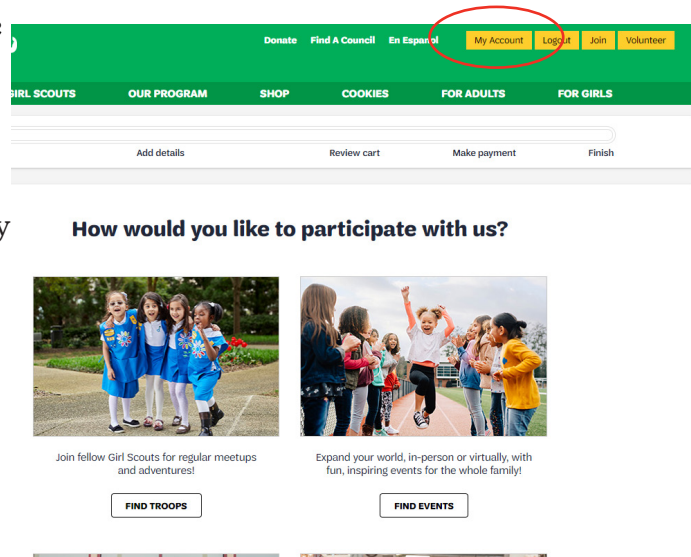


# Renewal Guide for Troops

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

## Complete the following steps to renew troop members:

1. Visit [gsdakotahorizons.org](https://gsdakotahorizons.org) and click on “MyGS” to login. If you have forgotten your password, use the “forgot password” link on the login page to reset it.
2. **In the green header on the top right, select the orange “My Account” button. See image -->**
3. From the “Troops” dropdown, select the appropriate troop number.
4. Scroll to “Member Details”. If all girl members will be renewing, select all. You can also choose girls individually by checking the box next the troop number under each girl name.
5. If all troop adult members will be renewing, select all. You can also choose adults individually by checking the box next to each of their renewing roles.
6. After selecting all renewing members, click the green “RENEW” button near the top right.
7. For each renewing girl, update fields if necessary and verify attending school is correct.
8. The Girl 2024 Membership is already selected, choose “Credit Card” for payment type.
9. Select “Next Participant”. Repeat steps 6 and 7 for each renewing girl.
10. Review each adult record to ensure information is current, including their role(s).
11. The Adult 2024 Membership is already selected, choose “Credit Card” for payment type.
12. Select “Next Participant”. Repeat steps 9 and 10 for each renewing adult.
13. When all participants are complete, select “Review Cart” at bottom and Confirm Member Details.
14. Check box on lower right to accept the Girl Scout Promise and Law. Click “Add Payment Details” and enter credit/debit card information. Click “Submit Payment”.
15. You will receive an email confirmation of the membership purchase.



## Using Dakota Dough?

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.