



**2016-2017 Membership Registration**  
**Online Membership Registration Checklist for**  
**RENEWING Troop Leaders**  
**Renew by Sept. 23, 8:59 p.m. PST for Troop Management Access**  
**EARLY BIRD DEADLINE: JUNE 30, 2016, 8:59 p.m. PST.**

**RENEWING GIRLS & ADULTS who are listed on the Troop roster**

**Preparing your parents for renewing online—follow these instructions:**

- ☐ From the **Troop Management Hub** in eBiz, click on *My Account* and scroll down to *My Roles* to report your position for 2016-2017. Only leaders with the 01 position code will have access to the Troop Management Hub. eBiz only allows one adult to be designated 01.
- ☐ Use the **Troop Management Hub** to update troop meeting information for 2016-17 and to send out an email to troop members to remind them to reregister online. Provide a link to GSGLA website and tell them to click on the eBiz tab to renew registration online.
- ☐ Encourage parents of currently registered girls and all adults (new and renewing adults)—to individually renew their membership online for quick, accurate, and secure registration. They can also make a Family Partnership contribution online. All members renewing their membership online prior to September 23 will appear on your troop roster for 2016-17.
- ☐ Have parents forward their registration confirmation email to the troop leader. Check the **Troop Management Hub** to see who has registered. If a member is not showing in troop roster, troop leader should submit a [Troop Change Form](#) listing girl's name and troop number.
- ☐ Remind parents to fill out, sign and turn in to you, a *Product Permission Form* and *Health History* (link will be provided to fillable forms in their email confirmation after they renew online).

**For Leaders Renewing Troop membership:**

You may wish to renew some or all of your troop members through the **Troop Management Hub** because your parents are paying by cash or check and you will use Troop debit card for payment. If so, please follow the instructions below:

- ☐ Print out girl and adult Membership Forms, Product Permission forms and Health History forms from the website to distribute to your parents or ask them to download forms directly from the website. Encourage Family Partnership contributions! See additional information on the Family Partnership Campaign.
- ☐ Collect membership registration forms signed by parents and payments (cash or check only) if applicable. If a parent wishes to pay with a credit card, they should individually renew membership online. For your records, keep signed registration forms for the year. At end of the membership year SHRED paperwork.
- ☐ Deposit cash/checks IMMEDIATELY into your troop bank account prior to using your troop debit card for registration. Allow sufficient time for checks to clear.
- ☐ Using the **Troop Management Hub**, renew registrations online WITHIN ONE WEEK of depositing payments into troop account. All members renewing their membership online prior to September 23 will appear on your troop roster for 2016-17. All those not renewed by Sept. 23 will not appear on your roster and leaders will no longer be able to register them after Oct. 1.

**NEW GIRLS & ADULTS**

## Leaders will register new members:

- ☐ Print out girl and adult Membership Forms, Product Permission forms and Health History forms from the website to distribute to your parents or ask them to download forms directly from the website. Encourage Family Partnership contributions! See additional information on the Family Partnership Campaign.
- ☐ Collect membership registration forms signed by parents and payments (cash or check only) if applicable. For your records, keep signed registration forms for the year. At end of the membership year SHRED paperwork.
- ☐ Deposit cash/checks IMMEDIATELY into your troop bank account prior to using your troop debit card for registration. Allow sufficient time for checks to clear.
- ☐ Using the **Troop Management Hub**, ADD new members (adults first, then girls) online WITHIN ONE WEEK of depositing payments into troop account. All purchases must be made BEFORE 8:59 p.m. PST the day the person is added to the troop. All members renewing their membership online prior to September 23 will appear on your troop roster for 2016-17.
- ☐ If you receive a "duplicate membership" error message, the person in question is already in our database and must register themselves. Please submit a help desk ticket to [helpdesk@girlscoutsla.org](mailto:helpdesk@girlscoutsla.org) or call (213) 213-0123 if they need help activating their eBiz account.
- ☐ Encourage parents to activate their eBiz account and to obtain access to their daughter's account.

## More Info for Troop Leaders:

- ☐ If your troop is splitting next year, please have the members renew their membership with the current troop then submit a [Troop Change Form](#). Any member with an unknown troop should be transferred to the Service Unit as an Independent Member.
- ☐ Use the [Troop Change Form](#) if a girl/adult is transferring from your troop.
- ☐ Requesting Financial Assistance: Parent communicates request to Troop Leader. Troop leader determines if troop funds are available for Membership Registration. If troop funds are not available, troop leader may contact service unit to see if SU funds are available. If SU funds are not available, Girl Scouts of Greater Los Angeles will assist. Troop leader contacts Customer Care at 213-213-0123 or emails [troopsupport@girlscoutsla.org](mailto:troopsupport@girlscoutsla.org) for process.
- ☐ Members who do not renew their membership by Sept 23 will no longer show on the troop roster on Oct. 1 **and the leader will no longer be able to register** them. They will be considered a "lapsed" member and **will have to individually register online**.
- ☐ Encourage all parents/adult members to set up eBiz accounts and renew online. It will save time and money and, more importantly...**it's green!**

## Resources

For more information about Membership Registration including online instructions, online demos, registration forms in English and Spanish, Troop Change form, etc. go to our website at [www.girlscoutsla.org](http://www.girlscoutsla.org) and click on the eBiz tab.