

This will walk troop leaders through registering their troop members online. eBiz does not accept the request to transfer members from one troop to another, registrations requesting financial assistance (FA) or registrations with payment via Cookie Dough. Please contact your Membership Staff or mvp@gsmists.org to request a troop transfer. Registrations requesting FA must include a completed Financial Assistance for Membership form and can be processed through any GSMISTS Service Center. Registrations with payment via Cookie Dough can only be processed through any GSMISTS Service Center.

You must have the following ready prior to registering your troop members through eBiz:

- **Create your eBiz login**
 - Instructions on how to create your login can be found on the [GSMISTS ebiz](#) site.
 - **You need to be an approved volunteer and designated as the '01-Leader/Advisor' in our system**
 - Verify your position code by logging in to your eBiz account, going to the My Account page, and scrolling down to the My Positions section at the bottom of the page. If you are not listed as the 01, you may request it by selecting it from the drop down menu (***please note that it can take a few days for approval, so be sure to complete this step early***)
 - **You'll need the following information for each member you are re-registering:**
 - **Girls** (bolded items are required; the other information is extremely helpful to have)
 - Girl's full name, address, phone number
 - Number of years in Girl Scouting
 - Grade (in the fall of the year for which you are registering)
 - Parent/Custodial care (both parents, mother only, father only, other)
 - School attending (home school is an option)
 - At least one guardian name, address, and phone
 - Additional guardian information
 - Girl and guardian email addresses
 - Girl's date of birth
 - Pathway of entry (since you're registering your troop, this will most likely be 'troop')
 - Race/Ethnicity
 - **Adults** (bolded items are required; the other information is extremely helpful to have)
 - **Adult's full name, address, phone**
 - **Number of years in Girl Scouting as an adult member**
 - Date of birth
 - Number of years in Girl Scouting as a girl member
 - Employer
 - Occupation
 - Gender
 - Education level
 - Age range
 - To re-register existing members who do not appear on your roster, please contact us at mvp@gsmists.org or call 844.476.4787 and ask to speak with our membership registration staff to request that they be transferred to your troop (***please note that it can take a few days for the transfer, so be sure to complete this step early***).
 - **A debit/credit card**
 - ***If parents choose to pay for their girl's membership renewal with Visa/MC, these transactions must be processed separately from registrations that will be paid for with a troop debit Visa/MC. After processing, please black out the parent's credit card information completely!***
- A printer connected to your computer so you may print your receipt**

Important Additional Information

- **All troop renewals must be completed by 11:59 pm on September 29.** *On September 30, all non-renewed members will drop off your troop roster and will have to be registered through the Council Office or online by their parents!*
- Membership dues are paid to our national organization, Girl Scouts of the USA, and cannot be refunded.

Once you have completed these steps, you are ready to register your troop through eBiz.

If this is your first time re-registering troop members through eBiz, you may want to practice with one or two member registrations before trying to process them all at once. If at any time you receive an error message or have difficulty, please contact us at mvp@gsmists.org or call 844.476.4787 and ask to speak with our membership registration staff.

1. Log in to your eBiz account (<https://gsusa.ebiz.uapps.net/vp/Home.aspx>)

2. Click Troop Management on the left navigation menu. On the Troop Management page, select the members that you would like to renew by checking the box next to their name(s)

Choose **Renew** from the **Action** drop down menu

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

Troop Management

Your Troop Management Account

The benefits of your troop management account include the ability to:

- Re-register your troop online
- Manage your troop members' contact information
- Create and print a troop roster
- Communicate with troop members and parents
- Register troop and individual girls for Council program opportunities

Please note:

- If you are the Leader (01) for more than one troop, select the troop you want to manage at this time from the "My Troops" drop down menu
- You may select the "Meeting Information" link below to update your troop meeting information.

SU601 (26 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"/>	Ankenbrandt, Suzanne	(715) 424-5837	14 - Member (No Assigned Position)	9/30/2090	Active	
<input type="checkbox"/>	Arendt, Patrick Thomas	(715) 423-2000	14 - Member (No Assigned Position)	9/30/2093	Active	
<input type="checkbox"/>	Bilderback, Pamela	(715) 886-4511	01 - Leader/Advisor	9/30/2090	Active	

Please press -Add- to enter or -Edit- to update *required* information before proceeding to check out.

Select/De-select All

Christensen, Molly - 000002134277

<input type="checkbox"/>	Order Number	Date	Membership	Amount	Additional Information *
<input checked="" type="checkbox"/>	1045354005	Jul 25, 2010	Girl Membership 2011 10/01/2010 to 09/30/2011	\$ 12.00	-Add-

PREINITZ, JENNIFER - 000004346384

<input type="checkbox"/>	Order Number	Date	Membership	Amount	Additional Information *
<input checked="" type="checkbox"/>	1045346980	Jul 25, 2010	Adult Membership 2011 10/01/2010 to 09/30/2011	\$ 12.00	-Edit-

Tips if you are the Leader (hold the 01 position code) for multiple troops:

- You must complete all transactions for one troop before working with another troop
- You can choose which troop you'd like to work with from the **My Troops** drop down menu on the right side of the Troop Management screen

3. Update troop members' information

On the next screen you will see a list of all members to be renewed. Starting with the first member, **click the *Add* link (in red) or *Edit* link (in green) on their order line**

On the next screen, **verify and update all information** (fields in bold with asterisks are required). Click **Save** when finished with each

- If you would like to request a position code for adult members, please choose the appropriate position from the drop down menu. These requests are reviewed by staff regularly and approval is based upon whether the person has completed the appropriate volunteer application process. When/if approved, they will appear on your troop roster with the approved position code. If not approved, they will maintain '14-Member (No Assigned Position)'

You will need to repeat Step 3 for each member you are renewing

4. From the Support Girl Scouting section under each troop member's order line, choose the amount of their Family Partnership contribution from the drop down menu, then click the Donate button next to it. The amount should be added as an additional line under the membership order line

a. The contribution amounts will be added to your order and can be paid in the same transaction as the membership order. If the amount is different than what is available in the drop down menu, the contribution will need to be sent in/dropped off at a Service Center.

5. Enter payment information where indicated. When complete, click **Process Payment** and you will receive a confirmation of your order. **This is your only opportunity to print a receipt for your records!**

- **If parents choose to pay for their daughter's membership renewal with Visa/MC, these transactions must be processed separately from registrations that will be paid for with a troop debit Visa/MC. After processing, please black out the parent's credit card information completely!**