

## Updating Troop Meeting Information in eBiz

Troops must update their meeting information (time, location, frequency, etc.) for each membership year or if the meeting information changes. This information may only be updated and changed by the person that holds the 01-leader position in the troop and has access to troop management in eBiz.



Please follow the steps below to update the troop meeting information in eBiz.

1. Log into eBiz and click on Troop Management
2. Click on "Meeting Information".

Troop01234 (19 members)  
**Meeting Information**

Action... Search... Member Name Find

(0 Records Selected)

 Add Girl  Add Adult

3. Next, proceed to update the troop's meeting information and level and SAVE CHANGES.

### MeetingInfo

#### Troop Type & Meeting Information

Troop Participation

Troop Duration

Program Frequency

Grade Level

Meeting Place

#### Meeting Day & Location

Meeting Day

Start Time  :  PM

End Time  :  PM

Meeting Location

Meeting Address

Save Changes