# TROOP RENEWAL – GIRL & ADULT

### **Objective of the Business Process**

Renew members in a Troop via the Troops tab.

#### **User Roles**

**Direct Primary** 

# **Step-by-Step Instructions**

Complete the following steps to renew members in a troop:

STEP
1.

STEP	ACTION							
	MEMBERSHIP T	ROOPS FAMILY	PROFILE ACTIVITIE	S MY ACTIVITIES	CHANGE PAS	SWORD LOG	OUT	-
	Membership Yea	r Oct 1, 2016 to S	Sept 30, 2017		NE	EXT YEAR	•	
	Troop03681							
	Select troop memb	ers to renew by upd	lating "Renewal Choice"	below. Select "Contin	ue" to proceed.			
	To request financia	l assistance, please	email your local Girl So	out council.				
	Girls							
	Name	Particip	ation Status		Renewal	Choice		
	Alyssa Mani CM	Troop036	81 Inactive				Edit	
	DE_ Kelly Lock CM	Troop036	81 Inactive				Edit	
	DE_Alice Jones CN	I Troop036	81 Time to	Renew for 2017	Renew		Edit	
2.	Ensure check I <b>Continue</b> .	box is chec	ked for acce	otance of Gir	l Scout Pi	romise &	Law th	nen click
	If you need to	go back to	the Troops T	ab, click <b>Ca</b> n	icel.			

STEP ACTION				
girl scouts				
MEMBERSHIP TROOPS FAMILY PROFILE	ACTIVITIES MY ACTIV	THES CHANGE PASS	SWORD LOG OUT	
Please read and acc order to confirm men	ept the Girl S nbership.	Scout Prom	ise and Law in	
<ol> <li>The Girl Scouts Promise         On my honor, I will try: To serve God and my         making the GS Promise, individual member             "God".     </li> </ol>	y country. To help people rs may substitute wording a	at all times, And to live ppropriate to their own	by the Girl Scouts Law. When spiritual beliefs for the word	
<ol> <li>The Girl Scouts Law         I will do my best to be honest and fair, friend what I say and do, and to respect myself and be a sister to every Girl Scout.     </li> </ol>	dly and helpful, considera d others, respect authority,	e and caring, courageo use resources wisely, ma	us and strong, and responsible ake the world a better place, an	for d
✓ *I/we accept and abide by the Girl Sα	outs Promise and Law.			
	CANCEL	CONTINUE		
3. Select <i>Donation</i> if desired. N	lext, select <b>Con</b> t	inue to continu	ue to confirmation s	creen.
*If adult membership is seled Membership by a box that is	cted, customer v shown.	ill be asked to	upgrade to Lifetime	9
Please Note: The "Request requested by customers via	Aid" button does the Membership	not show up h Tab.	ere, as this can only	y be
If you need to go back to the	e Troops Tab, cli	ck Cancel.		

STEP	ACTION		
		girl scouts 7	
		MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE RASSWORD LOG OUT	
		Payment	
		Rease provide payment details for your membership renewal. Membership and tees 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 councit. Your gift offsets program expenses, subsidizes a girls experiences at camp, and provides financial assistance so that any girl can join in the fun.	
		A gift of	
		535 mega 1at year leaders with sum-up meenes. \$100 provides financial assistance for 6 girls to join Girl Scouts.	
		\$300 gives the gift of Girl Scouls 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, Id like to donate to my local Girl Scout council:	
		O \$35.00 O \$500.00 O \$100.00 O \$200.00 O \$300.00 O \$800.00	
		Other (Minimum \$10.00)	
		Name         Hem         Total           mcw_girl_0204_8         Oirl Membership (Valid 10/1/2015 - 9/30/2016)         15.00	
		Council Service Fee \$6.00	
		Total \$21.00	
		Billing Address Same as my Mailing Address	
		CANCEL COMTINUE	
		Lifetime Membership upgrade Box:	
	Would you li	ka to ungrada to a Lifetime Membership (\$275) for JR Lucy Cirlscoute?	
	O Yes	No	
	Name	Item Request Aid	Total
	JB_Lucy Girl	scouts Adult Membership (Valid 10/1/2015 -	\$15.00
	Total	33352010)	\$15.00
4.	Review/con	firm troop renewals. Select <b>Submit</b> to process renewal	S.
	lf vou need	to an back to the Troops Tab. click <b>Cancel</b>	
	ii you neeu		

EMBERSHIP	TROOPS	FAMILY PROFILE	ACTIVITIES	MY ACTIVITIES	CHANGE PASSWORD	LOG OUT
Confirm Membership Please click Selecting th	) Year Oct 1, "Submit" to c e "X" will rem	2015 to Sept 30, 20 complete this transac nove a girl/adult from	16 ction. 1 this transacti	ion.		
Selecting "C	ancel" will ca	ancel this transaction	<b>n</b> .			
Selecting "C	Cancel" will ca Name	ancel this transaction Mem1	n. bership	Participation		Tot
Girl	Cancel" will ca Name renewal_2,r	ancel this transaction Meml mcw_girl_020 <b>&amp;iß</b> Me	n. b <b>ership</b> embership	Participation Troop 999206		To:
Girl X Council S	Cancel" will ca Name renewal_2,r ervice Fee	ancel this transaction Mem1 mcw_girl_020 <b>&amp;iß</b> Me	n. <b>bership</b> embership	Participation Troop 999206		To 15. \$6.
Girl Council S Total	Name renewal_2,r ervice Fee	ancel this transaction Mem1 mcw_girl_020 <b>&amp;i</b> 8 Me	n. <b>bership</b> embership	Participation Troop 999206		To 15. \$6. <b>\$21</b> .

STEP	ACTION
	girl scouts
	MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT
	Thank You! You're all set to have another great year filled with one-of-a-kind FUN and adventure! Paid by: Credit/Debit
	Share the news with your friends!
	Print itemized receipt
6.	From the Thank you page, customers have an opportunity to share their renewal of social media by clicking <b>Share on Facebook</b> and click <b>Share on Twitter</b> to post respectively on each site. Facebook post shown below:



# <u>Troop – Add a Girl Member</u>

#### **Objective of the Business Process**

The Direct Primary/Troop Leader may add a girl or adult member, new or existing, to their Troop.

### **User Roles**

**Direct Primary** 

#### **Step-by-Step Instructions**

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

STEP	ACTION
7.	From the Troop Tab, scroll to the bottom of the page to the "ADD A NEW MEMBER" to choose <i>Girl</i> from dropdown and select <b>Go</b> .
	ADD A NEW MEMOER Select GRL - GO
8.	Complete <i>Girl Registration form</i> and click <b>Continue</b> to membership information screen. If you need to go back to the Troops Tab, click <b>Cancel</b> .

LOG OUT	Y PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD
Girl Registratio	n
Giri's First Name 🔺	
Giri's Last Name 🔺	•
Zip Code 🔺	
School Attending *	
Grade as of Fall 2015 🔺	None
Caregiver information There can only be one primary caregiver household.	per family, if you modify this information, it will be automatically be modified for all members in your
Primary Caregiver First Name 🔺	
Primary Caregiver Last Name 🔺	
Primary Caregiver Email 🔺	
Confirm Email 🔺	
Phone *	
How dld you hear about us?	None
	CANCEL CONTINUE
F Existing Member, overl	ay will popup indicating existing member. To conti

		CONFIRM	×
	TROOPS	Great news, we have found gmlEventsGirl1A gml to be an existing Girl Scouts member. Would you like to add her to your troop?	PASSWORD
	Girl's Fir	st Name * gmlEventsGirl1A	
		ONFIRM nank you. gmlEventsGirl1A gml is now a member of your troop.	×
	Reg	CLOSE	PASS
10.	Complete Continue	Membership Information and Parent/Caregiver Inforton to proceed to Acceptance page.	mation. Click
	If you nee	d to go back to the Troops Tab, click <b>Cancel</b> .	

EP ACTION	
girl scouts	
MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD	
LOG OUT	
Girl Registration for mow_girl_0204_8 renewal_2	
Membership * \$15.00 Girl Membership  Custodial Care Into * Parent	
Street Line 1 * 123 Street Line 2	
City * State *	
Zip Code * County *	
Country * USA USA G	
Parent/Caregiver Information	
First Name * mow_adult_0204_6 Last Name * renewal_2	
Home Email * Iowt.Invite.a.friend@gmail.com Work Email	
Preferred Email * Home Email  Gender Female	
Home Phone * (656) 987-9123 Work Phone	
Work Phone Ext.	
Mobile Phone * Home Phone *	[
Same as Girl Address Street line 2	
City * State *	
Zlp Code * 99801 County *	
Country * USA	
CANCEL	
Accept Girl Scout Promise & Law and click <b>Continue</b> to proceed to Co page.	onfirmation
If you need to go back to the Troops Tab. click <b>Cancel</b>	

S1	ΈP	ACTIC	ON						
	gir	l scou	its ??						
	MEN	IBERSHIP	TROOPS	FAMILY PROFILE	ACTIVITIES	MY ACTIVITIES	CHANGE PASSWORD	LOG OUT	
		Plea orde	ase rea er to co	ad and acc onfirm me omise r: To serve God and r	cept the mbersh	e Girl Sco ip.		and Law in	
		"God". 2. The C I will do	Girl Scouts La	w honest and fair, frie	ndly and helpfu	II, considerate and	caring, courageous and st	rong, and responsible for	
		be a sist	er to every Gi we accept an	d abide by the Girl S	couts Promise a	and Law.	ources wisery, make the w	ond a better place, and	
					CAN	CEL	CONTINUE		
12	-	Select If you	<i>Donatic</i>	on if desired. go back to th	Next, sele e Troops	ect <b>Continue</b> Tab, click <b>C</b>	e to continue to o ancel.	confirmation scr	een.

<b>syment</b> see provide payment details for your membership r isferable.	enewal. Membership and tees are non-refundable	and non-
ise provide payment details for your membership i isferable.	enewal. Membership and fees are non-refundable	and non-
		1082744-01
rest in a girl and you can change the world. You c your purchase loday Donations from friends like y unci. Your gift offsets program expenses, subsid that any girl can join in the fun.	an make a leating impact on more girls – add a tax o ou provide "WOW" experiences to thousands of g zes a girl's experiences at camp, and provides fer	teductible donation iris throughout our ancial assistance
gift of		
5 helps 1st year leaders with start-up materials.		
00 provides financial assistance for 6 girls to join	Girl Scouts.	
00 gives the gift of Girl Scouts to subsidize a girls	experience for approximately one year.	
ur gift will touch many lives throughout our counci	I, including the girl you love most. How avvesome in	i that???
C to like to donate to my local Girl Scout council.	00 0 1200 00 0 1300 00	O \$500.00
O Other (Minimum \$10.00)	Not at this Time	
Rame Bern		Total
renewal_2	(1/2015 - 9/30/2016)	15.00
Council Service Fee Total		\$6.00 \$21.00
	your purchase today! Donations from friends like y unck. Your gift offisets program expenses, subsidi that any gift can pin in the fun. gift of 15 helps 1st year leaders with start-up materials. 00 provides financial assistance for 6 girls to join ( 100 gives the gift of Girl Scouts to subsidize a girls our gift will touch many lives throughout our council 0 size o size o size of size of size of 100 gives the gift of Girl Scout start council 100 gives the gift of Girl Scout council 1	your purchase today! Donations from friends like you provide 'WOW' experiences to thousands of g unck. Your gift offisets program expenses, subsidizes a girl's experiences at camp, and provides fina that any girl can pin in the fun. gift of 15 helps 1st year leaders with start-up meterials. 00 provides financial assistance for 6 girls to join Girl Scouts. N0 gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year. So gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year. So gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year. So gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year. So gives the gift of Girl Scout council, including the girl you love most. How avecome is so so s

irl scou	its P						
EMBERSHIP	TROOPS	FAMILY PROFILE	ACTIVITIES	MY ACTIVITIES	CHANGE PASSWORD	LOG OUT	
Membershi Please click Selecting th Selecting "(	P Year Oct 1, k "Submit" to o ne "X" will ren Cancel" will c	2015 to Sept 30, 20 complete this transa nove a girl/adult from ancel this transaction	016 action. m this transact on.	ion.			
Circl.	Name	Men	nbership	Participation			Total
GIN							
×	renewal_2,	mcw_girl_020 <b>&amp;iß</b> N	lembership	Troop 999206			15.00
Council S	renewal_2, Service Fee	mcw_girl_020 <b>4<u>6</u>i8</b> N	lembership	Troop 999206			15.00 \$6.00
Council S Total	renewal_2, Service Fee	mcw_girl_020 <b>4<u>6</u>i8</b> N	lembership	Troop 999206		;	15.00 \$6.00 <b>\$21.00</b>

	girl scouts	
	MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT	
	Thank You! You're all set to have another great year filled with one-of-a-kind FUN and adventure! Paid by: Credit/Debit	
	Share the news with your friends!	
	Print itemized receipt	
15.	From the Thank you page, customers have an opportunity to share their renewal social media by clicking <b>Share on Facebook</b> and click <b>Share on Twitter</b> to post respectively on each site. Facebook post shown below:	on



# <u>Troop – Add an Adult Member</u>

#### **Objective of the Business Process**

The Direct Primary/Troop Leader may add a girl or adult member, new or existing, to their Troop.

#### **User Roles**

Direct Primary

#### Step-by-Step Instructions

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

STEP	ACTION
16.	From the Troop Tab, scroll to the bottom of the page to the "ADD A NEW MEMBER" to choose <i>Adult</i> from dropdown and select <b>Go.</b>
	ADD A NEW MEMBER Select GRL - GO
17.	Complete Adult Registration form and click Add as an Adult Member. Click Continue to membership information screen. If you need to go back to the Troops Tab, click Cancel.

STEP ACTION	
Adı	ult Registration
First Name	e * JB_Lisa
Last Name	e * Lou
Email	a ★ jbgsusa+11@gmail.com
Confirm Email	il * jbgsusa+11@gmail.com
Phone	e * (000) 000-0000
Zip	p * 95050
How did you hear about us?	?None ·
	Add member as a volunteer. Add as an adult member.
e qoori	F
	CANCEL CONTINUE
18. <i>IF</i> Existing Member, ov add this existing memb addition. Click <b>Close</b> to	verlay will popup indicating existing member. To continue to ber to a troop, click <b>Yes.</b> Message will display showing o proceed back to the Troops Tab.
Adding adult member	r is complete for this member.

	TROOPS I Reg Girl's Firs	CONFIRM Great news, we have found gmlEventsGirl1A gml to be an existing Girl Scouts member. Would you like to add her to your troop?' YES NO at Name * gmlEventsGirl1A	PASSWORD
10		ONFIRM ank you. gmlEventsGirl1A gml is now a member of your troop. CLOSE	PASS
19.	If not exist Acceptanc If you need	ng, complete <i>Membership Information</i> form. Click <b>C</b> e page. d to go back to the Troops Tab, click <b>Cancel</b> .	ontinue to proceed to

Membership	*	None	Date of Birth	*	0
First Name		J8_LISa	Gender	*	Female .
Last Name		Leu	Street Line 1		9144 W N 00 0
Home Email			Street Line 2		
1411-1 F-111		.jogsusa+11@pmail.com			
work Email			city	Ĵ	Marion
Preferred Email	*	Home Email .	3tate	*	N
Home Phone	*	(599) 999-9999	Zo Code	•	95050
Work Phone			County	*	Ocean
Work Phone Ext.					
Mobile Phone			Country	*	USA .
Preferred Phone	*	Hame Phane .			
		CANCE	L CONTINUE	5	

ST	ΈP	ACTIC	N					
	gir	l scou	its ??					
	MEN	IBERSHIP	TROOPS	FAMILY PROFILE	ACTIVITIES	MY ACTIVITIES	CHANGE PASSWORD LOG OUT	
		Plea orde	ase rea er to co	ad and acconfirm mer	cept the mbersh	e Girl Sco ip.	ut Promise and Law i	n
		1. The G On my h making t "God".	irl Scouts Pro onor, I will try he GS Promi	omise :: To serve God and r se, individual memb	ny country, To H ers may substitu	nelp people at all ti ute wording appropr	mes, And to live by the Girl Scouts Law. Whe iate to their own spiritual beliefs for the word	en I
		2. The G I will do what I sa be a siste	Birl Scouts La my best to be y and do, an er to every Gi	w e honest and fair, frier d to respect myself ar rl Scout.	ndly and helpfu nd others, respe	II, considerate and ect authority, use res	aring, courageous and strong, and responsit ources wisely, make the world a better place,	ole for , and
		<b>√</b> *₩	we accept and	d abide by the Girl S	couts Promise a	and Law.		
					CAN	CEL	ONTINUE	
21		Select	Donatio	n if desired. I	Next, sele	ect <b>Continue</b>	to continue to confirmation	screen.
		*lf adu Memb	It memb ership b	ership is sele y a box that is	ected, cus s shown.	tomer will be	e asked to upgrade to Lifetir	ne
		lf you i	need to	go back to the	e Troops	Tab, click <b>C</b>	ancel.	

MEMBER	SHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES	CHANGE PASSWORD LOG OUT	
Pay	ment		
Pleas trans	e provide payment details for your membership renewal. Membership an ferable.	d fees are non-refundable and non-	
itive to yo course	at in a girl and you can change the world. You can make a leating impact our purchase today/ Donations from friends like you provide "WOW" exp not. Your gift offsets program expenses, subsidizes a girfs experiences lat any girl can pin in the fun.	I on more girls – add a tax deductible donation enences to thousands of girls throughout our at camp, and provides financial assistance	
Ag	fi of		
\$35	helps 1st year leaders with start-up materials.		
\$10	0 prevides financial assistance for 6 girls to join Girl Scouts.		
\$30	0 gives the gift of Girl Scouts to subsidize a girls experience for approxi	mately one year.	
Yeu	r gift will touch many lives throughout our council, including the girl you is	ove most. How avvesome is that???	
Yes.	Id like to donate to my local Girl Scout council		
3770	O \$35.00 O \$50.00 O \$100.00 O \$200.00	O \$300 00 O \$800.00	
	O Other (Minimum \$10.00)	s Time	
	ime litern	Total	
m	cw_gir[_0204_8 Girl Membership (Valid 10/1/2015 - 9/30/2016) newal_2	15.00	
0	uncil Service Fee	\$6.00	
	Alar	521.00	
		lograde box:	I
Would you like to u	Lifetime Membership U pgrade to a Lifetime Membership (\$375) for JB_	Lisa Loohoo?	
Would you like to u	Lifetime Membership U pgrade to a Lifetime Membership (\$375) for JB_ No Item	Lisa Loohoo?	Total
Would you like to u O Yes  I Name JB Lisa Looboo	Lifetime Membership U pgrade to a Lifetime Membership (\$375) for JB_ No Item Adult Membership (Valid 10/1/2015 -	Lisa Loohoo? Request Aid	Total \$15.00
Would you like to u Ves  IName JB_Lisa Loohoo	Lifetime Membership U pgrade to a Lifetime Membership (\$375) for JB_ No Item Adult Membership (Valid 10/1/2015 - 9/30/2016)	Lisa Loohoo? Request Aid	Total \$15.00

STEP	ACTI	ON					
girl	scou	its ??					
МЕМ	BERSHIP	TROOPS	FAMILY PROFI	E ACTIVITIE	S MY ACTIVITIES	CHANGE PASSWORD	LOG OUT
PI S	confirm embership lease click electing th electing "C	) • Year Oct 1, • "Submit" to o e "X" will ren Cancel" will c	2015 to Sept 30, complete this tran nove a girl/adult f ancel this transa	2016 saction. rom this transac ction.	ction.		
	Girl	Name	M	embership	Participation		Total
	×	renewal_2,	mcw_girl_020 <b>4</b> <u>i</u> i	Membership	Troop 999206		15.00
	Council S	ervice Fee					\$6.00
	Total						\$21.00
						CANCEL	SUBMIT
23.	Thanl Prima	k you pa iry. Sele	ge is showr ct <b>Print Ite</b> r	n. An itemi <b>nized Rec</b>	zed receipt is <b>:eipt</b> to print a	automatically se a copy.	nt to the Direct
	Addin	g adult r	nember is r	now compl	ete.		

	girl scouts	
	MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT	
	Thank You! You're all set to have another great year filled with one-of-a-kind FUN and adventure! Paid by: Credit/Debit	
	Share the news with your friends!	
	Print itemized receipt	
24.	From the Thank you page, customers have an opportunity to share their renewal social media by clicking <b>Share on Facebook</b> and click <b>Share on Twitter</b> to post respectively on each site. Facebook post shown below:	on



# Troop – Add an Adult Volunteer

#### **Objective of the Business Process**

The Direct Primary/Troop Leader may add an adult volunteer to their troop.

#### User Roles

**Direct Primary** 

# **Step-by-Step Instructions**

Complete the following steps to add a volunteer to their troop:

STEP	ACTION
25.	From the Troop Tab, scroll to the bottom of the page to the "ADD A NEW MEMBER" to choose <i>Adult</i> from dropdown and select <b>Go</b> .
	ADD A NEW MEMDER Select GRL - GO
26.	Complete Adult Registration form and click <b>Continue</b> to membership information screen. If you need to go back to the Troops Tab, click <b>Cancel</b> .

STEP	ACTION			
	Adu	lt F	Registration	
	First Name	*	JB_Lisa	
	Last Name	*	Lou	
	Email	*	jbgsusa+11@gmail.com	
	Confirm Email	*	jbgsusa+11@gmail.com	
	Phone	*	(999) 999-9999	
	Zip	*	95050	
	How did you hear about us?		None ·	
	Troop ≢		Add as an adult member.	
			CANCEL	
27.	<i>IF</i> Existing Member, over add this existing member addition. Click <b>Close</b> to	erla er t ret	ay will popup indicating existing me to a troop, click <b>Yes.</b> Message will turn to the Troops Tab.	ember. To continue to display showing
	Adding member is co	mp	lete for this member.	

	CONFIRM   Great news, we have found gmlEventsGirl1A gml to be an existing Girl Scouts member. Would you like to add her to your troop?'   VOUID YOU like to add her to your troop?'   Fres No   Girl's First Name *
	CONFIRM X Thank you. gmlEventsGirl1A gml is now a member of your troop. CLOSE Regionration
28.	Complete how new member wants to participate. Enter a specific troop # (if applicable) or search an opportunity by entering a zip code. Continue by clicking <b>Search.</b>
	Select an opportunity and click <b>Next.</b> After selections have been made, click <b>Continue</b> to proceed to <i>Membership</i> <i>Information form</i> .
	If you need to go back to the Troops Tab, click <b>Cancel</b> .

dick on the t	itle of the	opportunity	you'd like to kn	ow more about.				
			Pick a specific	Troop #:	Find an o	pportunity near	you:	
		Troop #	11804		Zip Code	6928		
				Radio	us (miles)	0	-	
			1	0111071				10110
				CANCEL	SEARCI		EAR SELECT	IONS
Your Select	tion for M	W_Dean	na Dallas					
Remove From Selected	Title	Grade		Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
	Troop Leader	K;1;2;3;4;6	5;6;7;8;9,10;11;	12 Serving Marigold Elementary School	Monthly Tue;Wed;Thurs	October 5, 2015 6:30 PM	Troop11804	60
							NE	σ
Search Res	sults							
Distance miles)	(in 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	1:12 Serving Marigold Elementary School	Monthly of Tue:Wed:Thus	October 5, 2015 6:30 PM	Troop11804	60
0	Unsure				TBD		Unsure	0
x 1 =			Role	es to display per Page	10 💌			

Membership	*	None	Date of Birth	*	0
First Name		J9_Lisa	Gender	*	Female .
Last Name		Lou	Oteet Line 1		9144 W N 00 0
Home Email		Jogsusa+11@pimali.com	Obert Une 2		
Work Email			City		Marion
Preferred Email	•	Home Email	Otate	•	IN
Home Phone	•	(999) 999-9999	Zo Code	•	95050
Work Phone			County	*	Ocean
Work Phone Ext.					
Mobile Phone			Country	*	USA .
Preferred Phone	*	Home Phone .			
		-		-	
		CANCEL	CONTINUE	•	

S٦	ΓEΡ	ACTIO	N					
	gir	l scou	ts					
	MEN	IBERSHIP	TROOPS	FAMILY PROFILE	ACTIVITIES	MY ACTIVITIES	CHANGE PASSWORD LOG OUT	
		Plea orde	ase rea er to co	ad and acc onfirm mer mise	cept the nbersh	Girl Sco ip.	ut Promise and Law in	
		making t "God". 2. The G	he GS Promi	se, individual memb	ers may substitu	te wording appropr	iate to their own spiritual beliefs for the word	
		what I sa be a siste	y and do, and er to every Gi	I do respect myself and rail, inter I scout.	nd others, respe	ct authority, use res	ources wisely, make the world a better place, and	
		<u>v</u>	re accept and					
					CANC		ONTINUE	
31		Soloct	Donatio	n if desired	Soloct <b>Co</b>	ntinuo to co	ntinuo to confirmation scroon	
	-	Option	to selec	t <i>Cancel</i> is a	lso availa	ble.		
		*lf adu Membe	lt memb ership b <u>y</u>	ership is sele y a box that is	cted, cus s shown.	tomer will be	e asked to upgrade to Lifetime	
		lf you r	need to	go back to the	e Troops	Tab, click <b>C</b> a	ancel.	

	girl scouts	
	MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITES MY ACTIVITES CHANGE PASSWORD LOG OUT	
	Payment	
	Please provide payment details for your membership renewal. Membership and tees are non-refundable and non- transferable.	
	Invest in a girl and you can change the world. You can make a leating impact on more pirts – add a tax deductible donation to your purchase today! Donations from friends like you provide "WOW" experiences to thousands of girls throughout our councit. Your girl offsets program expenses, subsidices a girl's experiences at camp, and provides financial assistance so that any girl can girls in the full.	
	A gift 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 girls experience for approximately one year.	
	. Your gift will touch many lives throughout our council, including the girl you love most. How avvesome is that???	
	Yes. If like to donate to my local Girl Scout council: S35.00 S50.00 S100 00 S100.00 S100.00 S100.00 S500.00 S500.00	
	O Olther (Minimum \$10.00)	
	Name Item Total	
	mcw_girl_0204_8 Girl Membership (Valid 10/1/2015 - 9/30/2016) 15.00 renewal 2	
	Council Service Fee \$6.00	
	Total \$21.00	
	Billing Address Same as my Mailing Address	
32	Review/confirm troop renewals. Select Submit to process renewals	
52.		
	If you need to go back to the Troops Tab, click <b>Cancel</b> .	

Confirm				LOG OUT
Membership Year Oct	1, 2015 to Sept 30, 2016			
Please click "Submit" t Selecting the "X" will r Selecting "Cancel" wil	o complete this transaction. emove a girl/adult from this trans I cancel this transaction.	saction.		
Girl Name	Membership	Participation		Total
× renewal_	2,mcw_girl_020 <b>&amp;iß</b> Membership	Troop 999206		15.00
Council Service Fee	•			\$6.00
			CANCEL	SUBMIT
Thank you pag	je is shown. An item	nized receipt is	automatically	sent to the Dir

girl scouts	
MEMBERSHIP TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT	
Thank You! You're all set to have another great year filled with one-of-a-kind FUN and adventure! Paid by: Credit/Debit	
Share the news with your friends!	
Print itemized receipt	
From the Thank you page, customers have an opportunity to share their renew social media by clicking <b>Share on Facebook</b> and click <b>Share on Twitter</b> to porture to post shown below:	val c ost



# <u>Troop – Ineligible Volunteers</u>

#### **Objective of the Business Process**

The Direct Primary can add a new member to her/his troop. If this adult is ineligible to be a volunteer, the Direct Primary will receive a message.

#### User Roles:

Direct Primary

# Step-by-Step Instructions

Complete the following steps to add a volunteer to troop.

STEP	ACTION
35.	From the Troop Tab, scroll to the bottom of the page to the "ADD A NEW MEMBER" to choose <i>Adult</i> from dropdown and select Go.
	ADD A NEW MEMBER Select GRL - GO
36.	Complete Adult Registration form and click Add as an Adult Member. Click Continue to membership information screen. If you need to go back to the Troops Tab, click Cancel.

STEP	ACTION		
	Adult	Registration	
	First Name 🔺	JB_Lisa	
	Last Name ★	Lou	
	Email ★	jbgsusa+11@gmail.com	
	Confirm Email *	jbgsusa+11@gmail.com	
	Phone ★	(999) 999-9999	
	Zip ★	95050	
	How did you hear about us?	None	
		Add member as a volunteer. Add as an adult member.	
	Troop #		
		CANCEL	
37.	If the member is ineligible	e for a volunteer role, the following me	ssage will appear.
	The Direct Primary has ty	va antions:	
	Click <b>Yes</b> to add them as	an adult member and select "I just w	ant to be a member"
	Proceed on with outlined	"Add an Adult Member" process abov	'e.
	Click <b>No</b> to return to the	Troops Tab.	

nird courts	CONFIRM ×
MEMBERSHIP TROOPS FA	Great news, we have found GL DavidB Baxter to be an existing Girl Scouts member. However at this time a volunteer participation role cannot be added for this member.
Ad	Please contact your council for further information.
First Nar	If you would like to add GL DavidB Baxter as an adult member to your troop click 'YES' and then select the 'I just want to be a member' radio button. Otherwise click 'NO' to be returned to the troops tab.
Last Nor	YES NO
Εm	al * gmkgsusa2015+ABaxter@gmak.com
Contro Em	alt * gmigsusa2015+ABaxter@gmail.com
Phor	ne • (809) 123-4567
2	ф * <u>95826</u>
Does the person you are tryin complete the fields below so	g to add have a family member who is already a Girl Scouts member? If yes, please we can add this person to their household.

# <u>Troop Renewal – Adult member role to troop member</u>

#### **Objective of the Business Process**

Adding a volunteer role to an adult member registered to troop.

#### **User Roles**

**Direct Primary** 

#### **Step-by-Step Instructions**

Complete the following steps to add an Adult member role to Troop Member:

STEP	ACTION
38.	From the Member Community, select the Troops Tab. Select the adults who would like to add a role and click <b>Add</b> . Click <b>Continue</b> to find available roles.

EMBERSHIP TROOP	S FAMILY PROFILE	ACTIVITIES	MY ACTIVITIES	CHANGE PASS	WORD LOG OUT
Current Membership Y	ear Oct 1, 2015 to Se	ept 30, 2016		CUF	RRENT YEAR
Troop12345					
Select troop members to r	enew by updating "Rene	ewal Choice" b	elow Select "Contir	ue" to proceed	
	enew by updating item		elow. Gelect Collar	ide to proceed.	
o request financial assist	ance, please email your	r local Girl Sco	ut council.		
Girls					
Name	Participation		Status	Renewal Choic	ce
DE_Bailey Brownie CM	Troop12345		Current		Edit
DE_Connie Camp CM	Troop12345		Current		Edit
DE_Connie Camp CM DE_Daisy Petal CM	Troop12345 Troop12345		Current		Edit
DE_Connie Camp CM DE_Daisy Petal CM DE_Jennifer Junior CM	Troop12345 Troop12345 Troop12345		Current Current Current		Edit Edit Edit
DE_Connie Camp CM DE_Daisy Petal CM DE_Jennifer Junior CM DE_Jessica Journey CM	Troop12345 Troop12345 Troop12345 Troop12345		Current Current Current		Edit Edit Edit Edit
DE_Connie Camp CM DE_Daisy Petal CM DE_Jennifer Junior CM DE_Jessica Journey CM DE_Junior Mint CM	Troop12345 Troop12345 Troop12345 Troop12345 Troop12345		Current Current Current Current		Edit Edit Edit Edit Edit

#### **SECTION: TROOP RENEWAL – TROOPS TAB**

ACTION							
			1				
DE_Savannah Smiles CM	Troop12345		Current	t			Edit
DE_Thinny Mint CM	Troop12345		Current	t			Edit
Adults			1				
Name	Participation	Status		Renewal C	hoice	CBC Expiration	
DE_Chocolate Mint CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit
DE_Juliette Low CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit
DE_Mary Cadette CM	Troop12345 Adult Members	Current					add   Edit
VIEW/EDIT TROOP INFOR ADD A NEW MEMBER TO TR Select: Adult	MATION ► ROOP GO					CON	TINUE
Type in troop nu	umber and click	<b>Search</b> f	or find	d availab	le roles.		
Check the box t	o the left of the	role in the	e corr	espondir	ng troop	to select.	
Select <b>Next</b> to r	nove back to th	e Troops	Tab.				

			Pick a specific Tro	op #:	Find	an opportunity near	you:	
		Troo	p # Troop12345	Zip	Code			
				Radius	(miles)	20		
				В	ACK	SEARCH		
Y	our Selection	for DE_Ma	ry Cadette					
R	emove From elected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
		TroopLeade	er K;1;4;5;6;7;8;9;10;11;1:	2 Wrightsboro Fire Department	Weekly Mon	September 30, 2015 3:15 PM	Troop12345	1
s	earch Result	S					NE	хт
	Distance (in miles)	Title ▲	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed
C	0	Adult Members	K;1;4;5;6;7;8;9;10;11;12	Wrightsboro Fire Department	Weekly Mon	September 30, 2015 3:15 PM	Troop12345	0
C	0	TroopLeader	K;1;4;5;6;7;8;9;10;11;12	Wrightsboro Fire Department	Weekly Mon	September 30, 2015 3:15 PM	Troop12345	1
6	0	Unsure			TBD		Unsure	0

#### **SECTION: TROOP RENEWAL – TROOPS TAB**

	ACTION							
	DE_Sandy Shortbread CM	Troop12345		Current	t			Edit
	DE_Savannah Smiles CM	Troop12345		Current	t			Edit
	DE_Thinny Mint CM	Troop12345		Current	t			Edit
	Adults							
	Name	Participation	Status		Renewal	Choice	CBC Expiration	
	DE_Chocolate Mint CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit
	DE_Juliette Low CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit
	DE_Mary Cadette CM	Troop12345 TroopLeader	In progress					add   Edit
	СМ	Troop12345 Adult Members	In progress					
VI Al	IEW/EDIT TROOP INFOR	ROOP					COM	IINUE
VI AI Se	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TH elect: Adult	ROOP					COM	Génn Heln (?)
VI AI Se Q G	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult iving	ROOP GO Item Type	Туре	Membership	y Year Membersh	ip Status Stage	Close Date	Giving Help @
VI AI Se Q G Action Edit	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving n Giving Name Del DE Chocolate Mint Household:	ROOP GO New Giving Item Type Membership 2016 Membership	Туре Adult Membership	Membership 2016	yYear Membersh Backgroui	ip Status Stage Id Check Comple	Close Date d 2/25/2016	Giving Help ? Current Giving Amount \$15.00
VI AI Se Action Edit   B No re	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving n Giving Name Del DE Chocolate Mint Household: Background Checks ecords to display	COP GO New Giving New Giving New Background C	Type Adult Membership :heck	Membership 2016	y Year Membersh Backgroui	ip Status Stage Id Check Comple	Close Date de 2/25/2016	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ?
VI AI Se G Action Edit   No re	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving in Giving Name Del DE Chocolate Mint Household: Background Checks 200rds to display	RMATION > ROOP GO New Giving tem Type Membership 2016 Membership New Background C	Type Adult Membership Check	Membership 2016	year Membersh Backgrour	ip Status Stage Id Check Comple	Close Date de la close Date de 2/25/2016	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ?
VI AI Se Action Edit   B No re	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving n Giving Name Del DE Chocolate Mint Household: Background Checks acords to display	RMATION > ROOP GO New Giving tem Type Membership 2016 Membership New Background C New Progress Trac Type Stage	Type       Aduit Membership       Zheck       king       Status	Membership 2016 Parent	) Year Membersh Backgroun	ip Status Stage Id Check Comple	Close Date 4 2/25/2016 Pr pe Memb	Gking Help ? Current Giving Amount \$15.00 kground Checks Help ? ogress Tracking Help ? ership Status
VI AI Se G Action Edit   P Action Edit	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving in Giving Name Del DE Chocolate Mint Household: Background Checks accords to display Progress Tracking in Flow Tracking Name Del PT00254612	RMATION > ROOP GO New Giving Item Type Membership 2016 Membership New Background C New Progress Trac Type Stage Family Registration Comp	Type Aduit Membership Check king lete Complete	Membership 2016 Parent DE Chr	o Year Membersh Backgrour	ip Status Stage Id Check Comple	Close Date 4 ted 2/25/2016 Prope Membra	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ? ogress Tracking Help ? ership Status round Check
VI AI Se G Action Edit   P Action Edit   P	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TH elect: Adult Siving In Giving Name Del DE Chocolate Mint Household: Gackground Checks acords to display Progress Tracking In Flow Tracking Name Del PT00254612	RMATION > ROOP GO New Giving Item Type Membership 2016 Membership New Background C New Progress Traci Type Stage Family Registration Comp	Adult Membership Adult Membership Adult Status Ilete Complete King	Membership 2016 Parent DE Chr	9 Year Membersh Backgroun	ip Status Stage Id Check Comple Membership Ty Adult Members	Close Date 4 Close Date 4 2/25/2016 Prope Member Progress T	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ? ogress Tracking Help ? ership Status round Check
VI AI Se G Action Edit   P Action Edit   P Action Edit   P No re	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving n Giving Name Del DE Chocolate Mint Household: Background Checks acords to display Progress Tracking Name Del PT00254612	RMATION > ROOP GO Rew Giving Item Type Membership 2016 New Background C New Progress Tract Type Stage Family Registration Comp New Progress Tract	Type       Adult Membership       Zheck       king       Status       Jete       King	Membership 2016 Parent DE Cho	Year     Membersh       Backgroun	ip Status Stage Id Check Comple	Close Date 4 ted 2/25/2016 Bac Progress T	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ? ogress Tracking Help ? ership Status round Check racking (Parent) Help ?
VI AI Se G Actio Edit No re Edit No re	IEW/EDIT TROOP INFOR DD A NEW MEMBER TO TI elect: Adult Siving in Giving Name Del DE Chocolate Mint Household: Background Checks acords to display Progress Tracking in Flow Tracking Name Del PT00254612	RMATION > ROOP GO New Giving tem Type Membership 2016 Membership New Background C New Progress Track Type Stage Family Registration Comp New Progress Track Manage Addresses	Type       Adult Membership       Check       king       Status       Dete     Complete       king       J	Membership 2016 Parent DE Cho	9 Year Membersh Backgroui	ip Status Stage Id Check Comple Membership Ty Adult Members	Cose Date de 2/25/2016 Bac Bac Progress T	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ? ership Status round Check racking (Parent) Help ? Addresses Help ?
VI AI Se G Actio Edit No re Edit No re Edit No re Action Edit	IEW/EDIT TROOP INFOF DD A NEW MEMBER TO TI elect: Adult Siving In Giving Name Del DE Chocolate Mint Household: Sackground Checks scords to display Progress Tracking In Flow Tracking Name Del PT00254612	RMATION > ROOP GO New Giving Item Type Membership 2016 Membership New Background C New Progress Traci Type Stage Family Registration Comp New Progress Traci Manage Addresses nt. NC, 28405, USA	Type       Adult Membership       Check       Xing       Status       Jete       Complete       king       Jete       Do Not N       Home	Membership 2016 Parent DE Cho Asii? Pro	9 Year Membersh Backgroun	ip Status Stage Id Check Comple Membership Ty Adult Members Preferred Other	Close Date 4 Close Date 4 Cl	Giving Help ? Current Giving Amount S15.00 kground Checks Help ? ogress Tracking Help ? ership Status round Check racking (Parent) Help ? Addresses Help ? ind Date Active?
VI AI See G Action Edit1 P No re Edit1 No re Action Edit1	IEW/EDIT TROOP INFOF DD A NEW MEMBER TO TI elect: Adult Siving in Giving Name Del DE Chocolate Mint Household: Background Checks acords to display Progress Tracking Name Del PT00254612 Progress Tracking (Parent) acords to display Cords to display	RMATION > ROOP GO New Giving Item Type Membership 2016 Membership New Background C New Progress Trac Type Stage Family Registration Comp New Progress Trac Manage Addresses nt. NC. 28405. USA	Type       Adult Membership       Check       king       status       slete       Complete       king       Home	Membership 2016 Parent DE Cho Aail? Pro	9 Year Membersh Backgroun	ip Status Stage Id Check Complete Membership Ty Adult Members Preferred Other	Close Date 4 ted 2/25/2016 Progress T Progress T ? Start Date E	Gking Help ? Current Giving Amount \$15.00 kground Checks Help ? ogress Tracking Help ? ership Status round Check racking (Parent) Help ? Addresses Help ? ind Date Active?
VI AI Se G Actio Edit P Actio Edit No re Edit No re Edit C Actio	IEW/EDIT TROOP INFOF DD A NEW MEMBER TO TI elect: Adult Siving n Giving Name Del DE Chocolate Mint Household: Background Checks accords to display Progress Tracking n Flow Tracking Name Del PT00254612 Progress Tracking (Parent) accords to display Cords to display	RMATION > ROOP  GO  New Giving  New Giving  New Background C  New Progress Trace  Add to Campaign  Parent Campaign  Program	Type       Adult Membership       Check       king       status       vilete       Complete       king       Type       Do Not N       Home       Grade Level	Membership 2016 Parent DE Cho Aail? Pro	o Year Membersh Backgrour	ip Status Stage Id Check Comple Membership Ty Adult Members Preferred Other	Progress T Start Date E Date Participat	Giving Help ? Current Giving Amount \$15.00 kground Checks Help ? ership Status round Check racking (Parent) Help ? Addresses Help ? Addresses Help ? ampaign History Help ? ion Primary

P	ACT	ION								
	Once their	e the volunte role in the t	eer has comp roop. See b	oleted the l oth views f	backgr rom M	ound c Y GS a	check it and bad	will mar ck office:	k them ac	tive in
	DE_	Savannah Smiles CM	Troop12345		Current				Edit	
	DE_	Thinny Mint CM	Troop12345		Current				Edit	
	Adul	ts							]	
	Nar	ne	Participation	Status		Renewal C	hoice	CBC Expiration		
	DE_	Chocolate Mint CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit	
	DE_	Juliette Low CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit	
	DE_	Mary Cadette CM	Troop12345 TroopLeader	Current				2/22/2019	add   Edit	
	СМ		Troop12345 Adult Members	Current				2/22/2019		
	ADD A Select:	NEW MEMBER TO T	ROOP GO							
	🅑 Givii	ng	New	Giving						Giving Help ?
	Action Edit   Del	Giving Name	ehold: Membership 2016	Item Type Type Membership Adult Me	mbership 20	mbership Year 16	Membership St Active	catus Stage Completed	Close Date Curren 2/25/2016	t Giving Amount \$15.00
ľ	🥞 Baci	kground Checks	New	Background Check					Backgroun	d Checks Help   ?
	Action Edit   Del	Background Check Number BC-219892	er Back Eligit	ground Check Status		Background ( 2/23/2016	Check Complete I	Date	Expiration 2/22/2019	Date
1	ቃ Prog	ress Tracking	New	Progress Tracking					Progress	Tracking Help ?
	Action Edit   Del	Flow Tracking Name PT00254612	Type Family Registration	Stage Complete	Status Complete	Parent DE Chocolate	e Mint	Membership Type Adult Membership	Membership Active	Status
	No record	gress Tracking (Paren ds to display	t) New	Progress Tracking					Progress Tracking	(Parent) Help ?
	Add	resses	Mana	age Addresses					A	ddresses Help ?
	Action Edit   Del	Address Name 45600 Jessica Way, Rock	y Mount, NC, 28405, USA	Type Home	Do Not Mail?	Preferred	I Mailing?	Preferred Other?	Start Date End Da	te Active?
ľ	🍗 Cam	paign History	Add	to Campaign					Campaio	n History Help ?
	Action	Campaign Name	Parent Campaign	Program Grade Leve		otivo Suo	nended Start			
						Jus Jus	penaea start	Date End Date	e Participation	Primary
	Edit   Del	View Adult Members	Troop12345			✓		Date End Date	Participation	Primary

# TROOP RENEWAL – Updating household information by Direct Primary

#### **Objective of the Business Process**

The Direct Primary can update member household information via the Troops Tab. All members' information must be updated individually – information does not update for all members.

#### **User Roles**

**Direct Primary** 

#### Step-by-Step Instructions

Complete the following steps to update the household information:

STEP	ACTION
42.	From the Troop Tab, the Direct Primary shall click <b>Edit</b> next to each of the members' names to change the household information.

STEP ACTION					
MEMBERSHIP TF	ROOPS	FAMILY PROFILE	ACTIVITIES MY ACTIVITIES	CHANGE PASSWORD L	OG OUT
Current Members	ship Year	Oct 1, 2015 to Sept	30, 2016	CURRENT YEAR	۶ ·
Troop00905					
Select troop membe	ers to ren	ew by updating "Renewa	al Choice" below Select "Continue	" to proceed	
To request financial	assistanc	e, please email your loc	al Girl Scout council.		
Girls					
Name		Participation	Status	Renewal Choice	
Ansley Collins CM		Troop00905	Time to Renew for 2016	Renew -	Edit
DE_Bella Ludy CM		Troop00905	Time to Renew for 2016	Renew	Edit
DE_Lauren Moran C	м	Troop00905	Current		Edit
DE_Wendy Cook CN	N	Troop00905	Current		Edit
Emily Mccaskill CM		Troop00905	Time to Renew for 2016	Renew ·	Edit
43. Make an the roste	ny chan er in the	ges or edits and o e Troops Tab.	click <b>Save</b> when complete	e and to be taken bacl	k to
All fields	are ec	litable by the cust	omer except for:		
<b>Non-Edi</b> Gender Date of E Grade	<b>itable I</b> Birth	Fields for Girls			
<b>Non-Edi</b> Date of E	<b>itable I</b> Birth	Fields for Adults			

STEP ACTION							
MEMBERSHIP T	ROOPS	FAMILY PROFILE	ACTIVITIES	MY ACTIV	/ITIES	CHANGE PASSWORD	LOG OUT
Edit Fam	ily Memł	per Information					
First Nar	ne *	DE_Bella		Last Name	*	Ludy	
Home Em	ail *	gsdessmaker+bludy18@	24	Work Email			
Preferred Em	ail *	Home Email		Gender		Female	
Home Pho	ne *	(810) 444-0000					
Mobile Pho	ne		Pref	erred Phone	*	Home Phone -	
Street Line	1 *	12345 42nd St	5	Street Line 2			
с	ity *	Jump St		State	*	NC	
Zip Cod	e <b>*</b>	28590		County	*	Onslow	
Countr	y <b>*</b>	USA		Date of Birth	*	06/04/2010	
Sch	ool ★ loo	School Not Found		Grade	*	К	



# **TROOP RENEWAL - REVIEW, ADD & EDIT TROOP INFORMATION**

#### **Objective of the Business Process**

Direct Primary can review, add, and edit troop information for their particular troop during the renewal process.

#### **User Roles**

Direct Primary = customer facing screens Council Staff User = back office

#### **Step-by-Step Instructions**

Complete the following steps to review, add, and edit troop information.

STEP	ACTION					
44.	From the Tr TROOP INI	roops ta F <b>ORM</b> A	ab, scroll to the <b>TION</b> to view	e bottom of the page a current information.	nd click on <b>VIE</b>	W/EDIT
	girl scout	s				
	MEMBERSHIP	TROOPS	FAMILY PROFILE A	CTIVITIES MY ACTIVITIES CHAN	GE PASSWORD LOG	DUT
	Current Memb Troop00102 Select troop me	mbers to ren	r Oct 1, 2015 to Sept	30, 2016 Choice" below. Select "Continue" to pro	CURRENT YEAR	•
	Girls	erar assistan				
	Name		Participation	Status	Renewal Choice	
	Alyssa Wernett	CM	Troop00102	Time to Renew for 2016	Renew	Edit
	Amara Moeller	CM	Troop00102	Time to Renew for 2016	Renew	Edit

STEP	ACTIC	)N						
	VII AD Se	EW/EDIT TROOP INFORMAT D A NEW MEMBER TO TROOP lect: Adult	GO				CONTINUE	
45.	On the troop v *Pleas <i>Meetir</i> autom	e VIEW/EDIT TR will be listed. Ec se note that edits og Location Nam atically updated	COOP IN lit the tro to the <i>F</i> ne, and <i>A</i> in the O	FORM pop info Progra Addres pportu	IATI orma <i>m Gi</i> ss rec unity	ON page, t ation and cl <i>rade Level,</i> quire Coun Catalog.	he current information ick <b>Save.</b> <i>Desired Total Num</i> cil review and are no	on for the ber of Girls, ot
		Current Meeting Location Name (as shown on the opportunity catalog) Meeting Day(s)	is Scout Hut			If you would like to ch enter the information Please note that addr council prior to being Name' is shown public Meeting Location	ange the current meeting location please below. ress changes are reviewed by your local updated and only 'Meeting Location :ly. Richlands Girl Scout Little House	
Update	e ation	Meeting Frequency	Wed Thurs Weekly Bi-weekly Monthly		×	Street 1	123 Little House Lane	Add
here	$\sim$	Meeting End Time	4:00	PM	•	Street 2	Room A	here
		Program Grade Level	5:30 •	РМ	• -	State	Richlands	
		Desired total number of girls. (Your council may have standards on troop size.)	20	CANCEL		Zip Code	28540	
46.	To see <b>Meetir</b> Primar	e this change on <b>ng Information</b> Ty. Make note of	the bac section t the date	kend, o view the D	go to v troc Direct	o <b>Campaig</b> op informat : Primarv m	<b>n</b> and scroll down to ion entered by the D nade the changes.	• Changes to Direct

	Campaign Troop001 Show Feed Campaign Detail Campa Par Parent C	02 Campaian Members [5:1   Account <u>\$U511</u> Ign Name Troop00102 ticlpation Troop Zip Code 28574 Campaign © _	Campaign Hisrarchy (5-)   Open Activities (0)   Activity History (0) Edit Delete Clone Manage Members ▼ Advance Campaign R Campaign M Projet Projet	Customize Page   Printable \ I Giving (0)   Attachments (0)   Cases (0) d Setup New Job Troop Roster Record Type Volunteer Project [Change] ember Type Girl [Change] ct Start Date ③ 10/1/2014 ect End Date ④	
	Cou A Active Campaign R	A Camp			
	Troop/Group Information     Troop Formation Status	Ready To Go	Desired Number of Girls	300	
	roop romation status Grade Program Grade Level GS Community Year VTK Year Plan	K; 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; 12 4-Cadette 2016	Girls Assigned Girls Assigned Girl Openings Remaining	39 8 253	
	▼ Meeting Information Meeting Location Troop Start Date Troop End Date	Richlands Scout Hut 9/3/2014 6/10/2015	Meeting Day(s)     Meeting Frequency     Meeting Start Time	Wed Weekly 4:00 PM	
	Meeting Notes	Girl Scout Hut - 101 church st Rich	nlands, NC 28574 Meeting End Time	5:30 PM	
	Changes to Meeting Informa Meeting Location Description Desired Total # of Girls by DP Vol Program Grade Level per DP Vol Troop/Group Meeting Location Date Changes were Made	tition Richlands Girl Scout Little House 20 4-Cadette 2/19/2016 10:53 AM	Meeting Location Street 1 Meeting Location Street 2 Meeting Location City Meeting Location State Meeting Location Zip Code	123 Little House Lane Room 1 NC 28540 View the D made Troo here	the changes Direct Primary e to the p Information
47.	Click <b>Edit</b> to mak <b>Troop/Group Inf</b> information enter section.	te changes to f <b>ormation</b> to red by the Dir	o the Troop Campaign. edit the troop informati rect Primary under the o	Scroll down to the ion to reflect the tro Changes to Meeting	op g Information
	Note: Do not mal the Changes to N time the Direct P	ke changes to Aeeting Inforr rimary makes	o the information enterent mation section. This inf s changes.	ed by the Direct Pri formation will updat	mary under e the next

_	_	
OTED		
SIFP		

	by Campaign Troop00102				Customize Page   Printable
	J- Show Feed				
		Campaign Members [5+]	Campaign Hierarchy [5+]   Open Ac	tivities [0]   Activity History [0]   Giving	01   Attachments 01   Cases 01
	Campaign Detail		Edit Delete Clone Man	age Members 🔻 Advanced Setup	New Job Troop Roster
	Accou	nt <u>SU611</u>		Campaign Record Ty	pe Volunteer Project [Change]
	Campaign Nan	ne Troop00102		Campaign Member Ty	pe Girl [Change]
	Participati	on Troop		Project Start Da	ate ② 10/1/2014
	Zip Co	de 28574		Project End Da	ate 🥝
	nooprotoop montation Grade	Available Available	en 🔺	Desired Number of Girls	[300
	Program Grade Level GS Community Year VTK Year Plan 8				
	Meeting Information				
	Meeting Location	Richlands Scout Hut		Meeting Day(s)	Available
	Troop Start Date	9/3/2014 [ 2/19/2016 ]		Meeting Frequency	Weekly 💌
	Troop End Date Meeting Notes	6/10/2015 (2/19/2018)	Le      L	Meeting Start Time	(200 PM (5:30 PM
	Meeting Leasting Description			Masting Logation Proved 4	
	Desired Total # of Girls by DP Vol	Fichlands Girl Scout Little		Meeting Location Street 1	123 Little House Lane
	Program Grade Level per DP Vol	4-Cadette		Meeting Location City	Bichlands
	Date Changes were Made	2/19/2016 10:53 AM [ 2/19	V2016 11:12 AM ]	Meeting Location State Meeting Location Zip Code	NC 28540

# **Progress Tracking**

#### **Objective of the Business Process**

This section shows the workflow and progress tracking for <u>Troop</u> renewal.

## **User Roles**

**Council Staff User** 

#### **Step-by-Step Instructions**

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

Once the facing structure of the facing structure of the facing structure of the structure	Once the Direct Primary selects <i>Renew</i> for a member in their Troop on the custor facing screen/membership tab below, progress tracking begins as customers make their way through the renewal workflow.							
MEMBERSHIP	TROOPS	FAMILY PROFIL	e activitie	ES MY ACTIV	ITIES CH/	ANGE PASSWO	RD LOG OUT	
Membership Y	ear Oct 1,	2016 to Sept 30,	2017			NEXT Y	/EAR	
Troop03681 Select troop me	mbers to rer	new by updating "Re	enewal Choice	" below. Select '	Continue" to	proceed.		
Troop03681 Select troop men To request finan Girls	mbers to rer cial assistar	new by updating "Re	enewal Choice ur local Girl S	" below. Select " cout council.	Continue" to	proceed.		
Troop03681 Select troop men To request finan Girls Name	mbers to rer cial assistar	new by updating "Re nce, please email yo Participation	enewal Choice ur local Girl S Status	" below. Select " cout council.	Continue" to	proceed.	ice	_
Troop03681 Select troop men To request finan Girls Name Alyssa Mani CM	mbers to rer cial assistar	new by updating "Re ince, please email you Participation Troop03681	enewal Choice ur local Girl S Status Inactive	" below. Select " cout council.	Continue" to	proceed.	ice Edit	
Troop03681 Select troop men To request finan Girls Name Alyssa Mani CM DE_ Kelly Lock (	mbers to rer cial assistar	new by updating "Re ace, please email yo Participation Troop03681 Troop03681	enewal Choice our local Girl S Status Inactive	" below. Select <sup>•</sup> cout council.	Continue" to	proceed.	ice Edit	

STEP	ACTION								
49.	Clicking continue on the Troops tab the PT records look like this:								
- One PT record type = Family_Troop_Renewal									
- Sub PT record for each person renewing type = Member Troop Rene									
	Stage - Acceptance								
	Stage = Acceptance Status = In process								
Progre	ess Tracking New Progress Tracking Progress Tracking Help ?								
Edit   Del F	Propulsion         Stage         Stage								
Edit   Del	2T00229019 Member Troop Renewal Acceptance In process <u>GL AliceO Oliver</u> Girl Membership Payment Pending								
50	If the Direct Primary closes the browser. Direct Primary will receive the following								
00.	email:								
	After 2 & 5 days								
	SUBJECT: COMPLETE YOUR FAMILY'S GIRL SCOUT MEMBERSHIP!FINISH								
	YOUR GIRL SCOUT RENEWAL TODAY!								
	•								
F	inish your Girl Scout renewal TODAY!								
D	ear GL AliceO,								
TI	hanks for starting to renew your troop's Girl Scouts membership!								
Y	You have just one last step to complete before we can officially welcome your troop back for another fun and exciting year of Girl Scouting.								
lf	If you need any help or believe you were sent this email in error, please don't hesitate to contact us.								
	Finish Registration								
•									
Si	ncerely								
G	Girl Scouts of Northern California								
5 in	Girl Scouts of Northern California <u>510-562-8470</u> Info Galidonutonacional org								
	lo@ginacousitoreal.org								
51.	Clicking continue on the Acceptance tab the PT records look like this:								
	<ul> <li>One PT record type = Family Troop Renewal</li> </ul>								
	<ul> <li>Sub PT record for each person renewing type = Member Troop Renewal</li> </ul>								
	Stage = Payment								

RENEWAL: TROOP RENEWAL – TROOPS TAB

Brown	es Tracking	Now Program	e Tracking				Dec		
Action I Edit   Del I Edit   Del I	Flow Tracking Name PT00228981 PT00229019	Type Registration Member Troop Renewal	Stage Complete Payment	Status Complete In process	Parent GL HollyC Collins GL AliceO Oliver	Membership Type Girl Membership Girl Membership	Active Payment Pending		
2.	If the Dire email:	ct Primary closes t	he brows	er, Direc	t Primary will	receive the f	ollowing		
	After 2 & 5 Subject: C year of Gi	5 days complete your fami rl Scout FUN!	<del>ly's Girl S</del>	<del>cout me</del>	mbership! <u>On</u>	e last step fo	<u>r another</u>		
(	One last st	ep for another ye	ear of Gii	'l Scout	FUN!				
[	Dear GL AliceO,								
٦	Thanks for startin	g the renewal process for yo	ur troop mem	bers.					
	You have one las Scouting!	step to complete before we	can officially v	velcome you	r members back for	another fun and exc	iting year of Girl		
I	f you need any h	elp or believe you were sent	this email in e	rror, please	don't hesitate to con	tact us.			
	Proceed to payn	nent							
Ş	Sincerely,								
( 5	Girl Scouts of Nor 510-562-8470 nfo@girlscoutsno	thern California rcal.org							
3.	Clicking co	ontinue on the Pay	ment scre	een th	e PT records	look the sam	e as before		
	Clicking co - On - Sul	ontinue on the Tro e PT record type = o PT record for eac	op tab… t Family <u>T</u> ch person	he PT re <u>roop</u> Re renewir	ecords look li newal ig type = Mer	ke this: mber Troop R	enewal		
	Stage = C	omplete							

Prog	gress Tra	cking	Nev	v Progress Tracking				Progress Ti
Action	Flow Trac	king Name	Туре	Stage	Status	Parent	Membership Type	Membership St
Edit   Del	PT002289	981	Registration	Complete	Complete	GL HollyC Collins	Girl Membership	Active
Edit   Del	PT002290	<u>019</u>	Member Troop Renewa	al Complete	Complete	GL AliceO Oliver	Girl Membership	Active
ŀ.	Dire corr	ect Primary plete.	will receive	an itemized	receipt v	via email afte	r renewal proc	ess is
gs to	j <b>susacust</b> o me <b>⊸</b>	omercare@girlsco	outs.org gsusacusto	omercare@girlscouts.org	<u>via</u> twii96so9	7qi.g-6sfyn 3:	38 PM (4 minutes ago) 🥤	Å <b>•</b>
g	g <b>irl sc</b> o of no	outs <sup>*</sup> orthern cali	fornia					
д 01 <b>Г</b>	<b>girl sco</b> of no 2/18/201 <b>Renev</b> hank you	outs <sup>2</sup> orthern cali 6 wal Recei	fornia pt	year with the Girl Sco	uts! Your rec	eipt is printed below	<i>.</i>	
9 01 F TI R	girl sco of nc 2/18/201 Renev Thank you Renewals	outs <sup>22</sup> orthern cali 6 wal Recei 1 for renewing for 5 for Membershij	fornia pt another fun filled o Year Oct 1,2016	year with the Girl Sco 5 to Sept 30, 2017	uts! Your red	ceipt is printed below	<i>ı</i> .	
9 02 F TI R G	girl sco of nc 2/18/201 Renev Thank you Renewals Sirls	outs <sup>2</sup> orthern cali 6 wal Recei 1 for renewing for 5 for Membership Name	fornia pt another fun filled o Year Oct 1,2010	year with the Girl Sco 5 to Sept 30, 2017 Membership	uts! Your rec Pa	eipt is printed below		Total
	girl sco of nc 2/18/201 Renev Thank you Renewals Birls	outs <sup>2</sup> orthern cali 6 wal Recei 1 for renewing for 5 for Membership Name GL Jessica Collin Name	fornia pt another fun filled o Year Oct 1,2016	year with the Girl Sco 5 to Sept 30, 2017 Membership Girl Membership Membership	uts! Your rec Pa Tr Pa	eipt is printed below articipation oop70037		<b>Total</b> \$15.00 <b>Total</b>
G TI R A	girl sco of no 2/18/201 Renew Thank you Renewals Birls Moults	outs <sup>2</sup> orthern cali 6 wal Recei 4 for renewing for 5 for Membership Name GL Jessica Collin Name GL HollyC Collins	fornia pt another fun filled o Year Oct 1,2016	year with the Girl Sco 5 to Sept 30, 2017 Membership Girl Membership Membership Adult Membership	uts! Your red Pa Tr Pa Tr Sa	ceipt is printed below articipation coop70037 articipation coop Fall Product ales Manager	ι.	<b>Total</b> \$15.00 <b>Total</b> \$15.00

STE	P	ACTION		
	gi	rl scouts		
	M	EMBERSHIP	TROOPS FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT	
		Sopm He Do you need to ch EDIT PROFILE DETA Current Membe Name	Oops! Looks like you were interrupted.         Would you like to         Start over         Pick up where you left off         CONTINUE         CONTINUE	
		MW_Samantha	opm Troop70037 Current	
			Add/Change Troops	
		MW_Sarah Sopn	Troop70037 Current	
			Add/Change Troops	
1		MW_Sally Sopm	Adult Membership Current	
			Adult Members Girl Scouts Current	
			of Northern California Campaign	
			Add Role	