

girl scouts heart of new jersey

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

To check your troop roster, navigate to www.gshnj.org

1. 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. Check that all the troop description information is accurate.
 1. Check that your program level, troop size, and open adult volunteer roles are accurate.
 2. Use the [Troop Information Update Form](#) to change your program level, troop size, or open adult volunteer roles.
5. In the left menu bar, select the troop you’d like to view.
 1. Check that the meeting location, date, and time are accurate.
 2. Click “edit meeting details” to change your meeting location, date, or time.
6. Scroll down to “Member details: girl”
 1. Are all the girls currently participating in meetings listed?

2. Is their status displaying as “active?” Any Girl Scouts with “inactive” statuses have not renewed their membership for the current membership year. The expiration date will tell you when their membership ended.
7. Scroll down to “member details: adult”
 1. Are all the adults currently volunteering with the troop listed?
 2. Is their status displaying as “active?” Any adults with “inactive” statuses have not renewed their membership for the current membership year. The expiration date will tell you when their membership ended.
 3. Are the status for their volunteer role(s) displaying as “active?” Any adults with “lapsed” role statuses have not renewed their volunteer role for the current membership year. The expiration date will tell you when their role ended.
 4. If their role requires a current background check, is it valid or expired? The system will automatically alert them when it’s time to renew, but the alert is only valid for 72 hours. A new background check link can be triggered by council staff. The volunteer must email info@gshnj.org to request a background check renewal.

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

The image is a collage of six screenshots from the Girl Scouts of New Jersey website, illustrating the steps to renew a youth member.
1. The top navigation bar shows the 'MY GS' link circled in red.
2. A login window with the 'Log In!' button circled in red.
3. A left sidebar menu with 'My Troop(s)' circled in red.
4. A 'Member details' page showing a table of members. The 'RENEW' button in the top right is circled in red.
5. A 'Confirm member details' page with options for membership year and payment type. The 'SUBMIT MEMBER DETAILS' button is circled in red.
6. A 'Confirm member details' page with a 'REVIEW CART' button circled in red and a checkbox for agreeing to the Girl Scout Promise and Law.

To renew Girl Scout member(s) as a troop leader, navigate to www.gshnj.org

1. 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 next to all Girl Scouts that you wish to renew.
5. Confirm member details, choose a membership year, and select a payment type (go here for information about financial assistance).
 1. **Note that GSHNJ is unable to refund memberships purchased in error. Review carefully before proceeding!**
 2. Click “submit member details.”
6. Click “review cart.”
 1. Complete payment.
 2. Don’t forget to agree to the Girl Scout Promise and Law.
 3. Note that the family will receive an email confirmation that their Girl Scout’s membership has been renewed.
 4. If [Financial Assistance](#) was selected as a payment method, note that the family will receive follow-up contact from council staff directly. The Girl Scout’s membership is not considered active until the financial assistance request has been fully processed.

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

The image shows a series of screenshots from the Girl Scouts of New Jersey website illustrating the renewal process for a youth member as a head of household. The steps are numbered 1 through 6:

1. Select "MY GS." (circled in red in the top navigation bar).
2. Log in. (The "Log In!" button in the login modal is circled in red).
3. Select "My Troop(s)" from the left menu bar. (The "My Troop(s)" menu item is circled in red).
4. Scroll to the tile of the Girl Scout(s) you'd like to renew. Select the checkbox next to "Membership" AND any troop(s) that they will be active in. (A checkbox next to "Caltrin" and a "RENEW" button are circled in red).
5. Confirm member details, confirm caregiver details, choose a membership year, and select a payment type. (The "SUBMIT MEMBER DETAILS" button is circled in red).
6. Click "review cart." (The "REVIEW CART" button is circled in red).

To renew Girl Scout member(s) as a caregiver/head of household, navigate to www.gshnj.org

1. Select "MyGS."
2. Log in.
3. Select "My Household" from the left menu bar.
4. Scroll to the tile of the Girl Scout(s) you'd like to renew. Select the checkbox next to "Membership" AND any troop(s) that they will be active in.
 1. Click "add renewal."
5. Confirm member details, confirm caregiver details, choose a membership year, and select a payment type ([go here](#) for information about financial assistance).
 1. Note that GSHNJ is unable to refund memberships purchased in error. Review carefully before proceeding!
 2. Click "submit member details."
6. Click "review cart."
 1. Complete payment.
 2. Don't forget to agree to the Girl Scout Promise and Law.
 3. Look for confirmation email.
 4. 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)

To renew adult membership and/or role(s), navigate to www.gshnj.org

1. Select “MyGS.”
2. Log in.
3. Select “My Household” from the left menu bar.
 1. Note that accounts with background checks that are soon to expire or expired will receive a pop-up reminder.
 2. If you missed the window to renew your background check (72 hours from first issue), email info@gshnj.org to request a fresh link.
4. Scroll to the tile of the adult you’d like to renew. Select the checkbox next to “Membership” AND any troop(s) AND role(s) that you will be active in.
 1. Click “add renewal.”
5. Confirm member details, choose a membership year, and select a payment type ([go here](#) for information about financial assistance).
 1. If you care to add more volunteer positions, you made select them from the drop-down menu if any are available.
 2. **Note that GSHNJ is unable to refund memberships made in error. Review carefully before proceeding!**
 3. Click “submit member details.”
6. Click “review cart.”
 1. Complete payment.
 2. Don’t forget to agree to the Girl Scout Promise and Law.
 3. Look for confirmation email.
 4. If financial assistance was selected as a payment type, look for additional communication from GSHNJ staff to complete membership processing.

HOW TO APPLY FOR FINANCIAL ASSISTANCE

If a family would like to apply for financial assistance when joining Girl Scouts, you may do so at the time of registration. Assistance is available for membership fees plus your choice of either the purchase of basic uniform and insignia, though only in “transition” years, or \$60 allocated to your troop.

1. Select “Apply for financial aid” when choosing a payment type (step 5 above).
2. Look for an email with a request to submit support documents.
3. Submit documentation as requested. Acceptable documentation includes:
 - 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 support documentation is received, families are notified by email and member placement in a troop is completed simultaneously. Those families receiving assistance for purchasing uniform and insignia may do so at either GSHNJ Retail Shop once you receive your approval email.

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