

How to Renew or Choose a Role in myGS

If you are a Mac user, sometimes Safari does not work well.

We recommend using Google Chrome.

Use this link to get to myGS: <https://mygs.girlscouts.org/>

HOW TO RENEW A ROLE IN myGS

- Once you open myGS, you should see a log in where you use the email associated with your account and password.
- Go to the top right and click the yellow “My Account” button.
- When you open your account, any troops you are associated with will be listed, where you can choose which role or roles you use for your troop(s). Down at the bottom you can manage your troop(s).
- Go to the left column and click on “My Household.”
- You will then find your name and if you are a Lifetime Member, it will be noted in the upper right-hand corner.
- If you have chosen a role in the past, it is time to renew that role. Go to the check boxes on the left side and click the roles you are renewing.
- Scroll down to the bottom and click “Add Renewal.”
- After clicking “Add Renewal” you will be sent to the “Confirm Member Details” page.
- On the “Confirm Member Details” page, you will see the roles you chose listed.
- Scroll down to the green button on the left “Save Details” and click.
- You will then go to the green “Review Cart” button and click.
- You can elect to make a donation on this page.
- Scroll down to the bottom where it says, “I agree to the Girl Scout Promise and Law” and click the check box next to the statement.
- Go down to the green “Submit” button and click.

TO CHOOSE A ROLE (if you are choosing a new role, or choosing a role for the first time)

- Once you open myGS, you should see a log in where you use the email associated with your account and password.
- Go to the top right and click the yellow “My Account” button.

- When you open your account, any troops you are associated with will be listed, where you can choose which role or roles you use for your troop(s). Down at the bottom you can manage your troop(s).
- Go to the left column and click on “My Household.”
- You will then find your name and if you are a Lifetime Member, it will be noted in the upper right hand corner.
- Scroll down to the bottom of the page and click “Add a New Role.”
- On this page you can search for a role in your area. The search bar is on the line below, “Invest in Girls. Change the World.”
- You can choose a role in the search bar, to the right within how ever many miles you choose, and click “Current Year” (in grey).
- In the “Location” box choose your country, state and town in the drop down boxes.
- Scroll down and check your “Radius” in miles which is how far you are willing to travel.
- Scroll down and choose the membership year. Since we are wrapping up the current year, I would choose the next year (middle button).
- You can then make your personal choices how you want to volunteer in each of the boxes.
- Search for your service unit and click how you would like to volunteer.
- Click “Add role” for the service unit and role you would like to volunteer in.
- Go down to the right side of the page and click the green Trefoil button.
- On the next page, fill in your details (if indicated). Be sure to click the box where it says
- “Volunteer Positions” or the system will try and charge you for a membership.
- Click “My Household”
- Under “Select a Contact” use the drop down and choose your name.
- If you are a Lifetime member, be sure to click the circle next to it.
- Scroll down and click payment. If you are already a member or a Lifetime member click the circle next to “None”. From there the system should save your role.
- You may need to agree to the Girl Scout Promise and Law- (for my page it doesn’t come up in this case, because I am an active member).
- If you have any difficulty assigning yourself a role, you can email member services and ask for assistance. Be sure to put the topic in the subject line.