

## 2025 Early Bird Renewal Visual Instructions

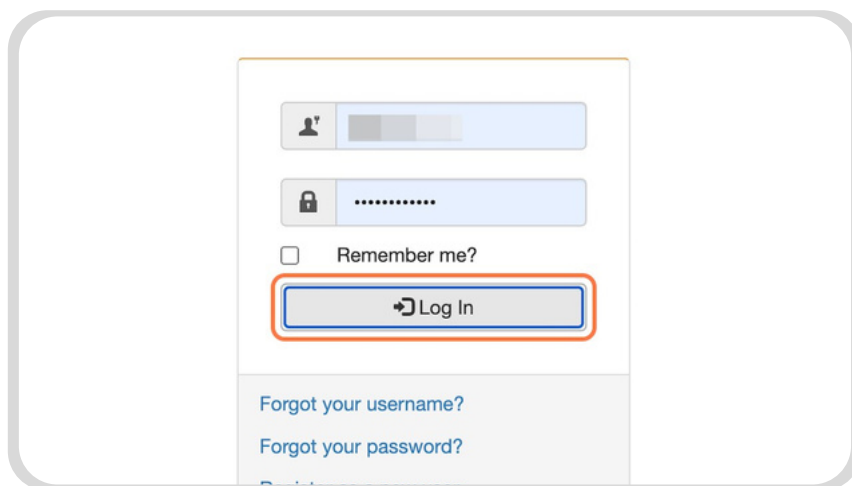
*These steps are best completed in one sitting.*

### STEP 1

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

### STEP 2

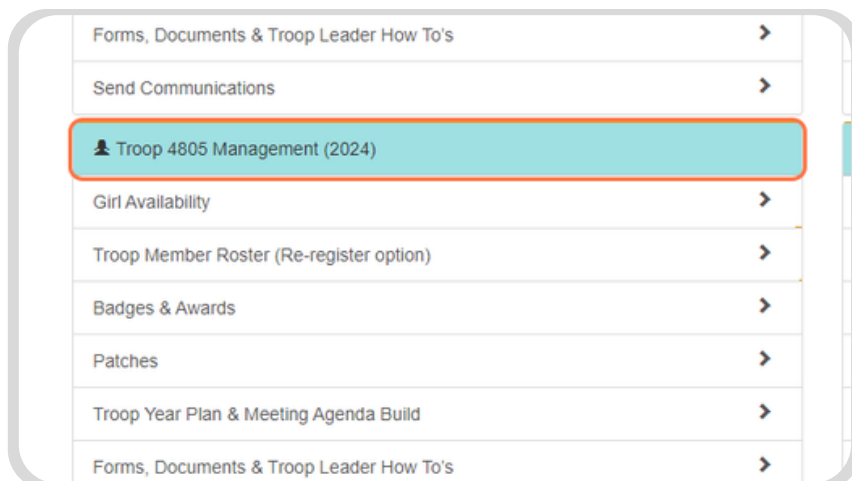
Log In with your username and password.



Username field  
Password field  
☐ Remember me?  
**Log In**  
[Forgot your username?](#)  
[Forgot your password?](#)

### STEP 3

Navigate to your "Troop xxxx Management (2024)" box.

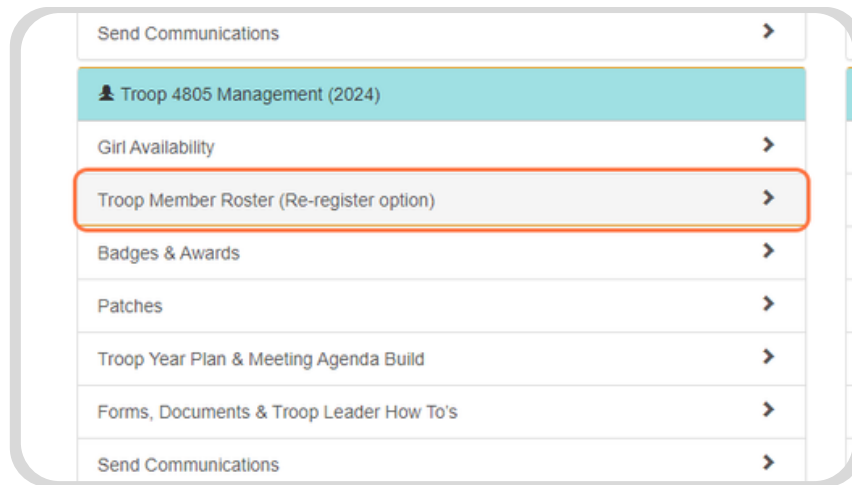


Forms, Documents & Troop Leader How To's	>
Send Communications	>
<b>Troop 4805 Management (2024)</b>	
Girl Availability	>
Troop Member Roster (Re-register option)	>
Badges & Awards	>
Patches	>
Troop Year Plan & Meeting Agenda Build	>
Forms, Documents & Troop Leader How To's	>

# 2025 Early Bird Renewal Instructions, cont.

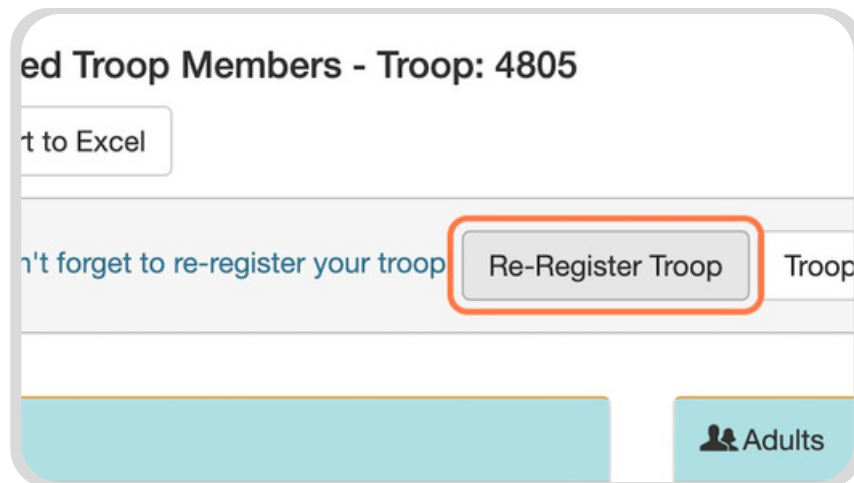
## STEP 4

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



## STEP 5

Click on Re-Register Troop.



# 2025 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.

The screenshot displays two overlapping panels. The background panel is titled 'Girls' with a person icon. It contains a list with a checked checkbox next to 'Girl 1', followed by fields for 'Home Address:' and 'Mobile Phone:'. The foreground panel is titled 'Adults' with a person icon. It contains a list with a checked checkbox next to 'Adult 1', followed by fields for 'Home Address:', 'Mobile Phone:', 'Home Phone:', and 'Primary Email:'.

## STEP 7

Click on Re-Register.

The screenshot shows a large rectangular button with a blue background and a white border. The button contains a white icon of a document with a checkmark and the text 'Re-Register' in white. The button is highlighted with a thick orange border.

# 2025 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.

23 11:06 AM)

Balance Due: \$15.00

Pay For This Item? ☒

10

Add Donation

/2023 11:06 AM)

Balance Due: \$15.00

Pay For This Item? ☒

10

Add Donation

00

/2023 11:06 AM)

Balance Due: \$15.00

Pay For This Item? ☒

Any Girl Scout who donates \$10 or more to our Gift to Girls program will receive a patch

## 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.

Balance Due: \$15.00

Pay For This Item? ☒

Donation Amount

Add Donation

Balance Due: \$15.00

Pay For This Item? ☒

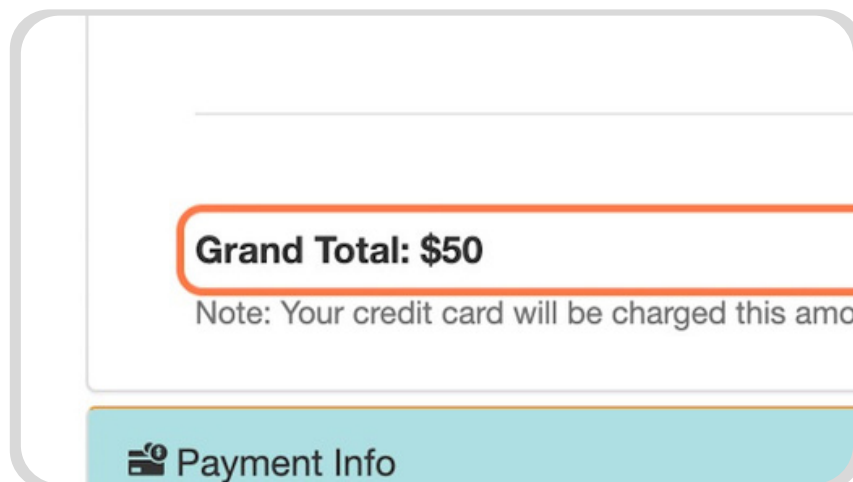
10

Add Donation

# 2025 Early Bird Renewal Instructions, cont.

## STEP 10

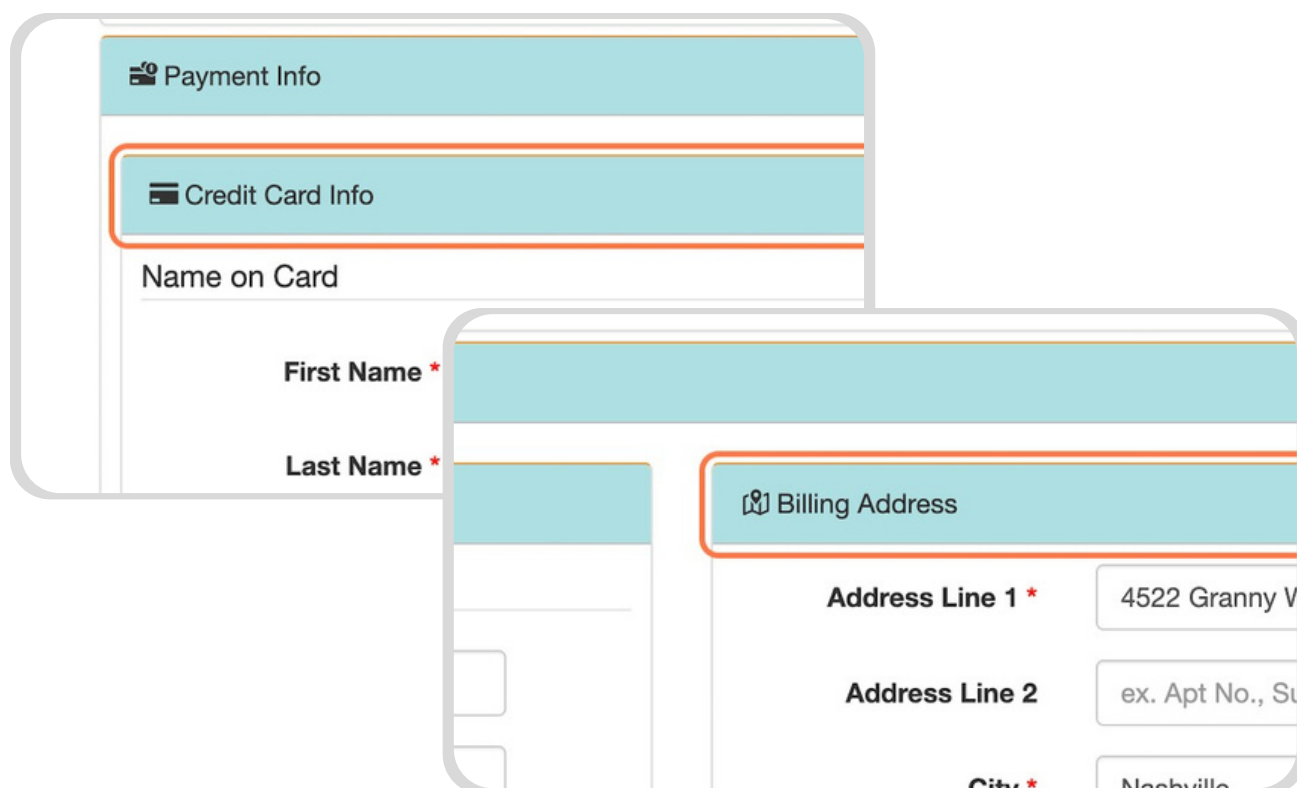
Confirm your total - if your total does not look correct, ensure all red Xs are now green checkmarks.



A screenshot of a web form section titled "Grand Total: \$50". Below the total, a note states: "Note: Your credit card will be charged this amount". At the bottom of the section is a teal button with a credit card icon and the text "Payment Info".

## STEP 11

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



A screenshot of two overlapping web form sections. The top section is titled "Credit Card Info" and includes a "Name on Card" field with "First Name \*" and "Last Name \*" sub-labels. The bottom section is titled "Billing Address" and includes fields for "Address Line 1 \*" (with the example "4522 Granny V"), "Address Line 2" (with the example "ex. Apt No., Su"), and "City \*" (with the example "Nashville").

# 2025 Early Bird Renewal Instructions, cont.

## STEP 12

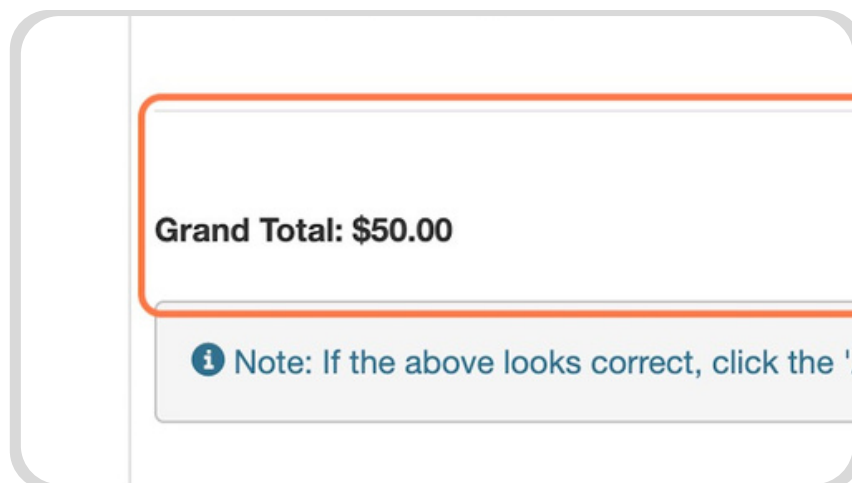
Click on Continue.



A screenshot of a web form. On the left, there is a red asterisk followed by the text "required field". To the right of this text is a blue button with a white right-pointing arrow and the word "Continue". The button is highlighted with a thick orange border.

## STEP 13

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

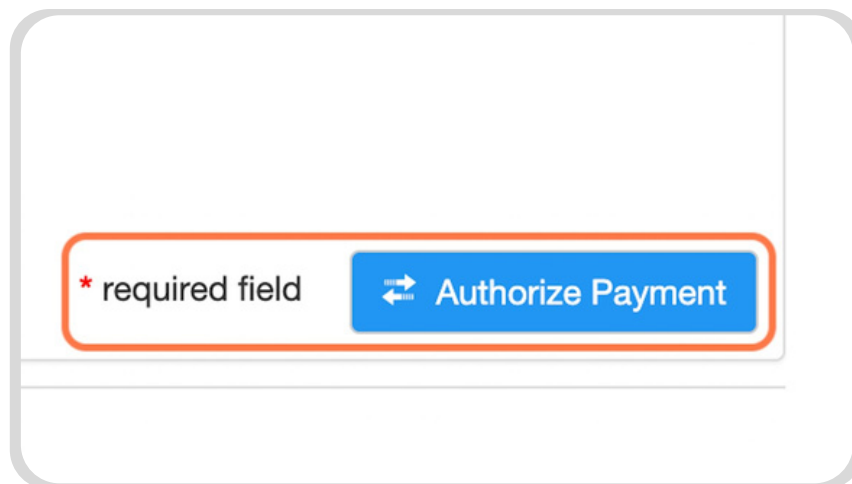


A screenshot of a web form. It shows a section with a white background and a light gray border. Inside, the text "Grand Total: \$50.00" is displayed. Below this, there is a light gray box containing an information icon (a lowercase 'i' in a circle) followed by the text "Note: If the above looks correct, click the '".

# 2025 Early Bird Renewal Instructions, cont.

## STEP 14

Click on Authorize Payment.



**CONGRATULATIONS! You have now renewed your troop! We hope you have an amazing 2025 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 2024 to navigate to this page.

