Girl Scouts of Southeastern Michigan

Renewing Members in MyGS for GSSEM Troop Leaders

Note: Troop Leaders aren't able to add new Girl Scouts through MyGS. Instead, troop leaders may share their invitation link with families, who can then register their girl(s) to the troop.

1. Visit www.gssem.org and click the gold **MyGS** link in the upper right corner.
2. Log in with your email and password. If you've forgotten your password, click Forgot Password.

   For further assistance setting up your account, please email customercare@gssem.org.
3. When your **My Account** dashboard opens, click **My Troop(s)** on the left side menu.
4. Select the troop you're renewing.
5. Select the girls and adults you're renewing by either clicking the **Select All** checkbox or by selecting them individually.

   Note: If you don't use the Select All checkbox, make sure you select **both** the membership **and** the participation/role of each adult.
6. Once you've selected all applicable girls, adults, participations, and roles, click **Renew**.
7. You'll be taken to the **Confirm Member Details** screen. Please review and confirm the information for every person you're renewing.

   Note: If possible, ensure each girl member has updated school information.
8. For each person, select 1) "Next Year" as the **Membership Product** and 2) payment type.
9. Click the **Next Participant** button to complete details for every other member.
10. Once you're finished, click **Submit Member Details**. You'll be brought to a screen with a summary of the information you've entered.
11. Click **Review Cart**—and don't forget to check the box to accept the **Promise and Law** on the right side of the screen.
12. Click **Add Payment Details**, enter payment information, and then click **Submit Payment**.
13. Once you're on the **Payment Confirmation** screen, click **Print Receipt** to add to your troop's financial records. To expand the order details, click the down caret at the right of the Payment Total.

    Note: You can't reprint the receipt once you leave this page. We recommend saving a PDF version and/or printing a few copies to be safe.