

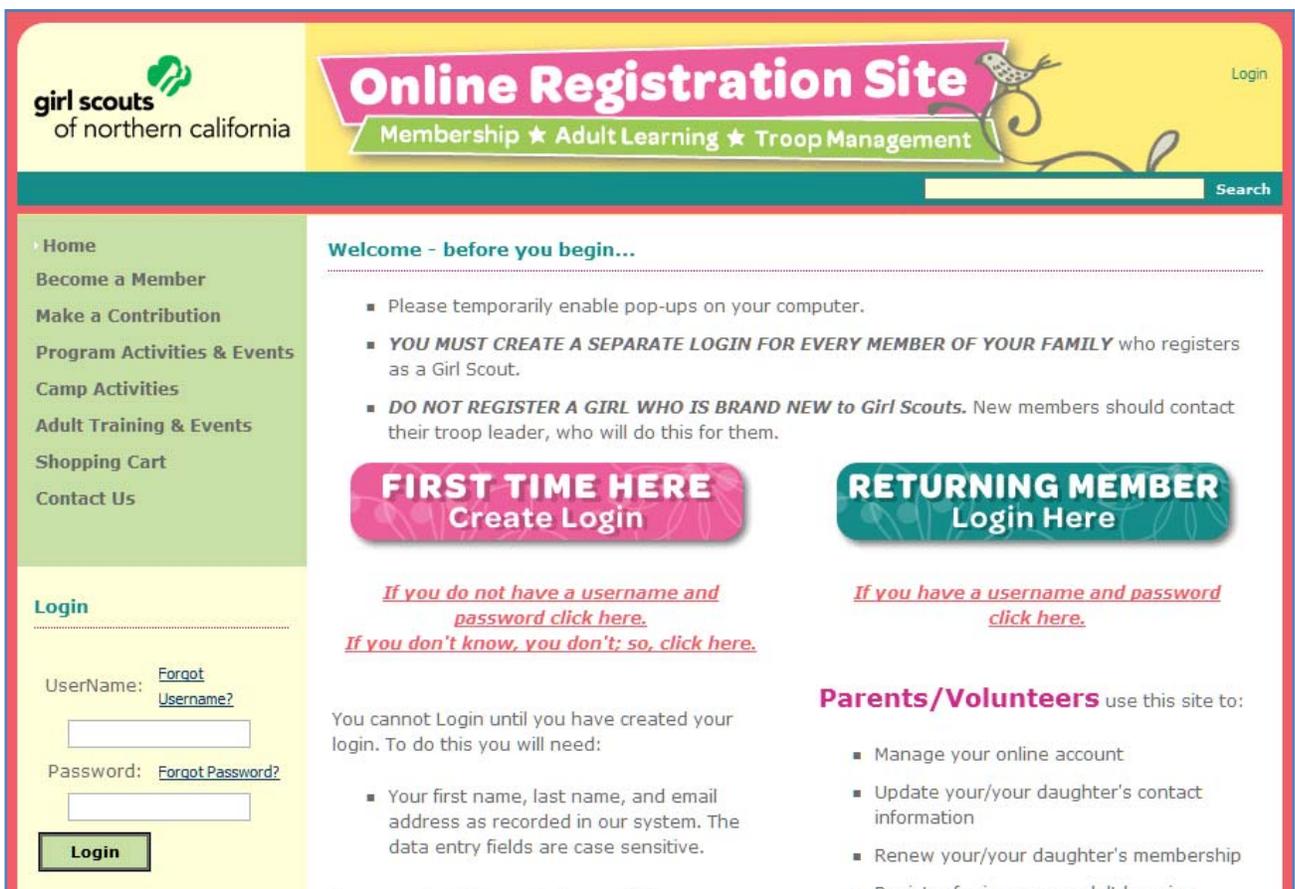
# How to Use Online Registration to Renew Your Membership

Personify eBiz is the online system that Girl Scouts of Northern California uses for membership and training registration.

1. Start at [www.girlscoutsnorcal.org](http://www.girlscoutsnorcal.org) and click on the green eBiz tab on the top of the page.



2. This takes you to the Online Registration home page ([www.girlscoutsnorcal.org/ebiz](http://www.girlscoutsnorcal.org/ebiz))



**FIRST TIME users start HERE. Returning Members go to step 4 on page 2.**

3. If you have never logged-in to Online Registration before please click the **FIRST TIME HERE** button

by Name & Email Address

First Name:

Last Name:

Email Address:

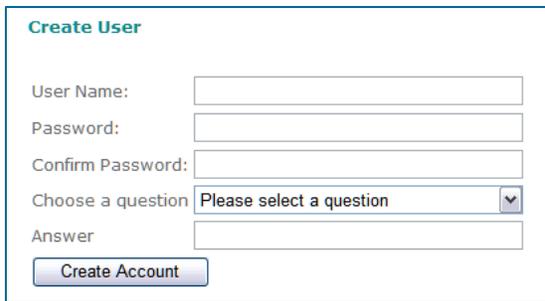
You will enter your (or your daughter's) First Name, Last Name and Email address then click **Continue** as shown at left.

After you enter that information you will see a green check mark and the following message



on the screen “We have sent you information on activating your account to the email address you provided. Please check your email and follow the instructions in the email message.”

You will then receive an email with a link that you must click on *within four hours* to complete the registration process.



The 'Create User' form includes the following fields: 'User Name' (text input), 'Password' (text input), 'Confirm Password' (text input), 'Choose a question' (dropdown menu with 'Please select a question' selected), and 'Answer' (text input). A 'Create Account' button is located at the bottom left of the form.

Clicking on that link brings up a page that allows you to create a **Username** and **Password**. Usernames must be unique. Passwords and email addresses may be the same for everyone in a family. Passwords **MUST** be at least seven characters long. Also, you will be asked to choose a security question and give an answer for your security verification. Then

you click on **Create Account**.

After you have successfully created an account you are automatically logged-in.

**Returning Members start HERE. New users go to step 5.**

4. **If you have a login because you are a returning customer**, you may login on the home page using the *Username* and *Password* that you have established then clicking on the **Login** button. Login is located under the left-hand navigation bar as *shown at right*.

OR

You may click the **RETURNING MEMBER** button which will take you to a page that asks for the same information.



The 'Login' form has two input fields: 'UserName' with a 'Forgot Username?' link and 'Password' with a 'Forgot Password?' link. A 'Login' button is at the bottom.

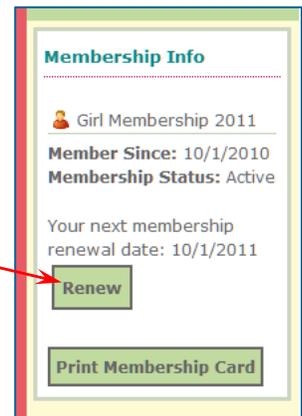
**If you have forgotten your Username or Password**, please click on the **Forgot Username?** or **Forgot Password?** links shown. This will cause the system to send you an email with the requested information.

5. **When you are logged-in** (for yourself or your child) **your name** (or your daughter's name) **will appear in the upper-right-hand corner of the web site.**



6. **To renew your** (or your daughter's) **membership click on the Renew button**, it is located under the left hand navigation bar as shown.

7. **This brings up the shopping cart.** Please verify the product in the shopping cart, making sure that it is the correct membership year. Remember, membership dues are non-refundable.



The 'Membership Info' page shows: 'Girl Membership 2011', 'Member Since: 10/1/2010', 'Membership Status: Active', and 'Your next membership renewal date: 10/1/2011'. It includes 'Renew' and 'Print Membership Card' buttons.

8. Start by entering additional required information, click the **\*Add\*** or **\*Edit\*** button if it is **RED**.

Please press **\*Add\*** to enter or **\*Edit\*** to update **\*required\*** information before proceeding to check out.

Select/De-select All

Austin Texas - 000018876909

	Order Number	Date	Description	Amount	Additional Information *
<input checked="" type="checkbox"/>	1050088587	Mar 25, 2013	Girl Membership 2014 10/01/2013 to 09/30/2014	\$ 15.00	<b>*Add*</b>

**Support Girl Scouting**

Select an amount and click "Donate" to make a monetary contribution to your council. You may add more than one contribution.

Please Select...

Select/De-select All

Total: \$15.00

9. Please check the Girl member's **Number of years in Girl Scouting**, **Grade** and **School**, as well as their **Pathway of Entry**.

For most girls the *Pathway of Entry* is **Troop**.

**School and Participation Information**

Number of years in Girl Scouting as a Girl Member \*  Grade \*

School \*  [Add/Change](#)

Pathway Of Entry  
Which of the following best describes how you will be participating with Girl Scouts? If you are unsure, skip this question.

10. To add or change a girl's school or an adult's employer, click on **Add/Change**. This brings up a screen that allows you to enter part of the school's name and search for it.

Enter a portion of your School name and select it from the displayed list.

If you receive a 'No record found' message, attempt to search on a smaller portion of the name, or enter 'Other' and select it as your school. Your council will follow-up with you to assign the correct school.

Bailey Glashan

School:

After searching, you will select the school from the list that is the correct one for the girl.

If the school you are searching for does not appear, use fewer words. As this example shows, searching for “King” gave 16 results. Searching for “Martin King” gave 0 results.

If you refine your result and still have no success, please use “Other” and send an email to [TroopChange@GirlScoutsNorCal.org](mailto:TroopChange@GirlScoutsNorCal.org). Include the girl’s name, troop number and correct school.

Enter a portion of your School name and select it from the displayed list.

If you receive a 'No record found' message, attempt to search on a smaller portion of the name, or enter 'Other' and select it as your school. Your council will follow-up with you to assign the correct school.

Bailey Glashan

School:

16 record (s) found matching criteria

Name	Address
<input type="text" value="Type to filter within result..."/>	
<a href="#">Christ the King Catholic School</a>	195 Brandon Rd # B Pleasant Hill, CA 94523-3220
<a href="#">Elise P. Buckingham Charter</a>	188 Bella Vista Rd Ste B Vacaville, CA 95687-3719
<a href="#">King Elementary</a>	234 S 39th St Richmond, CA 94804-3315
<a href="#">King Martin Luther Jr Academic Middle</a>	350 Girard St San Francisco, CA 94134-1469

For adults you will search for their employer. If it is not found please use “Other.”

**11. Please supply racial/ethnic information for each member.** Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing this information, you can help ensure community support and funding for Girl Scouts in your community. This

**Race & Ethnicity**

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following information (as defined by the US Census), you ensure support and funding for girls in your community. Hispanic/Latina is defined as an ethnicity, not a race, therefore reported separately. This information is used for statistical purposes only.

Race \*

Am. Indian or Alaskan Native  White

Asian  Other Races

Black or African American  I choose not to share

Hawaiian or Pacific Islander

Ethnicity \*

information is used for statistical purposes only. Thank you for providing the information requested.

**12. Please edit Guardian Information.**

**13. Please indicate Pathways of Interest.**

Girl Scouts offers more choices than ever! Here are some ways to get involved. Hover over each item to see a description. Check all that interest you.

Camp

Events

Series

Travel

Troop

Virtual

**14. Note for Adult members:** If the member you are not a 01 - Troop Leader please select position code 03. If you would like to be added to another troop, please be aware that the only position codes we are using at this time are 01, 03 and 14.

Note: All positions are pending, subject to Council approval.

Position:

Year: 2011

Troop/SU/Area:  [Search](#)

Position	Year	Troop/SU/Area

Gender  Male  Female

Education

Age Range  18 - 29  30 - 49  50 and Up

**15. Click on Save.**

**16. This is an opportunity to support Girl Scouting.** Family Giving stays 100% with our local council and supports Special Events, Program Sites and Properties, Leadership Training, and Financial Aid. Thank you for investing in the best programs for your girl. To add a donation to a membership order:

**Support Girl Scouting**

Select an amount and click "Donate" to make a monetary contribution to your council. You may add more than one contribution.

Select/De-select All

Total: \$ 12.00

Credit Card Information

Please Select...

Please Select...

\$500 Family Giving Donation \$500.00

\$250 Family Giving Donation \$250.00

\$200 Family Giving Donation \$200.00

\$150 Family Giving Donation \$150.00

\$100 Family Giving Donation \$100.00

\$75 Family Giving Donation \$75.00

**\$60 Family Giving Donation \$60.00**

\$50 Family Giving Donation \$50.00

\$25 Family Giving Donation \$25.00

\$15 Family Giving Donation \$15.00

**a.** click the down arrow next to *Please Select* to choose your donation amount from the drop-down menu.

**b.** After making your selection click on the *Donate* button.

- c.** If you selected an incorrect donation amount, you can "de-select" that amount by clicking on the check box next the incorrect amount so that no check mark shows. Your order total will automatically update.
- d.** You may select multiple donation amounts to add up to the amount you wish to contribute to Girl Scouts of Northern California.

**17. With all of the details taken care of, now is the time to enter your credit/debit card information.** After you enter *Card Type*, *Card Number*, *Security Code*, *Expiration* and *Name on Card*, click on **Process Payment**.

Credit Card Information	
Card Type *	<input type="text" value="Visa"/>
Card Number *	<input type="text"/>
Security Code *	<input type="text"/> <a href="#">What is Security Code ?</a>
Expiration *	<input type="text"/> <input type="text"/>
Name On Card *	<input type="text"/>
<input type="button" value="Process Payment"/>	

**18. After your payment processes you will see an Order Summary screen.** You may print this for your records.

Please note: You will receive a confirmation email for your membership order and a confirmation email for your donation. The GSNorCal Tax ID number for your tax records is listed on the confirmation email. You will also receive an acknowledgement letter for your donation by US Mail once payment has been processed.

Order Summary	
<b>Order Number: 1057871710</b>	
<b>GIRL_2014</b> GSUSA - Girl Membership 2014 (valid 10/1/2013 - 9/30/2014) 01 Oct-2013 to 30-Sep-2014	
Shipping Address:	Austin Texas 7700 Edgewater Dr Oakland, CA 94621-3030
Order Date:	3/25/2013
LineStatus:	Active
FulfillStatus:	Active
Discount Applied:	\$0.00
Line Tax:	\$0.00
Line Total:	\$15.00
Current Amount Paid:	\$15.00
Balance Due:	\$0.00
<b>Order Number: 1057871711</b>	
<b>WEB_DONATION_100 DONATION - \$100 Family Giving Donation</b>	
Shipping Address:	Austin Texas 7700 Edgewater Dr Oakland, CA 94621-3030
Order Date:	3/25/2013
LineStatus:	Active
FulfillStatus:	Active
Discount Applied:	\$0.00
Line Tax:	\$0.00
Line Total:	\$100.00
Current Amount Paid:	\$100.00
Balance Due:	\$0.00
Payment Information	
Receipt Amount:	
Shipping & Handling:	\$0.00
Discounts:	\$0.00
-----	
Estimated Tax:	\$0.00
-----	
<b>Grand Total:</b>	<b>\$115.00</b>
<b>Current Amount Paid:</b>	<b>\$115.00</b>
<b>Balance Due:</b>	<b>\$0.00</b>

**19. To activate another account, make sure you have logged out of the first account.** Please look at the upper right-hand corner. If there is a name there, you will need to log out before you can login as another person, e.g. yourself, your spouse, your daughter or your other daughter.

