

# Online Membership Renewal Quick Start Guide: For Troop Leaders

Go to: [sdgirlscouts.org](http://sdgirlscouts.org) and click MyGS



Welcome to the Girl Scouts San Diego registration site!

 click here ["It's Your Summer - Camp It!"](#)

**Please Do Not Create Duplicate Accounts**  
If you get a **"Please contact council"** message at any time during your login process, do not continue, please email us at [registration@sdgirlscouts.org](mailto:registration@sdgirlscouts.org).

You must be 18 years or older to use this site.

Parents and guardians need to create a username and password before they can

### Current Member Login

Username:  [Username?](#)

Password:  [Password?](#)

First Time Online? Register Here.

1. If this is your first time at our online registration site you'll need to create a Username and Password. To create your Username and Password, click on  and complete the personal information for yourself (as the parent/guardian, not the girl).
2. Check for an email from "Admin[noreply@uapps.net]," subject "Your Girl Scouts Account," and follow the instructions to complete the Username/Password process. **Note:** Passwords must be 7+ numbers/letters and cannot contain special characters.

If you already have a Username and Password, simply login.

3. Follow the prompts to update "Troop Meeting Information." This cannot be skipped.
4. In the "Troop Roster," click in the box next to each troop member whose membership you want to renew (selected participant(s) line will be highlighted green). Choose "Please select" from the drop down menu, then "Purchase Girl Scout Membership(s)," and click "Go." Select the "2016" membership and update information.

Troop01211

Troop01231

Troop Roster

Troop Events

Troop Order Hist

I want to:

Please select

Go

Do not check out until you have verified and corrected information for all troop members whose memberships you are renewing (date of birth, grade, school, email address, etc.).

Please remember to update ALL adult troop members' volunteer role(s), especially yours as "01."

Please follow the prompts and update information for all renewing troop members, then proceed to checkout.

After you have completed your membership purchase, you may print a receipt. You can also confirm membership renewal by checking your troop roster in the "My Troop" tab.

If you get a "Please contact council" message at any time during the login process, do not continue. Please email us at [registration@sdgirlscouts.org](mailto:registration@sdgirlscouts.org) or call us at (619) 610-0821. Additionally, please feel free to contact us if you need assistance.



**I can't wait to**   
**spend another great year together!**