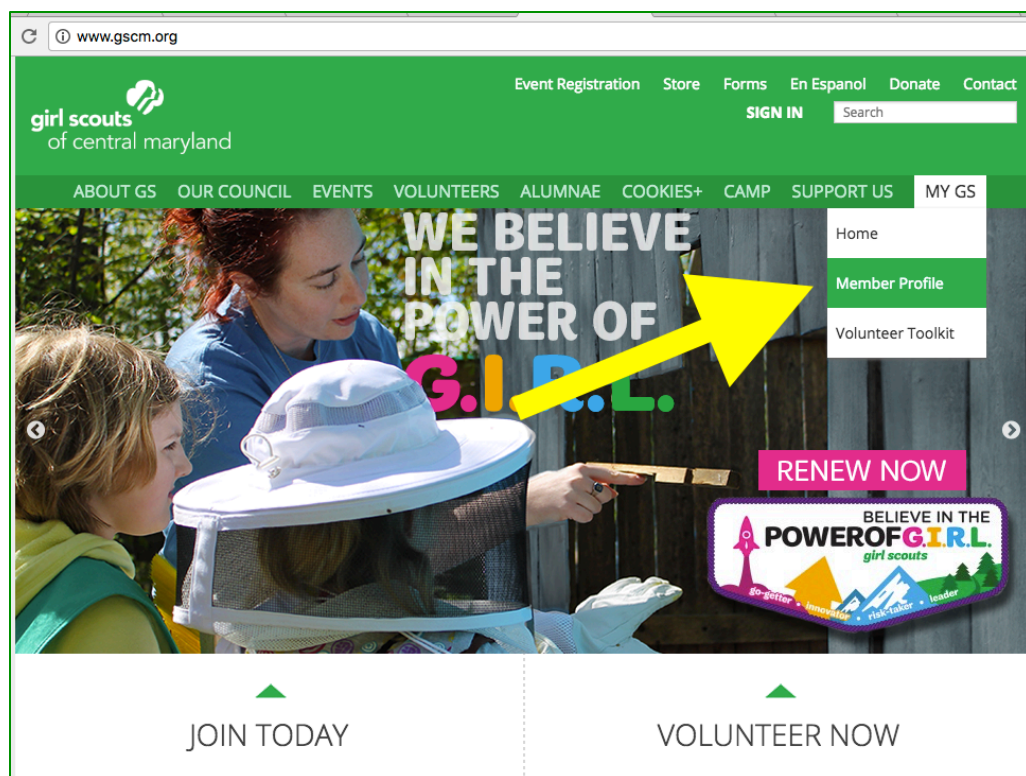


Membership Renewal Step-by-Step

THANK YOU so much for returning for another exciting year of Girl Scouts! This tutorial will help you renew any or all of the members in your family for another amazing Girl Scout year. Please check with your Troop Leader to see if they plan to return or if additional leadership is needed. Consider volunteering!

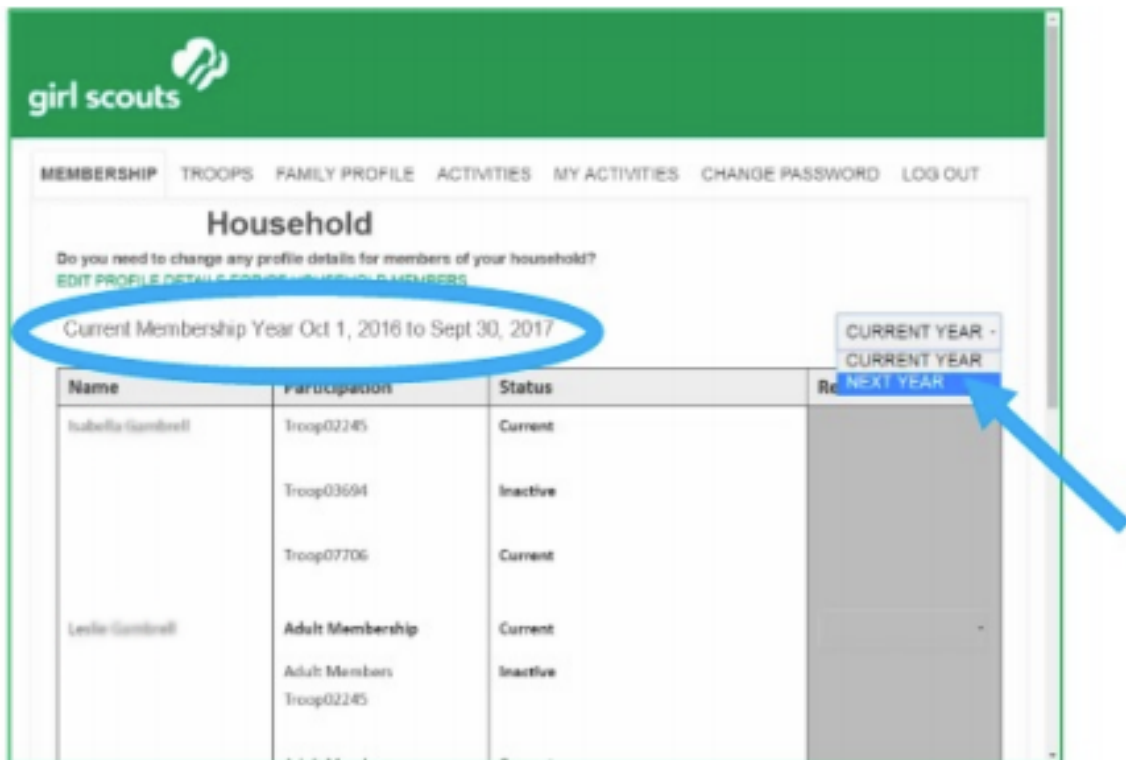
1. Go to Girl Scouts of Central Maryland's website – www.gscm.org. On the far right-hand of the page, click **MyGS** and select **Member Profile** from the drop down menu.



2. To log in:

- Use your email address as your user name
- If you have forgotten or never used your password, select “Forgot Your Password?” to reset it
- Once you do this, an email will be sent to you with instructions for resetting your password

- Be sure to check your spam/junk folders. If you do not receive this email, contact membercare@gscm.org.
3. Once you're into your member profile, select your Membership tab. You will see that you are on the current membership year-that runs from Oct. 1, 2016, to Sept. 30, 2017. To renew, go to the year drop down on the right-hand side and select **Next Year**.



4. Now you are on the tab for next year. You will see that the dates at the top of the screen have changed to reflect that you are now on the year that runs from Oct. 1, 2017, to Sept. 30, 2018. It also says Time to Renew for 2018 next to any eligible members who were registered in 2017. Under the Renewal Choice column, make sure you select Renew next to all members you want to sign up for next year. You also have two other options – “I’ll decide later” for someone you’re not sure about or “Don’t renew” for a member not returning to Girl Scouts. Click **Continue** at the bottom of the screen when you’ve made your selections. (See image on next page for a visual)

girl scouts

MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT

Household

Do you need to change any profile details for members of your household?
[EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS](#)

Membership Year Oct 1, 2017 to Sept 30, 2018 NEXT YEAR ▾

Name	Participation	Status	Renewal Choice ▾
Isabella Gambrell	Troop02245	Inactive	<div>Time to Renew for 2018</div> <div>Renew ▾</div>
	Troop03694	Inactive	
	Troop07706		

5. After you click Continue, the screen will go dark and tell you to “Please Wait...” (**Please wait!** Don’t click the back button –it may take just a second.)
6. Now you’ll be taken to a screen to accept the Girl Scout Promise & Law on behalf of any family members. The acceptance box is automatically checked. Click **Continue**.
7. The next screen is for entering your payment information. You’ll be given the opportunity to review all of the members you are renewing. Enter in your credit card information and click Continue at the bottom of the screen.
8. The final screen is your confirmation page. Here, you can review all of the members that you will be renewing one final time before clicking **Submit** to finalize your renewal. After you click submit, the screen will go dark again and tell you to “Please Wait...” again.
9. You did it! Check your email to confirm that you’ve received an itemized receipt or you can click the “Print itemized receipt” link at the bottom of the page. Make sure your pop-up blockers are turned off to be able to see the link. You can also **SHARE** the news that you’ve signed up for another great year of Girl Scouts with your family and friends on social media!