girl scouts of northern california

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

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