

# SPRING RENEWAL GUIDE for Troop Co-Leaders



## WHAT

Spring Renewal is our annual kick-off to the next membership year.

## WHEN

Spring Renewal is open  
**Open until May 31, 2019**

## WHERE

Renew online using MyGS at  
[www.gsdakotahorizons.org](http://www.gsdakotahorizons.org)



## WHY

**Go-getters** are the first to get things done.

**Innovators** take advantage of our online registration technology.

**Risk-takers** don't want to miss out on new and exciting fall programs.

**Leaders** know Girl Scouting is the most valuable thing they can give themselves and their girl.

## Troop Co-Leaders

Complete the following steps to renew troop members

1. Visit [www.gsdakotahorizons.org](http://www.gsdakotahorizons.org) and click on MyGS to log in. Choose the "Member Profile" from the dropdown. Your username is your email address. If you have forgotten your password, use the 'forgot your password' link on the log in page to reset it.
2. From the "Troops" tab, select "Next Year" (defaults to Current Year), select member(s) to be renewed by choosing **Renew** from the drop down under "Renewal Choice".
  - If a girl or adult member is undecided about returning in the fall, select "Renew Later". This allows you to return to the system at a future date to renew their membership.
  - If you choose "Don't Renew - Cancel" the tab will not be available and the parent will have to contact GSDH to renew. You will no longer have access to renew that girl. If unsure it is best to choose "Renew Later"
  - If a girl is 13+ years of age, update their email to receive future communications.
  - **Also on this screen: Renew/edit/add volunteer roles and add new members.**
  - Click **Continue** to proceed through the Registration Summary, Acceptance, and Promise and Law screens, until you come to the payment screen.
3. Select **Donation** if desired. Enter payment information and click **Continue**.
4. Review & confirm renewal(s) for next year. Select **Submit** to confirm and proceed to thank you screen.
5. An itemized receipt is automatically emailed to the Primary Household Contact. Select Print Itemized Receipt to print a copy.

RENEWAL IS NOW COMPLETE

## Troop members using Dakota Dough to renew?

Collect any Dakota Dough from families choosing to pay for their registrations in this way. Register everyone in your troop online using a troop debit card. Submit a Dakota Dough Reimbursement [form](#) to the council, along with the Dakota Dough from those families and your online troop registration receipt.

## Scholarships

Scholarships are available for girls and may only be requested by parents/caregivers.

## HOW TO REGISTER

**Communication is key!**

Deciding who will renew each troop member is critical. Decide now who will renew troop members —you or parents.

If a Troop Co-Leader starts the renewal process and does not complete it, the parent/caregiver will be locked out of the registration system for 6 days. If the parent/caregiver starts the renewal process but does not complete it, the Troop Co-Leader will be locked out for 30 days.

**INCENTIVES****FOR SERVICE UNITS**

Service units who reach their Spring Renewal goal will receive \$50 for both girls and adults. Watch for more information from your Member Support Specialist.

**FOR GIRLS****EXCLUSIVE MY NEXT STEP PATCH**

Mailed to your home address

**BIG EVENT TICKET**

Kick off the new Girl Scout year this fall with a free ticket to BIG Event. BIG Event will be held in 6 locations across North Dakota and South Dakota. Visit [gsdakotahorizons.org/events](http://gsdakotahorizons.org/events) for all event details.

**COMING FALL 2019**

THE  
**BIG**  
event

**BELIEVE IN GIRLS**

Explore **Science**, **Technology**,  
**Engineering** and **Math (STEM)**  
in a fun and interesting way!

Bring your family, and join us for BIG Event! Girl Scouts and their families will have a blast enjoying interactive sessions, exhibitor booths and tons of Girl Scout fun! Work at your own pace through the different activities, and be entertained by science demonstrations. Don't miss out on this one of a kind Girl Scout event!