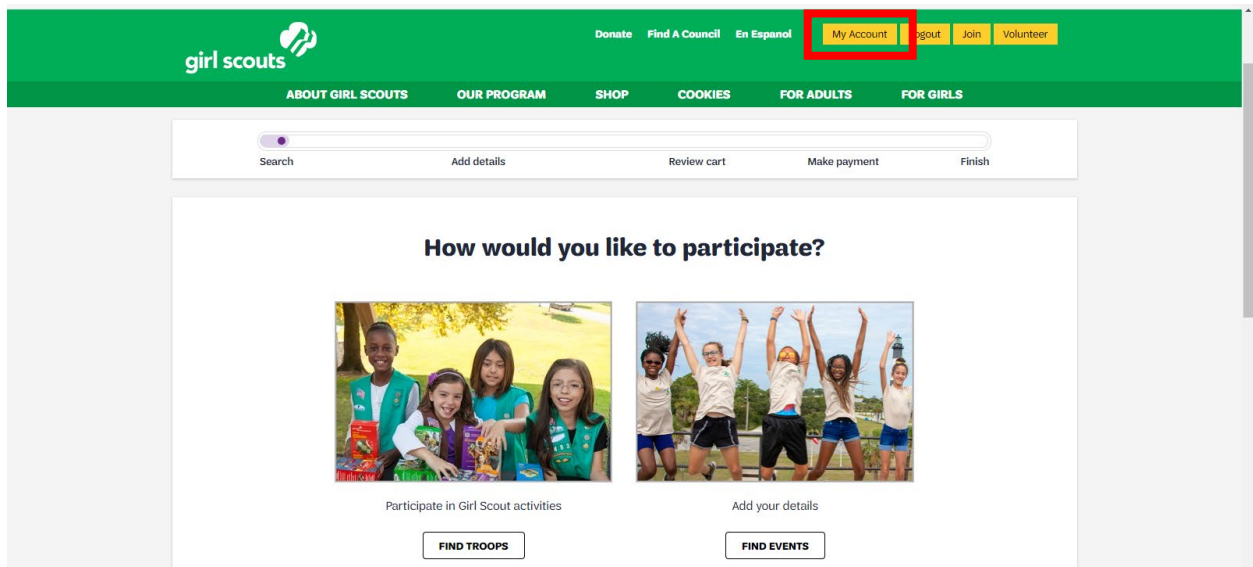


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Step 3: Enter your log in credentials. Your username will be your email address. If you forgot your password, click the **Forgot Password** link to reset it.



Step 4: Click **My Account** to load your account details.





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Step 5: Click **My Troop(s)** if you are renewing troop members. Click **My Household** if you are renewing members of your household. Then click the arrow to the right to show a list of your troops.

The screenshot shows the 'My Troops' page. On the left sidebar, 'My Troop(s)' is highlighted with a red box. The main content area shows a table for Troop 121156:

Meeting time	Program level	Role	Expiring members	Open spots
Bi-weekly Friday 5:00 PM - 6:30 PM	multi-level	Troop Leader, Friends and Family	0 girl 0 adult	3 girls 18 adults

Step 6: Click on the troop number and a roster of all current and previous members will show up under Member Details. Members will be grouped by **Girls** and **Adults**.

The screenshot shows the 'Member details' page. At the top, there are three troop leaders:

- Troop Leader:** Tiffany Harding (713) 274-2424, tiffany.harding@pct2.hctx.netgs usa
- Troop Leader:** Diane Freeman (713) 249-7170, cdfdfcpr@gmail.comgsusa
- Troop Leader:** Maribel Barajas (281) 881-3632, maribelsantos14@gmail.comgs usa

Below, under 'Member details', two girls are listed:

Participation	Caregiver(s)	Exp. date	Program level	Status
<input type="checkbox"/> Troop121156	Maribel Barajas	09/30/2021	multi-level	• END PARTICIPATION <input checked="" type="checkbox"/> Not returning
<input checked="" type="checkbox"/> Troop121156	Roxanne Lara	09/30/2021	multi-level	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning



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Step 7: Click on the checkbox under Girl and Adult to select all the members on the roster. For any members who are not returning to Girl Scouts, click **Not returning**** and **Save Return Status**.

Use the **Hide inactive and not returning members** button on the top right to hide inactive members from the roster.

** Please note, selecting **Not returning** should only be used if the member is not planning to participate in a specific troop/role in the coming year. Selecting this will block their parent or any other troop leader from renewing that specific participation only. They will need to contact GSSJC Customer Service to be able to renew their participation. Girls who choose not to renew will lose their spot in the troop and the spot will be opened to new members. **They will still be able to renew their membership.**

Member details

Girl SAVE RETURN STATUS RENEW

3 member selected Hide inactive and not returning members

Participation	Caregiver(s)	Exp. date	Program level	Status
<input checked="" type="checkbox"/> Troop121156	Maribel Barajas	09/30/2021	multi-level	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning
<input checked="" type="checkbox"/> Troop121156	Roxanne Lara	09/30/2021	multi-level	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning
<input checked="" type="checkbox"/> Troop121156	Anita Riojas	09/30/2021	multi-level	• TIME TO RENEW MEMBERSHIP <input type="checkbox"/> Not returning

Lifetime Members will only need to renew their volunteer role participation. They will not need to pay for a membership. For any adults interested in purchasing a Lifetime Membership, see the Lifetime Member section at the end of this document.

Girls in 12th grade for the 2023-2024 school year will be given the option to **Renew as Adult** purchasing an Adult 2024 Membership or Young Alumni Lifetime Membership. They will need to select a volunteer role within a troop.

Lynelle Flores Edit details

Participation	Caregiver(s)	Exp. date	Program level	Status
<input type="checkbox"/> Troop 12347	Clara Flores	09/30/2021	adults	• RENEW AS ADULT <input type="checkbox"/> Not returning



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Step 8: Once you have selected all of the members who will be renewing, click the green **Renew** button on the top right of the screen.

The screenshot shows the 'Member details' page for three girls. At the top right, there is a 'SAVE RETURN STATUS' button and a green 'RENEW' button, which is highlighted with a red box. Below the buttons, there is a section for 'Girl' with a checkmark and '3 member selected'. The members listed are Genesis Barajas, Jaslene Medina, and Melanie Quintanilla. Each member's record includes their name, participation (Troop 121156), caregiver(s), expiration date (09/30/2021), program level (multi-level), and status (TIME TO RENEW MEMBERSHIP). There is also a 'Not returning' checkbox for each member.

Step 9: Next, you will be asked to choose the **Girl 2024 Membership** option (or other applicable membership) and a payment method for **EACH** member. **Lapsed members will sign up at www.gssjc.org/join.**

TIPS:

- ✘ **Avoid** using the check box **'Use my primary address'** – this will copy the Troop Leader's address to the member
- ✘ **Avoid** the **'Grant Access to my household field'**



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Now you will be asked to confirm member details.

Next is the **payment type!**

Only parents will see the option to request Financial Assistance (Financial Aid) for membership. Troop Leaders will **NOT** have this option. Program Credits are not available as a Council payment type.

Select the payment type and click on

SAVE DETAILS



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Step 10: Once you have completed the steps for the first member, click [Next Participant](#) to verify details for the other members being renewed. If you accidentally added someone to the cart who you didn't intend to renew, click the green X to [Remove Participant](#). Once you have finished reviewing details, click the green [Review Cart](#) button at the bottom of the screen.

The screenshot shows the Girl Scouts website interface. At the top, there is a green navigation bar with the Girl Scouts logo and links for 'Donate', 'Find A Council', 'En Espanol', 'My Account', 'Logout', 'Join', and 'Volunteer'. Below this is a secondary navigation bar with links for 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. The main content area is divided into two columns. The left column is titled 'Confirm member details' and lists two members: 1. Jaslene Medina (Troop121156) and 2. Tiffany Harding (Troop121156). Below the list, there are options to 'Renew a household member', 'Renew a troop member', or 'Register a new member'. The right column is titled 'Your Cart' and shows the same two members with their respective membership fees: \$25.00 for Jaslene Medina and \$25.00 for Tiffany Harding. The total amount due is \$50.00. A red box highlights the 'REVIEW CART' button at the bottom of the page.

Step 11: Review your cart prior to submitting payment. Check all the information on the screen and click [Edit](#) if changes are needed. Added someone by mistake? Click [Remove](#).



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Review your cart

Council	Participation	Details	Price
	Troop121156	Tiffany Harding Troop Cookie Manager, Troop Leader, Troop Fall Product	\$25.00
	Troop121156	Jaslene Medina	\$25.00

Prepare a girl for a lifetime of leadership.
Help her join Girl Scouts.
Yes! I support the next generation of female leaders.

Girl Scout Promise and Law

Girl Scout 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 Scout Law.

Girl Scout 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.

Step 12: If you would like to make a donation to Girl Scouts you may do so on this screen. This is also where you can enter a discount or promo code if you have one. Accept the Girl Scout Promise and Law to get the green link to [Add Payment Details](#). You must accept the GS Promise and Law in order to pay for a membership with Girl Scouts.

Yes! I support the next generation of female leaders.

\$35 \$75 \$150 \$250 Other

Council:

[Where your donation goes](#)

Discount or promotional code

Donation amount **\$0.00**

Amount due **\$0.00**

Total amount \$50.00

Please note that Membership fees are non-refundable.
Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferable to another person.
*Council fees help power amazing experiences for girls in your community and are non-refundable.

Girl Scout 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 Scout Law.

Girl Scout 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.
*Members may substitute the word God in accordance with their own spiritual beliefs.

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



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Step 13: Enter credit card payment details and submit payment. If using a troop credit card, be sure to enter only the person’s name on the card. Do not include the troop number if it is listed on the card.

← Back Search Add details Review cart Make payment Finish

Payment details

Payment method

VISA AMEX DISCOVER

Cardholder first name: Cardholder last name:

Credit/Debit card number:
 Expiration date: CVV:

Your credit card information is **secure**. GSUSA does not save your billing information.

Select a billing address

Dimonique Woods
1202 College Dr
Lufkin, TX, USA 75904

Use a different address

Cart Summary

1. Ziya Woods

Troop member Troop301041

Girl 2021 Membership **\$25.00**

Discount amount **-\$0.00**

Donation amount **\$0.00**

Outstanding balance **\$0.00**

Total amount **\$25.00**

Amount to be charged **\$25.00**

*Council fees help power amazing experiences for girls in your community and are non-refundable.
 **Your order total shows the cost of your event(s) before financial aid is applied. Once financial aid is approved, the total will be adjusted and reflected in your order and credit card payment.

Cardholder first name: Cardholder last name:

Credit/Debit card number: Expiration date: CVV:

Your credit card information is **secure**. GSUSA does not save your billing information.

Select a billing address

Clara Flores
390 Wallace
Bedford, NH, USA 03110

Click Submit Payment.

SUBMIT PAYMENT

Cart Summary

2. Maria Flores

Troop member Troop 12347

Girl 2021 Membership **\$25.00**

Council fees * **\$15.00**

Discount amount **-\$0.00**

Donation amount **\$0.00**

Amount due **\$0.00**

Total amount **\$65.00**

Amount to be charged **\$65.00**



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Step 14: Your receipt will be emailed to you. You will also have the option to print your receipt on this screen. Click the carrot to view the itemized details of the transaction. You are all set for another year of opportunity, adventures, and friendships!

Welcome to Girl Scouts!

Payment confirmation

Order #02677023	\$45.00
Receipt sent to: notimegal+0077@gmail.com	Print receipt

Success! Please allow a few minutes for your transaction to reflect in your account. In the meantime, make yourself at home by customizing your settings.

[MANAGE MY ACCOUNT](#)

Any members who are pending [Financial Assistance](#) for payment will show as follows until the payment is processed by council. Financial Assistance is approved within 24 hrs during the business week.

Your account balance is due!
Friendly reminder: This is the overall balance on your account. Click 'Pay Now' to pay outstanding event balances.

Total balance due:
\$40.00
[PAY NOW](#)

Marla Flores	Troop 12347		• UNPAID MEMBERSHIP PENDING
Josie Flores	Troop 12345		• TIME TO RENEW MEMBERSHIP
Lynelle Flores	Troop 12347	Friends and Family Volunteer	• ACTIVE MEMBERSHIP

[Manage my household members >](#)

[Adult volunteers](#) who have a Criminal Background Check that will expire during the upcoming membership year will show as [SCREENINGG](#) and receive an email from our vendor Asurint to complete a new one. Background checks are valid for 3 years. If you do not receive the email within 24 hrs after renewing, please contact council and we can send a new one.



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Lifetime Members

We recommend purchasing Lifetime Memberships in a single separate transaction using the following link on all non-Lifetime Member adult accounts under [My Troop\(s\)](#) or [My Household](#). For girls in 12th grade for the 2020-2021 school year, there is also an option to [Renew as Adult](#) as pictured above in Step 7 and purchase a Young Alum Lifetime Membership.

Adults

Select All Hide inactive members

Admin

Adianez Martinez [Edit details](#)

[Purchase Lifetime Membership](#)

Participation	Caregiver of	Exp. date	CBC expiration	Status
<input type="checkbox"/> Membership	N/A	09/30/2020	N/A	● LAPSED MEMBERSHIP

[Add a new role](#) > [Add a troop](#) >

There are 3 Lifetime Membership options this year!

Visit www.girlscouts.org/lifetimemembership for more information on each lifetime membership!

Who is eligible?

Lifetime membership is available to any individual who accepts the principles and beliefs of the Girl Scout Movement, pays the one-time lifetime membership fee, and is at least 18 years old (or a high school graduate or equivalent).

Adults	10+ Year Volunteer	Young Alums
Supporters and volunteers who are 18 years or older	Current volunteers with ten or more years of volunteer service	Girl Scout alums who are under the age of 30
\$400	\$200	\$200

If you have any issues or questions regarding renewing online, please contact GSSJC Customer Service at customerservice@sjgs.org or call us at 713-292-0300.

For more information on renewal, visit www.gssjc.org/renew.