

eBiz

eBiz Gives Girl Scouts Several Opportunities to Manage Their Girl Scout Data:

- Renew Membership
- Update Contact Information
- Register for Adult Trainings and Events
 - Update Volunteer Positions
 - View Training Data
- Access Troop Management (this only applies if you are in an O1 position as troop or co-leader)

You Will Need:

- Leaders
- Moderator
- A copy of handout page for each participant
- 10-20 minutes

What are Zippy Tips?

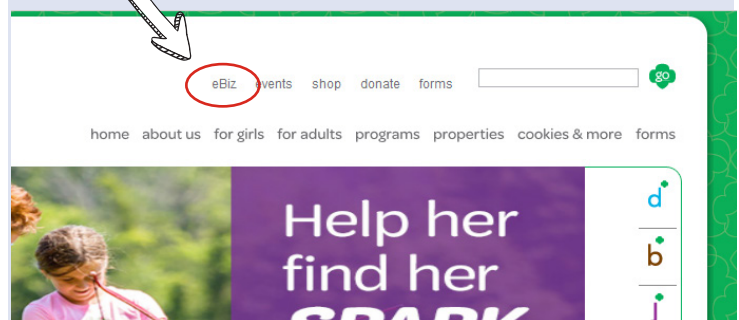
Zippy Tip trainings are quick (10-20 minute) information segments provided at a meeting. Any interested volunteer can lead a Zippy Tip—try one out today!

eBiz is your online access to Girl Scout data

As soon as your GSUSA membership registration form and volunteer application process is approved and you have received your congratulations letter, you will be able to access data through this portal.

To activate new access or log in to eBiz:
Go to gsmists.org and click on the eBiz link in the top menu, next to the search box.

This will bring you to the portal.



For questions or more information:

Call us toll-free at (844) 476 - 4787

Or email us at mvp@gsmists.org



eBiz Overview

eBiz is the “family” based registration system used by Girl Scouts of Michigan Shore to Shore.

All adults will be required to create a New Online Account to gain access to the system if it is their first time using eBiz. With your online account, you will be able to manage yourself, your family and/or troop(s) dependent on your current volunteer status. For example, a troop leader (01 status) who has a daughter participating in Girl Scouts will be able to manage both her family and troop(s) with a single login.

PARENTS:

One person per family will be designated as a “Family Manager.” This role will be assigned by the system according to the first listed parent or guardian on the child’s account (aka Guardian 1). Only the Family Manager will be able to view and manage the accounts of children and adult family member(s) from his/her own login. The Family Manager designation can be changed by contacting our Council.

Girls under the age of 18 must be managed by a Family Manager and will not be able to login under their own name. The adult listed second on the child’s account (aka Guardian 2) will become part of the family and can be managed by the Family Manager. The Guardian 2 is also able to activate and manage their own account, if they wish. They will see the guardian relationship with their child, but will be unable to manage their child’s activities or memberships.

TROOP LEADERS:

Troop leaders (01 status ONLY) with an online account can manage their troop(s) and troop members online. New leaders (01) will be able to manage their troop(s) and their own account as soon as they create their Online Account.

How To Create A New Online Account:

Step 1: Go to Registration Page (see front for direction) and click on the “New Online Account” button on the right hand side of the screen

Step 2: Enter the information as requested. This basic information will allow the system to search for your record and help check if you already exist in our database.

Step 3: One of the following will apply - If the system finds you in the database, you will see the following message: “Congratulations! We found you in the online system. Please go to your email and follow the instructions to activate your online account.” Please follow the instructions to activate your account activation.

If you receive the following message: “We have found you in the system, but in order to continue, please contact us.” Please follow the directions and contact our Council. This message generally appears when there is no email address on record or if there is a potential but unconfirmed match.

If the system does not find you in the database, you will be prompted to provide additional information to create

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