

RENEWAL**FAMILY RENEWAL – Girl & Adult****Objective of the Business Process**

Renew members in a household via the membership tab.

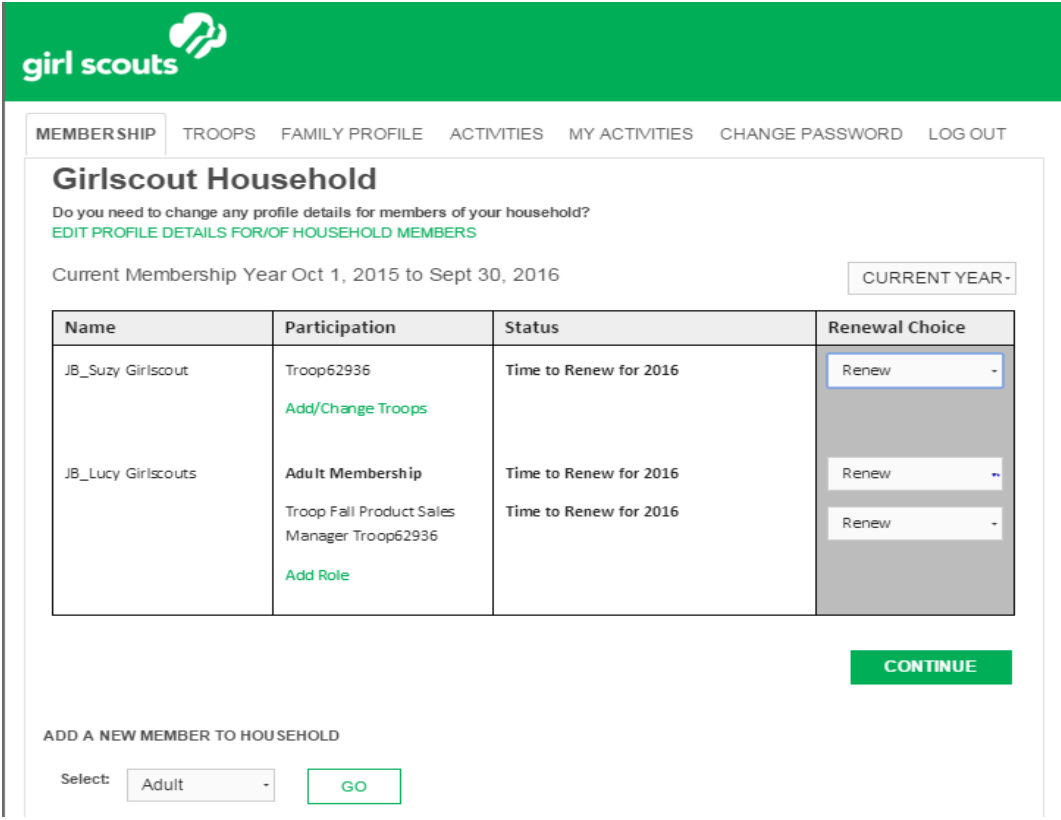
User Roles

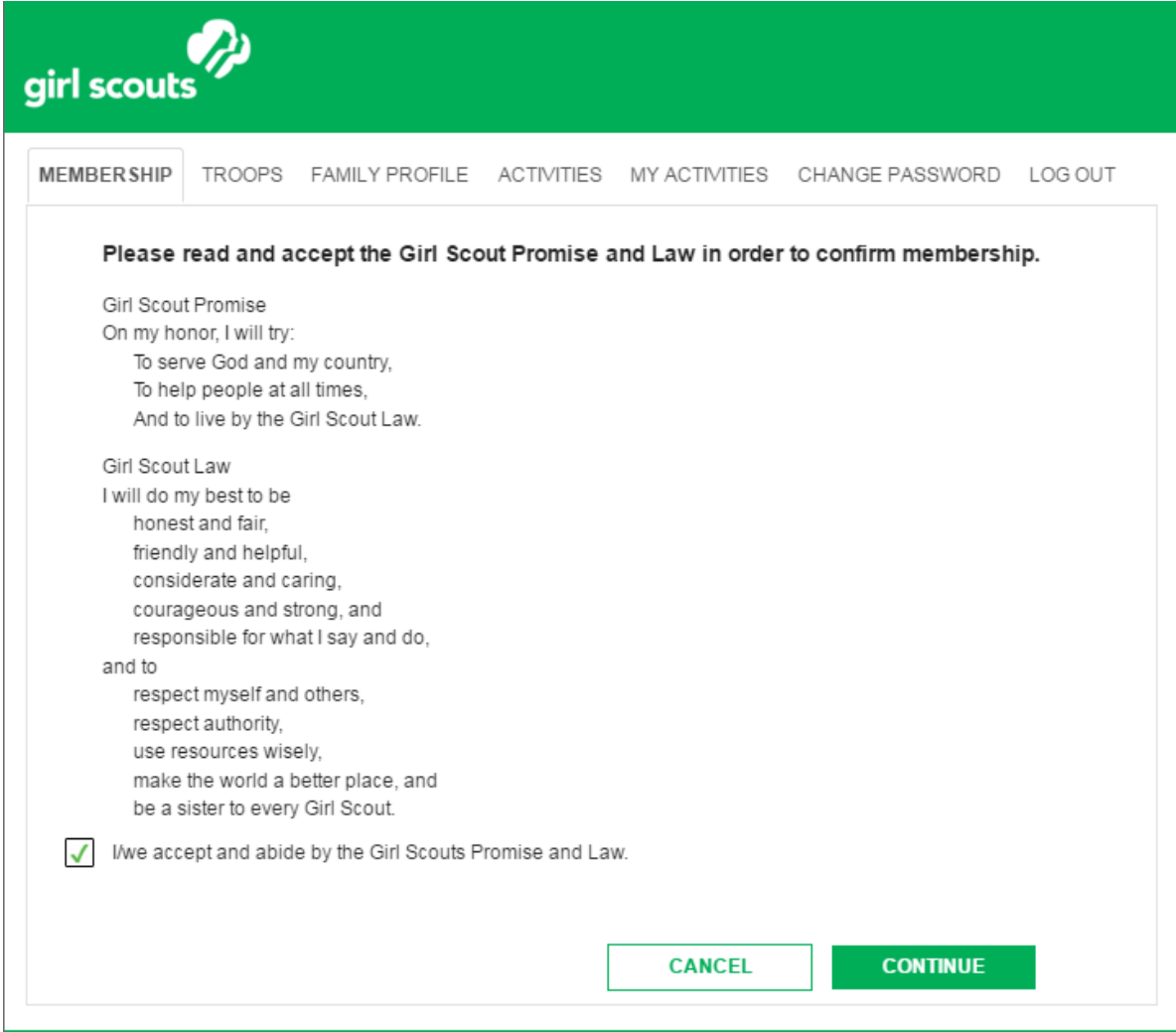
Primary Household Contact

Step-by-Step Instructions

Complete the following steps to renew members in a household:

STEP	ACTION
1.	<p>From the membership tab, select member to be renewed by choosing Renew from dropdown under “Renewal Choice”. Select Continue to proceed to acceptance screen.</p> <p>Other choices under “Renewal Choice”:</p> <ul style="list-style-type: none">- Do Not Renew- Lifetime Member- I’ll Decide Later

STEP	ACTION
	 <p>The screenshot shows the 'Girlscout Household' management interface. At the top, there's a navigation bar with 'MEMBERSHIP' selected. Below it, a table lists household members. The first member, JB_Suzy Girlscout, is associated with Troop 62936 and has a 'Time to Renew for 2016' status. The second member, JB_Lucy Girlscouts, is an 'Adult Membership' manager for Troop 62936, also with a 'Time to Renew for 2016' status. Each member has a 'Renewal Choice' dropdown menu set to 'Renew'. A green 'CONTINUE' button is located below the table. At the bottom, there's an option to 'ADD A NEW MEMBER TO HOUSEHOLD' with a dropdown set to 'Adult' and a 'GO' button.</p>
2.	<p>Accept Girl Scout Promise & Law. Click Continue to proceed to payment page.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION
	
<p>3.</p>	<p>Select <i>Donation</i> if desired. Select Continue to continue to confirmation screen.</p> <p>*If a one year adult membership is selected during renewal – upgrade box is shown showing upgrade to Lifetime Membership.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP ACTION

girl scouts

MEMBERSHIP | TROOPS | FAMILY PROFILE | ACTIVITIES | MY ACTIVITIES | CHANGE PASSWORD | LOG OUT

Payment

Please provide payment details for your membership renewal. Membership and fees are non-refundable and non-transferable.

Invest in a girl and you can change the world. You can make a lasting impact on more girls – add a tax deductible donation to your purchase today! Donations from friends like you provide “WOW!” experiences to thousands of girls throughout our council. Your gift offsets program expenses, subsidizes a girl’s experiences at camp, and provides financial assistance so that any girl can join in the fun.

Agift of

- \$35 helps 1st year leaders with start-up materials.
- \$100 provides financial assistance for 6 girls to join Girl Scouts.
- \$300 gives the gift of Girl Scouts to subsidize a girl’s experience for approximately one year.

Your gift will touch many lives throughout our council, including the girl you love most. How awesome is that!?

Yes, I’d like to donate to my local Girl Scout council:

\$35.00
 \$50.00
 \$100.00
 \$200.00
 \$300.00
 \$500.00
 Other (Minimum \$10.00)
 Not at this Time

Name	Item	Request Aid	Total
JB_Suzy Girlscout	Girl Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00
	Council Service Fee		\$12.00
Total			\$27.00

Billing Address [Same as my Mailing Address](#)


Address: *

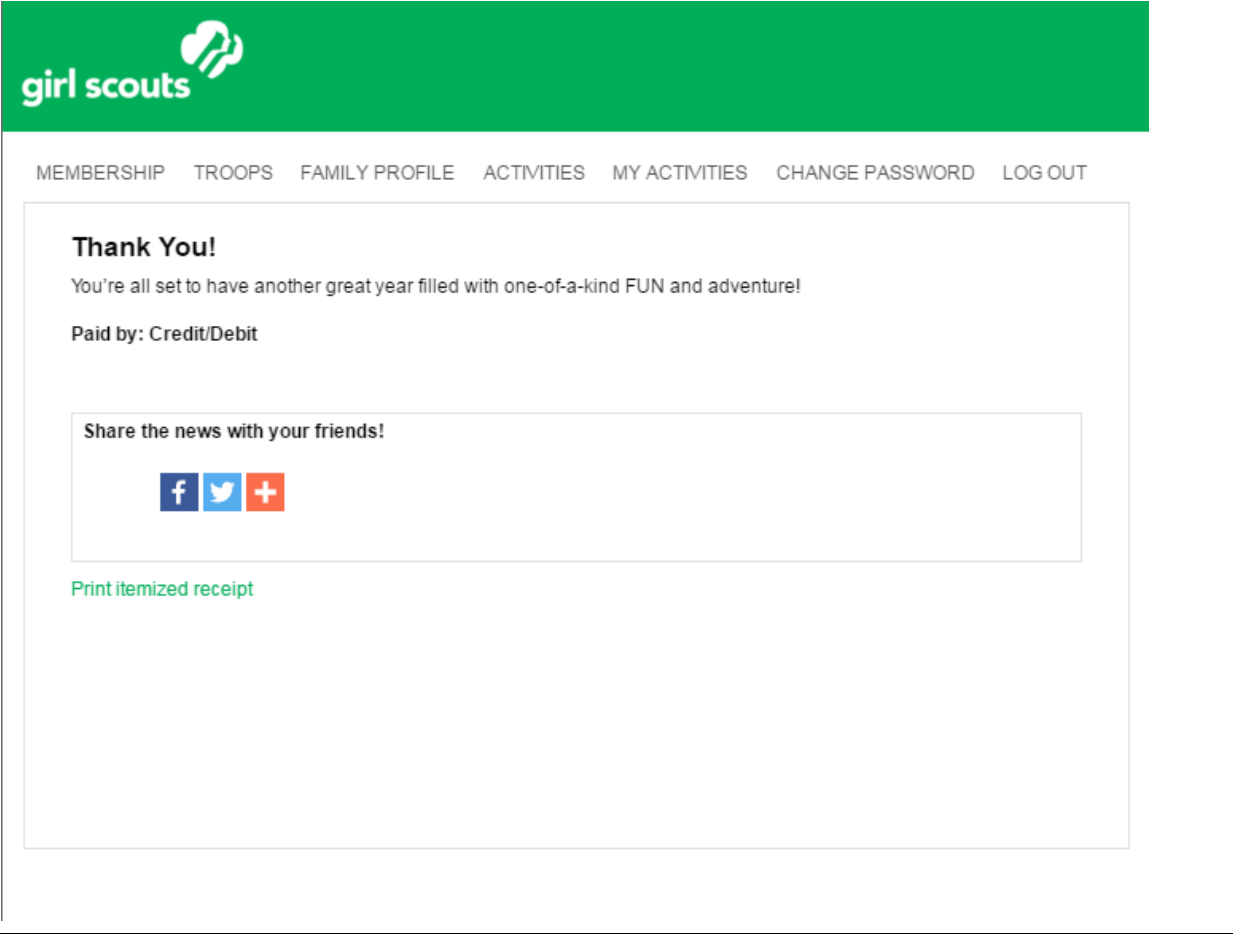
City: *

State: *

Zip Code: *

Lifetime Membership Update Box (shown in screen shot below):

STEP	ACTION																				
	<div style="border: 1px solid black; padding: 5px;"> <p>Would you like to upgrade to a Lifetime Membership (\$375) for JB_Lucy Girlscouts? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 40%;">Item</th> <th style="width: 20%;">Request Aid</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>JB_Lucy Girlscouts</td> <td>Adult Membership (Valid 10/1/2015 - 9/30/2016)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td colspan="3">Total</td> <td style="text-align: right;">\$15.00</td> </tr> </tbody> </table> </div>	Name	Item	Request Aid	Total	JB_Lucy Girlscouts	Adult Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00	Total			\$15.00								
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JB_Lucy Girlscouts	Adult Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00																		
Total			\$15.00																		
4.	<p>Review & confirm renewal(s) for next year. Select Submit to confirm and proceed to thank you page.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>																				
	<div style="border: 1px solid black; padding: 10px;">  <div style="display: flex; justify-content: space-between; border-bottom: 1px solid gray; padding-bottom: 5px;"> MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT </div> <div style="margin-top: 10px;"> <h3>Confirm Your Renewal</h3> <p>Membership Year Oct 1, 2015 to Sept 30, 2016</p> <p>Please click "Submit" to complete this transaction. Selecting the "X" will remove a girl/adult from this transaction. Selecting "Cancel" will cancel this transaction.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Girl</th> <th style="width: 25%;">Name</th> <th style="width: 20%;">Membership</th> <th style="width: 20%;">Participation</th> <th style="width: 30%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✘</td> <td>JB_Suzy Girlscout</td> <td>Girl Membership</td> <td>Troop62936</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td colspan="4">Council Service Fee</td> <td style="text-align: right;">\$12.00</td> </tr> <tr> <td colspan="4">Total</td> <td style="text-align: right;">\$27.00</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 20px;"> CANCEL SUBMIT </div> </div> </div>	Girl	Name	Membership	Participation	Total	✘	JB_Suzy Girlscout	Girl Membership	Troop62936	\$15.00	Council Service Fee				\$12.00	Total				\$27.00
Girl	Name	Membership	Participation	Total																	
✘	JB_Suzy Girlscout	Girl Membership	Troop62936	\$15.00																	
Council Service Fee				\$12.00																	
Total				\$27.00																	
5.	<p>Thank you page is shown. An itemized receipt is automatically sent to the Primary Household Contact. Select Print Itemized Receipt to print a copy.</p> <p>Renewal is now complete.</p>																				

STEP	ACTION
	
6.	From the Thank you page, customers have an opportunity to share their renewal on social media by clicking Share on Facebook and click Share on Twitter to post respectively on each site. Facebook post shown below:

STEP ACTION

Just now · AddThis Sharing 



I just signed up for another year of Girl Scouts! 
Girls who participate in Girl Scouts have more fun and achieve more in life! Don't miss out—register today!
GIRLSCOUTS.ORG

RENEWAL

Membership Tab – Add a Girl Member

Objective of the Business Process


The Primary Household Contact may add a girl or adult member, new or existing, to their household.

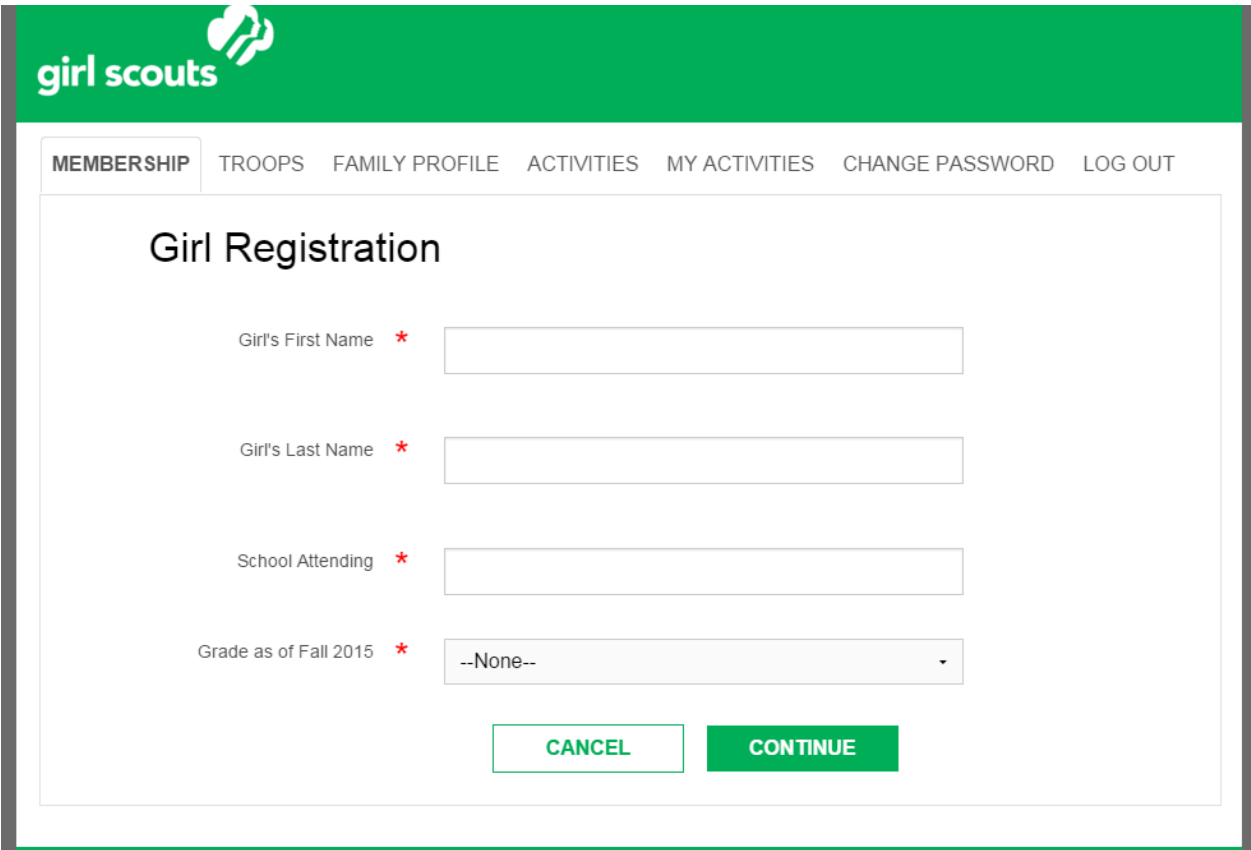
User Roles

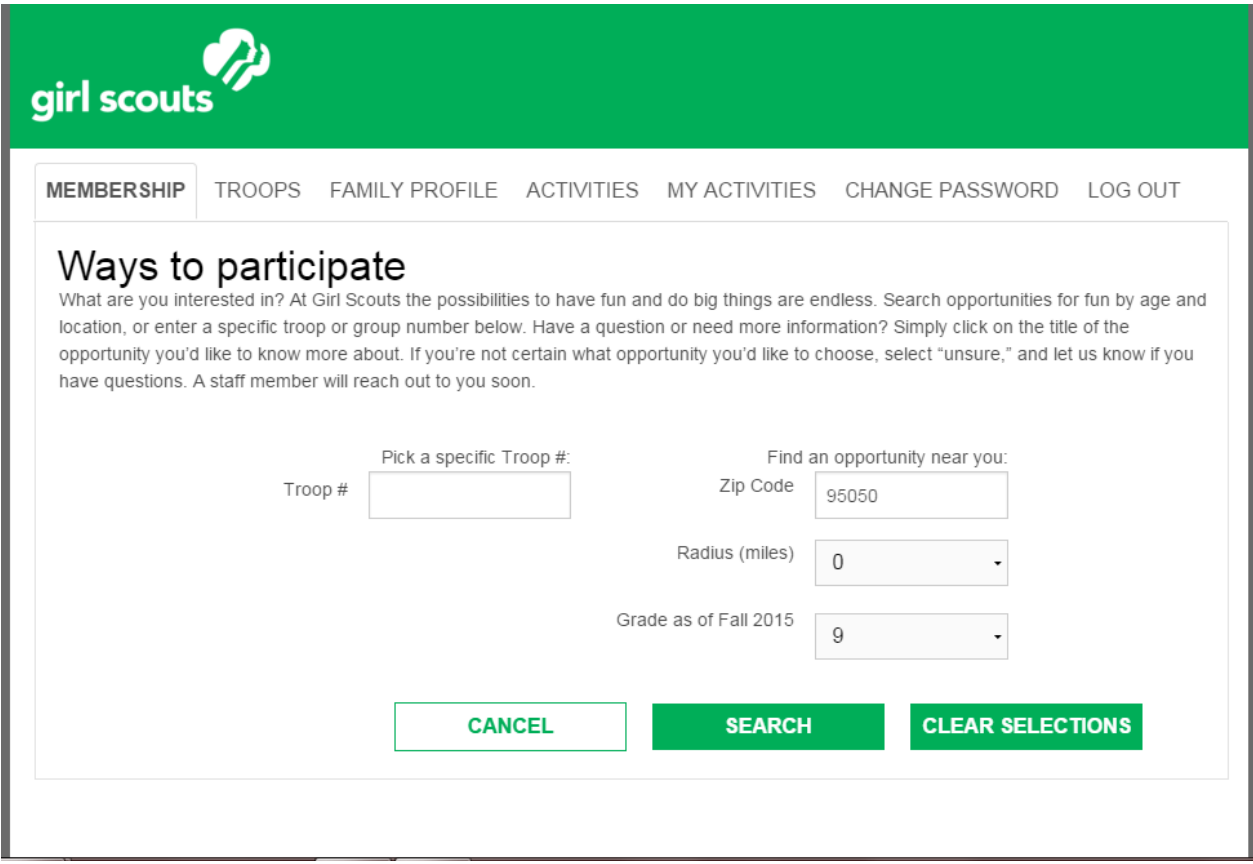
Primary Household Contact

Step-by-Step Instructions

Complete the following steps to add a new girl or adult to a household:

STEP	ACTION
7.	From the Membership Tab, scroll to the bottom of the page to the “ADD A NEW MEMBER” to choose <i>Girl or Adult</i> from dropdown and select Go .
	 <p>The screenshot shows a web form titled "ADD A NEW MEMBER". Below the title is a "Select:" label followed by a dropdown menu currently displaying "GIRL" and a "GO" button to its right. The form is enclosed in a light blue border.</p>
8.	Complete <i>Girl Registration form</i> and click Continue to membership information screen. If you need to go back to the Membership Tab, click Cancel .

STEP	ACTION
	
9.	<p>Complete how new member wants to participate.</p> <p>Enter a specific troop # (if applicable). Continue by clicking Search. (The zip code and grade automatically populate from the previous screen.)</p> <p>Select an opportunity and click Next.</p> <p>After selections have been made, click Continue to proceed to <i>Membership Information form</i>.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION
	
10.	<p>Complete <i>Membership Information</i> and <i>Parent/Caregiver Information</i>. Click Continue to proceed to Acceptance page.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP ACTION

girl scouts

MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD

LOG OUT

Girl Registration for mow_girl_0204_8 renewal_2

Membership Information

Membership * \$15.00 Girl Membership
Council Service Fee \$1.00

Street Line 1 * 123

City *

Zip Code * 99801

Country * USA

Custodial Care Info * Parent

Street Line 2

State *

County *

Date Of Birth *

Parent/Caregiver Information

Primary Contact

First Name * mow_adult_0204_5

Home Email * lowt.invite.a.friend@gmail.com

Preferred Email * Home Email

Home Phone * (656) 987-9123

Mobile Phone

Street Line 1 * [Same as Girl Address](#)

City *

Zip Code * 99801

Country * USA

Last Name * renewal_2

Work Email

Gender * Female

Work Phone

Work Phone Ext.

Preferred Phone * Home Phone

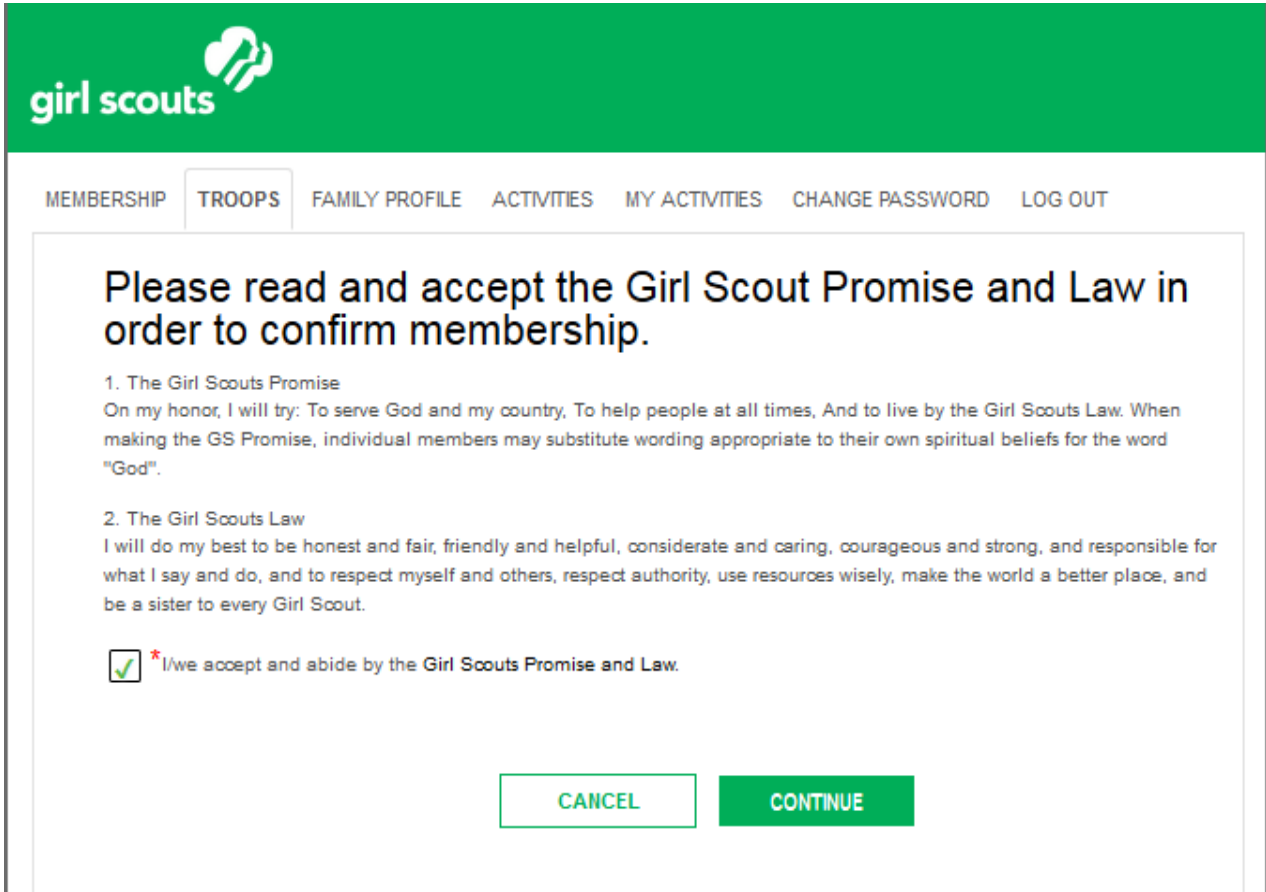
Street Line 2

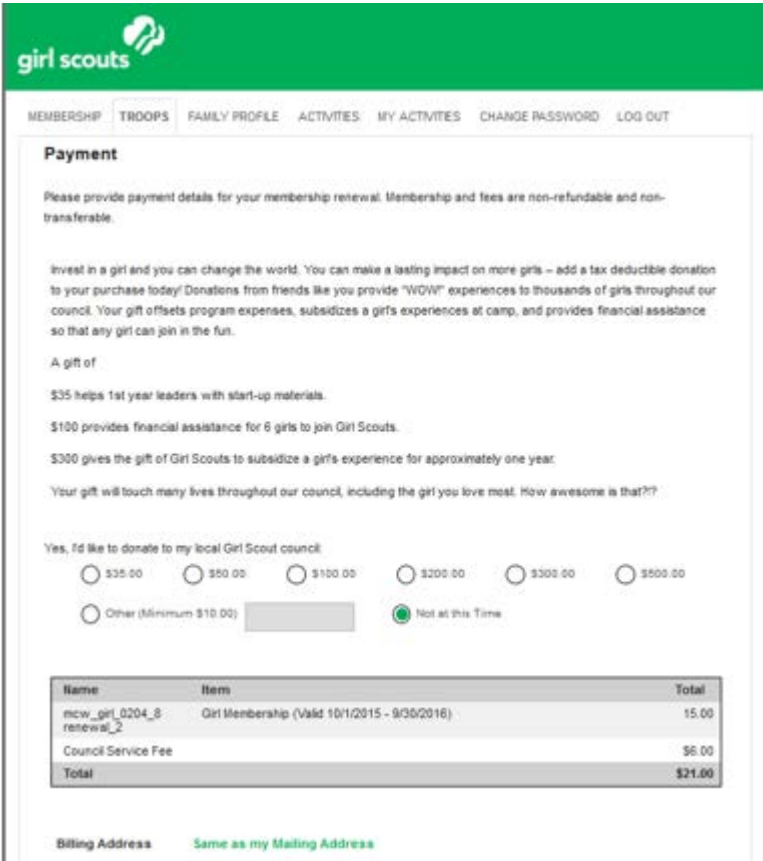
State *


County *

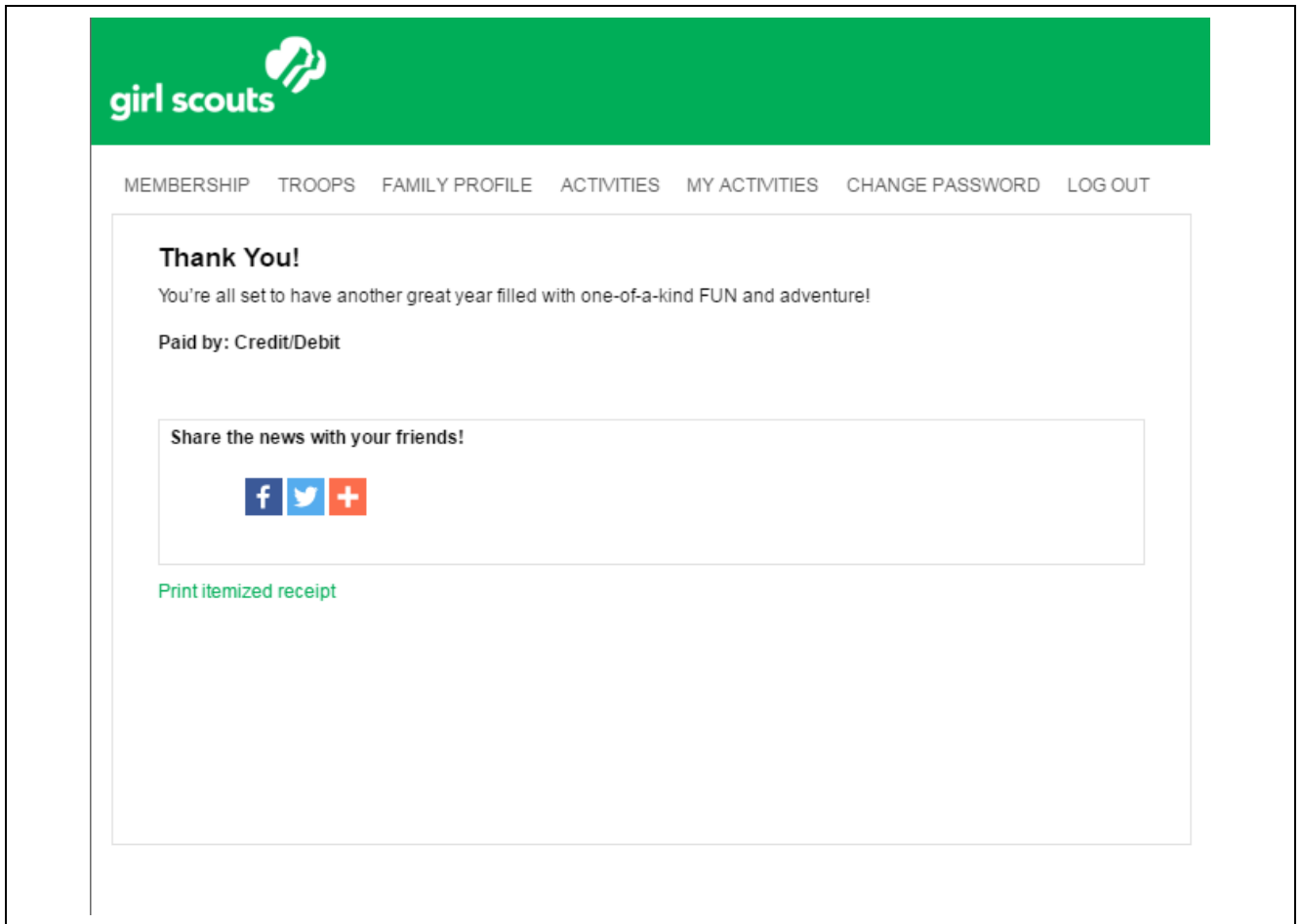
11. Accept Girl Scout Promise & Law and click **Continue** to proceed to Confirmation page.

If you need to go back to the Membership Tab, click **Cancel**.

STEP	ACTION
	
12.	<p>Select <i>Donation</i> if desired. Next, select Continue to continue to confirmation screen.</p> <p>*If adult membership is selected, customer will be asked to upgrade to Lifetime Membership by a box that is shown.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION												
	 <p>The screenshot shows the 'Payment' section of the Girl Scouts membership renewal process. It includes a table with the following items:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Item</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>mcw_girl_0204_8_renewal_2</td> <td>Girl Membership (Valid 10/1/2015 - 9/30/2016)</td> <td>15.00</td> </tr> <tr> <td></td> <td>Council Service Fee</td> <td>\$6.00</td> </tr> <tr> <td></td> <td>Total</td> <td>\$21.00</td> </tr> </tbody> </table> <p>Below the table, there are radio buttons for donation amounts: \$35.00, \$50.00, \$100.00, \$200.00, \$300.00, \$500.00, and 'Other (Minimum \$10.00)'. The 'Not at this Time' option is selected.</p>	Name	Item	Total	mcw_girl_0204_8_renewal_2	Girl Membership (Valid 10/1/2015 - 9/30/2016)	15.00		Council Service Fee	\$6.00		Total	\$21.00
Name	Item	Total											
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	Council Service Fee	\$6.00											
	Total	\$21.00											
13.	<p>Review/confirm renewals. Select Submit to process renewals.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>												

STEP	ACTION																				
	<div style="background-color: #00a651; color: white; padding: 10px;">  </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="margin: 0;">MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p> <p>Confirm</p> <p>Membership Year Oct 1, 2015 to Sept 30, 2016</p> <p>Please click "Submit" to complete this transaction. Selecting the "X" will remove a gir/adult from this transaction. Selecting "Cancel" will cancel this transaction.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 10%;">Girl</th> <th style="width: 40%;">Name</th> <th style="width: 20%;">Membership</th> <th style="width: 20%;">Participation</th> <th style="width: 10%;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✘</td> <td>renewal_2,mcw_girl_0204j6</td> <td>Membership</td> <td>Troop 999206</td> <td style="text-align: right;">15.00</td> </tr> <tr> <td></td> <td colspan="3">Council Service Fee</td> <td style="text-align: right;">\$6.00</td> </tr> <tr> <td></td> <td colspan="3">Total</td> <td style="text-align: right;">\$21.00</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 20px;"> CANCEL SUBMIT </div> </div>	Girl	Name	Membership	Participation	Total	✘	renewal_2,mcw_girl_0204j6	Membership	Troop 999206	15.00		Council Service Fee			\$6.00		Total			\$21.00
Girl	Name	Membership	Participation	Total																	
✘	renewal_2,mcw_girl_0204j6	Membership	Troop 999206	15.00																	
	Council Service Fee			\$6.00																	
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14.	<p>Thank you page is shown. An itemized receipt is automatically sent to the Primary Household Contact. Select Print Itemized Receipt to print a copy.</p> <p>Addition to household is now complete.</p>																				



15. From the Thank you page, customers have an opportunity to share their renewal on social media by clicking **Share on Facebook** and/or click **Share on Twitter** to post respectively on each site. Facebook post shown below:

Just now · AddThis Sharing 



I just signed up for another year of Girl Scouts! 

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GIRLSCOOTS.ORG

RENEWAL

Membership Tab – Add an Adult Member**Objective of the Business Process**

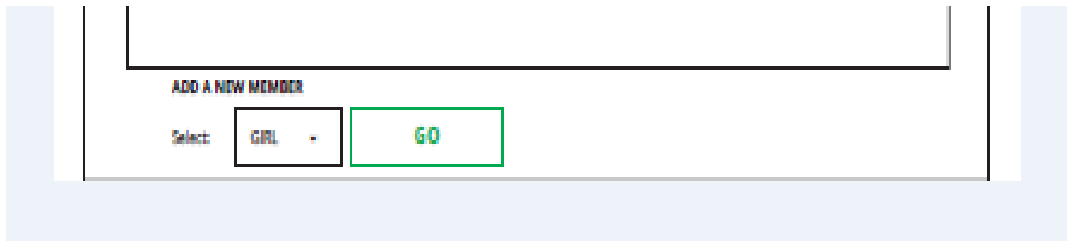
The Primary Household Contact may add a new adult member to their household.


User Roles

Primary Household Contact

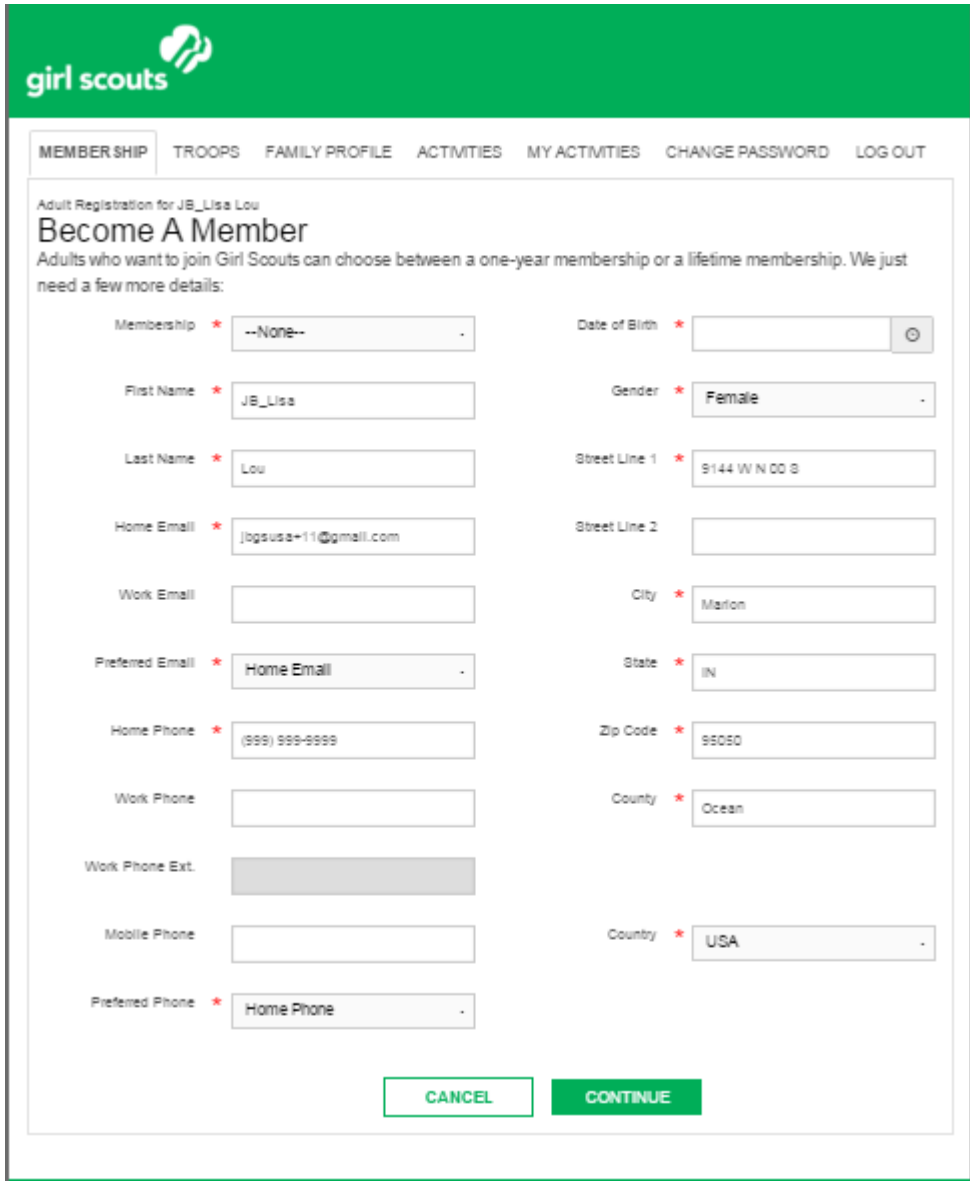
Step-by-Step Instructions

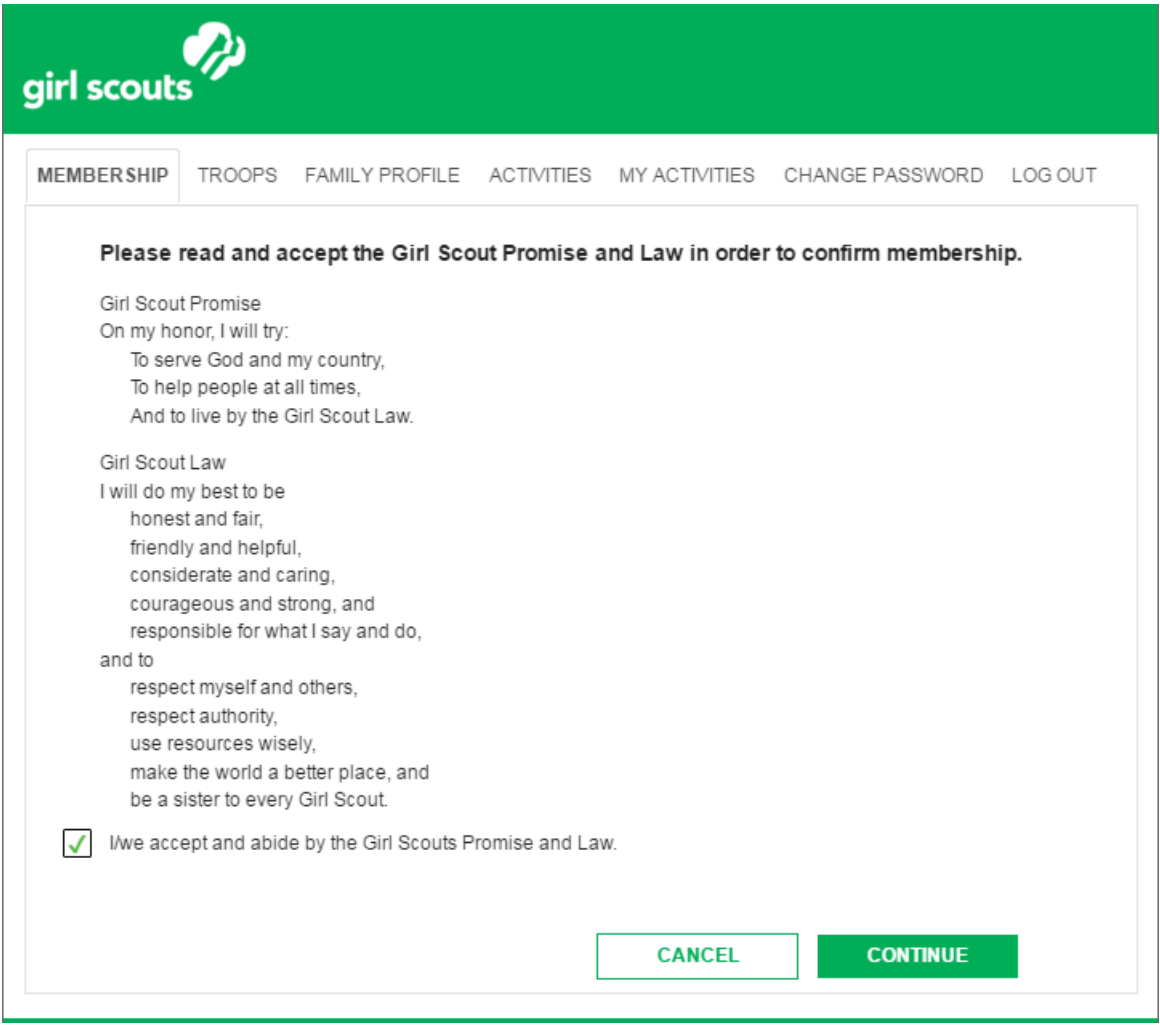
Complete the following steps to add a new adult to a household:

STEP	ACTION
16.	From the Membership Tab, scroll to the bottom of the page to the “ADD A NEW MEMBER” to choose Adult from dropdown and select Go .
	 <p>The screenshot shows a form titled "ADD A NEW MEMBER". Below the title, there is a "Select:" label followed by a dropdown menu currently displaying "GIRL" and a "GO" button to its right. The form is set against a light blue background.</p>
17.	<p>Complete <i>Adult Registration form</i>, select <i>Add as an Adult Member</i> and click Continue to membership information screen.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

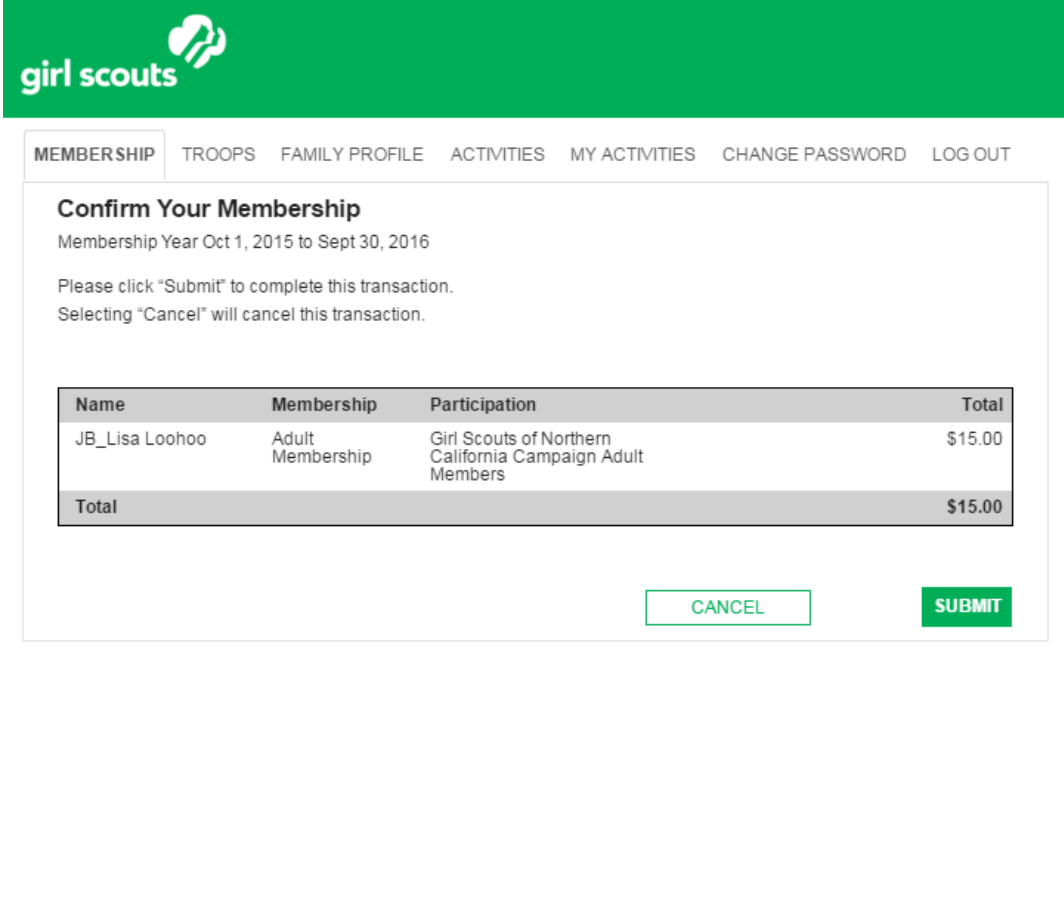
STEP	ACTION
	
MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT	
<h2>Adult Registration</h2> <p>First Name * <input type="text" value="JB_Lisa"/></p> <p>Last Name * <input type="text" value="Lou"/></p> <p>Email * <input type="text" value="jbgsusa+11@gmail.com"/></p> <p>Confirm Email * <input type="text" value="jbgsusa+11@gmail.com"/></p> <p>Phone * <input type="text" value="(999) 999-9999"/></p> <p>Zip * <input type="text" value="95050"/></p> <p>How did you hear about us? <input type="text" value="--None--"/></p> <p> <input type="radio"/> Add member as a volunteer. <input checked="" type="radio"/> Add as an adult member. </p> <p>Troop # <input type="text"/></p> <p style="text-align: center;"> <input type="button" value="CANCEL"/> <input style="background-color: #008000; color: white;" type="button" value="CONTINUE"/> </p>	

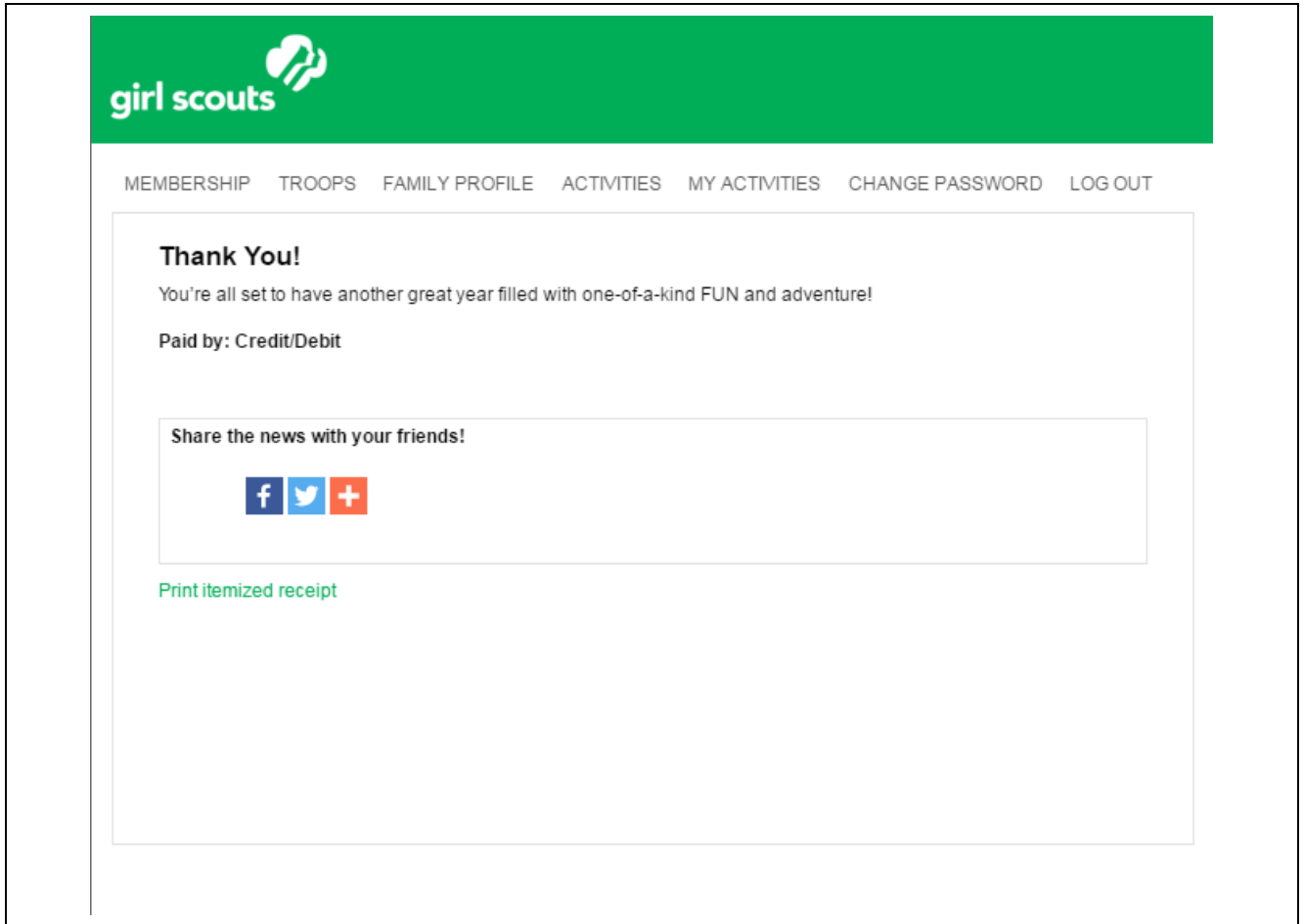
18. Complete *Become a Member* form. Click **Continue** to proceed to Acceptance page.
 If you need to go back to the Membership Tab, click **Cancel**.

STEP	ACTION
	
19.	<p>Accept Girl Scout Promise & Law and click Continue to proceed to Payment page.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION
	
20.	<p>Select <i>Donation</i> if desired. Next, select Continue to continue to Confirmation screen.</p> <p>*If adult membership is selected, customer will be asked to upgrade to Lifetime Membership by a box that is shown.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION												
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT </div> <div> <h3>Payment</h3> <p>Please provide payment details for your membership renewal. Membership and fees are non-refundable and non-transferable.</p> <p>Invest in a girl and you can change the world. You can make a lasting impact on more girls – add a tax deductible donation to your purchase today! Donations from friends like you provide “WOW!” experiences to thousands of girls throughout our council. Your gift offsets program expenses, subsidizes a girl’s experiences at camp, and provides financial assistance so that any girl can join in the fun.</p> <p>A gift of</p> <p>\$35 helps 1st year leaders with start-up materials.</p> <p>\$100 provides financial assistance for 6 girls to join Girl Scouts.</p> <p>\$300 gives the gift of Girl Scouts to subsidize a girl’s experience for approximately one year.</p> <p>Your gift will touch many lives throughout our council, including the girl you love most. How awesome is that!?!?</p> <p>Yes, I'd like to donate to my local Girl Scout council:</p> <p> <input type="radio"/> \$35.00 <input type="radio"/> \$50.00 <input type="radio"/> \$100.00 <input type="radio"/> \$200.00 <input type="radio"/> \$300.00 <input type="radio"/> \$500.00 <input type="radio"/> Other (Minimum \$10.00) <input style="width: 80px; height: 15px;" type="text"/> <input checked="" type="radio"/> Not at this Time </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Would you like to upgrade to a Lifetime Membership (\$375) for JB_Lisa Looahoo? <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 40%;">Item</th> <th style="width: 20%;">Request Aid</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>JB_Lisa Looahoo</td> <td>Adult Membership (Valid 10/1/2015 - 9/30/2016)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td colspan="3">Total</td> <td style="text-align: right;">\$15.00</td> </tr> </tbody> </table> </div> </div>	Name	Item	Request Aid	Total	JB_Lisa Looahoo	Adult Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00	Total			\$15.00
Name	Item	Request Aid	Total										
JB_Lisa Looahoo	Adult Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00										
Total			\$15.00										
21.	<p>Review/confirm renewals. Select Submit to process renewals.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>												

STEP	ACTION												
	 <p>Confirm Your Membership Membership Year Oct 1, 2015 to Sept 30, 2016</p> <p>Please click "Submit" to complete this transaction. Selecting "Cancel" will cancel this transaction.</p> <table border="1" data-bbox="383 632 1333 768"> <thead> <tr> <th>Name</th> <th>Membership</th> <th>Participation</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>JB_Lisa Looahoo</td> <td>Adult Membership</td> <td>Girl Scouts of Northern California Campaign Adult Members</td> <td>\$15.00</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>\$15.00</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="CANCEL"/> <input type="button" value="SUBMIT"/> </p>	Name	Membership	Participation	Total	JB_Lisa Looahoo	Adult Membership	Girl Scouts of Northern California Campaign Adult Members	\$15.00	Total			\$15.00
Name	Membership	Participation	Total										
JB_Lisa Looahoo	Adult Membership	Girl Scouts of Northern California Campaign Adult Members	\$15.00										
Total			\$15.00										
22.	<p>Thank you page is shown. An itemized receipt is automatically sent to the Primary Household Contact. Select Print Itemized Receipt to print a copy.</p> <p>Addition to household is now complete.</p>												



23. From the Thank you page, customers have an opportunity to share their renewal on social media by clicking **Share on Facebook** and/or click **Share on Twitter** to post respectively on each site. Facebook post shown below:

Just now · AddThis Sharing 



I just signed up for another year of Girl Scouts! 

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GIRLSCOOTS.ORG

Membership Tab – Add a Volunteer

Objective of the Business Process

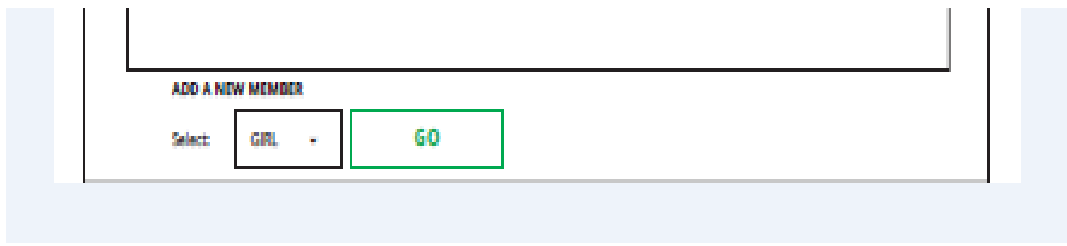
The Primary Household Contact may add a girl or adult member, new or existing, to their household.

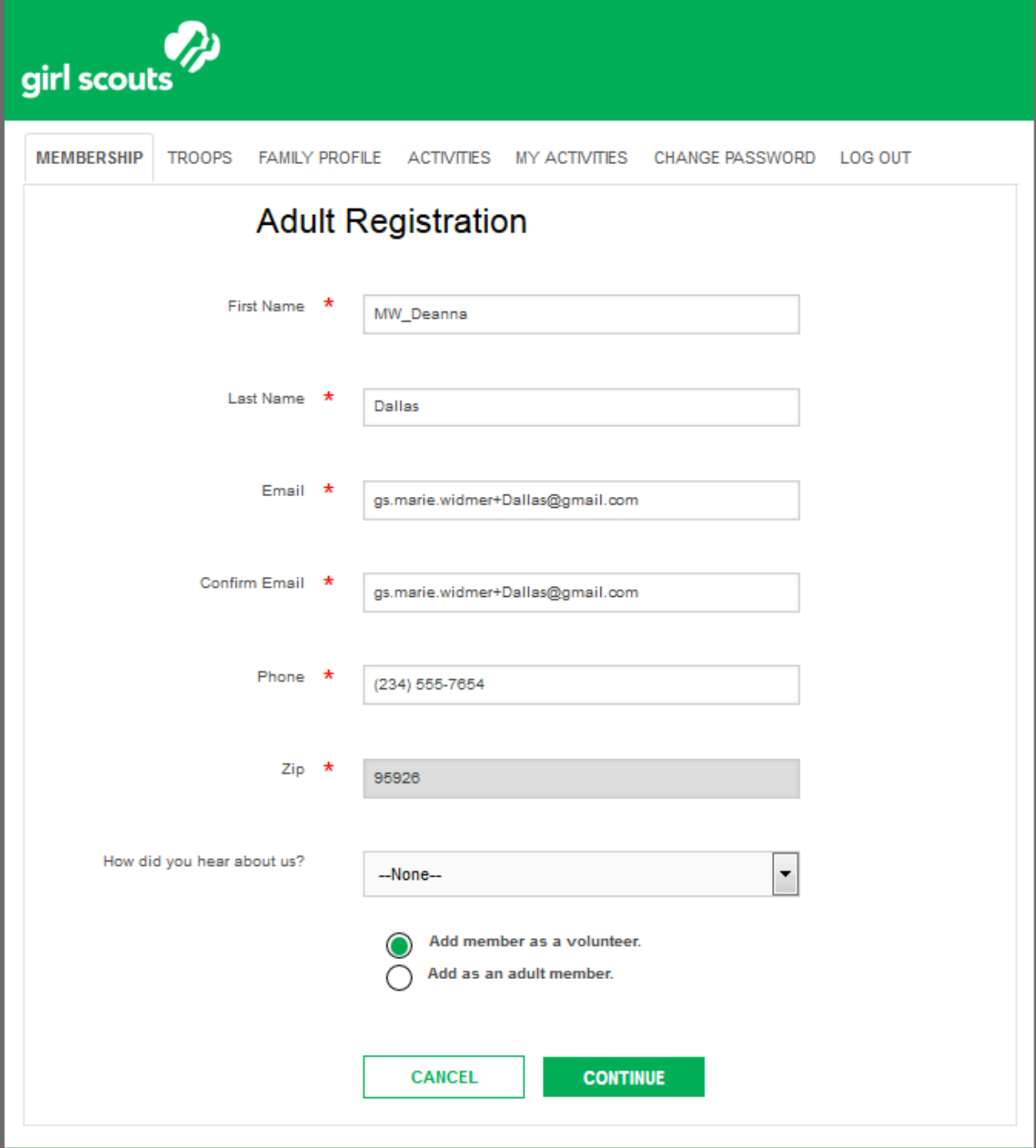
User Roles

Primary Household Contact

Step-by-Step Instructions

Complete the following steps to add a new volunteer a member to a troop:

STEP	ACTION
24.	From the Membership Tab, scroll to the bottom of the page to the “ADD A NEW MEMBER” to choose Adult from dropdown and select Go .
	 <p>The screenshot shows a web form titled "ADD A NEW MEMBER". Below the title, there is a "Select:" label followed by a dropdown menu currently displaying "GIRL" and a minus sign. To the right of the dropdown is a green-outlined button labeled "GO".</p>
25.	<p>Complete <i>Adult Registration form</i>, select <i>Add member as a volunteer</i> and click Continue to membership information screen.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION
	
26.	<p>Complete how new member wants to participate.</p> <p>Enter a specific troop # (if applicable) or search an opportunity by entering a zip code. Continue by clicking Search.</p>

STEP	ACTION
	<p>Select an opportunity and click Next.</p> <p>After selections have been made, click Continue to proceed to <i>Membership Information form</i>.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP ACTION

MEMBERSHIP
TROOPS
FAMILY PROFILE
ACTIVITIES
MY ACTIVITIES
CHANGE PASSWORD
LOG OUT

Adult Registration for MW_Deanna Dallas

Select a volunteer role

From leading a troop to working on an event, we'll help you find a volunteer position that works for you. Enter a specific troop or group number, or search for opportunities near you that match your skills and interests. Have a question or need more information? Simply click on the title of the opportunity you'd like to know more about.

Pick a specific Troop #:

Troop #

Find an opportunity near you:

Zip Code

Radius (miles) ▼

CANCEL
SEARCH
CLEAR SELECTIONS

Your Selection for MW_Deanna Dallas

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group Volunteers Needed
<input type="checkbox"/>	Troop Leader	K;1;2;3;4;5;6;7;8;9;10;11;12	Serving Marigold Elementary School	Monthly Tue;Wed;Thurs	October 5, 2015 8:30 PM	Troop11804 60

NEXT

Search Results

Distance (in miles)	Title ▲	Grade	Location	Day(s)	Start Date/Time	Troop/Group Volunteers Needed
0	Troop Leader	K;1;2;3;4;5;6;7;8;9;10;11;12	Serving Marigold Elementary School	Monthly Tue;Wed;Thurs	October 5, 2015 8:30 PM	Troop11804 60
0	Unsure			TBD		Unsure 0

<< 1 >>

Roles to display per Page

 ▼

27. Complete *Become a Member* form. Click **Continue** to proceed to Acceptance page.
 If you need to go back to the Membership Tab, click **Cancel**.

STEP	ACTION
------	--------

girl scouts

MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT

Adult Registration for MW_Deanna Dallas

Become A Member

Adults who want to join Girl Scouts can choose between a one-year membership or a lifetime membership. We just need a few more details:

Membership * \$15.00 Adult Membership (V)

Date of Birth * 02/03/1980

First Name * MW_Deanna

Gender * Female

Last Name * Dallas

Street Line 1 * 145 main st

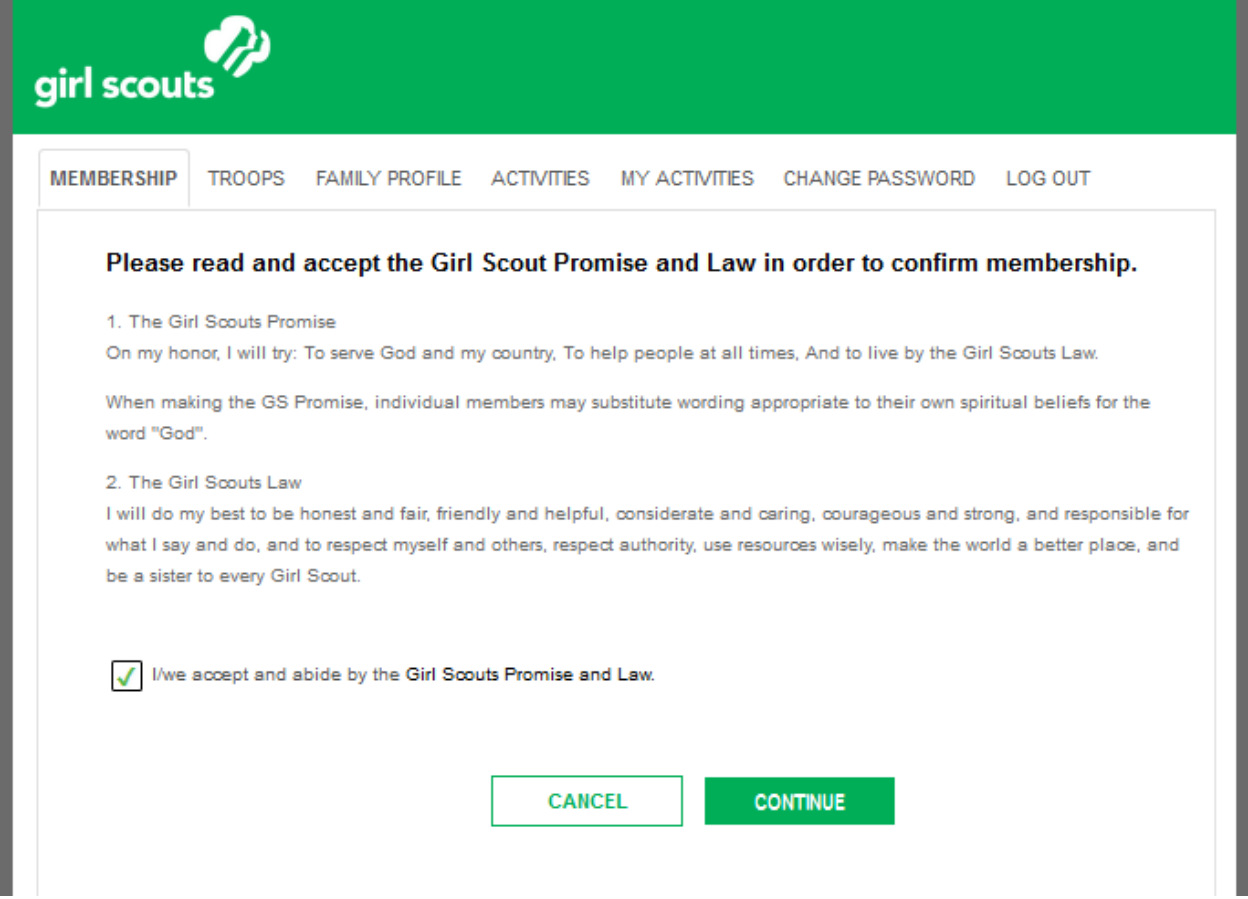
Home Email * gs.marie.widmer+dallas@gmail.o

Street Line 2

Work Email

City * CityA

28.	<p>Accept Girl Scout Promise & Law and click Continue to proceed to Confirmation page.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>
-----	---

STEP	ACTION
	
29.	<p>Select <i>Donation</i> if desired. Next, select Continue to continue to confirmation screen.</p> <p>*If adult membership is selected, customer will be asked to upgrade to Lifetime Membership by a box that is shown.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>

STEP	ACTION												
	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="background-color: #00a651; color: white; padding: 5px;"> </div> <div style="margin-top: 10px;"> <p>MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p> </div> <div style="margin-top: 20px;"> <h3>Payment</h3> <p>Please provide payment details for your membership renewal. Membership and fees are non-refundable and non-transferable.</p> <p>Invest in a girl and you can change the world. You can make a lasting impact on more girls – add a tax deductible donation to your purchase today! Donations from friends like you provide "WOW!" experiences to thousands of girls throughout our council. Your gift offsets program expenses, subsidizes a girl's experiences at camp, and provides financial assistance so that any girl can join in the fun.</p> <p>A gift of</p> <ul style="list-style-type: none"> \$35 helps 1st year leaders with start-up materials. \$100 provides financial assistance for 6 girls to join Girl Scouts. \$300 gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year. <p>Your gift will touch many lives throughout our council, including the girl you love most. How awesome is that???</p> <p>Yes, I'd like to donate to my local Girl Scout council:</p> <p> <input type="radio"/> \$35.00 <input type="radio"/> \$50.00 <input type="radio"/> \$100.00 <input type="radio"/> \$200.00 <input type="radio"/> \$300.00 <input type="radio"/> \$500.00 <input type="radio"/> Other (Minimum \$10.00) <input style="width: 100px; height: 20px;" type="text"/> <input checked="" type="radio"/> Not at this Time </p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Would you like to upgrade to a Lifetime Membership (\$375) for MW_Deanna Dallas?</p> <p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 40%;">Item</th> <th style="width: 20%;">Request Aid</th> <th style="width: 20%;">Total</th> </tr> </thead> <tbody> <tr> <td>MW_Deanna Dallas</td> <td>Adult Membership (Valid 10/1/2016 - 9/30/2017)</td> <td></td> <td>\$15.00</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>\$15.00</td> </tr> </tbody> </table> </div> </div>	Name	Item	Request Aid	Total	MW_Deanna Dallas	Adult Membership (Valid 10/1/2016 - 9/30/2017)		\$15.00	Total			\$15.00
Name	Item	Request Aid	Total										
MW_Deanna Dallas	Adult Membership (Valid 10/1/2016 - 9/30/2017)		\$15.00										
Total			\$15.00										
30.	<p>Review/confirm troop renewals. Select Submit to process renewals.</p> <p>If you need to go back to the Membership Tab, click Cancel.</p>												

girl scouts

MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT

Confirm Your Membership

Membership Year Oct 1, 2016 to Sept 30, 2017

Please click "Submit" to complete this transaction.
Selecting "Cancel" will cancel this transaction.

Name	Membership	Participation	Total
MW_Deanna Dallas	Adult Membership	Troop11804 Troop Leader	\$15.00
Total			\$15.00

CANCEL SUBMIT

31. Thank you page is shown. An itemized receipt is automatically sent to the Primary Household Contact. Select **Print Itemized Receipt** to print a copy.

Adding an adult volunteer is now complete.

girl scouts

MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT

Thank You!

Your payment has been accepted and you're now a member! If you have any questions, please contact info@girlscoutsnorcal.org. See You soon!

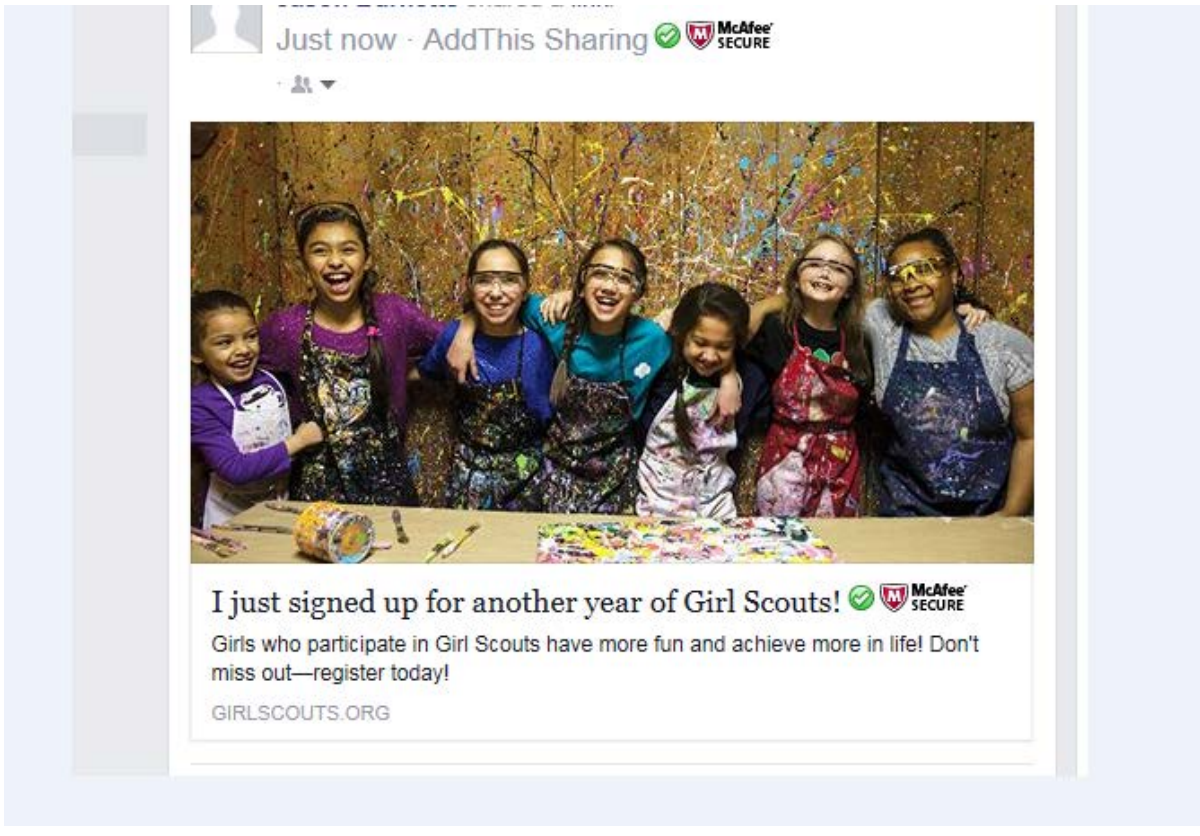
Paid by: Credit/Debit

Share the news with your friends!

f t +

[Print itemized receipt](#)

1. From the Thank you page, customers have an opportunity to share their renewal on social media by clicking **Share on Facebook** and/or click **Share on Twitter** to post respectively on each site. Facebook post shown below:



RENEWAL

Membership Tab – Financial Assistance

Objective of the Business Process

Financial assistance may be requested on the membership tab for household members who choose to use financial assistance for their membership.

Note: Financial assistance is only available on the membership tab and cannot be requested on the Troops tab. To request financial assistance for a member of a troop, the Direct Primary must contact council.

User Roles

Primary Household Contact

Step-by-Step Instructions

Complete the following steps to request financial assistance from the membership tab:

STEP	ACTION
1.	From the membership tab, complete the renewal process as shown in girl or adult renewal until you reach the Payment screen. Select the “ Request Aid ” button next to the member(s) wishing to request aid. Once selected, follow the renewal process. If renewing only members with financial aid, payment screen will indicate \$0 balance

STEP	ACTION																
<div style="background-color: #008000; color: white; padding: 5px; display: flex; align-items: center;"> </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 5px;"> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT </div> <h3 style="margin: 0;">Payment</h3> <p style="font-size: small; margin: 5px 0;">Please provide payment details for your membership renewal. Membership and fees are non-refundable and non-transferable.</p> <p style="font-size: x-small; margin: 5px 0;">Invest in a girl and you can change the world. You can make a lasting impact on more girls – add a tax deductible donation to your purchase today! Donations from friends like you provide "WOW!" experiences to thousands of girls throughout our council. Your gift offsets program expenses, subsidizes a girl's experiences at camp, and provides financial assistance so that any girl can join in the fun.</p> <p style="font-size: x-small; margin: 5px 0;">A gift of</p> <ul style="list-style-type: none"> \$35 helps 1st year leaders with start-up materials. \$100 provides financial assistance for 6 girls to join Girl Scouts. \$300 gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year. <p style="font-size: x-small; margin: 5px 0;">Your gift will touch many lives throughout our council, including the girl you love most. How awesome is that!?</p> <p style="font-size: x-small; margin: 5px 0;">Yes, I'd like to donate to my local Girl Scout council:</p> <div style="display: flex; justify-content: space-between; font-size: x-small; margin: 5px 0;"> <input type="radio"/> \$35.00 <input type="radio"/> \$50.00 <input type="radio"/> \$100.00 <input type="radio"/> \$200.00 <input type="radio"/> \$300.00 <input type="radio"/> \$500.00 </div> <div style="display: flex; justify-content: space-between; font-size: x-small; margin: 5px 0;"> <input type="radio"/> Other (Minimum \$10.00) <input style="width: 50px;" type="text"/> <input checked="" type="radio"/> Not at this Time </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small; margin: 10px 0;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 15%;">Name</th> <th style="width: 55%;">Item</th> <th style="width: 15%;">Request Aid</th> <th style="width: 15%;">Total</th> </tr> </thead> <tbody> <tr> <td>JB_Suzy Girlscout</td> <td>Girl Membership (Valid 10/1/2015 - 9/30/2016)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td></td> <td>Council Service Fee</td> <td></td> <td style="text-align: right;">\$12.00</td> </tr> <tr style="font-weight: bold;"> <td colspan="3">Total</td> <td style="text-align: right;">\$27.00</td> </tr> </tbody> </table> <p style="font-size: x-small; margin: 10px 0;">Billing Address Same as my Mailing Address</p> <div style="font-size: x-small; margin: 5px 0;"> <p>Address: * <input style="width: 150px;" type="text" value="9144 W N 00 B"/></p> <p>City: * <input style="width: 100px;" type="text" value="Marion"/></p> <p>State: * <input style="width: 50px;" type="text" value="IN"/></p> <p>Zip Code: * <input style="width: 50px;" type="text" value="47304"/></p> </div> </div>	Name	Item	Request Aid	Total	JB_Suzy Girlscout	Girl Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00		Council Service Fee		\$12.00	Total			\$27.00	
Name	Item	Request Aid	Total														
JB_Suzy Girlscout	Girl Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00														
	Council Service Fee		\$12.00														
Total			\$27.00														

RENEWAL**Progress Tracking – Family Renewal****Objective of the Business Process**

This section shows the renewal workflow and progress tracking for household renewal.

Note: There are no tasks associated with renewal.

User Roles

Primary Household Contact = customer facing screens

Council Staff User = back office

Step-by-Step Instructions

Complete the following steps to add (new or existing girl or adult) a member to a troop:

STEP	ACTION
2.	Once the customer selects Renew for a member in their household on the customer facing screen/membership tab below, progress tracking begins as customers make their way through the renewal workflow.

STEP	ACTION																								
	<div style="border: 1px solid black; padding: 10px;"> <p>MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p> <h3>Sopm Household</h3> <p>Do you need to change any profile details for members of your household? EDIT PROFILE DETAILS FOR/OF HOUSEHOLD MEMBERS</p> <p>Membership Year Oct 1, 2016 to Sept 30, 2017 NEXT YEAR ▾</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Participation</th> <th>Status</th> <th>Renewal Choice</th> </tr> </thead> <tbody> <tr> <td>MW_Samantha Sopm</td> <td>Troop70037 Add/Change Troops</td> <td>Time to Renew for 2017</td> <td>Renew ▾</td> </tr> <tr> <td>MW_Sarah Sopm</td> <td>Troop70037 Add/Change Troops</td> <td>Time to Renew for 2017</td> <td>Renew ▾</td> </tr> <tr> <td rowspan="2">MW_Sally Sopm</td> <td rowspan="2">Adult Membership Adult Members Girl Scouts of Northern California Campaign Add Role</td> <td>Time to Renew for 2017</td> <td>Renew ▾</td> </tr> <tr> <td>Time to Renew for 2017</td> <td>Renew ▾</td> </tr> <tr> <td rowspan="2">MW_Seth Sopm</td> <td rowspan="2">Adult Membership Adult Members Girl Scouts of Northern California Campaign Add Role</td> <td>Time to Renew for 2017</td> <td>Renew ▾</td> </tr> <tr> <td>Time to Renew for 2017</td> <td>Renew ▾</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">CONTINUE</p> <p>ADD A NEW MEMBER TO HOUSEHOLD</p> <p>Select: Adult ▾ GO</p> <p style="font-size: small; text-align: center;">To remove a member from your household, please email your council</p> </div>	Name	Participation	Status	Renewal Choice	MW_Samantha Sopm	Troop70037 Add/Change Troops	Time to Renew for 2017	Renew ▾	MW_Sarah Sopm	Troop70037 Add/Change Troops	Time to Renew for 2017	Renew ▾	MW_Sally Sopm	Adult Membership Adult Members Girl Scouts of Northern California Campaign Add Role	Time to Renew for 2017	Renew ▾	Time to Renew for 2017	Renew ▾	MW_Seth Sopm	Adult Membership Adult Members Girl Scouts of Northern California Campaign Add Role	Time to Renew for 2017	Renew ▾	Time to Renew for 2017	Renew ▾
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		Time to Renew for 2017	Renew ▾																						
MW_Seth Sopm	Adult Membership Adult Members Girl Scouts of Northern California Campaign Add Role	Time to Renew for 2017	Renew ▾																						
		Time to Renew for 2017	Renew ▾																						

3. Clicking continue on the Membership tab - the PT records look like this:

- One PT record type = Family Renewal
- Sub PT record for each person renewing type = Member Family Renewal

Stage = Acceptance
 Status = In process

Progress Tracking Printable View | Help for this Page

MW_Sally Sopm
 Contact: MW_Sally Sopm

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

Action	Flow Tracking Name +	Contact	Stage	Status	Role	Type
Edit Del	PT00228877	MW_Sally Sopm	Complete	Complete	Adult	Registration
Edit Del	PT00228882	MW_Sarah Sopm	Complete	Complete	Girl	Registration
Edit Del	PT00228886	MW_Samantha Sopm	Complete	Complete	Girl	Registration
Edit Del	PT00228890	MW_Seth Sopm	Complete	Complete	Adult	Registration
Edit Del	PT00228951		Acceptance	In process		Family Renewal
Edit Del	PT00228952	MW_Samantha Sopm	Acceptance	In process	Girl	Member Family Renewal
Edit Del	PT00228953	MW_Sarah Sopm	Acceptance	In process	Girl	Member Family Renewal
Edit Del	PT00228954	MW_Sally Sopm	Acceptance	In process	Adult	Member Family Renewal
Edit Del	PT00228955	MW_Seth Sopm	Acceptance	In process	Adult	Member Family Renewal

4. If browser is closed, one email is sent to the Primary Household Contact.

After 2 days:

STEP	ACTION
	<p>SUBJECT: COMPLETE YOUR FAMILY’S GIRL SCOUT MEMBERSHIP!</p>
	<div style="border: 1px solid #ccc; padding: 10px; margin: 10px;"> <p style="color: #00a651; font-weight: bold; font-size: 1.2em;">Complete your family’s Girl Scout membership!</p> <p>Dear MW_Sally,</p> <p>Thanks for starting your family’s Girl Scout membership renewal!</p> <p>You still have a few steps to complete before we can officially welcome you back for another fun and exciting year of Girl Scouting.</p> <p>If you need assistance or believe you were sent this email in error, please don’t hesitate to contact us.</p> <p>We’re here to help!</p> <p style="text-align: center; margin-top: 10px;">Finish Registration</p> </div>
<p>5.</p>	<p>If browser is closed, another email is sent to the Primary Household Contact</p> <p>After 5 days: SUBJECT: ALMOST THERE! COMPLETE YOUR REGISTRATION T</p>

STEP ACTION

Almost there! Complete your registration today

Dear MW_Sally,

Thanks for starting to renew your family's Girl Scout membership!

Just a friendly reminder that you have a few steps to complete before we can officially welcome your family back for another fun and exciting year of Girl Scouting.

If you need any help or believe you were sent this email in error, please don't hesitate to contact us.

[Continue Registration](#)

Sincerely,

6. Clicking continue on the Acceptance tab - the PT records look like this:

- One PT record type = Family Renewal
- Sub PT record for each person renewing type = Member Family Renewal

Stage = Payment
Status = In process

Progress Tracking
MW_Sally Sopm
Contact: MW_Sally Sopm

Printable View | Help for this Page

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

Action	Flow Tracking Name	Contact	Stage	Status	Role	Type
Edit Del	PT00228877	MW_Sally_Sopm	Complete	Complete	Adult	Registration
Edit Del	PT00228882	MW_Sarah_Sopm	Complete	Complete	Girl	Registration
Edit Del	PT00228886	MW_Samantha_Sopm	Complete	Complete	Girl	Registration
Edit Del	PT00228890	MW_Seth_Sopm	Complete	Complete	Adult	Registration
Edit Del	PT00228951		Payment	In process		Family Renewal
Edit Del	PT00228952	MW_Samantha_Sopm	Payment	In process	Girl	Member Family Renewal
Edit Del	PT00228953	MW_Sarah_Sopm	Payment	In process	Girl	Member Family Renewal
Edit Del	PT00228954	MW_Sally_Sopm	Payment	In process	Adult	Member Family Renewal
Edit Del	PT00228955	MW_Seth_Sopm	Payment	In process	Adult	Member Family Renewal

7. If browser is closed, one email is sent to the Primary Household Contact

After 2 days:
SUBJECT: TIME TO FINISH YOUR REGISTRATION FOR NEXT YEAR

STEP	ACTION
	<p data-bbox="264 300 1018 342">Time to finish your registration for next year</p> <p data-bbox="264 434 428 462">Dear MW_Sally,</p> <p data-bbox="264 485 935 512">Thanks for starting to renew your family's Girl Scout membership!</p> <p data-bbox="264 535 1526 590">Just a friendly reminder that you have one last step to complete before we can officially welcome your family back for another fun and exciting year of Girl Scouting.</p> <p data-bbox="264 613 1284 640">If you need any help or believe you were sent this email in error, please don't hesitate to contact us.</p> <p data-bbox="280 667 540 695">Complete my registration</p> <p data-bbox="264 781 367 808">Sincerely,</p>

8.	<p data-bbox="313 947 1333 982">If browser is closed, one email is sent to the Primary Household Contact</p> <p data-bbox="313 1037 493 1068">After 5 days:</p> <p data-bbox="313 1081 1182 1113">SUBJECT: JUST ONE MORE STEP AND YOU'RE ALL SET!</p>
----	--

Just one more step and you're all set!

Dear MW_Sally,

Thanks for starting to renew your family's Girl Scout membership!

We know life can be hectic, so we thought we'd send a friendly reminder that you have just one step left to complete before we can officially welcome your family back for another fun and exciting year of Girl Scouting.

If you need any help or believe you were sent this email in error, please don't hesitate to contact us.

[Proceed to payment](#)

Sincerely,

9. Clicking continue on the Payment screen - the PT records look the same as before
- Clicking continue on the Confirmation tab - the PT records look like this:
- One PT record type = Family Renewal
 - Sub PT record for each person renewing type = Member Family Renewal
- Stage = Complete
Status = Complete

Progress Tracking
MW_Sally Sopm
Contact: MW_Sally Sopm

[Printable View](#) | [Help for this Page](#)

Action	Flow Tracking Name	Contact	Stage	Status	Role	Type
Edit Del	PT00228877	MW_Sally Sopm	Complete	Complete	Adult	Registration
Edit Del	PT00228882	MW_Sarah Sopm	Complete	Complete	Girl	Registration
Edit Del	PT00228886	MW_Samantha Sopm	Complete	Complete	Girl	Registration
Edit Del	PT00228890	MW_Seth Sopm	Complete	Complete	Adult	Registration
Edit Del	PT00228951		Complete	Complete		Family Renewal
Edit Del	PT00228952	MW_Samantha Sopm	Complete	Complete	Girl	Member Family Renewal
Edit Del	PT00228953	MW_Sarah Sopm	Complete	Complete	Girl	Member Family Renewal
Edit Del	PT00228954	MW_Sally Sopm	Complete	Complete	Adult	Member Family Renewal
Edit Del	PT00228955	MW_Seth Sopm	Complete	Complete	Adult	Member Family Renewal

10. The customer facing screen once renewal is complete. For the members who were renewed they are no longer able to select the **Renew** button.

Membership Year Oct 1, 2016 to Sept 30, 2017			NEXT YEAR <input type="button" value="v"/>	
Name	Participation	Status	Renewal Choice	
MW_Samantha Sopm	Troop70037 Add/Change Troops	Renewed for 2017		
MW_Sarah Sopm	Troop70037 Add/Change Troops	Renewed for 2017		
MW_Sally Sopm	Adult Membership	Renewed for 2017		<input type="button" value="v"/>
	Adult Members Girl Scouts of Northern California Campaign Add Role	Renewed for 2017		
MW_Seth Sopm	Adult Membership	Renewed for 2017	<input type="button" value="v"/>	
	Adult Members Girl Scouts of Northern California Campaign Add Role	Renewed for 2017		
11.	Primary Household Contact will receive an itemized receipt via email after renewal process is complete.			

Renewal Receipt

Thank you for renewing for another fun filled year with the Girl Scouts! Your receipt is printed below.

Renewals for Membership Year Oct 1,2016 to Sept 30, 2017

Girls	Name	Membership	Participation	Total
	MW_Samantha Sopm	Girl Membership	Troop70037	\$15.00
	MW_Sarah Sopm	Girl Membership	Troop70037	\$15.00
Adults	Name	Membership	Participation	Total
	MW_Sally Sopm	Adult Membership	Adult Members	\$15.00
	MW_Seth Sopm	Adult Membership	Adult Members	\$15.00

Council Service Fee: \$30.00
Payment Amount: \$90.00

Payment Type: Credit/Debit

Please email info@girlscoutsnorcal.org with any questions about your receipt.

12. NOTE: If a customer stops during the process, when they return to their MyGS Member Profile, they will be prompted to choose between two options:
- “Start Over” = takes them to the Membership Tab to start over.
- or
- “Pick up where you left off” = allows them to continue where they left off in the process.

The screenshot shows the Girl Scouts membership management interface. At the top, there is a green header with the Girl Scouts logo and the text "girl scouts". Below the header is a navigation bar with tabs: MEMBERSHIP, TROOPS, FAMILY PROFILE, ACTIVITIES, MY ACTIVITIES, CHANGE PASSWORD, and LOG OUT. The main content area is titled "Sopm Ho" and contains a section for "Current Member" with a table of members. A dialog box is overlaid on the page, displaying the message "Oops! Looks like you were interrupted." and asking "Would you like to...". The dialog has two radio button options: "Start over" (which is selected) and "Pick up where you left off". A green "CONTINUE" button is located at the bottom right of the dialog. The background content is dimmed.

Name	Troop	Membership Type	Current
MW_Samantha Sopm	Troop70037	Current	
	Add/Change Troops		
MW_Sarah Sopm	Troop70037	Current	
	Add/Change Troops		
MW_Sally Sopm	Adult Membership	Current	
	Adult Members Girl Scouts of Northern California Campaign	Current	
	Add Role		