

Has she ever felt so excited
that she just can't wait?

Why wait? Claim her spot
for another year of fun.



Troop Leader Re-registration Guide

Early Registration April 9-June 11, 2014

Ensure that your Girl Scout troop doesn't miss a day of new adventures that inspire them to look forward to what they're going to do today, tomorrow, and even ten years from now, by helping them realize that **they can be anything they want to be.**

As a troop leader, you're helping girls use their unique talents to learn more about themselves and their world. By encouraging your troop families to re-register their Girl Scouts, you're paving the way for their girls to learn even more skills that will make them more successful in life.

Now is the time to re-register for the 2014-2015 membership year! Re-register early to beat the back-to-school madness and ensure that every girl has another year filled with new friends, tons of fun, and more "wow" moments than she's ever imagined.

Membership dues are \$15 and extend the full membership year of October 1, 2014 to September 30, 2015. Check out these valuable incentives your troop could win:

- Re-register at least 80% of your troop online between April 9 and June 11 and receive **two FREE adult registrations.** (\$30 in registration fees will be reimbursed through an ACH credit in July). Use troop monies and follow the enclosed instructions that detail how troop leaders can re-register members online.
- Troops that re-register 80% of their troop by June 11 will also qualify to win a **two-night overnight at any GSWISE property** between July 2014 and September 2015. Two separate drawings will be held.

Encourage the families in your troop to re-register their Girl Scouts online or with a paper registration. Distribute the enclosed *Family Re-registration Guide* to each girl in your troop. The sooner a girl is re-registered the better so she has an opportunity to win these valuable incentives:

- Families will be eligible for a drawing each week of the Early Registration campaign to win a **four-pack of tickets to Marcus Theaters.** The earlier a family registers, the better their odds of winning! A total of eight drawings will be held.
- Any girl who is re-registered by June 11 will also qualify to win a **free week of resident or day camp** in summer 2015. Three separate drawings will be held.

With so many great opportunities to win prizes for the troop, family or Girl Scout why wait? Re-register early to have the most chances to win these cool prizes.

Important dates to remember

April 9	Early Registration Begins
June 11	Girl Registration must be submitted to receive the free Early Registration patch and qualify for valuable incentives.
June 15	Annual Troop Cash Report is due to a Girl Scout Service Center.
September 28	Troop Leaders or parents/guardians can continue to register a member online prior to this date.
September 29	No one can register online (system is being updated)
October 1 and after	Only parents/guardians can register current members online



Girls re-registered by
June 11, 2014
will receive this

Early Registration patch.

Patches can be picked up at Resource Centers or at the Fall Regional Kick-Off Conferences.

Troop Leaders: Want to re-register your entire troop online?

You can prior to September 28, 2014. After **September 28**, parents must complete the online registration. Troop leaders registering their troop online, should have a signed membership form from parents/guardians.

Follow these easy steps:

Go to gswise.org and select the **Events and Training Registration: Register Here (EBIZ)** button. This will redirect you to the Personify eBiz home page, the website for online registration. Login to your online eBiz account by entering your user name and password.

Select **My Troops** from the top menu options.

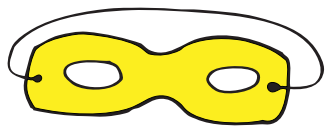
1. Select the box next to the name of each renewing member (*girls and adults*). Go to the **I Want To** box and select **Purchase Girl Scout Membership(s)**. This will launch the Registration Wizard which will guide the rest of the registration process. You will need to verify/update all membership information for each member.
 - When entering a school name for a girl: Do not use punctuation. Homeschooled girls can be listed as "Homeschooled." If you cannot find a school, enter "Other School." Then send an email to registration@gswise.org with the **girl's name, troop number and correct school**. A staff member will update that field.
 - For adult members: If they were not a Girl Scout as a girl, enter "0" for the number of years. Only large corporations are listed in the employer's database– leave blank if employer is not listed or select **Company Not Found**.
2. Continue with your troop payment by entering your troop debit/credit card information and select **Process Payment**.
3. Print out the **Order Summary Page** by using the button at the bottom of the screen. **This will be your only opportunity to print the order summary**. An email confirmation will also be sent.
4. Select **My Troops** to confirm that everyone is now re-registered.

She can be...

scientist



explorer



superhero



musician



Tips for using My Troops in Personify eBiz

Only registered and approved adult volunteers with the "O1" role assigned to a troop are able to manage the troop's account information in Personify eBiz by going to **My Troops** accessed from the top menu options. A troop can have multiple adults registered with the "O1" role. Adults assigned the "O1" role are able to:

- Re-register troop members for the next membership year and keep member information up-to-date
- Update the troop meeting location and time under **Troop Meeting Information**
- See all upcoming activities that troop members plan on attending under **Troop Events**
- See all orders that "O1's" have placed for troop members online under **Troop Order History**
- Print up to date Troop Rosters
- Print Girl Scout membership cards
- Email all or selected members
- Register members for council events

Who can register online and what payment methods can be used?

- Parents or troop leaders ("O1") can register members online. After September 28, 2014 parents must complete the online registration. Troop leaders registering their troop online should have a signed membership form from parents/guardians.
- Troop debit cards or personal credit cards can be used for online registration. A troop leader can use the **Add Girl** or **Add Adult** button on the Troop Management page to add a new member.

Who needs to use paper registration forms?

- Members requesting financial assistance must use a paper registration form. Simply write **FA** at the top of the membership form.
- New troops should complete paper registration forms.
- Graduating Girl Scouts in grade 12 and adults purchasing lifetime memberships must use paper registration forms.
- Anyone can use paper registration forms. Simply mail forms with payment to **Girl Scouts of Wisconsin Southeast, P.O. Box 14999, Milwaukee, WI 53214** or drop them off at any resource center.
 - Make sure forms are completed fully and signed. Include troop number and racial and ethnic information. If an adult is registering, note the role. Indicate contributions in the space provided, if desired.
 - Enclose payment of \$15 per member and a Registration Summary Form.

What if the roster in Personify eBiz Troop Management isn't correct? What if I can't see any members of my troop? What if I can't change information for a girl or adult once their membership is renewed?

- Contact registration@gswise.org or 800-565-4475 for help.

What if I am a leader for more than one troop but can only see the members for one troop?

- Self-report the additional troop of which you are a leader. Navigate to your account page, and click the **Add Volunteer Roles** link in the **How I Participate** section to add the additional position of leader and the troop.
- Once added, a **Pending** or **In Process** status will appear. Once the volunteer appointment is approved, the status will change to **Active**. The additional troop will appear online.

How do adult members select a Volunteer Role?

- Position codes can be entered at the time of adult registration.
- To update position codes during the year, see the question above.
- All positions are saved as "Pending" until approved, which can take up to 36 hours.
- An adult volunteer can have multiple roles.
- O1 and O2 roles will be approved provided a background check and volunteer application are completed.

What if everyone's name is listed twice?

- When the membership years cross over this happens. Until September 28, 2014 you will see who is currently registered as well as who is registered for the next Girl Scout year.



