

# How to Use the Personify eBiz Troop Management Hub to Register New Troop Members

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))



3. **Login to Online Registration** on the home page using the username and password that you have established. Login is located under the left-hand navigation bar as *shown at right*.

4. **After you login, click on Troop Management** in the left-hand navigation bar, as *shown to the left*.

5. **If you are a registered 01 - Troop Leader** this will bring up the Troop Management Hub as shown below:

**TROOP MANAGEMENT**

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## Welcome to the Troop Management Hub!

Use this page to:

- **Update your Troop Meeting Information and Troop Grade Level** by selecting [Meeting Information](#).
- **Print a troop roster, print membership cards, send email, renew membership or process a donation** for your troop members
  - Select individual members for an action by clicking the box next to their name OR all members by clicking the box at the top
  - Choose what you would like to do by using the **Action** drop-down list at the top of the menu

**Useful links:**

- [Girl/Adult Member Registration Confirmation](#)
- [Girl Annual Permission Form](#)
- [Girl Health History Form](#)
- [GSNorCal Forms Page](#)
- [Troop Change Form](#)
- [Use Troop Hub to Register NEW Members](#) (PDF)

6. **Scroll to the bottom of the page to see the members of your troop.** If you are a new troop, you should be listed as 01, even if there are no other members.

Troop91107 (12 members)

Meeting Information

My Troops Troop91107

Action... Search... Member Name Find

(0 Records Selected)

<input type="checkbox"/>	Name	Phone	Position	Term End Date	Status	Email
<input type="checkbox"/>	<a href="#">Fiamengo, Lorraine</a>	(707) 291-9495	01 - Leader/Advisor	9/30/2012	Active	lfiamengo@girlscoutsnorcal.org

- To add new girls or adults to your troop start by clicking on the “Add Girl” or “Add Adult” buttons shown above. Please add adults before you add your girls. We recommend checking out and paying for members 5-6 at a time.
- This brings up the NEW USER SECTION:

**NEW USER SECTION**

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**STOP**

**If it is possible that your name and information are in our system, [CLICK HERE.](#)**

Please DO NOT create a new login. This will create a duplicate for you which may cause problems.

This page is for new adult members who have never been a registered adult member, have not begun volunteer screening, and don't have a daughter who is a registered Girl Scout member. Girls in new troops should be added by their troop leader.

[Customer Profile Form](#)

If the girl or adult you are going to register has been a registered Girl Scout before or is an adult who has had a daughter who is/was a registered Girl Scout, please help them create a login for themselves in online registration. They should use that login to register themselves. Once they have registered, go to [www.girlscoutsnorcal.org/troopchangeform](http://www.girlscoutsnorcal.org/troopchangeform) to let us know that they belong in your troop. Our staff will transfer them to your troop in the back office.

- If the above does not apply to the girl or adult you are registering scroll down to this part of the page and enter the information that pertains to that member:

**Customer Profile Form**

\* Fields marked bold are required

Personal Identification Details

Prefix

**First Name \***

Middle Name

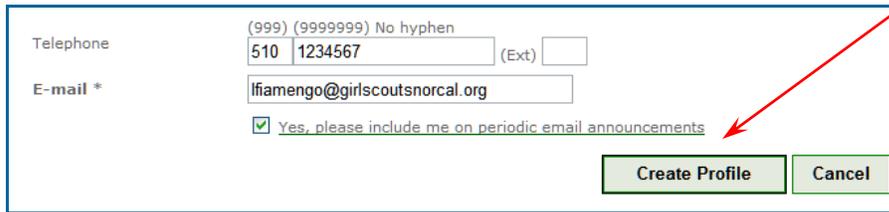
**Last Name \***

Suffix

Please remember that fields marked in bold with an asterisk are required fields.

The example we will show is a girl being added to Troop 12345.

10. When you have finished adding the basic information, click on **“Create Profile”** to add the non-registered member to our database. This person can now place an order for a membership product.

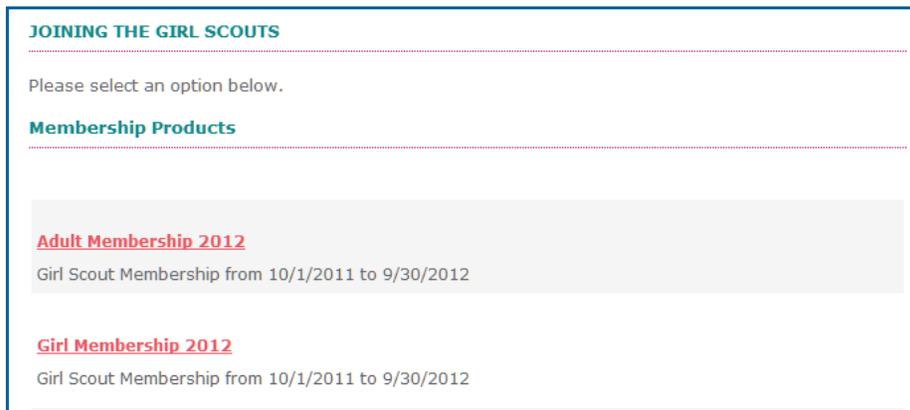


Telephone (999) (9999999) No hyphen  
510 1234567 (Ext)

E-mail \*  
lfiamengo@girlscoutsnorcal.org

Yes, please include me on periodic email announcements

11. This takes you to the membership products page. Here you can **add membership products and donation products to this person’s order**. Click on the appropriate membership product.



**JOINING THE GIRL SCOUTS**

Please select an option below.

**Membership Products**

**Adult Membership 2012**  
Girl Scout Membership from 10/1/2011 to 9/30/2012

**Girl Membership 2012**  
Girl Scout Membership from 10/1/2011 to 9/30/2012

12. When the product comes up in a separate window, click on **“Add to Cart”** to add it to this person’s order.



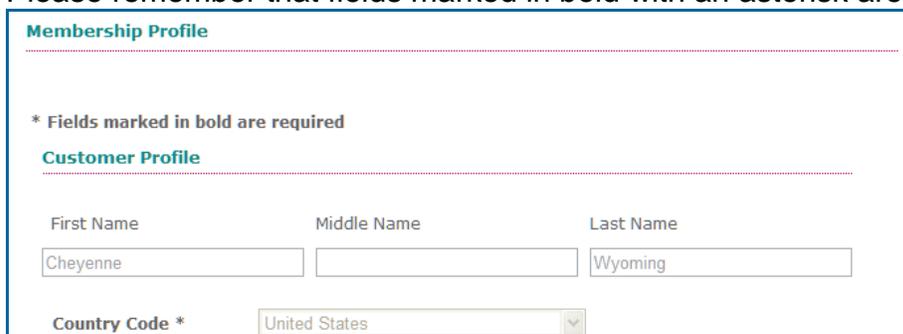
**Girl Membership 2012**

Girl Scout Membership from 10/1/2011 to 9/30/2012

	List Price
ReReg Member	\$12.00
New Member	\$12.00

13. This will bring up a screen asking you for parental information, school information and emergency contact information.

Please remember that fields marked in bold with an asterisk are required fields.



**Membership Profile**

\* Fields marked in bold are required

**Customer Profile**

First Name Middle Name Last Name  
Cheyenne  Wyoming

Country Code \*

**14. 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:

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
<a href="#">King Martin Luther Jr Academy</a>	620 Drake Ave Sausalito, CA 94965-1178
<a href="#">King Martin Luther Jr Elementary</a>	960 10th St Oakland, CA 94607-2106

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.

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

**15. 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 information is used for statistical purposes only.

**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.

**16. Please provide Guardian Information.**

**Guardian Information**

Custodial Care of \*

**Guardian-1 Contact**

First Name \*  Middle Name  Last Name \*

[Clear Address](#)

Address Type \*  Home  Work

## 17. 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

**18. Note for Adult members:** If the member you are entering is not a *01 - Troop Leader* you do not need to select a position code for them for your troop, they will be automatically entered as a 14. If they 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
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Gender  Male  
 Female

Education

Age Range  18 - 29  
 30 - 49  
 50 and Up

19. At the bottom of this page you have a **decision point**. You can click:

- Save & Continue to Shopping Cart** will finish your shopping session; if you click this in error, there is a link on the shopping cart that allows you to continue shopping. We recommend checking out and paying for members 5-6 at a time.
- Save & Continue to Troop Hub** allows you to add another member by taking you back to the Troop Hub to use the "Add Girl" or "Add Adult" buttons or you may add another product for the same member

**Emergency Contact**

First Name \*  Middle Name  Last Name \*

Phone \* (999) \*(9999999) No hyphen \*(Ext)  
(1)

- Save** allows you to save and review the information you have entered

20. To add another member, click on “Save & Continue to Troop Hub”. Once you are at the Troop Hub you may start over with step 6 to add another member.

To add another product, such as a donation, click on “Save & Continue to Troop Hub”. Once you are back to the troop hub, click on the check box next to the member’s name who you wish to purchase a product for and select “Purchase or Register for...” from the “Action...” menu.

The screenshot shows the Troop Hub interface for Troop 12345. A dropdown menu is open for the member 'Liamengo, Corinne', with the option 'Purchase or Register for...' highlighted. A red arrow points from the text above to this menu option. Another red arrow points from the text above to the 'Action...' dropdown menu. The member list includes columns for Position, Term End Date, Status, and Email.

	Position	Term End Date	Status	Email	
<input type="checkbox"/>	Leader/Advisor	9/30/2011	Active	liamengo@girlscoutsnorcal.org	
<input checked="" type="checkbox"/>	Texas, Austin	UNPAID	1/22/2011	Active	liamengo@girlscoutsnorcal.org

21. This will take you to the product listing page. Here, you can select the product you would like to add to the member’s shopping cart.

The screenshot shows the 'Membership Products' page. It displays a list of products, including '\$50 Family Giving Donation' and '\$75 Family Giving Donation'. The '\$50 Family Giving Donation' is highlighted. The page includes navigation links like 'First', 'Back', 'Next', and 'Last', and a table with 'List Price' for each product.

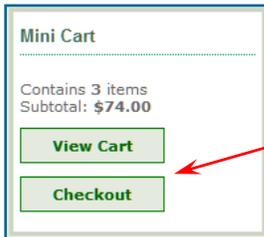
	List Price
Standard	\$50.00

22. After clicking on the name of the product, you will be taken to a description of the product. Click on the “Add to Cart” button to add the donation.

The screenshot shows the 'Product Detail' page for a '\$60 Family Giving Donation'. It includes a description of the product, a photo of a Girl Scout volunteer and a girl, and an 'Add to Cart' button. A red arrow points from the text above to the 'Add to Cart' button. The page also includes a table with 'List Price' for the product.

	List Price
Standard	\$60.00

23. When you are finished adding up to six members to your troop, you can click:

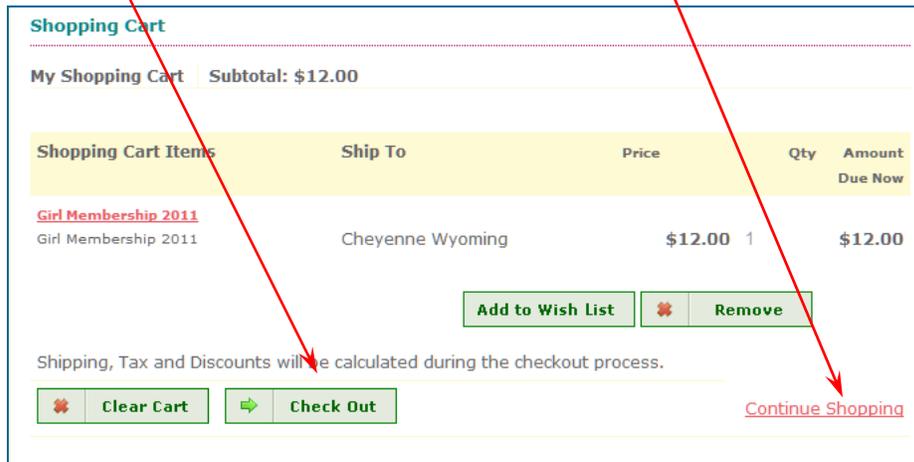


- **Save & Continue to Shopping Cart** or
- **Shopping Cart** in the left-hand navigation bar or
- **View Cart** or **Checkout** from one of the product description pages

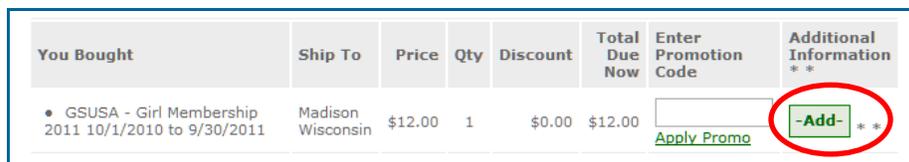


24. Now you will want to **review your shopping cart and make sure that it contains the memberships you expect.** You may add or remove items from your cart. Click

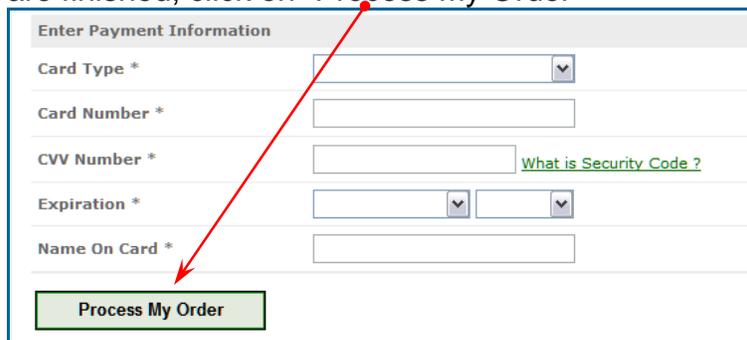
“Check Out” to continue. Note the “Continue Shopping” link, in case you need to add more to your cart.



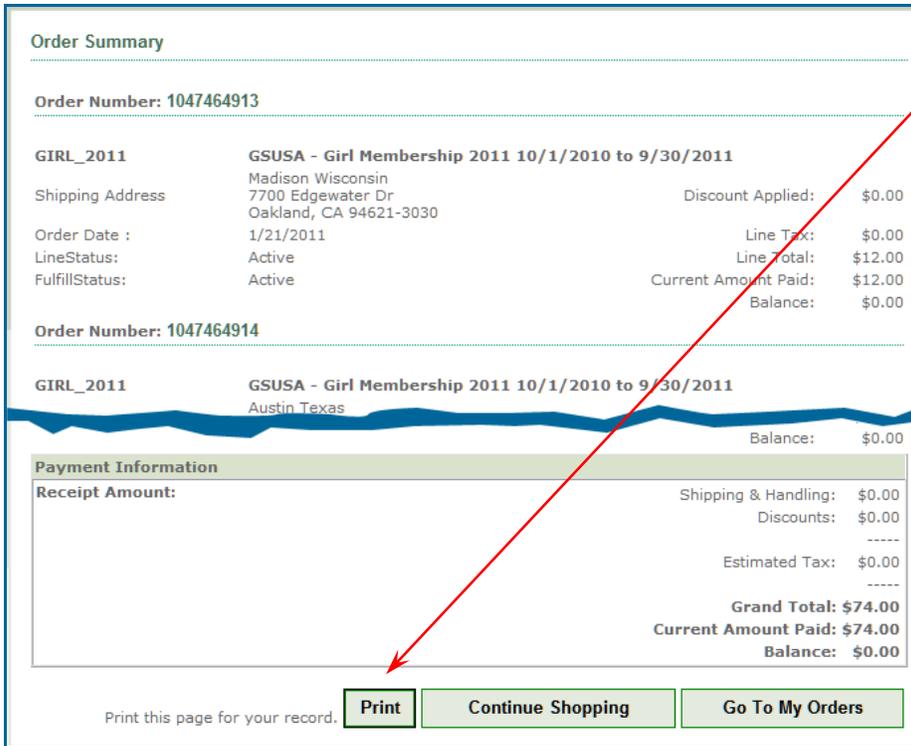
25. If more information is required on a registration, you will see two asterisks “\*\*” next to the “Add” button. Click on the “Add” button to add the missing information.



26. At this point **you are ready to enter your credit/debit card information.** When you are finished, click on “Process My Order”



27. You will be taken to an **order summary page** and given the opportunity to **Print** a receipt if you like.



The screenshot shows an 'Order Summary' page with two order entries. The first order, 1047464913, is for 'GIRL\_2011' membership in Oakland, CA, with a total of \$12.00. The second order, 1047464914, is for 'GIRL\_2011' membership in Austin, Texas, with a total of \$74.00. A 'Payment Information' section shows a 'Grand Total' of \$74.00. At the bottom, there are three buttons: 'Print', 'Continue Shopping', and 'Go To My Orders'. A red arrow points from the word 'Print' in the instruction above to the 'Print' button.

Order Summary	
<b>Order Number: 1047464913</b>	
<b>GIRL_2011</b>	<b>GSUSA - Girl Membership 2011 10/1/2010 to 9/30/2011</b>
Shipping Address	Madison Wisconsin 7700 Edgewater Dr Oakland, CA 94621-3030
Order Date :	1/21/2011
LineStatus:	Active
FulfillStatus:	Active
Discount Applied:	\$0.00
Line Tax:	\$0.00
Line Total:	\$12.00
Current Amount Paid:	\$12.00
Balance:	\$0.00
<b>Order Number: 1047464914</b>	
<b>GIRL_2011</b>	<b>GSUSA - Girl Membership 2011 10/1/2010 to 9/30/2011</b>
	Austin Texas
	Balance: \$0.00
<b>Payment Information</b>	
Receipt Amount:	Shipping & Handling: \$0.00
	Discounts: \$0.00
	-----
	Estimated Tax: \$0.00
	-----
	<b>Grand Total: \$74.00</b>
	<b>Current Amount Paid: \$74.00</b>
	<b>Balance: \$0.00</b>
Print this page for your record.	<input type="button" value="Print"/> <input type="button" value="Continue Shopping"/> <input type="button" value="Go To My Orders"/>

If the print function does not work on your computer, you may do a screen capture or copy-and-paste the information into a document.