How to register NEW members to a troop:

Now that you've received your troop number please follow the steps below to add your NEW members. **Please note that ALL members that you are adding must be purchased in the same eBiz session _BEFORE 9PM_ or they will drop off your troop roster. Once members have dropped of the roster it is up to the individual to activate their eBiz account and complete the purchase. Only registered Girl Scout members may display in your troop roster.**

1. Login to eBiz and click on Troop Management.
2. Verify that you are linked to the correct troop.

3. Now you are ready to enter in your new members. Click on the "Add Adult" button to add all adults that are going to be members of your troop. **Please enter all adults first, then the girls.**
   a. Based on the membership form provided by the adult, enter in all their information on the customer profile page. If a duplicate error is received please review the trouble shooting section at the end of this document.

b. After saving the information, the page will redirect you to choose a membership product (Adult 2013 or Lifetime Membership).

Membership Products

Adult Membership 2013 (valid 10/1/2012 - 9/30/2013)
Enrich your life by adding meaningful days to girl's lives. Join Girl Scouts!

Girl Membership 2013 (valid 10/1/2012 - 9/30/2013)
Give her access to life-changing experiences that inspire her to do something big. Enroll your daughter in Girl Scouts today!

Lifetime Membership (valid for life)
Purchase a Lifetime Membership and make a lifelong commitment to Girl Scouts. Lifetime memberships are offered to adults and to girls at the time of their High School graduation at a reduced rate.

c. Next, you will update information required for membership.
d. When all fields have been completed for the adult member you may click on the following buttons: "save and continue to shopping cart", "save and continue to troop hub" (recommended if adding more members), or "save" (to review the information). We recommend saving and continueing to the troop hub.

Number of years in Girl Scouting as a Girl Member   Number of years in Girl Scouting as an Adult Member *

| 0 | 1 |

Note: We encourage you to voluntarily provide the following employment information to aid us in our fund raising efforts.

Employer   Title/Occupation

| unlisted | **Add/Change** | Accountant |

Household Income

Household Income * | I choose not to share ▼ |

How will you be participating in Girl Scouts? Check all that apply.

☐ Volunteer   ☐ Community Partner
☑ Parent/Family   ☐ Staff
☐ Girl Scout Alumnae   ☐ Other

If you checked Volunteer above, please select the role(s) you will be serving in:
Note: All positions are pending, subject to Council approval.

Position: | 03 - Troop Committee Member ▼ |
Year: 2013
Troop/SU/Area: | | **Search**

[Add Position]

Position	Year	Troop/SU/Area	
03 - Troop Committee Member	2013	Troop99999	**Remove**

Gender   ○ Female ● Male
Education | Associates Degree ▼ |

Age Range ○ 18 - 29 ● 30 - 49 ○ 50 and Up

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.

Directly interacting with girls

- ☐ Camp
- ☐ Events
- ☐ Series
- ☐ Travel
- ☐ Troop
- ☐ Virtual

Get involved behind the scenes

- ☐ Administrative
- ☐ Council Committees
- ☐ Learning Facilitator
- ☐ Fund Development

Media Permission

When participating in Girl Scout activities I may be photographed for print, videotaped, or electronically imaged. Images may be used in promotional materials, new releases, and other published formats for either the local Girl Scout Councils or Girl Scouts of the USA. The images will be the sole property of either the local Girl Scout Council or Girl Scouts of the USA.

☐   I wish to opt out at this time

Save & Continue to Shopping Cart	Save & Continue to Troop Hub	Save

e. If you choose to "Save & Continue to Troop Hub" the member will show as "unpaid" until you complete all of your membership purchases in the "shopping cart".

Troop99999 (2 members)
Meeting Information

| Action... ▼ | Search... | Member Name ▼ | Find |

(0 Records Selected)   ➕ Add Girl   ➕ Add Adult

☐	Name	Phone	Position	Term End Date	Status	Email
☐	**Blake, Gillian**	(626)677-2360	01 Leader/Advisor	9/26/2012	Active	cestestaccount@gmail.com
☐	**Blake, Watson**	(626)999-9999	UNPAID	7/26/2012	Active	watsonblake@email.com

4. Once finished with the adults, use the "Add Girl" button to add all new girls to your troop.
   a. Based on the membership form provided for the girl, enter in all the information on the customer profile page.
   b. After saving the information, the page will redirect you to choose a membership product (Girl 2013).
   c. Next, you will update information required for membership.

Membership Profile

Customer Profile

First Name | Middle Name | Last Name
Juliette | | Low

Country Code * | United States
Address Line 1 * | 9525 Monte Vista Ave
Address Line 2 |
Address Line 3 |
City * | Montclair
County | San Bernardino
State * | California
Zip Code * | 91763-2231

Phone | (999)(9999999) | (Ext)
| (1) 626 9999999 |

Date Of Birth | 7/3/2001
Email | watsonblake@email.com

School and Participation Information

Number of years in Girl Scouting as a Girl Member *

1

Grade *

2

School *

DESERT MONTESSORI ACADEMY   **Add/Change**

Pathway Of Entry
Which of the following best describes how you will be participating with Girl Scouts?

Troop

Fun Ways to Participate (check all that interest you):
☐ Camp   ☐ Series   ☐ Troop
☐ Events   ☐ Travel   ☐ Virtual

Guardian Information

If you need to remove or change a guardian name, please contact us directly.

Custodial Care of *	Both Parents ▾

Guardian-1 Contact

First Name *	Middle Name	Last Name *
Gillian	Kathleen	Blake

Clear Address

Country Code *	United States ▾
Address Line 1 *	9525 Monte Vista Ave
Address Line 2	
Address Line 3	
City *	Montclair
County	San Bernardino
State *	California ▾
Zip Code *	91763-2231

Email	gblake@email.com	I wish to opt out of: ☐ Texts ☐ Girl Scout Emails
Employer	GIRL SCOUTS GRTR LA	**Add/Change Clear**
Title/Occupation	Supervisor	

	Home *			Cell	Business	
	(999) *(9999999) * (Ext)			(999)(9999999)	(999)(9999999) (Ext)	
Telephone	626	9999999		888	888888	

Guardian-2 Contact

First Name	Middle Name	Last Name
Watson		Blake

Copy Address from Guardian 1

Country Code	United States ▾
Address Line 1 *	9525 Monte Vista Ave
Address Line 2	
Address Line 3	
City	Montclair
County	San Bernardino
State	California ▾
Zip Code	91763-2231

Email	atsonblake@email.com	I wish to opt out of: ☐ Texts ☐ Girl Scout Emails
Employer	unlisted	**Add/Change Clear**
Title/Occupation	Accountant	

	Home *		Cell	Business	
	(999)(9999999) (Ext)		(999)(9999999)	(999)(9999999) (Ext)	
Telephone	626	9999999			

Household Income

Household Income *	I choose not to share ▾

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☐ I wish to opt out at this time

Save & Continue to Shopping Cart	Save & Continue to Troop Hub	Save

d. When all fields have been completed for the girl member you may click on the following buttons: "save and continue to shopping cart", "save and continue to troop hub" (recommended if adding more members), or "save" (to review the information). We recommend saving and continueing to the troop hub.

e. If you choose to "save and go back to troop hub" the member will show as "unpaid" until you complete all of your membership purchases in the "shopping cart".

5. When all members have been entered into your troop please click on "shopping cart" to review the members and view your shopping cart.
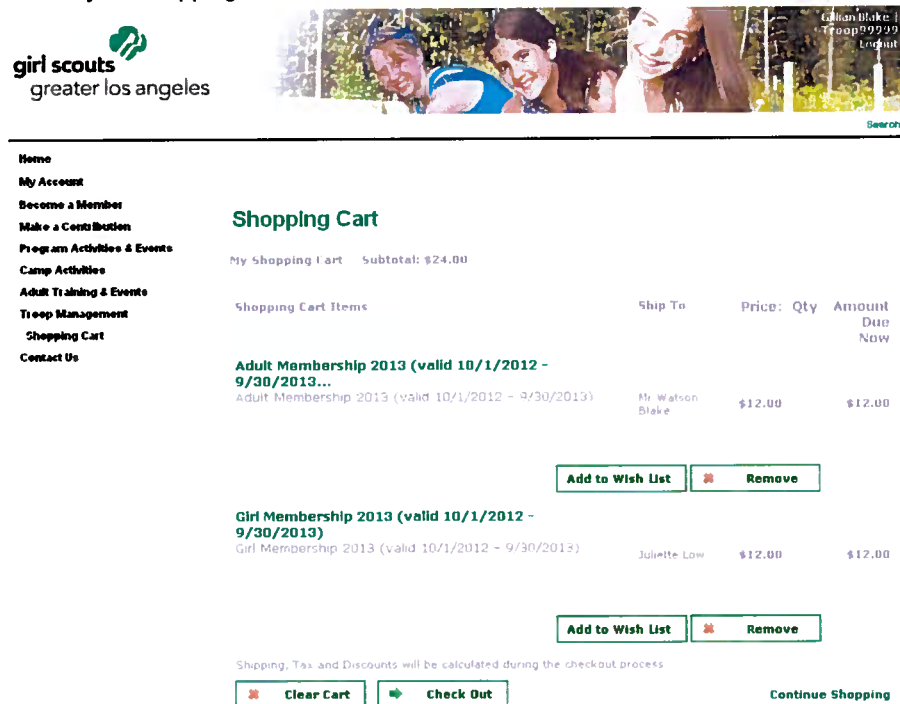
6. Next, click "check out" to enter in your troop debit card (name on card should be the leader or the name on the account, please verify with the bank) and complete your purchase. The next page will have a summary of your order. **Please print this page, all email confirmations go directly to the member.**

Troubleshooting:

- Duplicate error message: If entering in a member and you get an error stating "duplicate record", don't worry, it simply means that the person is already in our database. Please do not continue with this person or attempt to enter them a different way. Instead, set them aside as the individual will need to purchase their own membership. The GSGLA Help Desk can provide login information to those individuals if they do not have an eBiz account or need help activating one.

- Employer or School doesn't exist: Please try searching using only part of the name of the employer or school. If the employer/school does not display on the list please use "unlisted". A help desk ticket may be submitted to have a staff person search our database further to add the school or employer.