



HOW TO: [Check your troop roster](#) | [Renew a girl \(as a leader\)](#) | [Renew a girl \(as a head of household\)](#)
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HOW TO CHECK YOUR TROOP ROSTER IN MYGS

1. Navigate to www.gshnj.org and click on “MY GS.”
2. Log in.
3. Select “My Troop(s)” from the left menu bar and select the troop you’d like to view.
4. Check that all the troop description information is accurate.
 - a) Check that your program level, troop size, and open adult volunteer roles are accurate. Use the [Troop Information Update Form](#) to change your program level, troop size, or open adult volunteer roles.
 - b) Check that the meeting location, date, and time are accurate. Click “edit meeting details” to change your meeting location, date, or time.
5. Scroll down to “Member details: Girls.”
 - a) Are all the girls currently participating in meetings listed with a status of either “active” or “time to renew?”

- Use the eye icon to view any Girl Scouts with “inactive” statuses who have not renewed their membership for the current membership year.

6. Scroll down to “Member details: Adults.”

- a) Are all the adults currently volunteering with the troop listed with a status of either “active” or “time to renew?”
 - Use the eye icon to view any adults with “inactive” statuses who have not renewed their membership for the current membership year.
- b) Are the status for their volunteer role(s) displaying as “active” or “time to renew?” Any adults with “lapsed” or “inactive” role statuses have not renewed their volunteer role for the current membership year. The end date will tell you when their role ended.
- c) If their role requires a current background check, is it valid or expired? Check the CBC expiration column on the volunteer’s tile. The system will automatically alert them when it’s time to renew, but the alert is only valid for 72 hours. You may request that your background check be retriggered by [submitting a request](#) to GSHNJ council staff.

HOW TO RENEW A YOUTH MEMBER (as a troop leader)

The image is a collage of five screenshots from the Girl Scouts of New Jersey website, illustrating the steps to renew a youth member. The steps are numbered 1 through 6, with red circles and arrows highlighting key elements.

- Step 1:** The top navigation bar of the website, with the "MY GS" link circled in red.
- Step 2:** The login page, with the "Log In!" button circled in red.
- Step 3:** The left sidebar menu, with the "My Troop(s)" option circled in red.
- Step 4:** The "Member details" page for Troop 80980, with the "RENEW" button circled in red.
- Step 5:** The "Confirm Member Details" page, with the "SAVE DETAILS" button circled in red.
- Step 6:** The "Your Cart" page, showing a total of \$40.00, with the "REVIEW CART" button circled in red.

1. Navigate to www.gshnj.org and select "MyGS."
2. Log in.
3. Select "My Troop(s)" from the left menu bar and select the troop you'd like to view.
4. Select the checkbox under "Participation" for all Girl Scouts who you wish to renew. Select "Renew."
 - Troop leaders cannot request financial assistance on behalf of a family. Advise caregivers to renew their youth member and follow [these instructions](#) to request financial aid.
5. Confirm member details, choose a membership year, and select a payment type.
 - a) **Memberships are nonrefundable. Confirm with Girl Scout members and their caregivers that they wish to renew.**
 - b) Click "save details."
6. Click "review cart."
 - a) Complete payment.
 - b) Don't forget to agree to the Girl Scout Promise and Law.
 - c) Note that the family will receive an email confirmation that their Girl Scout's membership has been renewed.

HOW TO RENEW A YOUTH MEMBER (as a head of household)

The collage illustrates the renewal process for a youth member as a head of household. It includes the following elements:

- 1.** The 'MY GS' link in the top navigation bar.
- 2.** The 'Log In!' button on the login page.
- 3.** The 'My Household' option in the left sidebar menu.
- 4.** A table of members with checkboxes for 'Membership' and 'Troop' selected.
- 5.** The 'Confirm Member Details' form with fields for member and caregiver information, and a 'SAVE DETAILS' button at the bottom.
- 6.** The 'Your Cart' page with a 'REVIEW CART' button and a checkbox for agreeing to the Girl Scout Promise and Law.

1. Navigate to www.gshnj.org and select “MyGS.”
2. Log in.
3. Select “My Household” from the left menu bar.
4. Scroll to each Girl Scout(s) you’d like to renew. Select the checkbox next to “Membership” AND any troop(s) they will be active in.
 - a) Click “add renewal.”
5. Confirm member details, confirm caregiver details, choose a membership year, and select a payment type ([go here](#) for financial assistance information).
 - a) **Memberships are nonrefundable.**
 - b) Click “save details.”
6. Click “review cart.”
 - a) Complete payment.
 - b) Don’t forget to agree to the Girl Scout Promise and Law.
 - c) Look for confirmation email.
 - d) If financial assistance was selected as a payment type, look for additional communication from GSHNJ staff to complete membership processing.

HOW TO RENEW ADULT MEMBERSHIP AND/OR ROLE(S)

1. Navigate to www.gshnj.org and select “MyGS.”
2. Log in.
3. Select “My Household” from the left menu bar.
 - a) Accounts with background checks that are soon to expire or expired will receive a pop-up reminder.
 - b) If you need to renew your background check, email info@gshnj.org.
4. Scroll to each adult you’d like to renew. Select the checkbox next to “Membership” AND any troop(s) AND role(s) the adult will be active in. Click “add renewal.”
5. Confirm member details, choose a membership year*, and select a payment type ([go here](#) for financial assistance information).
 - a) If you care to add more volunteer positions, you made select them from the drop-down menu if any are available.
 - b) **Memberships are nonrefundable.**
 - c) Click “save details.”
6. Click “review cart.”
 - a) Complete payment.
 - b) Don’t forget to agree to the Girl Scout Promise and Law.
 - c) Look for confirmation email.
 - d) If financial assistance was selected as a payment type, look for additional communication from GSHNJ staff to complete membership processing.

*Membership year options change seasonally.

HOW TO APPLY FOR FINANCIAL ASSISTANCE

A caregiver may apply for financial assistance at the time of registration. Assistance is available for membership fees plus a choice of either the basic uniform and insignia (available only as a new member or in a “transition” year), or \$60 allocated to the troop.

Note: Troop leaders cannot apply for financial assistance on behalf of troop members.

1. Select “Apply for financial aid” when choosing a payment type.
2. Look for an email requesting supporting documents.
3. Submit documentation as requested. Acceptable documentation can include:
 - a. a copy of your SNAP enrollment
 - b. free/reduced lunch form
 - c. EBT determination
 - d. Medicaid
 - e. WIC
 - f. SSI benefit letter
 - g. Disability
 - h. Unemployment
 - i. current pay stub
 - j. W-2
4. Once documentation is received, the caregiver will be notified by email and member placement in a troop is completed. Caregivers may bring the notification email to a GSHNJ Retail Shop to obtain the basic uniform and insignia, if that has been requested.

Need more help? Reach out to info@gshnj.org or 908-518-4400 opt 0.