

Family Online Registration Instructions

Parent/Guardian Handout

Before you begin:

- Anyone who has participated in, or is the parent/guardian of someone who has participated in Girl Scouts will likely have a *profile* in the Girl Scouts of Northern California database.
- Only one (1) parent/guardian may be a “Family Manager” for each family. Family Managers can register/renew their family members’ Girl Scout membership and edit their profiles.
- Parents/guardians whose family members do not already have profiles can create their profiles while logged in to their account. By default, this parent/guardian becomes the Family Manager.

What You Need:

- Access to a computer and the internet
- Email address
- 5-digit troop number
- Credit/debit card

Section 1: Login- Go to our eBiz Online Registration website at www.girlscoutsnorcal.org/ebiz and follow the instructions from one of the following three options:

A- Create a profile (if you are a new member without a profile)

1. Click on *New Online Account*
2. Enter your name (as it appears on your driver’s license), address, date of birth, and gender; click *Continue*
3. Create a login by entering a username & password and choosing a security question & answer
4. Enter your email, plus your home and/or mobile phone numbers; click on *Submit Online Profile*
5. Choose one of the following options:
 - a. Click *Become a Member* to complete your registration only
 - i. Click *Join Now*
 - b. Click *Add Children or adults* to create profiles and complete registration for other members of your family
6. Skip to “*Section 2: Register*”

B- Create a Login (if you are a member with a profile and no login)

1. Click on *New Online Account*
2. Enter your name (as it appears on your driver’s license), address, date of birth and gender; click *Continue*
 - a. A new window should appear instructing you to open your email and click on the link provided
3. Create a login by entering a username & password and choosing a security question & answer
4. Choose one of the following options:
 - a. Click on the box next to your name to complete your registration only
 - b. Click on the box next to each family members’ name to complete their registration(s)
5. Select *Purchase Girl Scout Membership* from the drop-down list, and click *Go*
6. Skip to “*Section 2: Register*”

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C- Login (if you are a member with a profile and login; login created in our new version of eBiz after 8/10/13)

1. Enter your username & password on the right side of your screen and click *Login*
 - a. Your account information should appear. If not, click on “[Your Name’s] Account” at the top of your screen
2. Choose one of the following options:
 - a. Click on the box next to your name to complete your registration only
 - b. Click on each box next to other family members’ names to complete their registration(s)
3. Select *Purchase Girl Scout Membership* from the drop-down list, and click *Go*
4. Skip to “Section 2: Register”

Section 2: Register

1. Select the membership type and year and click *Start*
2. Complete the required fields, clicking *Next* to proceed to each of the following sections:
 - a. Contact and Personal information
 - b. Occupation information
 - c. Girl Scouts History and involvement
 - i. **Select Yes when asked if you are a Girl Scout volunteer**
 - ii. **Enter your 5-digit troop number**
 - d. Role and troop information
 - i. Troop Leaders-select *01- Leader Advisor* from the drop-down menu
 - ii. All other adult members- select *03- Troop Committee Member* from the drop-down menu
 - iii. Enter additional roles & troops if applicable
3. Verify your information is correct and make changes if necessary; click *Continue*
 - a. If you are registering other family members and selected the boxes next to their names, you will be prompted to update each member’s information, one at a time
 - b. When registering girls, complete the required fields, clicking *Next* to proceed to each of the following sections:
 - i. Contact and Personal information
 - ii. School information
 - iii. Girl Scouts History and involvement
 - **Select Troop in the Pathway Entry section**
 - **Enter her 5-digit troop number**
 - iv. Guardian information
 - c. Verify her information is correct and make changes if necessary; click *Continue*
4. Verify the membership year to be applied to your and/or your family’s registration(s) is correct; click *Next*
5. Click *Checkout*
6. Make a donation if desired; click *Continue*
7. Enter your credit/debit card information; click *Process My Order* to complete the registration process
8. Check to ensure you receive a confirmation email(s); save the email(s) for future reference