

## 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 also purchase a membership in the same eBiz session or they will drop off your troop roster. 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.

The screenshot shows the eBiz interface for Troop 99999. The navigation menu on the left includes: Home, My Account, Become a Member, Make a Contribution, Program Activities & Events, Camp Activities, Adult Training & Events, Troop Management (highlighted), Shopping Cart, and Contact Us. The main content area displays "Troop99999 (1 members)" and "Meeting Information". There is a search bar with "Action...", "Search...", "Member Name", and "Find" buttons. Below the search bar, it says "(0 Records Selected)" and has "Add Girl" and "Add Adult" buttons. A table lists the member:

<input type="checkbox"/>	Name	Phone	Position	Term End Date	Status	Email
<input type="checkbox"/>	Blake, Gillian	(626)677-2360	01 - Leader/Advisor	9/30/2012	Active	cestestacount@gmail.com

At the bottom of the page, there are links for "Terms Of Use" and "Privacy Policy", and a copyright notice: "© Girl Scouts. All Rights Reserved.".

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. **You must enter all adults first, then add 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 continuing to the troop hub.

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

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

Employer  [Add/Change](#) Title/Occupation

**Household Income**

Household Income \*

**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:

Year: 2013

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

[Add Position](#)

Position	Year	Troop/SU/Area	
03 - Troop Committee Member	2013	Troop99999	<a href="#">Remove</a>

Gender  Female  Male

Education

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”.

Troop9999 (2 members)  
Meeting Information

Action... Search... Member Name Find

(0 Records Selected) Add Girl Add Adult

<input type="checkbox"/>	Name	Phone	Position	Term End Date	Status	Email
<input type="checkbox"/>	Blake, Gillian	(626)677-2368	01 - Leader/Advisor	9/30/2012	Active	cestestaccount@gmail.com
<input type="checkbox"/>	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.
- Based on the membership form provided for the girl, enter in all the information on the customer profile page.
  - After saving the information, the page will redirect you to choose a membership product (Girl 2013).
  - Next, you will update information required for membership.

## Membership Profile

\* Fields marked in bold are required

### 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

Note: We encourage you to voluntarily provide information on racial background and ethnicity. This information is used by Girl Scouts to evaluate and improve our efforts to bring Girl Scouting to every girl everywhere.

### Customer Profile Form

**\* Fields marked bold are required**

Personal Identification Details

Prefix

**First Name \***

Middle Name

**Last Name \***

Suffix

**Date of Birth \***   (mm/dd/yyyy)

Gender  Male  Female

We encourage you voluntarily to provide the following information on racial background and ethnicity. This information will be used by Girl Scouts of the USA to help improve outreach efforts and advance the Girl Scout Movement.

Race  Am. Indian or Alaskan Native  Hawaiian or Pacific Islander  
 Asian  White  
 Black or African American  Other Races

Ethnicity

## 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?

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 \*

### Guardian-1 Contact

First Name \*  Middle Name  Last Name \*

### Clear Address

Country Code \*

Address Line 1 \*

Address Line 2

Address Line 3

City \*

County

State \*

Zip Code \*

Email  I wish to opt out of:  Texts  Girl Scout Emails

Employer  [Add/Change Clear](#)

Title/Occupation

Telephone 

Home *	Cell	Business
(999) * (9999999) * (Ext)	(999)(9999999) (999)(9999999) (Ext)	
<input type="text" value="626"/> <input type="text" value="9999999"/>	<input type="text" value="888"/> <input type="text" value="8888888"/>	<input type="text"/> <input type="text"/> <input type="text"/>

### Guardian-2 Contact

First Name  Middle Name  Last Name

### Copy Address from Guardian 1

Country Code

Address Line 1 \*

Address Line 2

Address Line 3

City

County

State

Zip Code

Email  I wish to opt out of:  Texts  Girl Scout Emails

Employer  [Add/Change Clear](#)

Title/Occupation

Telephone 

Home *	Cell	Business
(999)(9999999) (Ext)	(999)(9999999) (999)(9999999) (Ext)	
<input type="text" value="626"/> <input type="text" value="9999999"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

### Household Income

Household Income \*

### Media Permission

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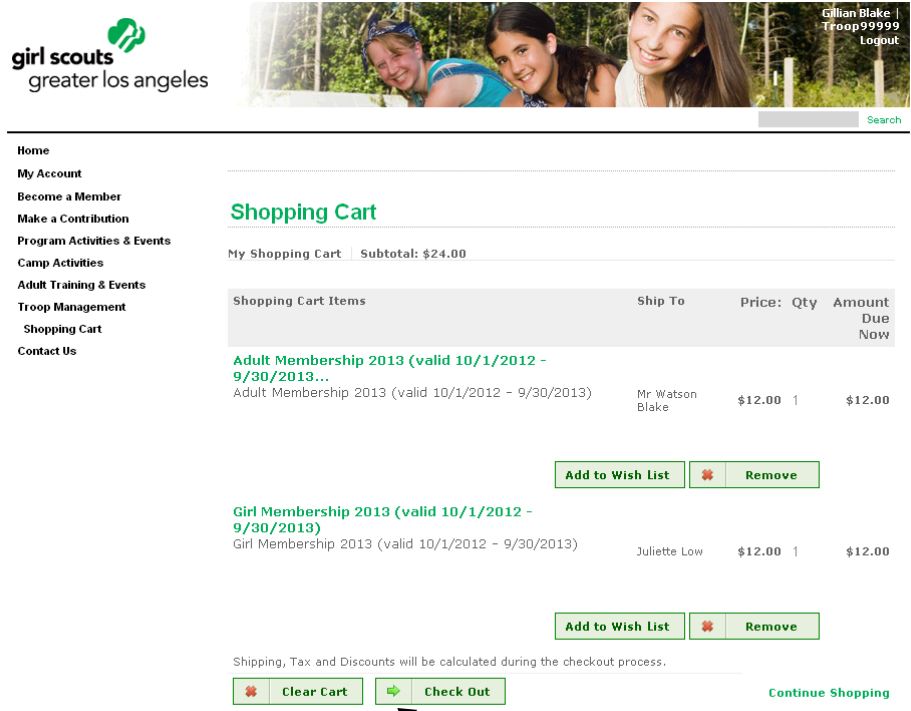
I wish to opt out at this time

[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 continuing 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 GSGLA) 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 until the rest of your troop is complete, and then fill out a Troop Change Form to have the person temporarily added to your troop by our help desk. The GSGLA Help Desk will provide further information to assist you in completing those members.
- Employer or School doesn’t exist: Please try searching using only part of the name of the employer or school. If the employer does not display on the list please use “unlisted” as the employer. If the school does not exist, please use “unlisted” but you may submit a Troop Change Form to have a staff member complete the school information for you.