

RENEWAL GUIDE for Troop Renewal

1. Log in to your **My GS** account on our website www.gsksmo.org.
2. Click on the “**Troops**” tab. If you lead multiple troops, select the correct troop from the drop-down.
3. Select “**Next Year**” from the drop-down at the top right—it will read “Current Year” by default.
4. Then, select your **renewal option** for each troop member. When you have chosen an option for everyone, click “**Continue**.”
 - **Note:** If you are unsure if a girl from your troop is renewing next year or if a girl is renewing on their own, please select “**Renew Later**” as the renewal option. If you select “Don’t Renew – Cancel,” that girl may not be able to renew individually. If you see “**Inactive**” for a role you would like to renew, please call (800) 728-8750.
5. Next, you will **accept the Promise and Law** for the troop
6. Next, **complete the payment** steps for the troop.
 - **Donations** may be added to the transaction in this step.
 - **Lifetime membership** is an option for adults in this step.
 - **Financial assistance** can only be requested by families, so it won’t appear as an option here. If any of your troop’s families wish to request financial assistance, please have them renew on their own.
7. Review your work on the confirm page. Use the green “**x**” next to members if you wish to remove them from the transaction. Confirm the renewal transaction for the troop by clicking “**Submit**.”
8. Once you see the “**Thank You**” page, you’re all done!

