



Family Friendly Registration Personify eBiz Software Upgrade

The GSUSA online registration website has been upgraded to a new family-based registration system.

As a part of the upgrade, all existing accounts (user names and passwords) will be deactivated.

No data will be lost during the upgrade.

All adults will be required to create a **new online account** to gain access to the system following the upgrade. You can reuse your old user name and password when creating your new online account if you choose. With your new online account, you will be able to manage yourself, your family and/or troop(s) depending on your current participation status. For example, a troop leader 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) at the time of the upgrade. Only the Family Manager will be able to view and manage the accounts of child and adult family member(s) from his/her own login. The Family Manager designation can be changed by contacting the council. Send an email to registration@gswise.org requesting the change. Please include your contact information in the email.

- **Girls under the age of 18** must be managed by a Family Manager and will no longer be able to login under their own name.
- **Other adults:** The adult listed second on the child's account (aka Guardian 2) will become a part of the family account and can then be managed by the Family Manager. The Guardian 2 can choose to activate and manage their own account if they wish. They will see the guardian relationship with their child, but will NOT be able to manage their child's activities, memberships or fees.

Troop Leaders

Once they create a new online account, troop leaders can manager their troop(s) and troop members online. Leaders will be able to manage their troop(s) and their own account as soon as they create their new online account.

Help

Extensive online help information is available if you have questions along the way. You may also email questions to registration@gswise.org.

How to Create a New Online Account

Step 1

Go to <https://gsusa.ebiz.uapps.net/VP/Default.aspx?pid=3> 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 check if you already exist in our database.

Step 3

One of the following will apply:

- **The system finds you in the database and your new account is created.** 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 complete your account activation.
- **The system needs more information.** If you receive the following message: *"We have found you in the system, but in order to continue please contact us."* please follow the instructions and contact the council. This message generally appears when there is no matching email address on record or if there is a potential but unconfirmed match with another email address.
- **The system needs new information to create an account.** If you enter your information and the system does not find you in the database you will be prompted to provide additional information to create your account profile.