

## 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.



## 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  $\underline{website}$ : 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.

	BOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR CIRLS	
• Search		Add details		Review cart	Make paymer		Finish
			•		e with us?		

girl scout	s	Donate Find A Council En Español <mark>N</mark>	ty Account Logout Join Volunteer
	ABOUT GIRL SCOUTS OUR PROGRAM	SHOP COOKIES FOR ADULTS	S FOR GIRLS
Welcome,	Welcome,		<b>e</b>
My Account	,		
My Household	household		My Events Dashboard
My Troop(s)	Name	Membership Status	View all Upcoming Events >
My Profile		TIME TO RENEW	
My Events		TIME TO RENEW	
Volunteer ToolKit		TIME TO RENEW	
gsLearn		TIME TO RENEW	
Contact Council	Manage my household members >		
Log Out	interior in inclusion memory		
	Mar Tanana		

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.

Girls Select All					Hide inactive members $~$ $\%$
	tails 🖊 Change troop 🛨				Purchase Membership
Participation		Caregiver(s)	Exp. date	Program level	Status
Membership			09/30/2020	seniors	LAPSED MEMBERSHIP
Troop 4	girl scouts heart of the hudson	Ro	09/30/2020	seniors	LAPSED MEMBERSHIP
Add a troop >					REVIEW CART

- 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.

Edit details	🖊 Change troop 📩				Purchase Membership
Participation		Caregiver(s)	Exp. date	Program level	Status
Membership			09/30/2020	seniors	IN CART
Troop 44	girl scouts	Ro	09/30/2020	seniors	• IN CART

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..

Discount or promotional	code		friendly and helpful,
Code	APPLY CODE		considerate and caring, courageous and strong, and responsible for what I say and do, And to
Donation amount Amount due		\$0.00 \$0.00	respect myself and others, respect authority, use resources wisely,
Total amount		\$25.00	make the world a better place, and be a sister to every Girl Scout.
Please note that Membership fees are not	-refundable.		mbers may substitute the word God in brdance with their own spiritual beliefs.
to another person.	g experiences for girls, locally and nationally. Membership is not nces for girls in your community and are non-refundable.	refundable or transferrable	I agree to the Girl Scout Promise and Law (required)

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:

- 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.



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

	girl scout	s•	Donate Find A Council En Español	My Account Logout Join Volunteer
		ABOUT GIRL SCOUTS OUR PROGRAM	SHOP COOKIES FOR ADULT	TS FOR GIRLS
	Welcome,	Welcome,		<b>P</b>
	My Account	,		
	My Household	household		My Events Dashboard
_	My Troop(s)	V Name	Membership Status	View all Upcoming Events >
	My Profile	R	TIME TO RENEW	
	My Events		TIME TO RENEW	
	Volunteer ToolKit		TIME TO RENEW	
	gsLearn		TIME TO RENEW	
	Contact Council	Manage my household members >		
	Log Out	manage my newsering memory a		
		Mr. The sure		

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!

Member details						
					SAVE RETURN STATUS	RENEW
Girl	-				Hide inactive and not return	ning members 🚿
AI	Edit details 🥖					
Participation		Caregiver(s)	Exp. date	Program level	Status	
Troop 4	girl scouts		09/30/2021	multi-level	TIME TO RENEW MEMBERSHIP	Not returning

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

lember details	i.					RENEW
irl 9 member selected	I				Hide inactive and not i	R
A	Edit details 🥖					
Participation		Caregiver(s)	Exp. date	Program level	Status	
Troop 4	girl scouts heart of the hudson		09/30/2021	multi-level	TIME TO RENEW MEMBERSHIP	Not returning

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.

Where your donation goes				I will do my best to be honest and fair,
Discount or promotional code				friendly and helpful,
Code	APPLY CODE			considerate and caring, courageous and strong, and responsible for what I say and do, And to
Donation amount		\$0.00	1	respect myself and others, respect authority,
Amount due		\$0.00	U.	use resources wisely,
				make the world a better place, and
Total amount		\$25.00		be a sister to every Girl Scout.
Please note that Membership fees are non-refundable.				mbers may substitute the word God in pordance with their own spiritual beliefs.
Your membership fees power life-changing experiences for girls to another person.	s, locally and nationally. Membership is not	refundable or transferrable		I agree to the Girl Scout Promise and Law
*Council fees help power annazing experiences for girls in your o	community and are non-refundable.			(required)
	0			

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! Membercare@girlscoutshh.org or 855-232-4744



## How to Renew a Volunteer Role

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

Visit the Girl Scouts Heart of the Hudson website: https://www.girlscoutshh.org
 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.

	ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	OR GIRLS	
Search		Add details		Review cart	Make payment	Fin	ish
					e with us?		
					83.50	. da	

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

My Account	My household mer	nbers				•
My Household					SAVE RETURN STATUS	REVIEW CART
My Troop(s)	Adults				Hide	inactive members 🚿
My Profile						
My Events	Edit profile 🧪 Chang	e my participation 둨			Purchase Life	etime Membership
Volunteer ToolKit	Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
gsLearn	Membership		09/30/2023	N/A	TIME TO RENEW	
Contact Council	Troop10	4 B	09/30/2023	11/08/2025	TIME TO RENEW	
Log Out						
			09/30/2023	11/08/2025	TIME TO RENEW	

- 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.

My Account	My household me	mpers				
My Household					SAVE RETURN STAT	US
My Troop(s)	Adults I member(s) selected					Hide inactive members 🚿
My Profile	Admin					
My Events	Lynn Morales Edit profile 🖊 Chang	se my participation 🚔			Purch	ase Lifetime Membership
Volunteer ToolKit	Membership/Participation	Caregiver of	Exp. date	CBC expiration	Status	Not Returning
gsLerm	Membership		09/30/2023	N/A	IN CART	
Contact Council	Troop10096	Adelynn Pena, Nana Afua Johnson	09/30/2023	11/08/2025	• IN CART	
	Add a new role > Add a troop >		09/30/2023	11/08/2025	• IN CART	

- 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

Affilation Troop00251 Start Date End Date October 1, 2016 -	Affiliation Troop00251 Start Date End Date				
Start Date End Date	Start Date End Date				
October 1, 2016 -					
	October 1, 2016 -				
APPLY TO THIS ROLE	APPLY TO THIS ROLE				
ADD ROLE	ADD ROLE				
3 of 200 results 🕆	4 of 200 results ①				
Troop Fall Product Sale Chair girl scouts heart of the hudson	Troop Annual Giving Chair girl scouts heart of the hudson				
149 miles	1.49 miles				
The Fall Product Sale Chair is responsible for implementing and promoting the Fall Product Sale (FPS) within the troop <u>Read more</u> Attiliation	The Annual Giving Troop Chair is responsible for the promotion and execution of the Annual Giving Campaign in the troop. The primary role is to be an ambassador, role model and cheerie <u>Read more</u>				
	ADD ROLE 3 of 2000 results (* <b>Troop Fall Product</b> <b>Sale Chair</b> Sale Chair Morniks The Fall Product Sale Chair is responsible for Implementing and promoting the Fall Product Sale (FPS) within the troop <u>Read more</u>				

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.

ABOUT GIRL SCOUTS	OUR PROGRAM	SHOP	COOKIES	FOR ADULTS	FOR GIRLS
(md					
Search	Add details		Review cart	Make payment	Finish
	Add Details				Your Cart
	Add Details				
1. Adult			~	ı	sid assis
Participation type				Troop Co-Leader	Troopi
Volunteer (Adults)	$\sim$			Membership	
Volumeer Position(s)					
Volunteer position(s)	~				
Adult finit name	Adult last name				
Adult first name	Adult last name				
Use my primary address				Total amount	\$0.00
Street address	Street address				
Street address 1	Street address line 2				
Zip/Postal code	City				
Zig-code	City				
State/Province	Country/Region				
Select State	V United States	$\times$ $\vee$			

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

Where your donation goes			I will do my best to be honest and fair,
Discount or promotional co	de		friendly and helpful,
			considerate and caring,
Code	APPLY CODE		courageous and strong, and
			responsible for what I say and do,
			And to
			respect myself and others,
Donation amount		\$0.00	respect authority,
Amount due		\$0.00	use resources wisely,
			make the world a better place, and
Total amount		\$25.00	be a sister to every Girl Scout.
Please note that Membership fees are non-ref			mbers may substitute the word God in fordance with their own spiritual beliefs.
Your membership fees power life-changing ex to another person.	periences for girls, locally and nationally. Membership is not r	refundable or transferrable	I agree to the Girl Scout Promise and Law
*Council fees help power amazing experiences	for girls in your community and are non-refundable.		(required)

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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