

Tips for Leaders Renewing Their Troop's Membership

Need Help?
Call (213) 213-0123

1. Renew Girls First

- When you log into eBiz, check your cart to be sure it is empty.
- Register the girls in your troop separately from adults.
- Register the girls in small batches: 5-10 per batch. It is easier to reenter a small batch than a large one in case you run into issues.
- Plan to complete a batch including payment in one sitting. If you stop and come back to it the next day, there is a chance that the girls will be removed from your cart and you as the leader will no longer be able to renew their membership. It would have to be done by the parent.

2. Renew Adults in a Separate Batch

- To avoid error messages, review your troop roster to see which adults have their membership in your troop. Look at the section next to their name to see what SU# or Troop # is listed for that person.
- Adults registered to another troop or service unit can:
 - Register themselves in eBiz *OR*
 - Be transferred into the correct troop by emailing helpdesk@girlscoutsla.org *OR*
 - Be transferred into the correct troop by calling Customer Care at (213) 213-0123.
- If you get an error message that some of the adults are registered in another troop, remove them from your cart and finish your batch.
- Self-report a position for each adult you are renewing including Lifetime Members. Positions must be self-reported each year. They do not roll over to the next year. Only use the approved **POSITION CODES** listed here as any other codes will be deleted: http://www.girlscoutsla.org/documents/GSGLA_Approved_Position_Codes.pdf

Watch the Early Bird Webinar recording for more info about Early Bird Renewal Incentives

<https://attendee.gotowebinar.com/recording/7983902855915794177>

Early Bird Ends
June 15 at 8:59 p.m.