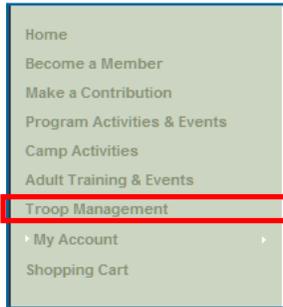
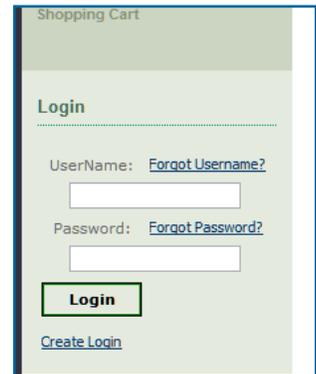


# How to Use the eBiz Troop Management to Register New Troop Members

1. Point your web browser to [www.girlscoutsla.org](http://www.girlscoutsla.org)

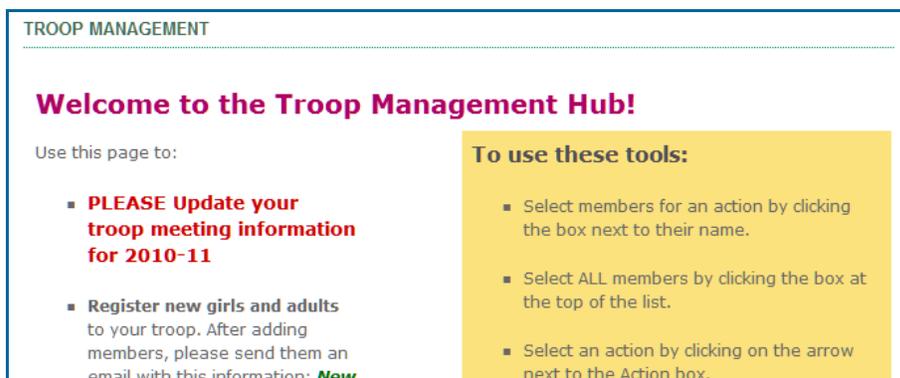


2. Login to eBiz on the home page using the username and password that you have established. Login is located under the left-hand navigation bar as shown at right.

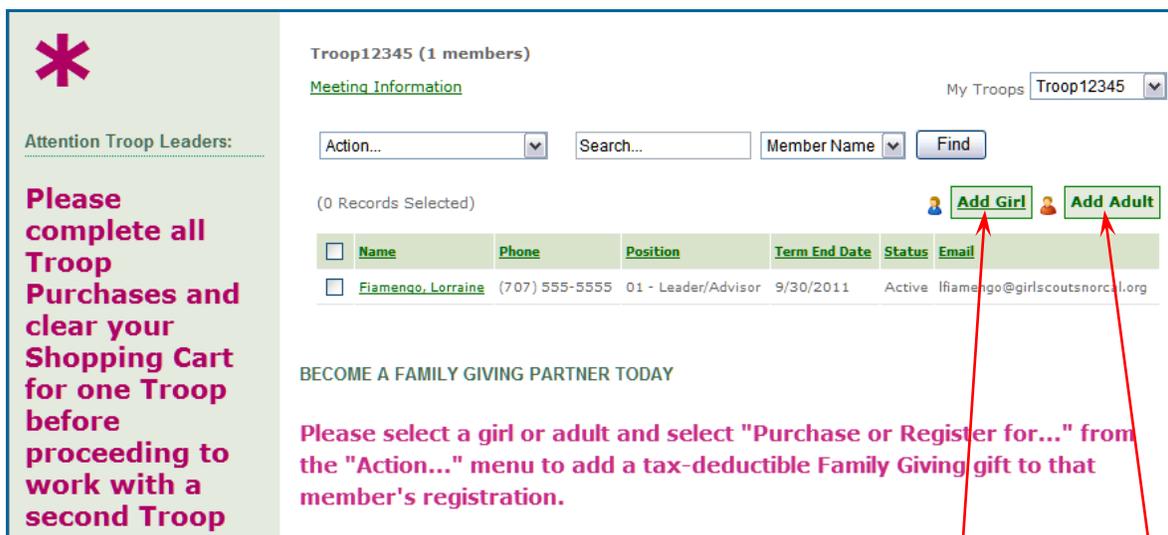


3. After you login, click on Troop Management in the left-hand navigation bar, as shown to the left.

4. If you are a registered 01 - Troop Leader this will bring up the Troop Management Hub as shown below:



5. Scroll to the bottom of the page to see the members of your troop. If you are a new troop, you should be listed as 01, even if there are no other members.



6. To add new girls or adults to your troop start by clicking on the “Add Girl” or “Add Adult” buttons shown above.

7. This brings up the NEW USER SECTION:

NEW USER SECTION



**Please do not create a user login.**

...Unless you are:

- a girl or adult who has never registered before as a Girl Scout

**OR**

- an adult who has never registered your daughter as a Girl Scout.

- If either of the above apply to you or your daughter, [please click here to activate your account.](#)

If the girl or adult you are going to register has been a registered Girl Scout before or is an adult who has had a daughter who is/was a registered Girl Scout, please have them create a login for themselves in eBiz. They should use that login to register themselves.

8. If the above does not apply to the girl or adult you are registering scroll down to this part of the page and enter the information that pertains to that member:

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

Please remember that fields marked in bold with an asterisk are required fields.

The example we will show is a girl being added to Troop 12345.

9. When you have finished adding the basic information, click on "Create Profile" to add the non-registered member to our database. This person can now place an order for a membership product.

Telephone  510  (Ext)

E-mail \*

Yes, please include me on periodic email announcements

10. This takes you to the membership products page. Here you can add membership products and donation products to this person's order.

JOINING THE GIRL SCOUTS

---

**Thank you for considering membership with the Girl Scouts of Northern California.**

Membership Products

---

Displaying results 1-10 (of 17)  
 Page: 1 - 2 First < Back · [Next >](#) Last

Show 10 items per page ▼ Sort By Title ▼

[\\$1,000 Family Giving Donation](#)

Tax-deductible Family Giving Partnership gift of \$1000

	List Price
Standard	\$1,000.00

11. Start by selecting on “Sort by Product #” from the pick list at the far right.

Membership Products

---

Displaying results 1-10 (of 17)  
 Page: 1 - 2 First < Back · [Next >](#) Last

Show 10 items per page ▼ Sort By Product # ▼

[Adult Membership 2011](#)

Girl Scout Membership from 10/1/2010 to 9/30/2011

	List Price
New Member	\$12.00
ReReg Member	\$12.00

[Girl Membership 2011](#)

Girl Scout Membership from 10/1/2010 to 9/30/2011

	List Price
New Member	\$12.00

This brings the membership products to the top of the list. Click on the appropriate membership product.

12. When the product comes up in a separate window, click on “Add to Cart” to add it to this person’s order.

[Girl Membership 2011](#)

Valid from: 10/01/2010 - 09/30/2011

Girl Scout Membership from 10/1/2010 to 9/30/2011

	List Price
New Member	\$12.00
ReReg Member	\$12.00



13. This will bring up a screen asking you for parental information, school information and emergency contact information.

Please remember that fields marked in bold with an asterisk are required fields.

**Membership Profile**

\* Fields marked in bold are required

**Customer Profile**

First Name: Austin Middle Name: Last Name: Texas

Address Type \*  Home  Work

Country Code \* United States

Address Line 1 \* 7700 Edgewater Dr

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: -- Select --

First Name \* Cheyenne

Middle Name:

Last Name \* Wyoming

Suffix: -- Select --

Date of Birth \* 01/01/1999 (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: Hispanic

Note: click on the "Add/Change" link to add a girl's school. Once the selection window opens, type in part of the name of the school you need, click on the "Search" button, select the school from the list. For adults, the employer "Add/Change" link works the same way.

**School Information**

Number of years in Girl Scouting as a Girl Member \* 0 Grade \* 6

School \* [Add/Change](#)

Please enter a portion of your School name and select it from the displayed list.

Helena Montana

School: King Search

16 record (s) found matching criteria

Name	Address
Christ the King Catholic School	195 Brandon Rd # B Pleasant Hill, CA 94523-3220
Elise P. Buckingham Charter	188 Bella Vista Rd Ste B Vacaville, CA 95687-3719
King Elementary	234 S 39th St Richmond, CA 94804-3315
King Martin Luther Jr Academic Middle	350 Girard St San Francisco, CA 94134-1469
King Martin Luther Jr Academy	620 Drake Ave Sausalito, CA 94965-1170
King Martin Luther Jr Elementary	960 10th St Oakland, CA 94607-3106
King Martin Luther Jr	76890 Holly Hill Ave Hayward, CA

Note for Adult members: If the member you are entering is not a *01 - Troop Leader* you need to select a position code for them for your troop. If a position is not selected, they will be automatically be entered as a 14.

Note: All positions are pending, subject to Council approval.

Position:

Year: 2011

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

Position	Year	Troop/SU/Area

Gender  Male  Female

Education:

Age Range  18 - 29  30 - 49  50 and Up

14. At the bottom of this page you have a **decision point**. You can click:

- **“Save & Continue to Shopping Cart”** will finish your shopping session; if you click this in error, there is a link on the shopping cart that allows you to continue shopping
- **“Save & Continue to Troop Hub”** allows you to add another member by taking you back to the Troop Hub to use the “Add Girl” or “Add Adult” buttons or you may add another product for the same member

Emergency Contact

First Name \*  Middle Name  Last Name \*

Phone \*  (1)

- **“Save”** allows you to save and review the information you have entered

15. To add another product, such as a donation, click on “Save & Continue to Troop Hub”. Once you are back to the troop hub, click on the check box next to the member’s name who you wish to purchase a product for and select “Purchase or Register for...” from the “Action...” menu.

Troop12345 (2 members)

[Meeting Information](#) My Troops

	Position	Term End Date	Status	Email
<input type="checkbox"/>	Flamengo, Lorraine	(707) 555-5555 01 - Leader/Advisor	9/30/2011	Active lflamengo@girlscoutsnorcal.org
<input checked="" type="checkbox"/>	Texas, Austin	(510) 555-1234 UNPAID	1/22/2011	Active lflamengo@girlscoutsnorcal.org

16. This will take you to the product listing page. Here, you can select the product you would like to add the member's shopping cart.

**Membership Products**

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Displaying results 1-10 (of 17) Show 10 items per page Sort by Begin Date

Page: 1 - 2 [First](#) [Back](#) [Next](#) [Last](#)

**[\\$50 Family Giving Donation](#)**

Tax-deductible Family Giving Partnership gift of \$50

	List Price
Standard	\$50.00

**[\\$75 Family Giving Donation](#)**

Tax-deductible Family Giving Partnership gift of \$75

17. After clicking on the name of the product, you will be taken to a description of the product. Click on the "Add to Cart" button to add the donation

**Product Detail**

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[Return to previous page](#)

**[\\$60 Family Giving Donation](#)**

Valid from: 01/28/2011 - 09/30/2011



\$60 per girl could support each girl who participates in a volunteer-led Girl Scout experience.\*

*\*This is an example of how Family Partnership helps fund a variety of Girl Scout programs and opportunities for all girls. Every gift size is appreciated. You may choose more than one giving level to equal your desired donation amount.*

*Girl Scouts of Northern California is a 501 (c)(3) non-profit organization (ID# 94-1551410). Gifts are tax deductible to the extent allowed by law. Please consult your tax advisor as individual situations vary.*

 **Add to Cart**

	List Price
Standard	\$60.00

18. When you are finished adding members to your troop and their Family Giving products to your shopping cart, you can click:

**Mini Cart**

---

Contains 3 items  
Subtotal: **\$74.00**

[View Cart](#)

[Checkout](#)

- "Save & Continue to Shopping Cart" or
- "Shopping Cart" in the left-hand navigation bar (see right) or
- "View Cart" or "Checkout" from one of the product description pages (see left)

- Home
- Become a Member
- Make a Contribution
- Program Activities & Events
- Camp Activities
- Adult Training & Events
- Troop Management
- My Account
- Shopping Cart

19. Now you will want to review your shopping cart and make sure that it contains the memberships and donations you expect. You may add or remove items from your cart. Click “Check Out” to continue. Note the “Continue Shopping” link, in case you need to add more to your cart.

**Shopping Cart**

My Shopping Cart Subtotal: \$74.00

Shopping Cart Items	Ship To	Price	Qty	Amount Due Now
<a href="#">Girl Membership 2011</a> Girl Membership 2011	Madison Wisconsin	\$12.00	1	\$12.00
<input type="button" value="Add to Wish List"/> <input type="button" value="Remove"/>				
<a href="#">Girl Membership 2011</a> Girl Membership 2011	Austin Texas	\$12.00	1	\$12.00
<input type="button" value="Add to Wish List"/> <input type="button" value="Remove"/>				
<a href="#">\$60 Family Giving Donation</a> \$60 Family Giving Donation	Texas, Austin	\$60.00	1	\$60.00
<input type="button" value="Add to Wish List"/> <input type="button" value="Remove"/>				

Shipping, Tax and Discounts will be calculated during the checkout process.

[Continue Shopping](#)

20. If more information is required on a registration, you will see two asterisks “\*\*” next to the “Add” button. Click on the “Add” button to add the missing information.

You Bought	Ship To	Price	Qty	Discount	Total Due Now	Enter Promotion Code	Additional Information **
<ul style="list-style-type: none"> <li>GSUSA - Girl Membership 2011 10/1/2010 to 9/30/2011</li> </ul>	Madison Wisconsin	\$12.00	1	\$0.00	\$12.00	<input type="text"/> <input type="button" value="Apply Promo"/>	<input type="button" value="-Add-"/> **

21. At this point you are ready to enter your credit/debit card information. When you are finished, click on “Process My Order”

**Enter Payment Information**

Card Type \*

Card Number \*

CVV Number \*  [What is Security Code ?](#)

Expiration \*

Name On Card \*

22. You will be taken to an order summary page and given the opportunity to "Print" a receipt if you like.

**Order Summary**

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**Order Number: 1047464913**

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<b>GIRL_2011</b>	<b>GSUSA - Girl Membership 2011 10/1/2010 to 9/30/2011</b>	
Shipping Address	Madison Wisconsin 7700 Edgewater Dr Oakland, CA 94621-3030	Discount Applied: \$0.00
Order Date :	1/21/2011	Line Tax: \$0.00
LineStatus:	Active	Line Total: \$12.00
FulfillStatus:	Active	Current Amount Paid: \$12.00
		Balance: \$0.00

---

**Order Number: 1047464914**

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<b>GIRL_2011</b>	<b>GSUSA - Girl Membership 2011 10/1/2010 to 9/30/2011</b>	
	Austin Texas	Balance: \$0.00

---

**Payment Information**

<b>Receipt Amount:</b>	Shipping & Handling: \$0.00
	Discounts: \$0.00
	-----
	Estimated Tax: \$0.00
	-----
	<b>Grand Total: \$74.00</b>
	<b>Current Amount Paid: \$74.00</b>
	<b>Balance: \$0.00</b>

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Print this page for your record.

If the print function does not work on your computer, you may do a screen capture or copy-and-paste the information into a document, if you so desire.