



2023-2024  
Renewal Guide

A whole new year of excitement,  
learning, adventure, and growth!



Hey Girl Scout, what an amazing year it's been! Don't miss your chance to discover something new about yourself!

Think back to all you've accomplished throughout your Girl Scout journey. You've helped your community, faced big challenges, discovered new passions, and made forever friends. So, what's next? Anything you can dream up! There's so much more to explore with your Girl Scout crew.

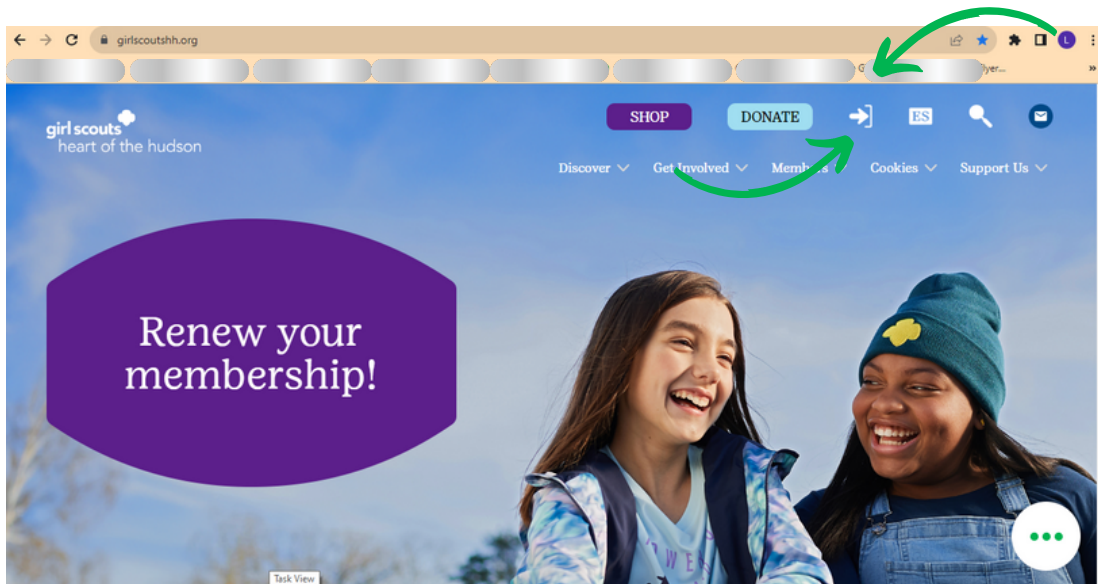
This guide is designed to make renewing simple and easy. So what are you waiting for? Sign up for another year today and keep the excitement going.

[RENEW NOW](#)

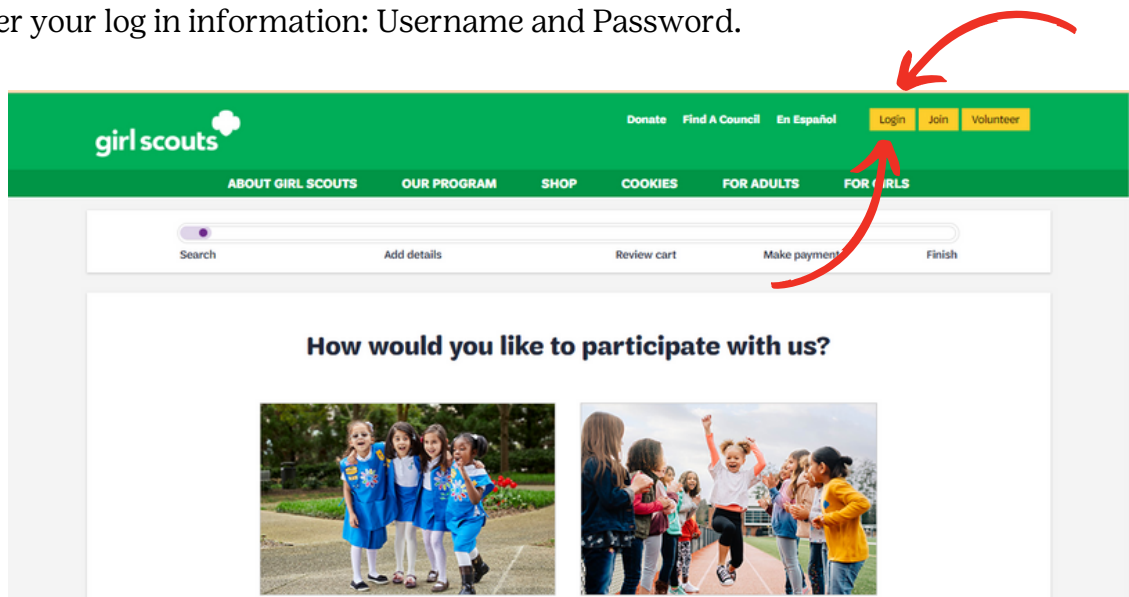
# How to Renew a Girl Scout

If you would like to renew a membership for a Girl as a **Caregiver**, the process is below:

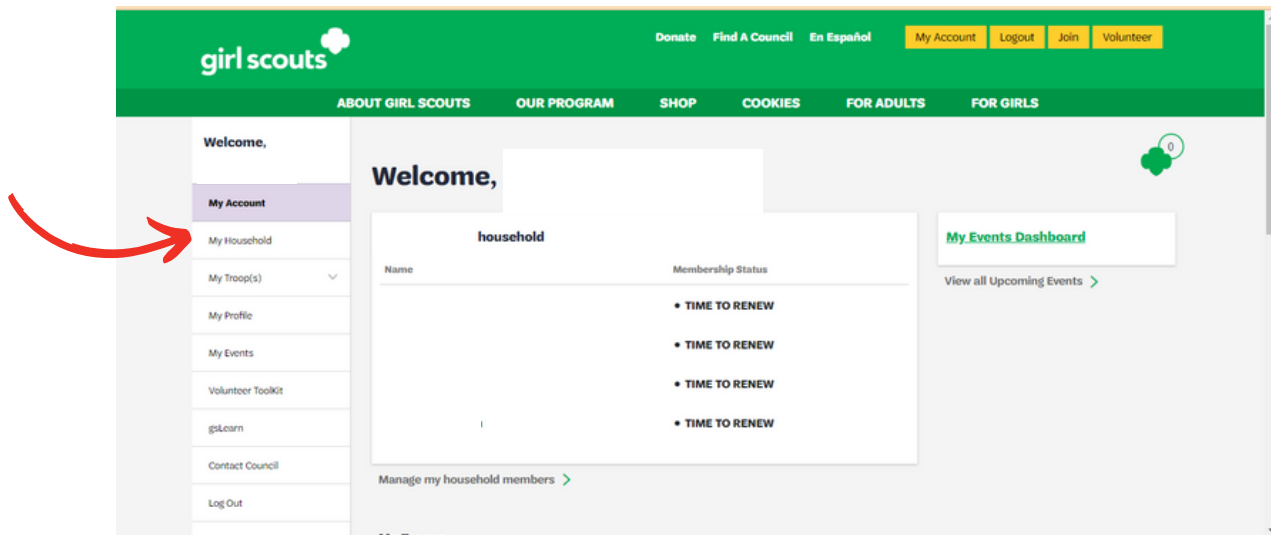
1. Visit the Girl Scouts Heart of the Hudson website: <https://www.girlscoutshh.org>
2. Click on the MY GS button located in the upper right corner of the website



3. You will then be promoted to this page to log into you MY GS account.
4. Click the LOGIN button located in the upper right corner of the page.
5. Enter your log in information: Username and Password.

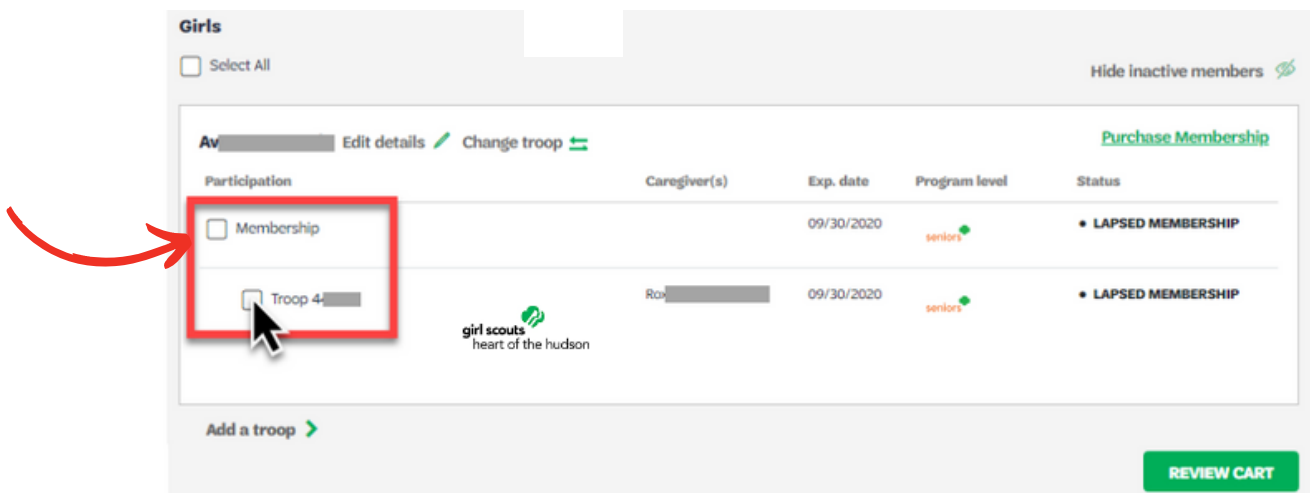


6. Click on the "My Household" tab located on the left side of the page.



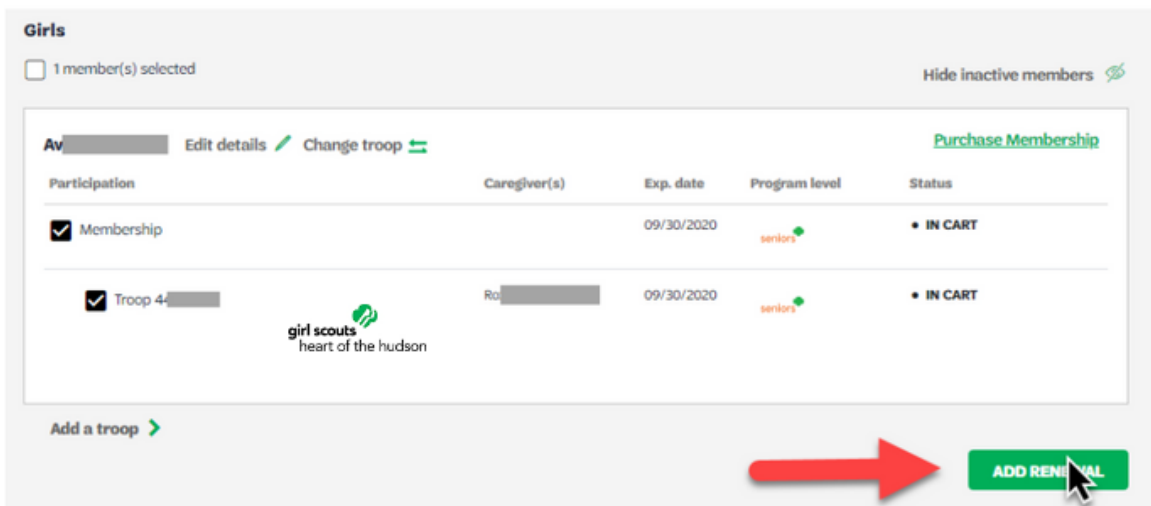
7. Select the Household Member that you would like to renew.

8. Click the "Membership" and the "Troop" they are renewing into.



9. Scroll to the bottom of the page.

10. Click on Add Renewal to renew which is located on the right side of the page in green font.



11. The next screen will be the Confirm Member Details Page. You will need to check that all information is still correct and up to date. Choose a payment method and hit Submit Member Details.

12. Confirm Member Details page with name and Troop placement (if applicable) by hitting green Review Cart button.

13. While Reviewing your Cart you will need to Accept the Promise and Law. Then hit the green Add Payment Details button..

The screenshot shows a web form with the following elements:

- Discount or promotional code:** A text input field labeled "Code" and a button labeled "APPLY CODE".
- Summary Table:**

Donation amount	\$0.00
Amount due	\$0.00
<b>Total amount</b>	<b>\$25.00</b>
- Girl Scout Law:** A section titled "Girl Scout Law" containing the text: "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." Below this is a checkbox labeled "I agree to the Girl Scout Promise and Law (required)" which is checked.
- Buttons:** A green button labeled "ADD PAYMENT DETAILS" is located at the bottom right. A red arrow labeled "1." points to the checkbox, and a red arrow labeled "2." points to the "ADD PAYMENT DETAILS" button.

14. Complete Payment Information and hit the green Submit Payment button.

15. Congrats your Membership Renewal is complete! Watch for an email receipt for confirmation of payment.

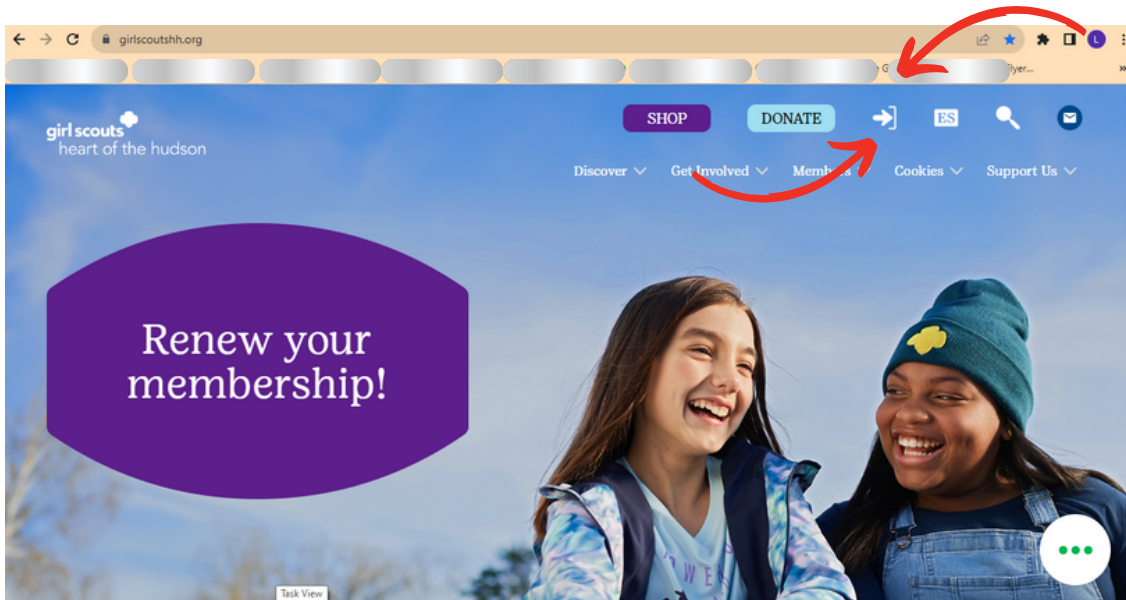
Need additional help with renewing? Contact us!  
Membercare@girlscoutshh.org or 855-232-4744



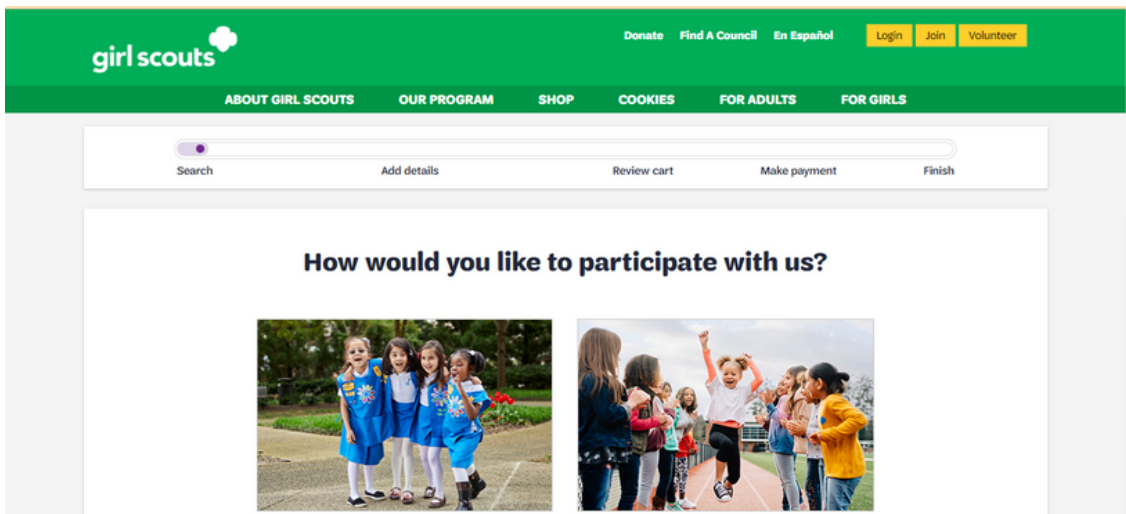
# How to Renew a Troop

If you would like to use troop funds to pay for Girl Scout renewal as a **Troop Leader**, the process is below:

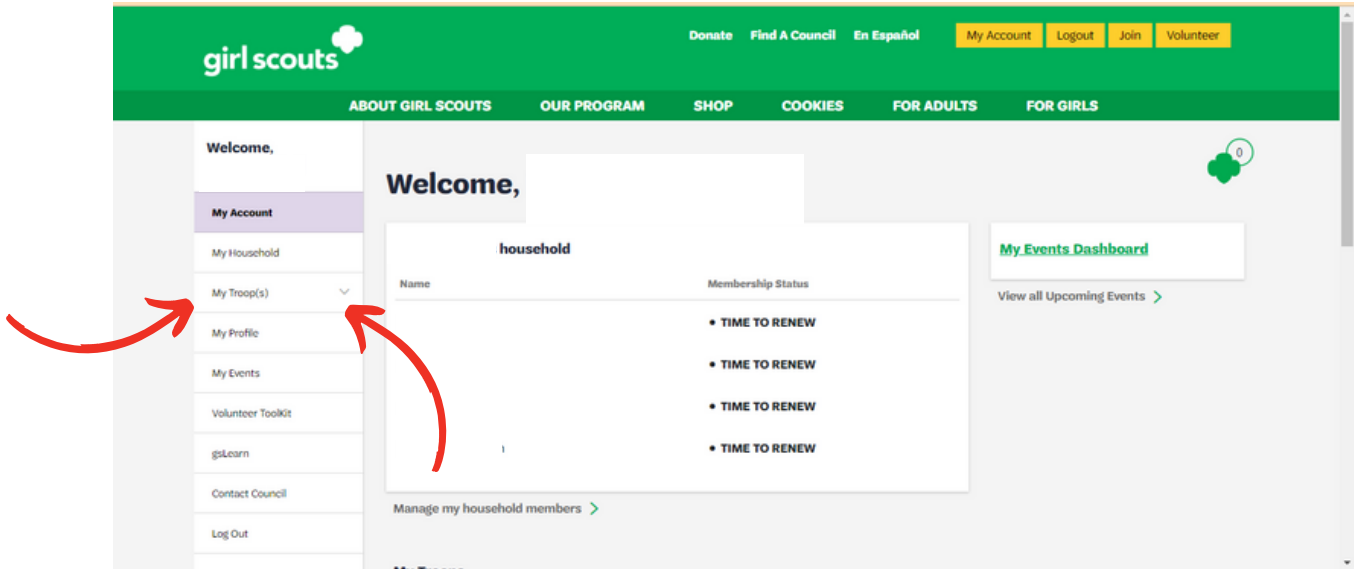
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3. You will then be promoted to this page to log into your MY GS account.
4. Click the LOGIN button located in the upper right corner of the page.
5. Enter your log in information: Username and Password.

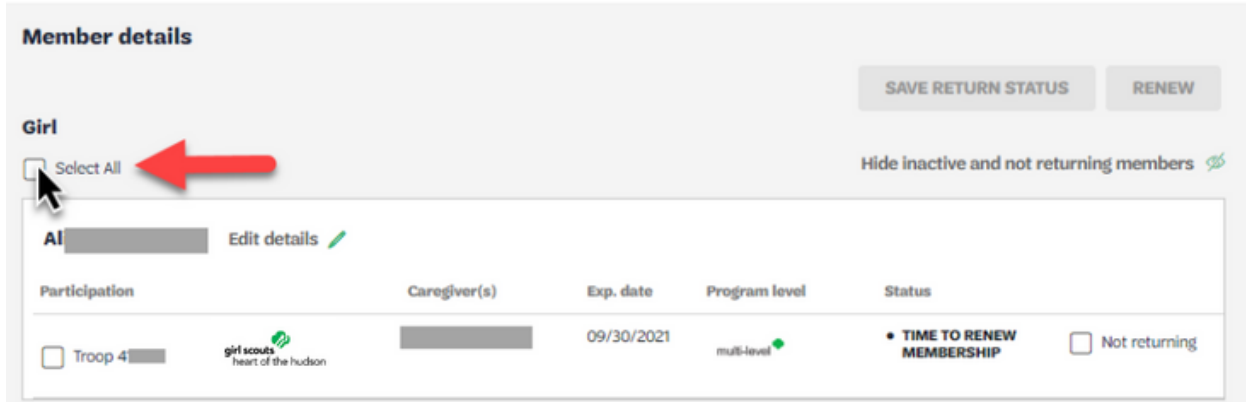


4. Click on My Troops. Click on your troop number.

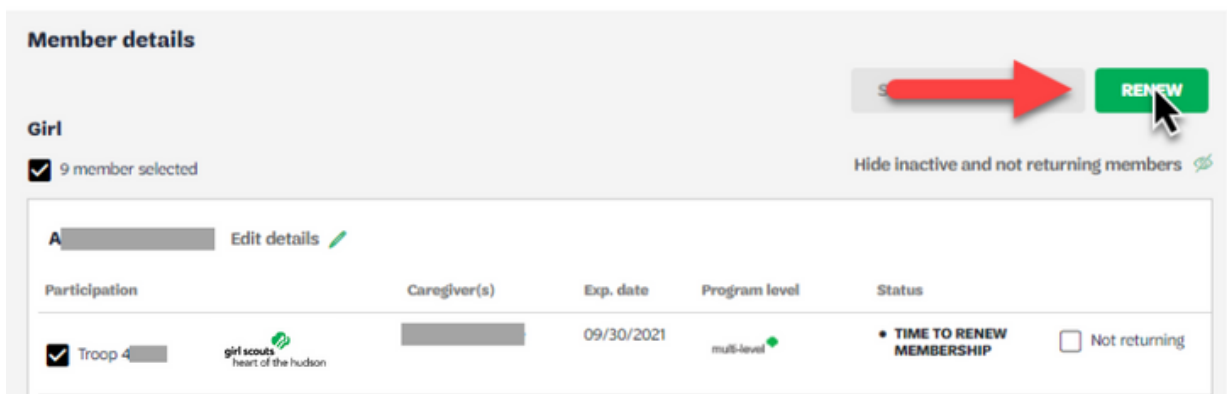


5. Click Select All (if renewing all Girl Scouts) OR click on Individual Youth Member you desire to renew.

- Note: you will also need to hit Select All under the Adults section if you wish to renew them in the Troop at the same time. This includes lifetime members who need to renew their roles too!

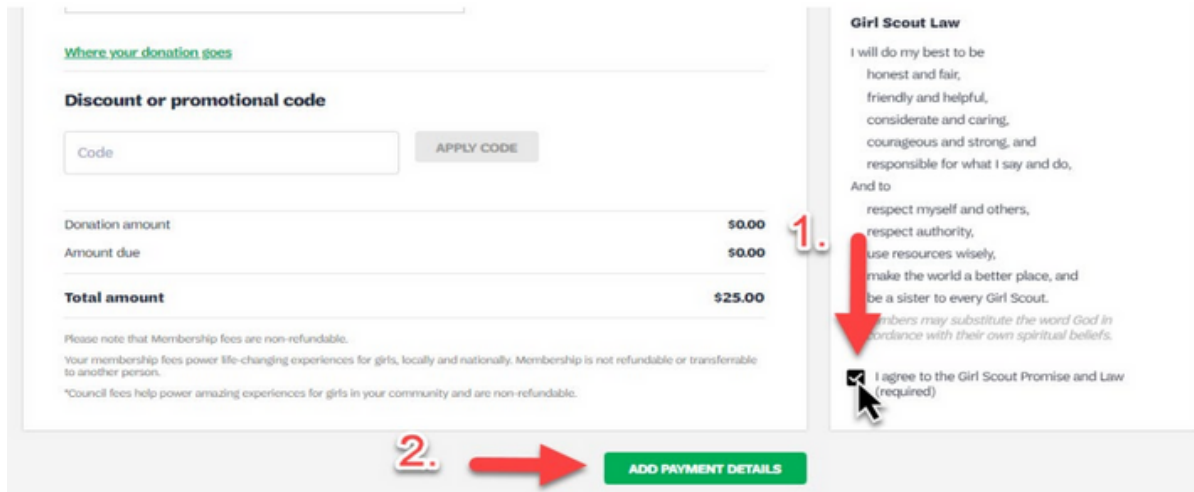


6. Hit green Renew button at the top of the Youth Member section.



7. The next screen will be the Confirm Member Details Page. The first participant in your cart will show on the screen. Choose a payment method and hit Next Participant button. Repeat these steps for each participant in your cart. Then hit Review Cart button.

8. While Reviewing your Cart you will need to Accept the Promise and Law. Then hit the green Add Payment Details button.



9. Complete Payment Information and hit the green Submit Payment button. Congrats your Troop Membership Renewal is complete! Watch for an email receipt for confirmation of payment.

Need additional help with renewing? Contact us!  
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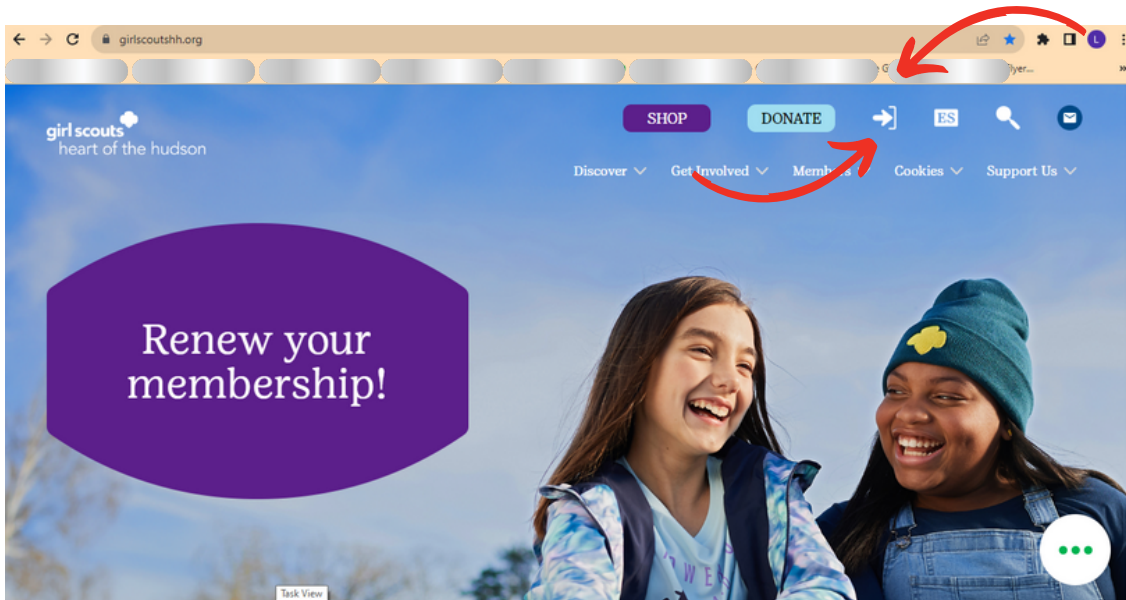




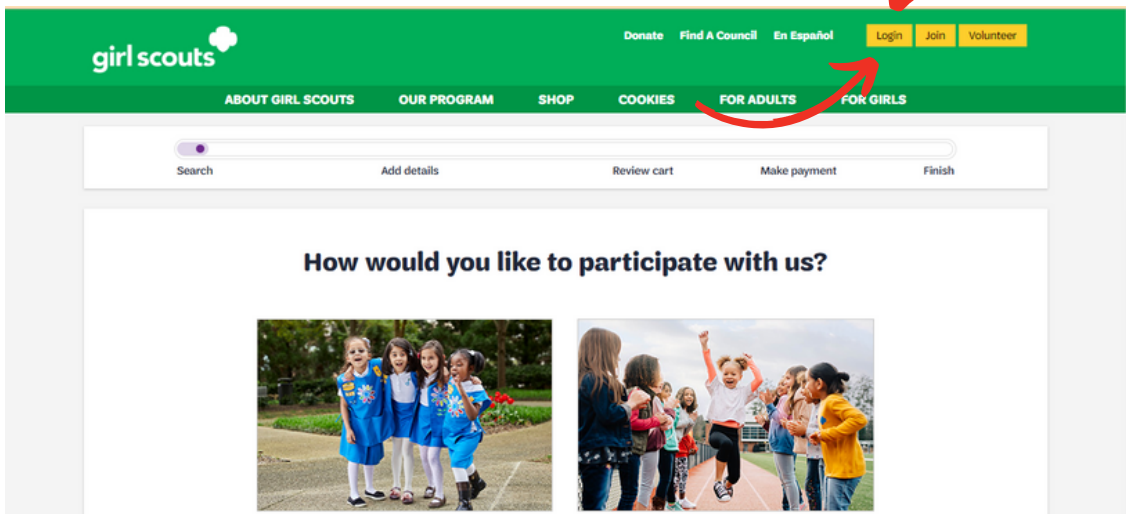
# How to Renew a Volunteer Role

If you would like to renew your membership in a role as a **Volunteer**, the process is below:

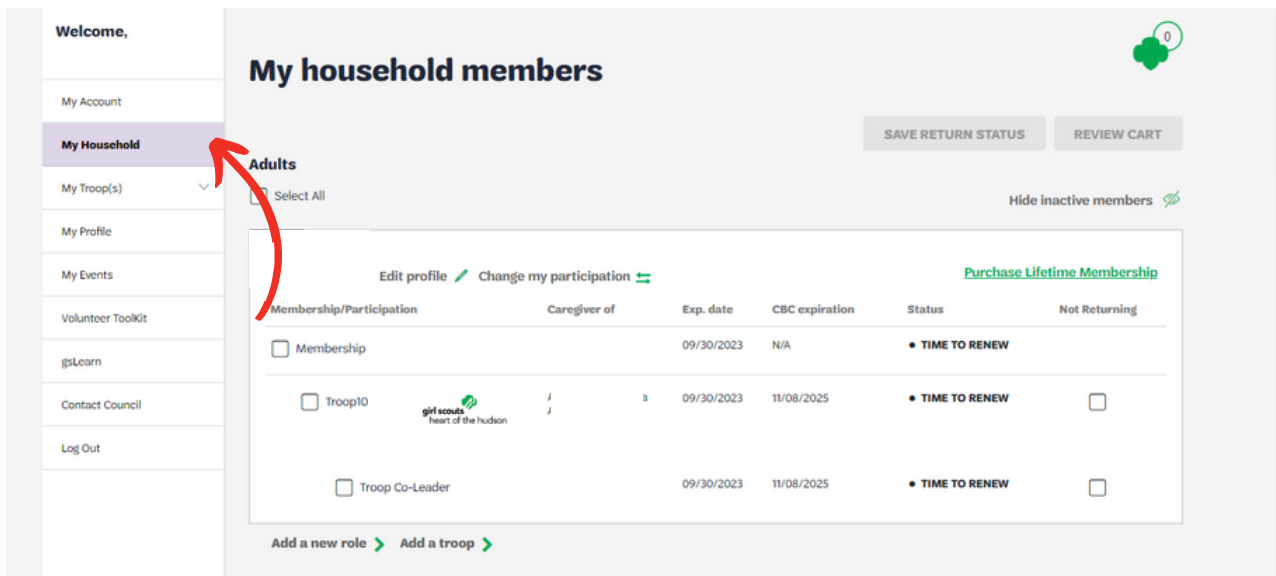
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4. Click the LOGIN button located in the upper right corner of the page.
5. Enter your log in information: Username and Password.



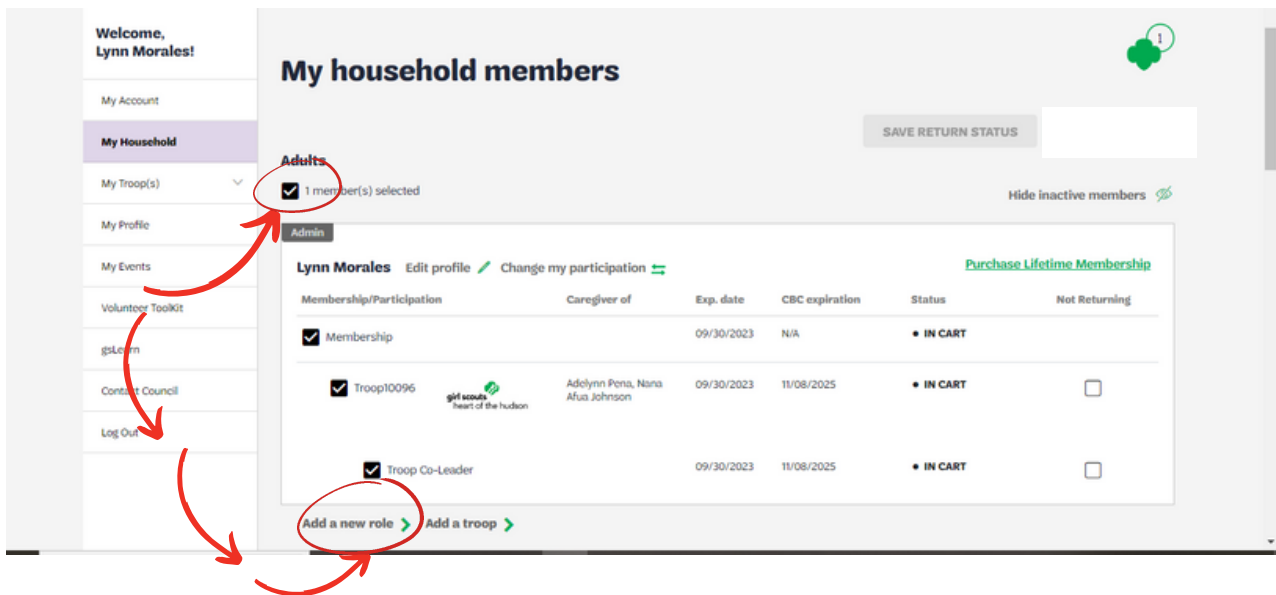
4. Click on the “My Household” tab located on the left side of the page



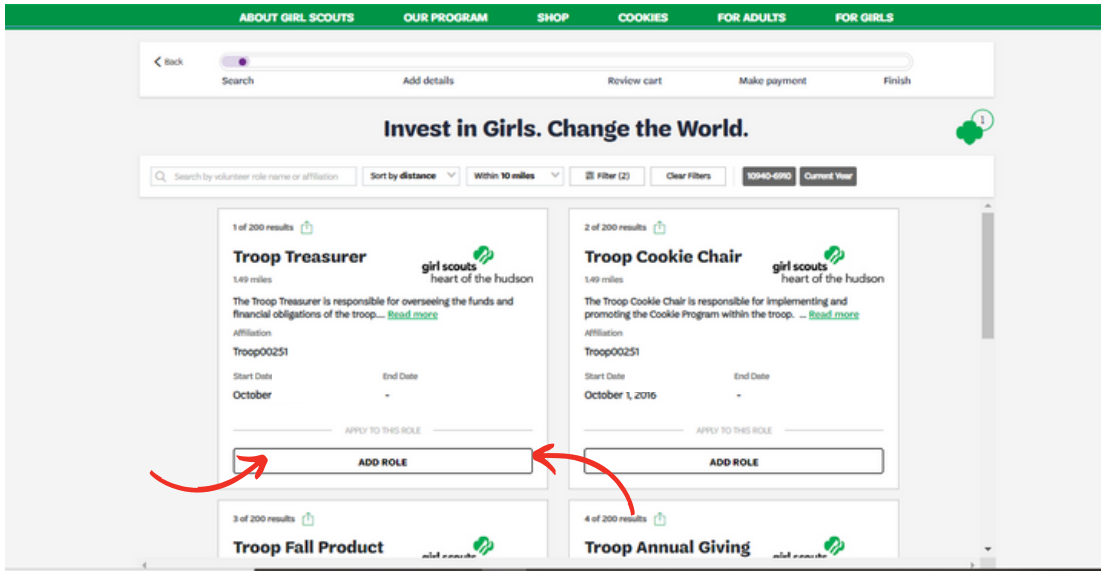
5. Under “Adult” check the “Select All” box

6. Then click the “Add a New Role” tab

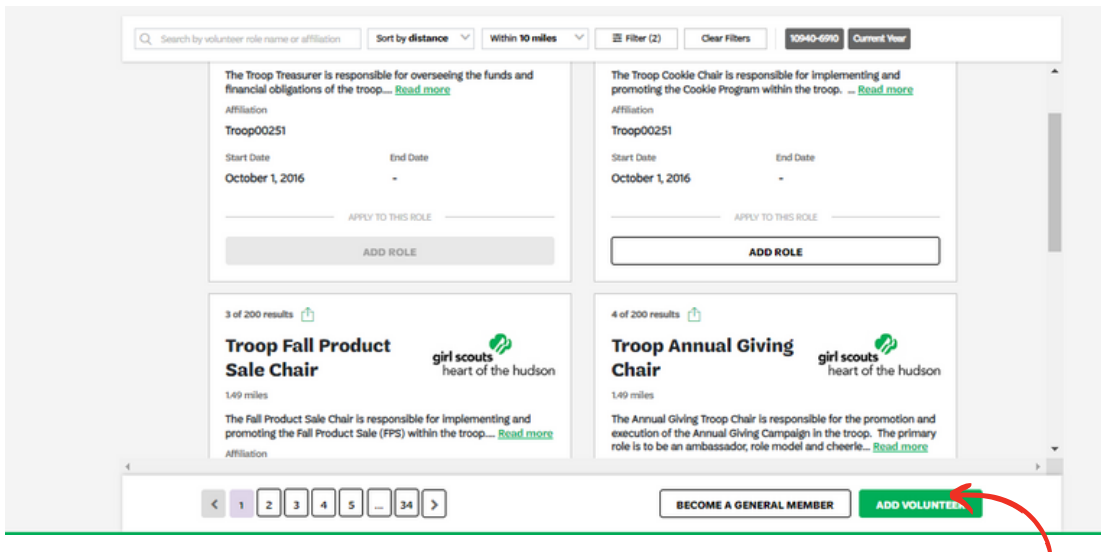
\*Note: that Lifetime Members need to renew their roles annually to remain an active member of their Troop/Service Unit.



7. Search the role (filter by troop number, troop location, troop distance)
8. Click “Add Role” located on the bottom of the role description

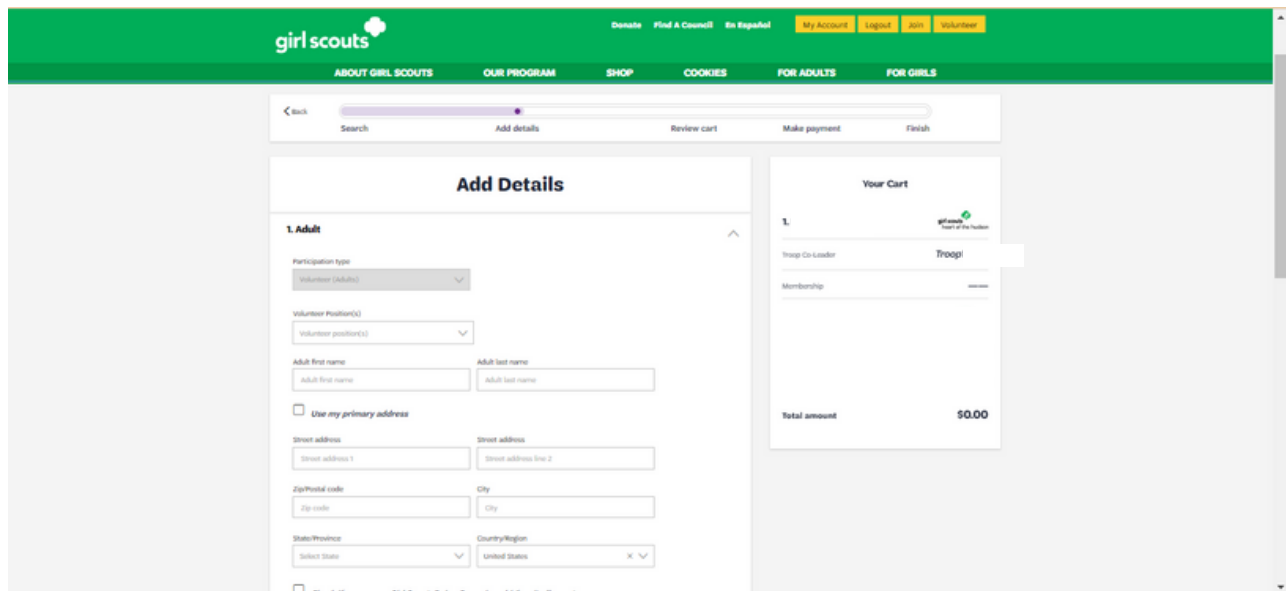


9. Click “Add Volunteer” located on the bottom of the role description

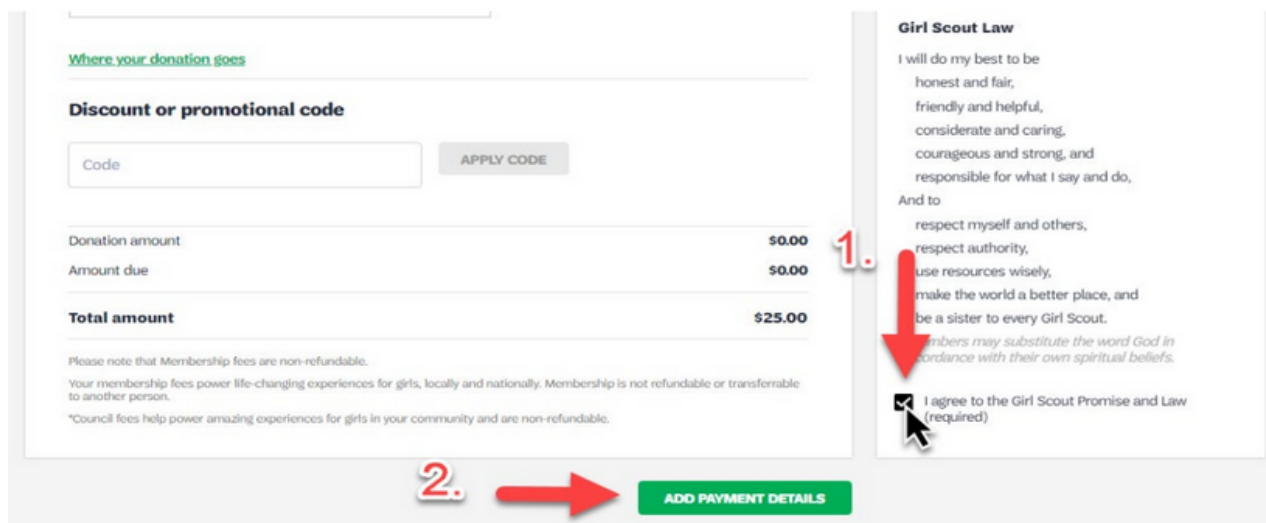


10. The next screen will be the Confirm Member Details Page. You will need to check that all information is still correct and up to date. Choose a payment method and hit Submit Member Details.

11. Confirm Member Details page with name and role by hitting green Review Cart button.



12. While Reviewing your Cart you will need to Accept the Promise and Law. Then hit the green Add Payment Details button..



13. Complete Payment Information and hit the green Submit Payment button. Congrats your Role Renewal is complete! Watch for an email receipt for confirmation of payment.

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