girl scouts of northern california

Service Unit Name & Number: _____

Troop No.: _____

SU Registrar Name: _____

SU Registrar email: _____

Troop Online Registration & Renewal Instructions

Girl Scouts is a membership organization. The membership year spans from October 1 to September 30.
In order to participate in any Girl Scout activities, girls and adults are required to register and pay the annual or lifetime membership dues to Girl Scouts of the USA. Financial assistance for annual membership is available for any girl whose parents are unable to pay the membership fee. Additionally, any adult handling money, working directly with girls, or dealing with confidential information must be volunteer-approved.
Girl Scouts membership is non-refundable and non-transferrable.

For further assistance, please contact our eBiz Helpdesk at
1-800-447-4475 ext 2093, Monday-Friday: 9am-5pm
OR eBiz_Helpdesk@girlscoutsnorcal.org

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Troop Online Registration Instructions

Troop Leader Handout

Before you begin:

- Ensure that you have completed the following:
  - Volunteer-approval
  - All required online trainings
  - Opened a troop bank account and deposited all membership dues ($15 each) and donations
- When creating brand new profiles, ensure that you **CREATE ALL ADULT PROFILES *BEFORE*** creating any new girl member profiles.

What You Need:

- Access to a computer and the internet
- Email address
- Access to "My Troops," available to Troop Leaders ('01) only
- Completed and signed Girl and Adult Registration forms
- Troop debit card information

Section 1: Login- *Go to our eBiz Online Registration website at www.girlscoutsnorcal.org/ebiz*

1. Login with your username and password
2. Update your *Troop Meeting Information*; click *Save Meeting*.
   a. If you are not automatically prompted to do so, Click *Troop Meeting Information;*
   b. Click on *My Troops* to view your troop roster
   c. If you are a leader of multiple troops, select a troop by clicking on the appropriate tab at the top.
3. Skip to "Section 2: Register/Renew your troop members"

Section 2: Register/Renew your troop members- *using one of the following two options:*

A - Register brand new members into your troop

1. To add brand new adults, click *Add an Adult Member*
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
   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 the adult's information is correct and make changes if necessary; click *Continue*
4. Verify the membership year to be applied to the adult's registration is correct; click *Next*
5. Repeat steps 1 thru 4 for the remaining adult members
6. To add brand new adults, click *Add a Girl Member*
   a. 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
      iv. Guardian information

   b. Verify her information is correct and make changes if necessary; click *Continue*
7. Verify the girl's information is correct and make changes if necessary; click *Continue*
8. Verify the membership year to be applied to the girl's registration is correct; click *Next*
9. Repeat steps 6 thru 9 for remaining girl members
10. Click *Checkout*
11. Make Family Giving donations if applicable; click *Continue*
12. Enter the troop's debit card information then click *Process My Order* to complete the troop's registrations
13. Check to ensure your troop roster is complete

B – Renew returning members into your troop

1. Click on the *My Troop* tab and 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 each returning troop members' name to complete their registration(s)
2. Select *Purchase Girl Scout Membership* from the drop-down list, and click *Go*
3. Update the member's information, as needed, clicking *Next to* proceed to each section:
4. Verify the member's information is correct and make changes if necessary; click *Continue*
5. Verify the membership year to be applied to the member's registration is correct; click *Next*
6. Repeat steps 2 thru 5 for each returning member
7. Click *Checkout*
8. Make Family Giving donations if applicable; click *Continue*
9. Enter the troop's debit card information; click *Process My Order* to complete the troop's registrations
10. Check to ensure your troop roster is complete
11. Print your roster and bring to your next troop meeting to ensure all participating members are registered

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General Information

Changes/additions to profiles/memberships

- **Name:** Email our eBiz Helpdesk at **eBiz_Helpdesk@girlscoutsnorcal.org**
- **Personal Information:** Log in to your eBiz account, click [*Your Name's] Account*, click *Edit*, update the desired fields; click *Save Changes.*
- **Troop Numbers:** Complete a troop change form - **www.girlscoutsnorcal.org/troopchangeform.** Allow up to five (5) business days for processing. A confirmation email is sent to the email address provided when the changes are completed.
- **Troops or Volunteer Roles-** *choose one (1) of the following options*:
  - Log in to your eBiz account and click on*[MyName's] Account* in the top right corner. Scroll down to *How I Participate* and click on *Add Volunteer Roles*. Select your role and membership year, and enter your troop number, then click *Add*. Repeat for additional roles/troops.
  - Complete the Troop Change Form

Membership Dues

- All membership dues go to GSUSA. Dues include activity insurance and support the development of national program resources.

Financial Assistance

- Girl Scouts does not deny any girl membership if they are unable to pay for the $15 membership dues.
- May only be granted for **Girl Registrations** using offline procedures- **www.girlscoutsnorcal.org/membershipforms.**
  - Mark "F/A" on the girl's registration form, check the *F/A* box on the Troop Registration Worksheet, and note it in the payment section of the Registration Summary.