

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.

girl scouts greater los angeles

Gillian Blake | Troop99999 Logout

Search

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

Troop99999 (1 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	9/30/2012	Active	cestestaccount@gmail.com

[Terms Of Use](#) | [Privacy Policy](#)
© 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 *
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 *

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:

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

[Add Position](#)

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

[Remove](#)

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: | Get involved "behind the scenes": |
| ☐ Camp | ☐ Administrative |
| ☐ Events | ☐ Council Committees |
| ☐ Series | ☐ Learning Facilitator |
| ☐ Travel | ☐ Fund Development |
| ☐ Troop | |
| ☐ Virtual | |

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)

☐	Name	Phone	Position	Term End Date	Status	Email
☐	Blake, Gillian	(626)677-2368	01 - Leader/Advisor	9/30/2012	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

* 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 *

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 *

(999) * (9999999) * (Ext)

Cell

(999)(9999999) (999)(9999999) (Ext)

Business

(999)(9999999) (Ext)

Telephone

626 9999999

888

8888888

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 *

(999)(9999999) (Ext)

Cell

(999)(9999999)

Business

(999)(9999999) (Ext)

Telephone

626 9999999

Household Income

Household Income *

I choose not to share

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.

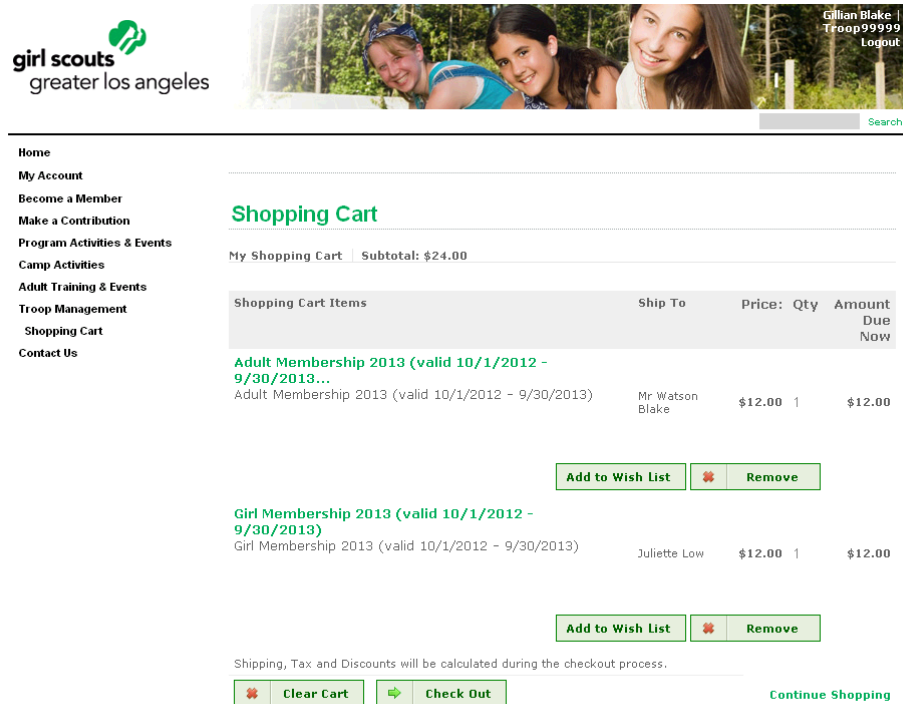
☐ I wish to opt out at this time

Save & Continue to Shopping Cart

Save & Continue to Troop Hub

Save

- 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.