

## 2024 Early Bird Renewal Instructions

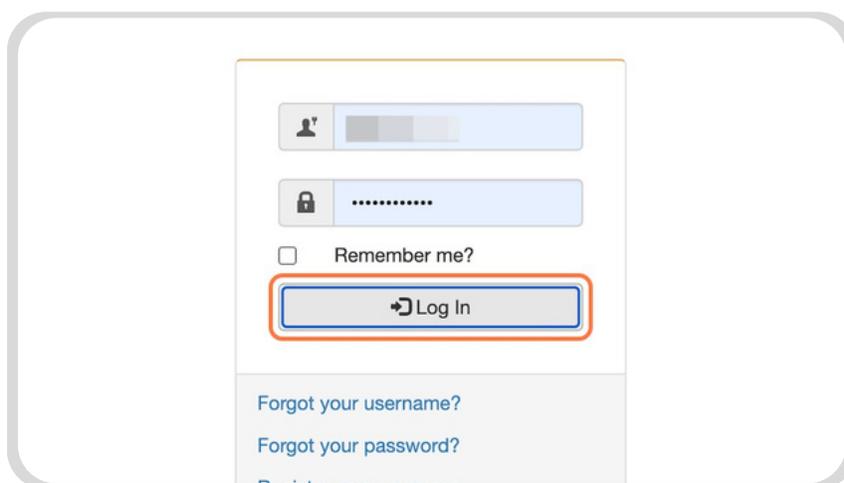
*These steps are best completed in one sitting.*

### STEP 1

To begin, visit [ca52.councilalignment.org](https://ca52.councilalignment.org).

### STEP 2

Log In with your username and password.

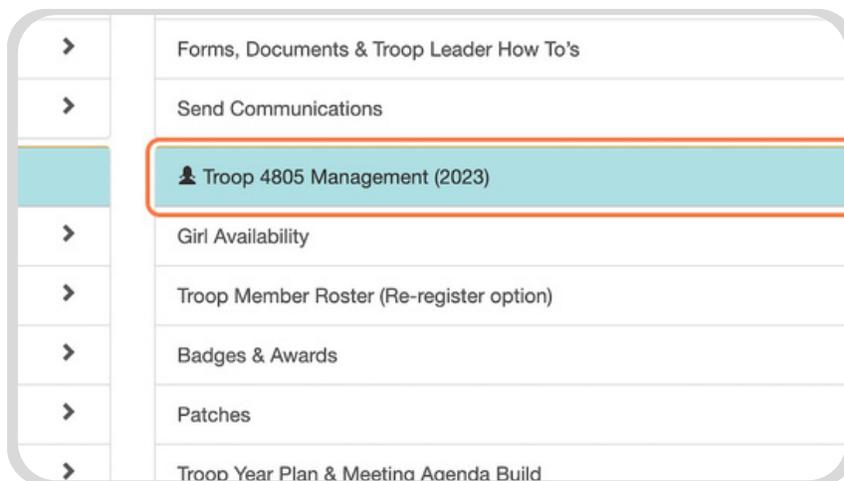


The screenshot shows a login interface with the following elements:

- Username field: [ ]
- Password field: [ ]
- Remember me? checkbox:
- Log In button: [Log In]
- Forgot your username? link: [Forgot your username?]
- Forgot your password? link: [Forgot your password?]

### STEP 3

Navigate to your "Troop xxxx Management (2023)" box.



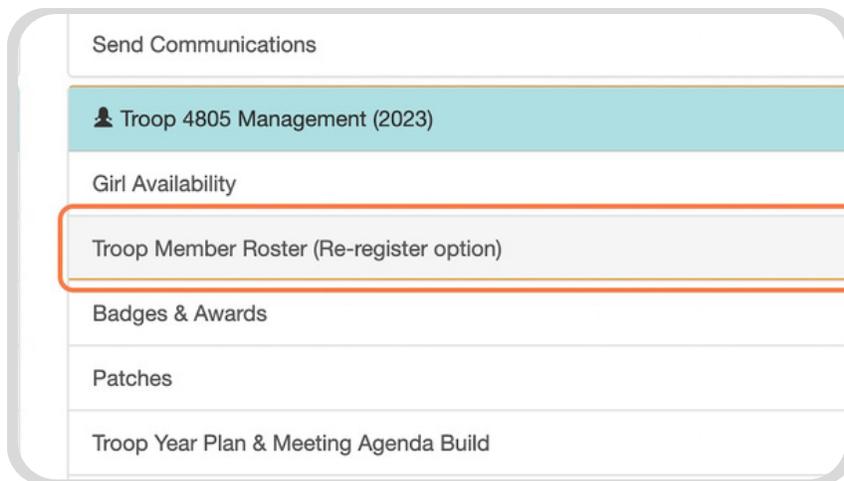
The screenshot shows a navigation menu with the following items:

- Forms, Documents & Troop Leader How To's
- Send Communications
- Troop 4805 Management (2023)
- Girl Availability
- Troop Member Roster (Re-register option)
- Badges & Awards
- Patches
- Troop Year Plan & Meeting Agenda Build

# 2024 Early Bird Renewal Instructions, cont.

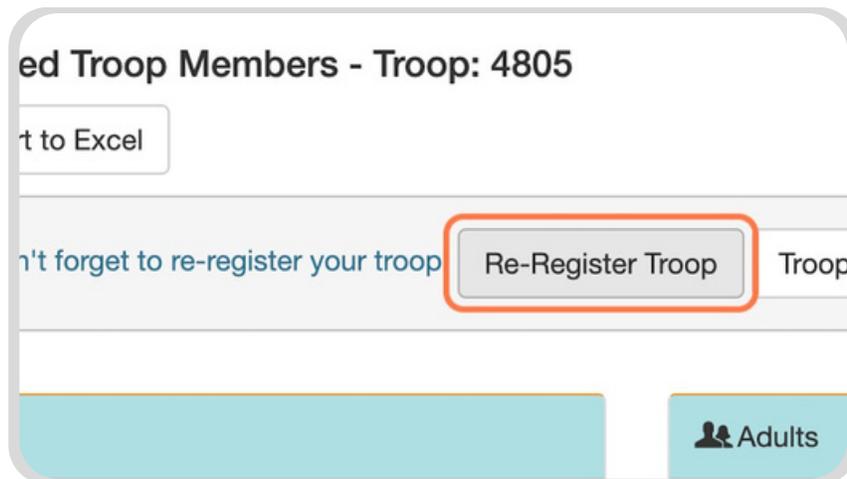
## STEP 4

Click on Troop Member Roster (Re-register option).



## STEP 5

Click on Re-Register Troop.

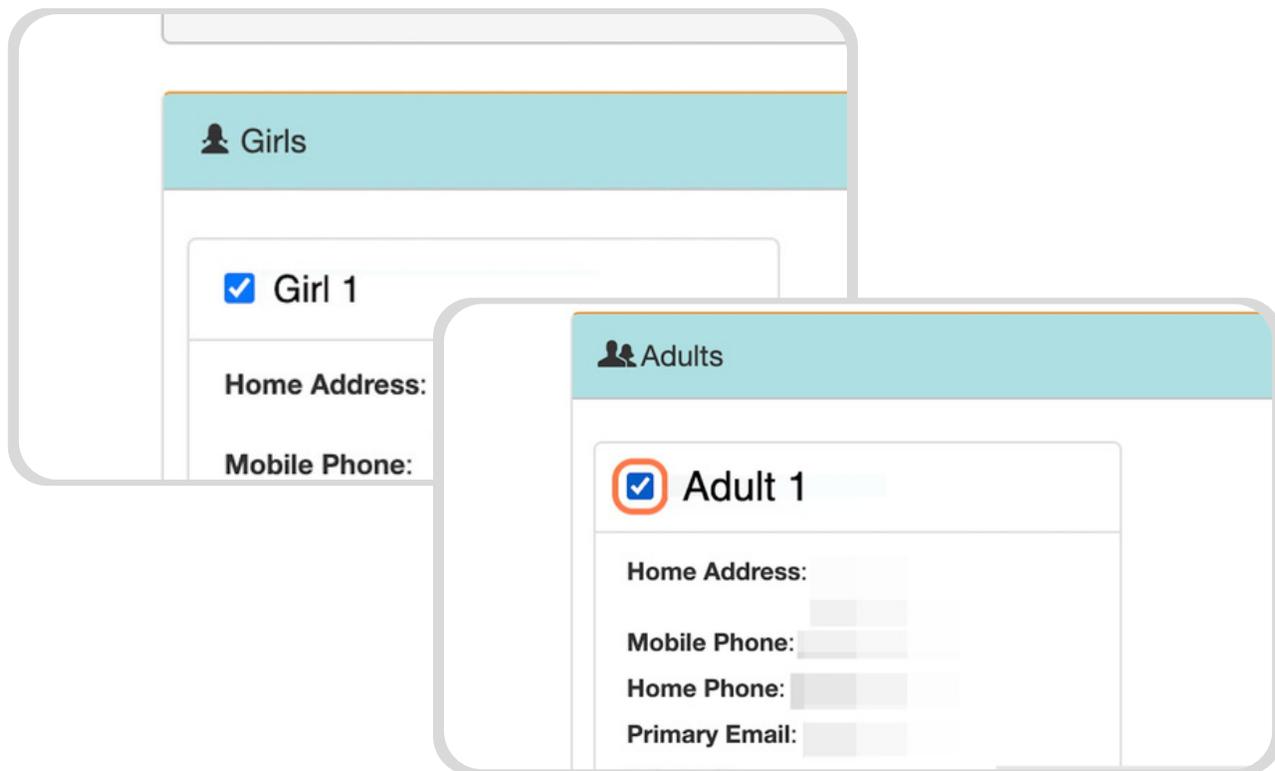


# 2024 Early Bird Renewal Instructions, cont.

## STEP 6

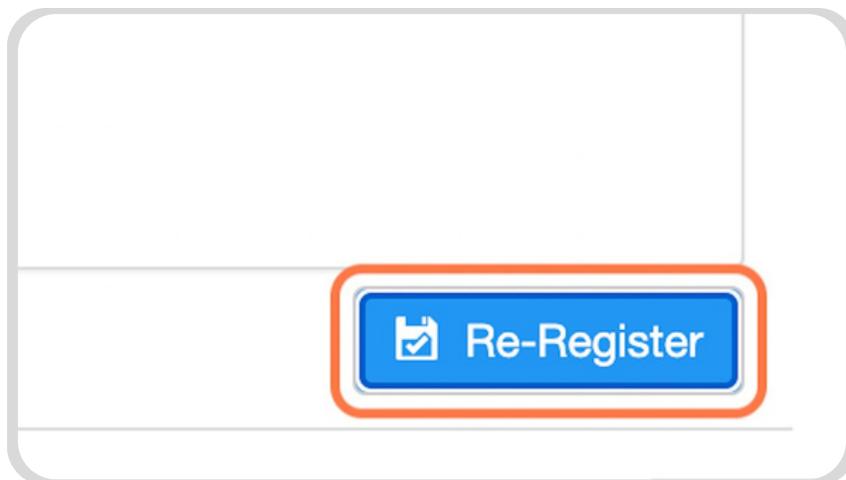
Select the adults and girls you wish to re-register by clicking the checkmark next to their names.

Make sure to select all adults that plan on returning for the troop - not just yourself.



## STEP 7

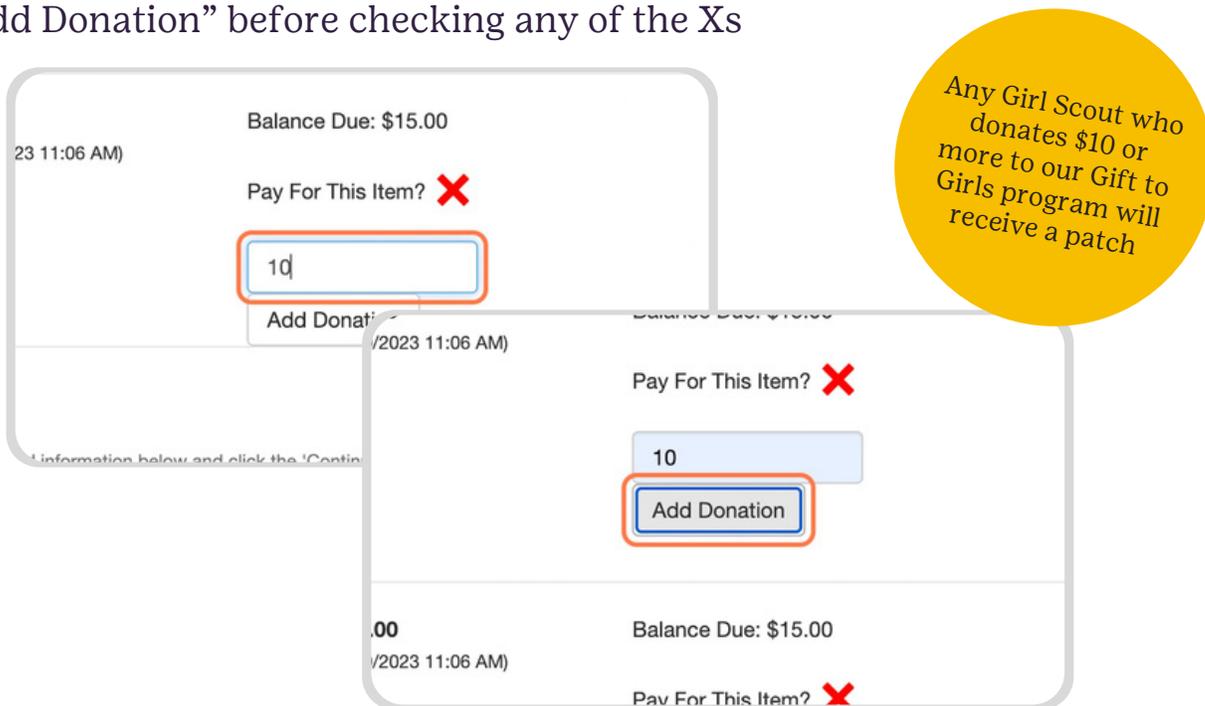
Click on Re-Register.



# 2024 Early Bird Renewal Instructions, cont.

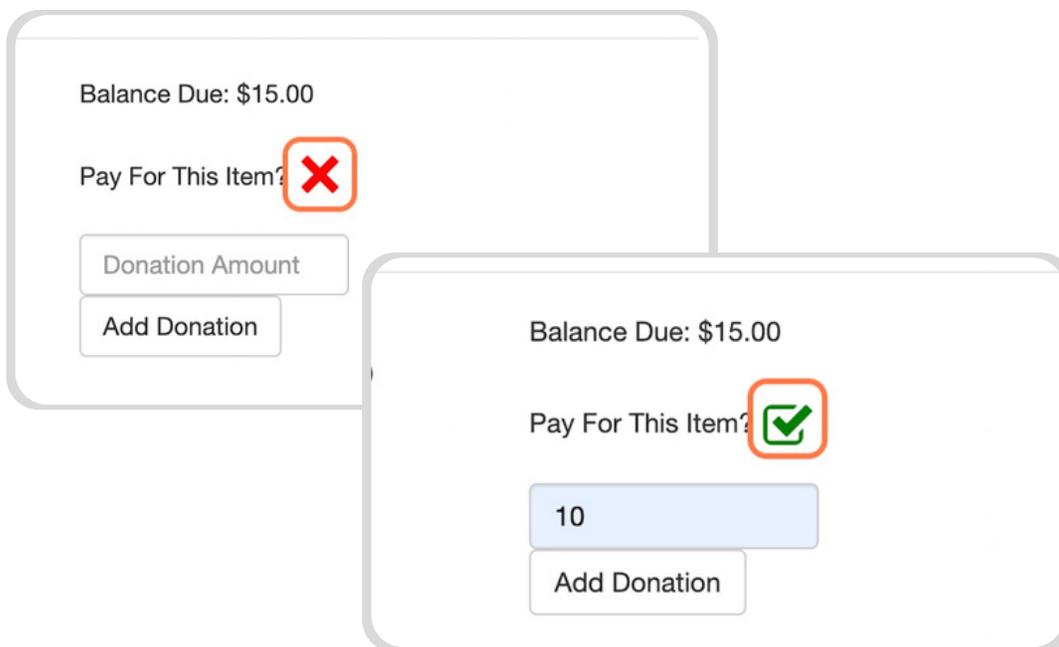
## STEP 8

At this point, you may enter all donations for each girl or adult. Click "Add Donation" before checking any of the Xs



## STEP 9

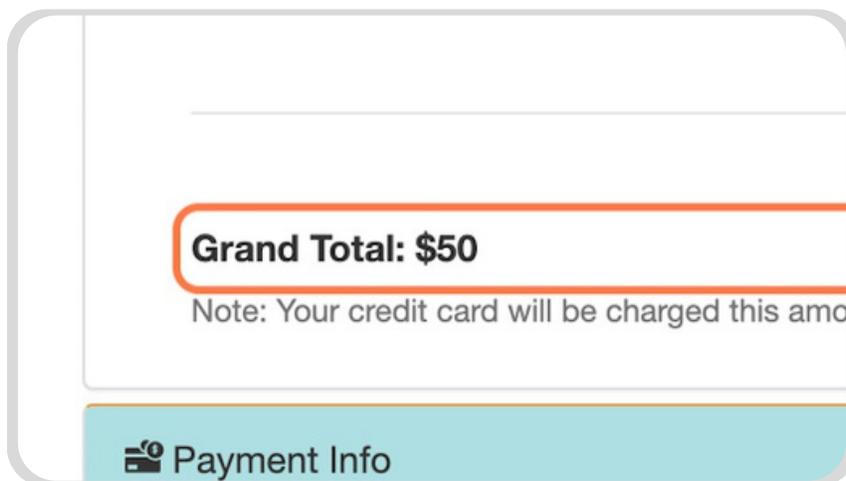
Click on the red X next to "Pay For This Item?" for ALL items in the cart you wish to pay for. Ensure all items you wish to pay for have a green check.



# 2024 Early Bird Renewal Instructions, cont.

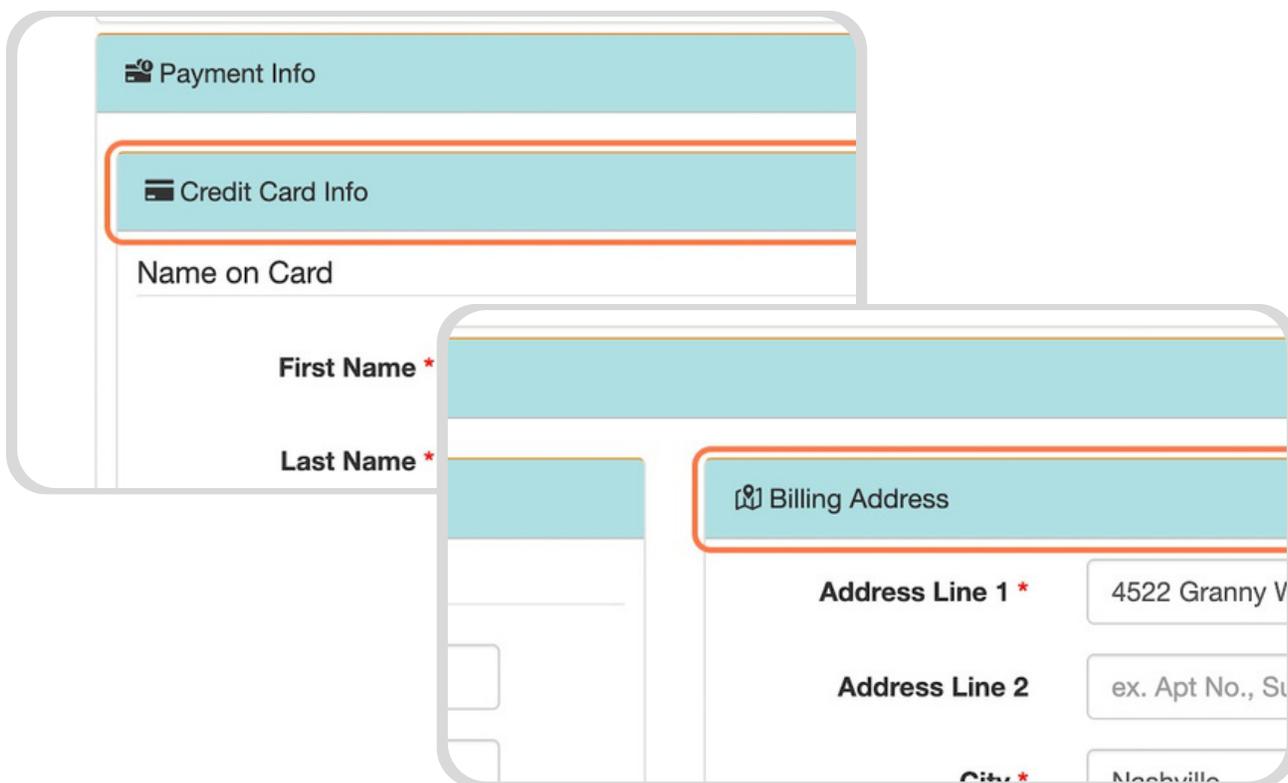
## STEP 10

Confirm your total - if your total does not look correct, ensure all red Xs are now green checkmarks.



## STEP 11

Use your troop debit card to pay for membership fees and Gift to Girl donations.



# 2024 Early Bird Renewal Instructions, cont.

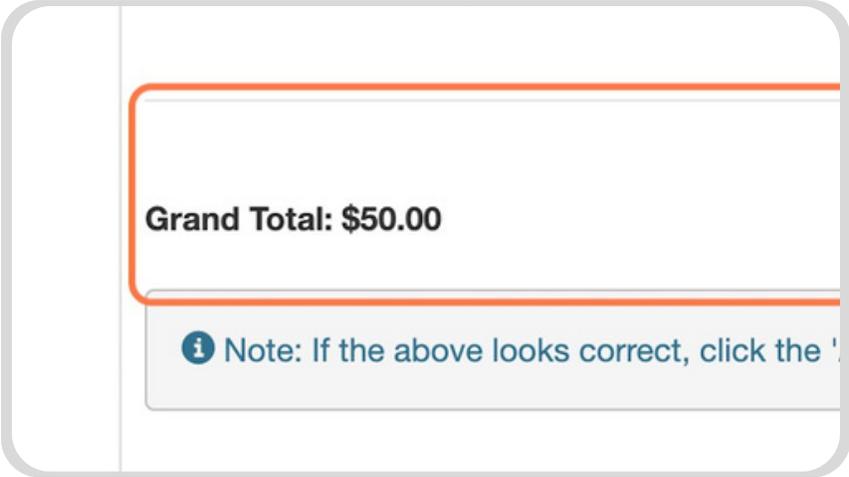
## STEP 12

Click on Continue.



## STEP 13

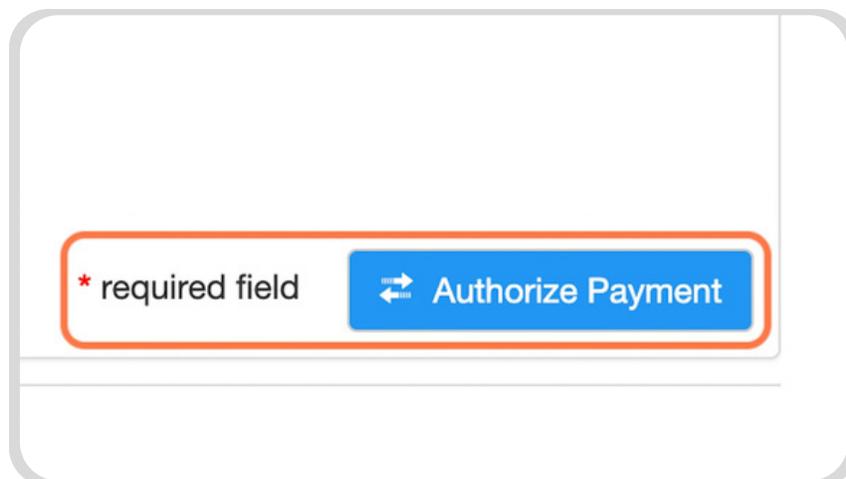
Double check your Grand Total. This is what will be charged to your card.



# 2024 Early Bird Renewal Instructions, cont.

## STEP 14

Click on Authorize Payment.



**CONGRATULATIONS!** You have now renewed your troop! We hope you have an amazing 2024 Girl Scout year.

## STEP 15, optional

If you choose to navigate away from the check out page before submitting payment, your Troop Shopping Cart can be found next to the "Re-Register Troop" button above your roster. Click on "Troop Member Roster (Re-register option)" in your Troop Management box for 2023 to navigate to this page.

