

**RENEWAL****TROOP RENEWAL – GIRL & ADULT****Objective of the Business Process**

Renew members in a Troop via the Troops tab.

**User Roles**

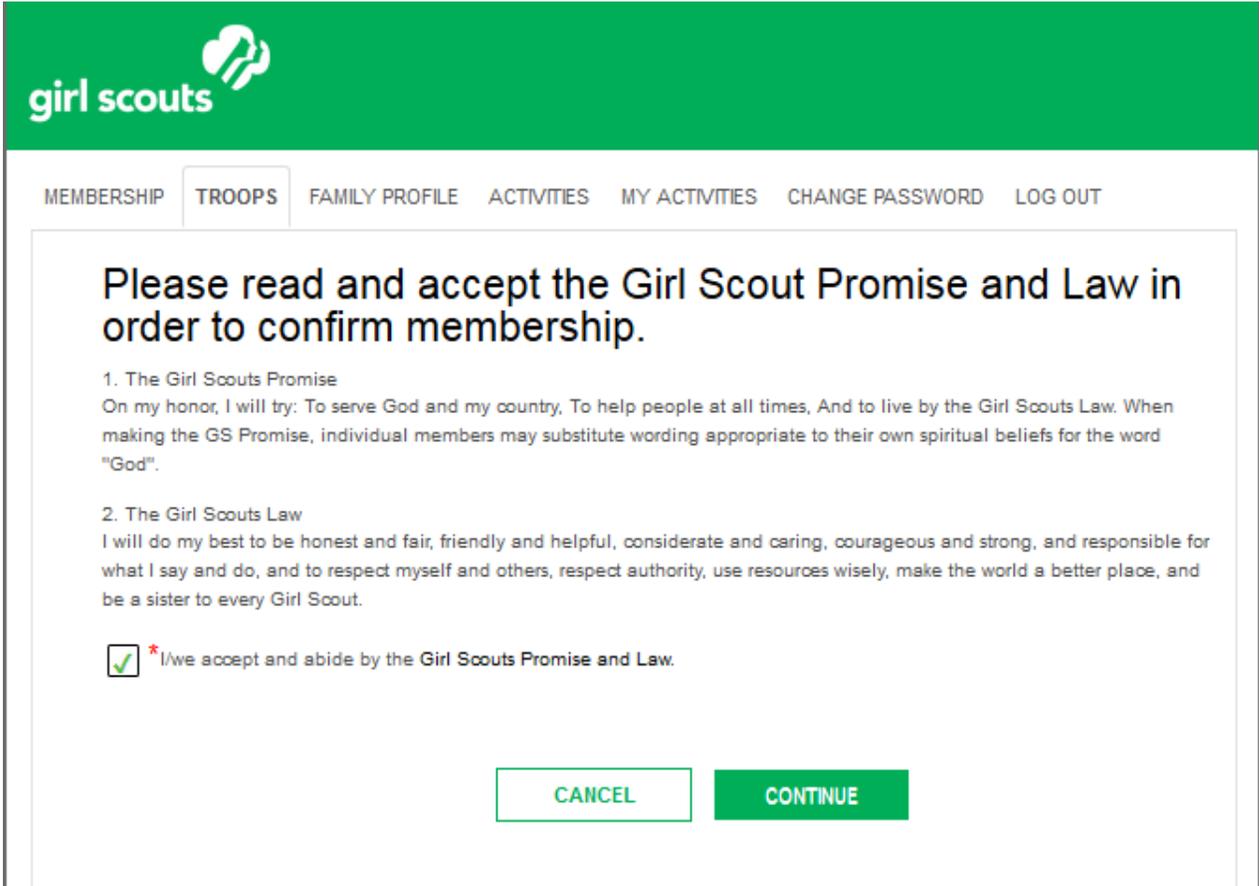
Direct Primary

**Step-by-Step Instructions**

Complete the following steps to renew members in a troop:

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

STEP	ACTION																									
	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">MEMBERSHIP <b>TROOPS</b> FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p> <hr/> <p>Membership Year Oct 1, 2016 to Sept 30, 2017 <span style="float: right;">NEXT YEAR ▾</span></p> <p><input type="text" value="Troop03681"/></p> <p>Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.</p> <p>To request financial assistance, please email <a href="#">your local Girl Scout council</a>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: left; padding: 5px;"><b>Girls</b></th> </tr> <tr> <th style="width: 30%;">Name</th> <th style="width: 20%;">Participation</th> <th style="width: 20%;">Status</th> <th style="width: 20%;">Renewal Choice</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Alyssa Mani <span style="color: green;">CM</span></td> <td>Troop03681</td> <td>Inactive</td> <td style="background-color: #ccc;"></td> <td style="text-align: center;"><a href="#">Edit</a></td> </tr> <tr> <td>DE_ Kelly Lock <span style="color: green;">CM</span></td> <td>Troop03681</td> <td>Inactive</td> <td style="background-color: #ccc;"></td> <td style="text-align: center;"><a href="#">Edit</a></td> </tr> <tr> <td>DE_Alice Jones <span style="color: green;">CM</span></td> <td>Troop03681</td> <td>Time to Renew for 2017</td> <td style="background-color: #ccc;"> <input type="text" value="Renew"/> ▾                 </td> <td style="text-align: center;"><a href="#">Edit</a></td> </tr> </tbody> </table> </div>	<b>Girls</b>					Name	Participation	Status	Renewal Choice		Alyssa Mani <span style="color: green;">CM</span>	Troop03681	Inactive		<a href="#">Edit</a>	DE_ Kelly Lock <span style="color: green;">CM</span>	Troop03681	Inactive		<a href="#">Edit</a>	DE_Alice Jones <span style="color: green;">CM</span>	Troop03681	Time to Renew for 2017	<input type="text" value="Renew"/> ▾	<a href="#">Edit</a>
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2.	<p>Ensure check box is checked for acceptance of Girl Scout Promise &amp; Law then click <b>Continue</b>.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>																									

STEP	ACTION
	
<p>3.</p>	<p>Select <i>Donation</i> if desired. Next, select <b>Continue</b> 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>Please Note: The “Request Aid” button does not show up here, as this can only be requested by customers via the Membership Tab.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</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.

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 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	Total
mcw_girl_0204_8_renewal_2	Girl Membership (Valid 10/1/2015 - 9/30/2016)	15.00
	Council Service Fee	\$6.00
<b>Total</b>		<b>\$21.00</b>

Billing Address Same as my Mailing Address

**Lifetime Membership upgrade Box:**

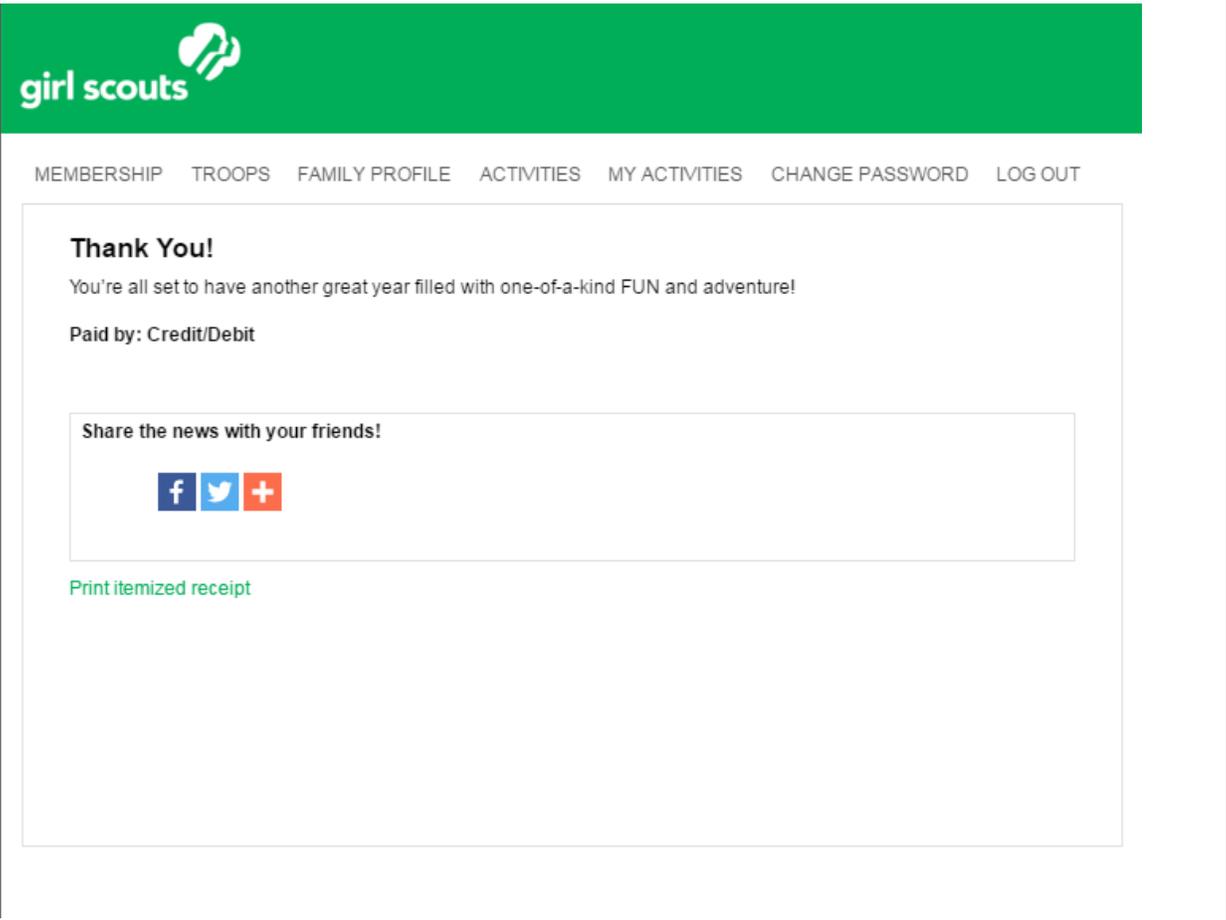
Would you like to upgrade to a Lifetime Membership (\$375) for JB\_Lucy Girlscouts?

Yes  
  No

Name	Item	Request Aid	Total
JB_Lucy Girlscouts	Adult Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00
<b>Total</b>			<b>\$15.00</b>

- Review/confirm troop renewals. Select **Submit** to process renewals.  
  
If you need to go back to the Troops Tab, click **Cancel**.

STEP	ACTION																				
	<div style="background-color: #008000; color: white; padding: 5px;">  </div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">MEMBERSHIP <b>TROOPS</b> FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p> <p><b>Confirm</b></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 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: 35%;">Name</th> <th style="width: 25%;">Membership</th> <th style="width: 25%;">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"><b>Total</b></td> <td style="text-align: right;"><b>\$21.00</b></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 20px;"> <span style="border: 1px solid #008000; padding: 5px 15px; margin-right: 20px;">CANCEL</span> <span style="background-color: #008000; color: white; padding: 5px 15px;">SUBMIT</span> </div> </div>	Girl	Name	Membership	Participation	Total	✘	renewal_2,mcw_girl_0204j6	Membership	Troop 999206	15.00		Council Service Fee			\$6.00		<b>Total</b>			<b>\$21.00</b>
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5.	Thank you page is shown. An itemized receipt is automatically sent to the Direct Primary. Select Print Itemized Receipt to print a copy.																				

STEP	ACTION
	
6.	<p>From the Thank you page, customers have an opportunity to share their renewal on 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:</p>

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!

[GIRLSCOOTS.ORG](http://GIRLSCOOTS.ORG)

**RENEWAL**

**Troop – Add a Girl Member**

**Objective of the Business Process**

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

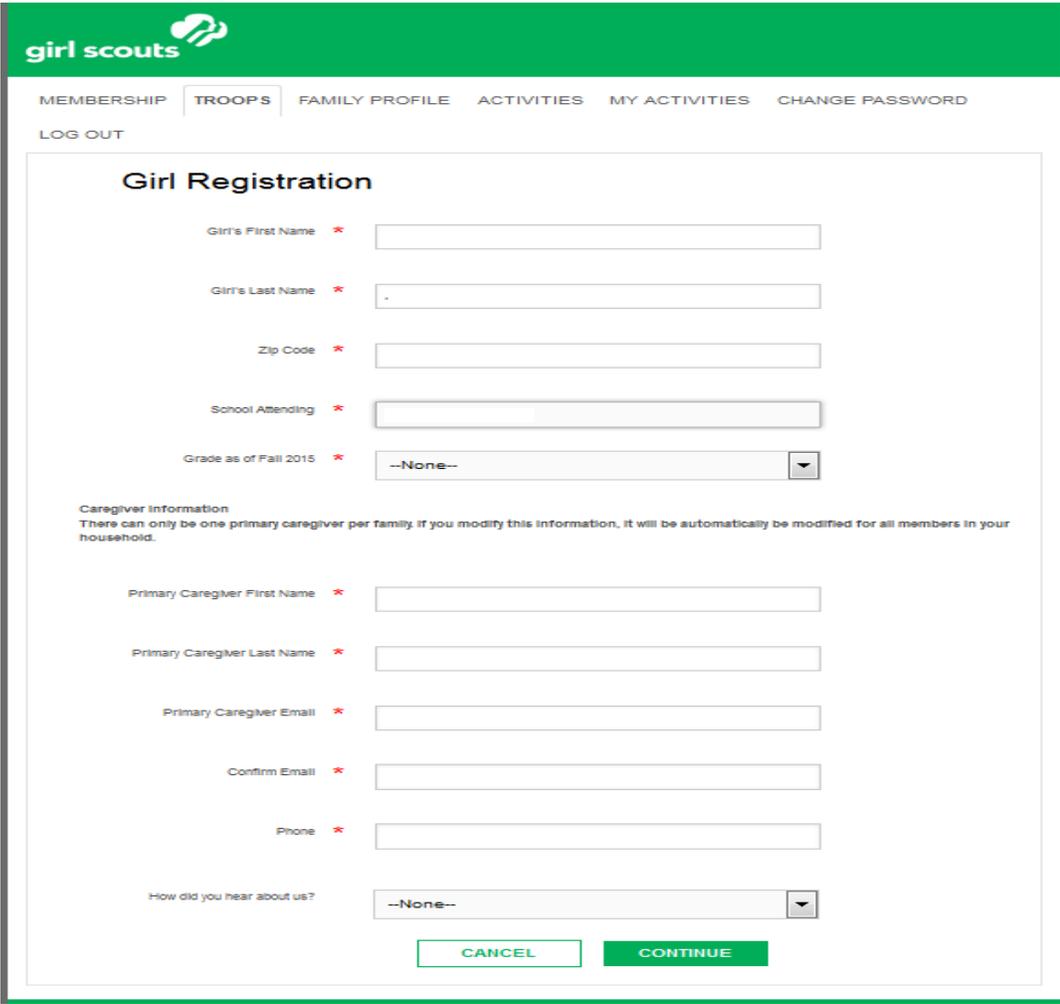
**User Roles**

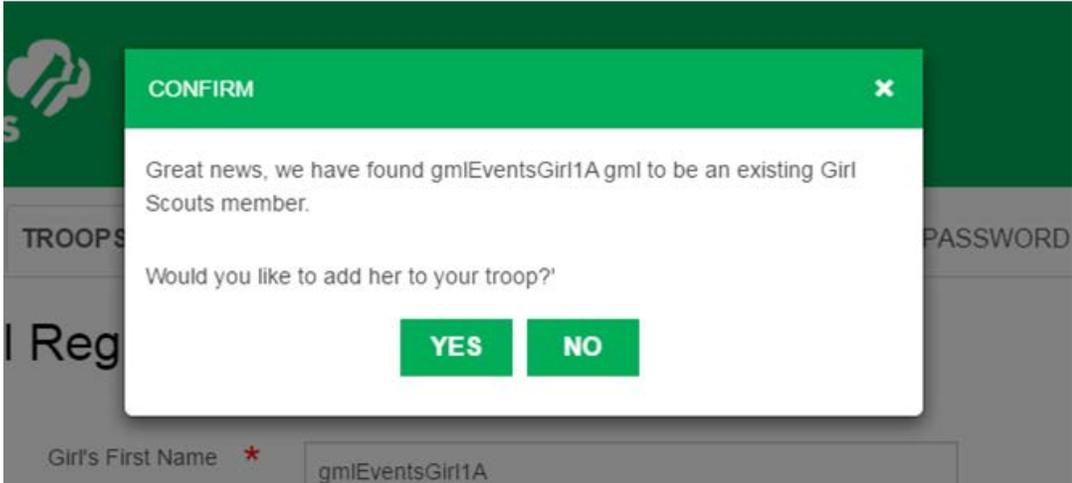
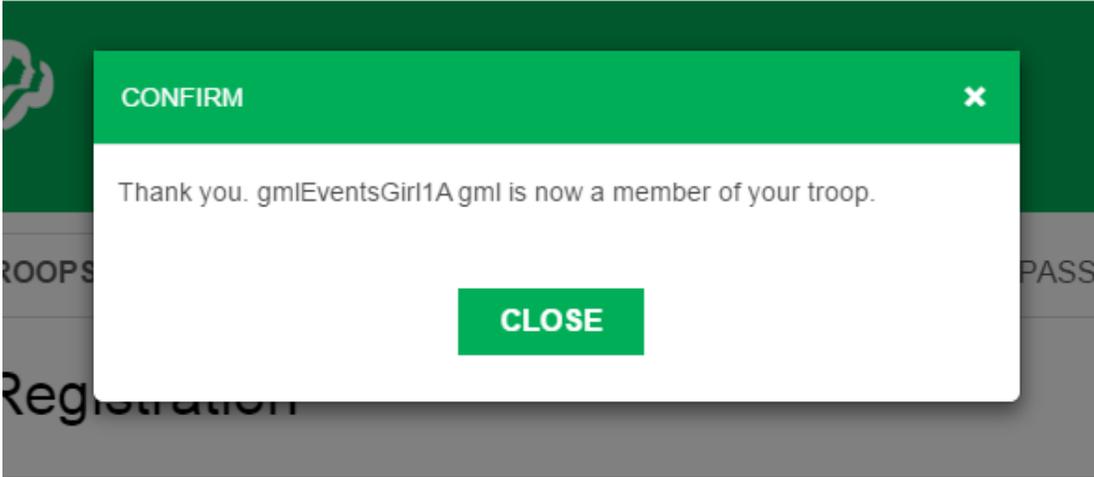
Direct Primary

**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 <b>Girl</b> from dropdown and select <b>Go</b> .
	 <p>The screenshot shows a web interface for adding a new member. At the top, it says "ADD A NEW MEMBER". Below that, there is a "Select:" label followed by a dropdown menu currently displaying "GIRL" and a "GO" button to the right. The entire form area is highlighted with a light blue border.</p>
8.	<p>Complete <i>Girl Registration form</i> and click <b>Continue</b> to membership information screen.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>

STEP	ACTION
	
<p>9.</p>	<p><i>IF</i> Existing Member, overlay will popup indicating existing member. To continue to add this existing member to a troop, click <b>Yes</b>. Message will display showing addition. Click <b>Close</b> to return to the Troops Tab.</p> <p><b>Adding member is complete for this member.</b></p>

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

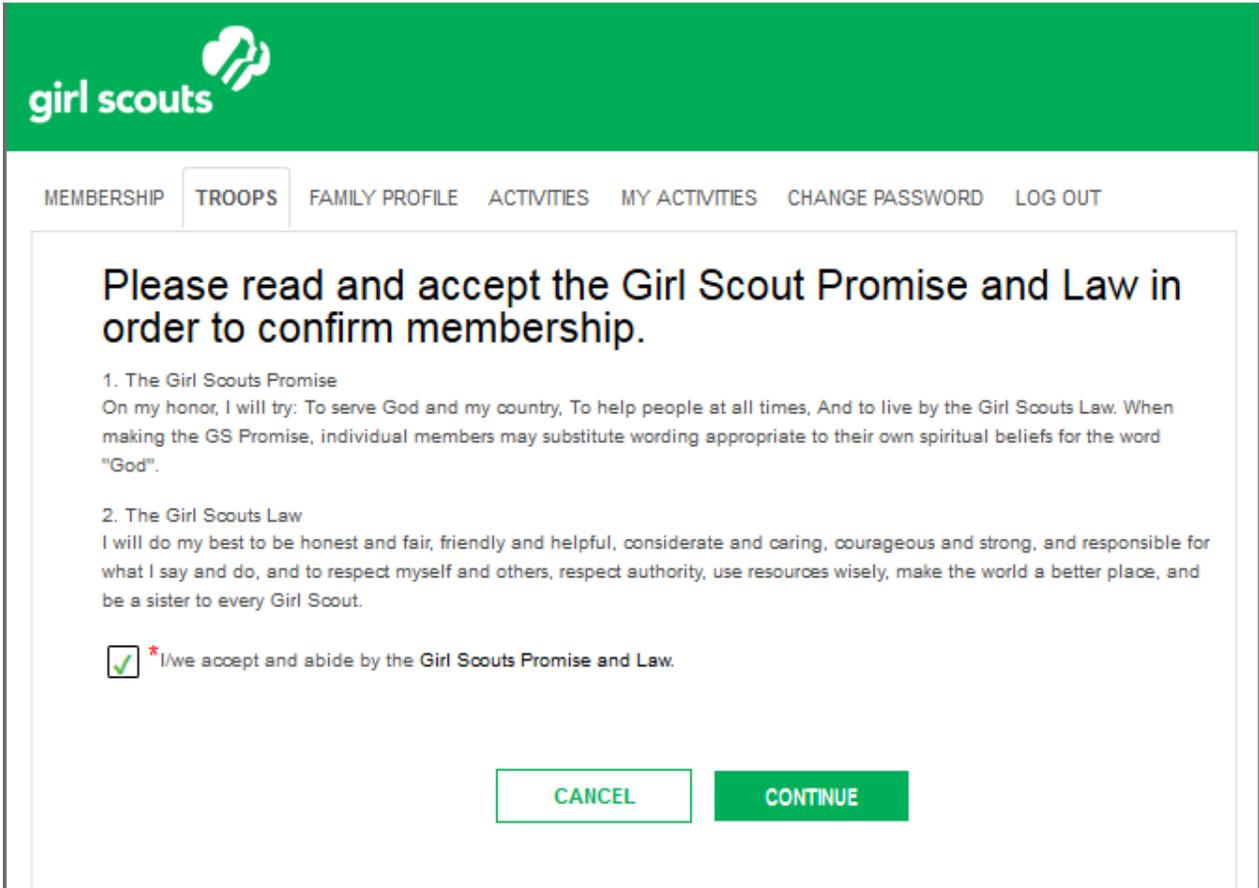
Preferred Phone \* Home Phone

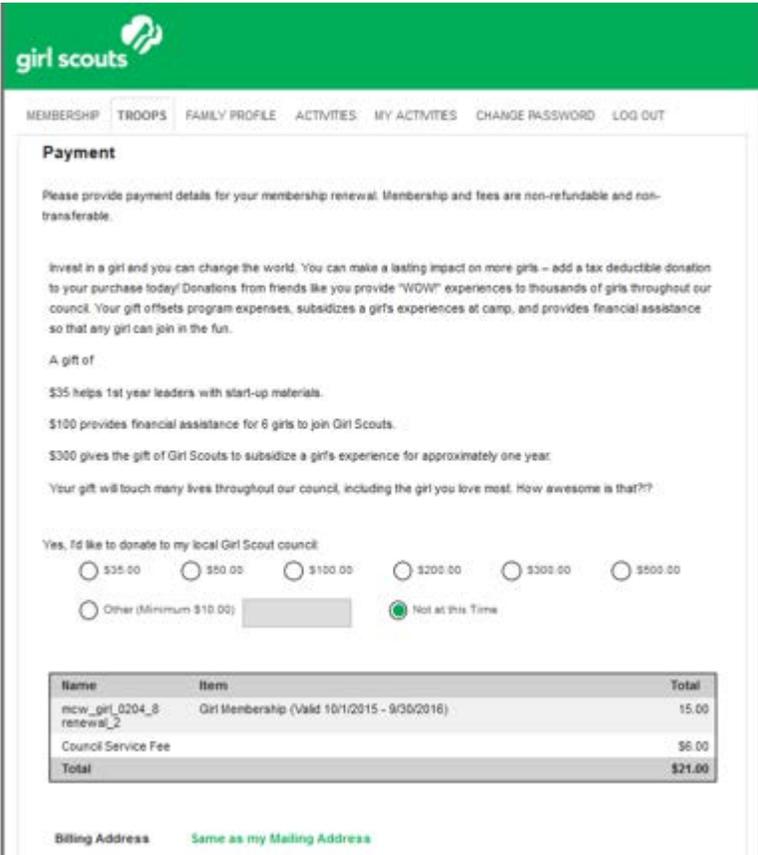
Street Line 2

State \*

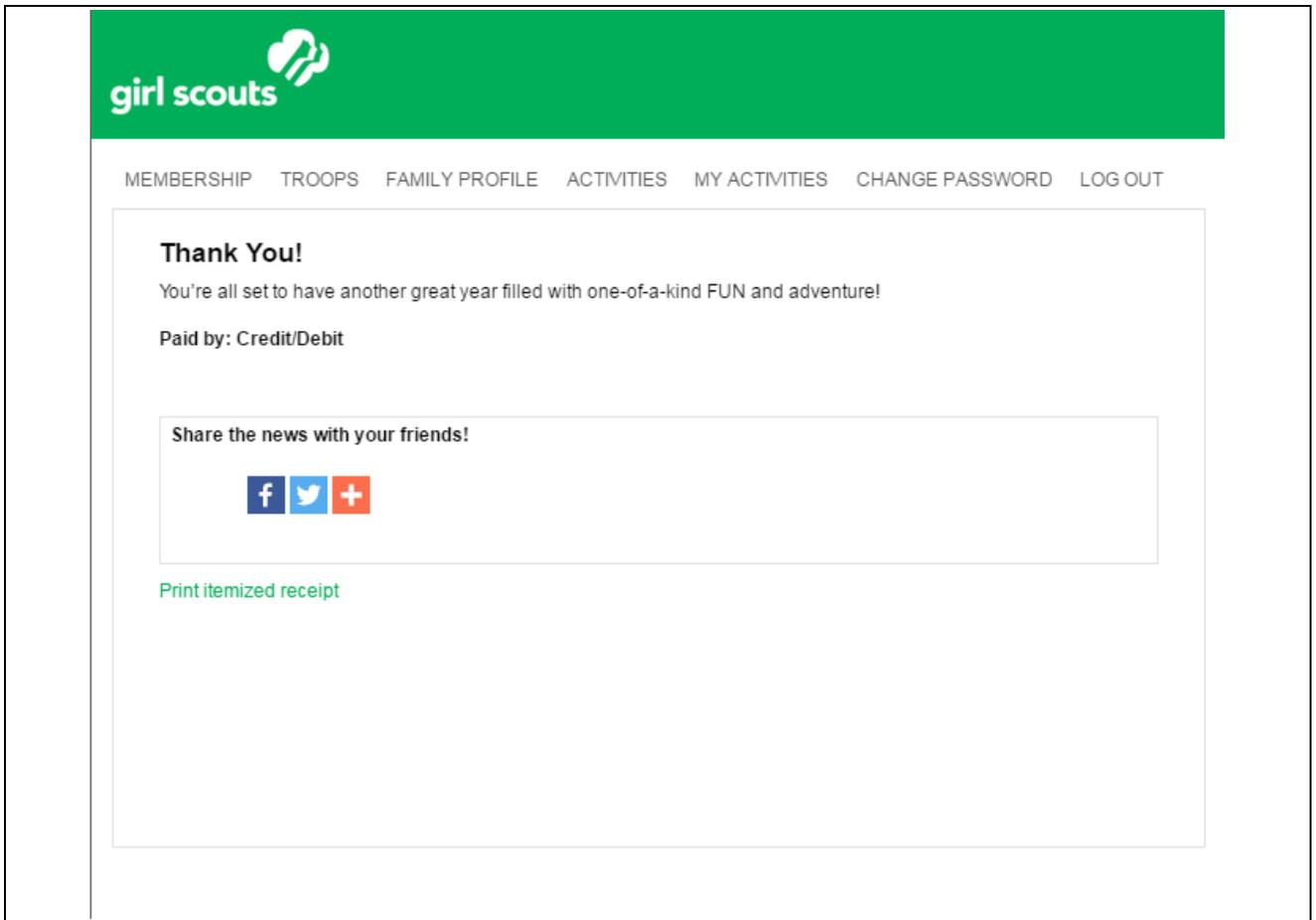
County \*

11. Accept Girl Scout Promise & Law and click **Continue** to proceed to Confirmation page.  
  
If you need to go back to the Troops Tab, click **Cancel**.

STEP	ACTION
	
12.	<p>Select <i>Donation</i> if desired. Next, select <b>Continue</b> to continue to confirmation screen.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>

STEP	ACTION												
	 <p>The screenshot shows the 'Payment' page for a Girl Scouts membership renewal. It includes a navigation bar with 'MEMBERSHIP', 'TROOPS', 'FAMILY PROFILE', 'ACTIVITIES', 'MY ACTIVITIES', 'CHANGE PASSWORD', and 'LOG OUT'. The main content area is titled 'Payment' and contains the following text:</p> <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 "WDW" 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"> <li>\$35 helps 1st year leaders with start-up materials.</li> <li>\$100 provides financial assistance for 6 girls to join Girl Scouts.</li> <li>\$300 gives the gift of Girl Scouts to subsidize a girl's experience for approximately one year.</li> </ul> <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 type="text"/>   <input checked="" type="radio"/> Not at this Time     </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><b>Total</b></td> <td><b>\$21.00</b></td> </tr> </tbody> </table> <p>Billing Address: <a href="#">Same as my Mailing Address</a></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		<b>Total</b>	<b>\$21.00</b>
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15. 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:

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!

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**RENEWAL**

**Troop – Add an Adult Member**

**Objective of the Business Process**

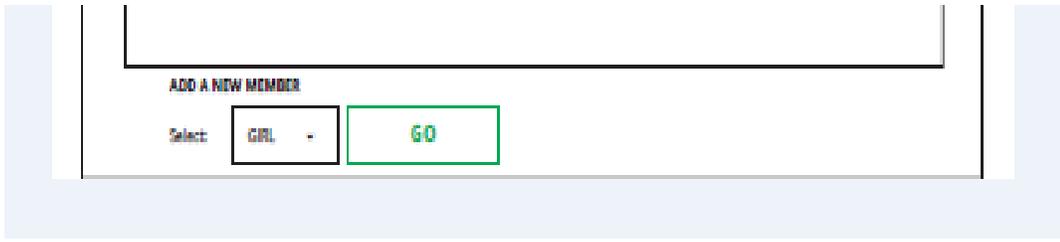
The Direct Primary/Troop Leader may add a girl or adult member, new or existing, to their Troop.

**User Roles**

Direct Primary

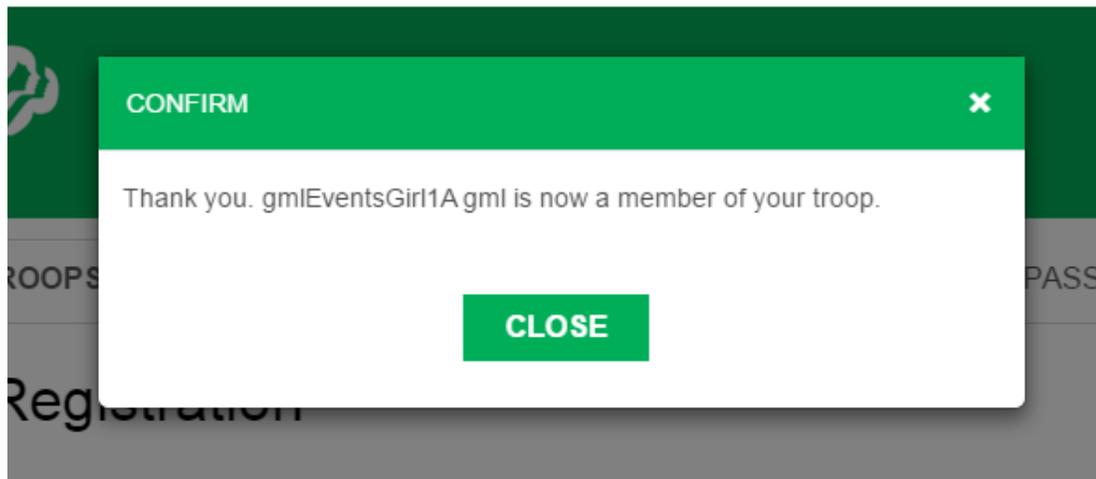
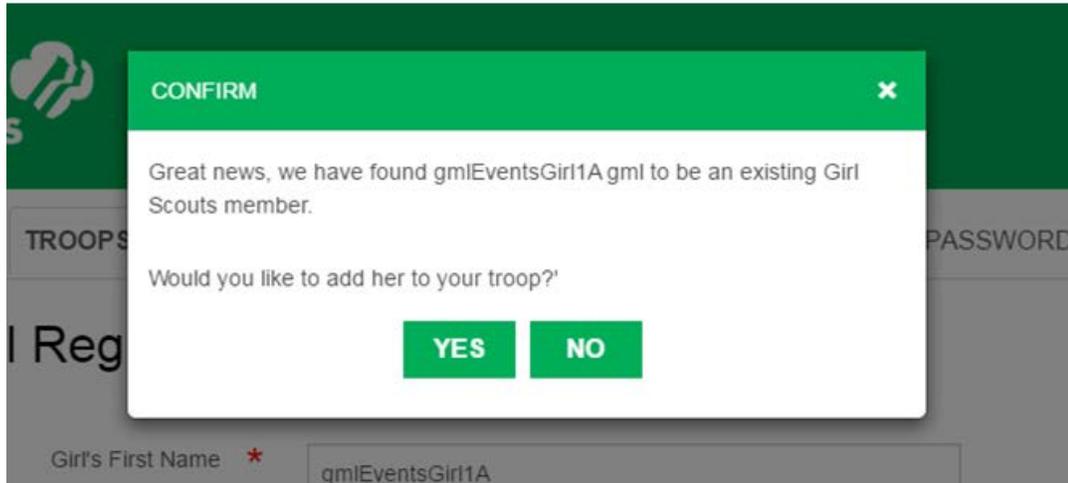
**Step-by-Step Instructions**

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 <b>Adult</b> from dropdown and select <b>Go</b> .
	 <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 set against a light blue background.</p>
17.	<p>Complete <i>Adult Registration form</i> and click <i>Add as an Adult Member</i>. Click <b>Continue</b> to membership information screen.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>

STEP	ACTION
	<div style="text-align: center;"> <h3>Adult Registration</h3> </div> <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="jbsusa+11@gmail.com"/> </p> <p>                     Confirm Email * <input type="text" value="jbsusa+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 type="button" value="CONTINUE"/> </p>

STEP	ACTION
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19.	<p>If not existing, complete <i>Membership Information</i> form. Click <b>Continue</b> to proceed to Acceptance page.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>
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**STEP ACTION**

Adult Registration for JB\_Usa Lou

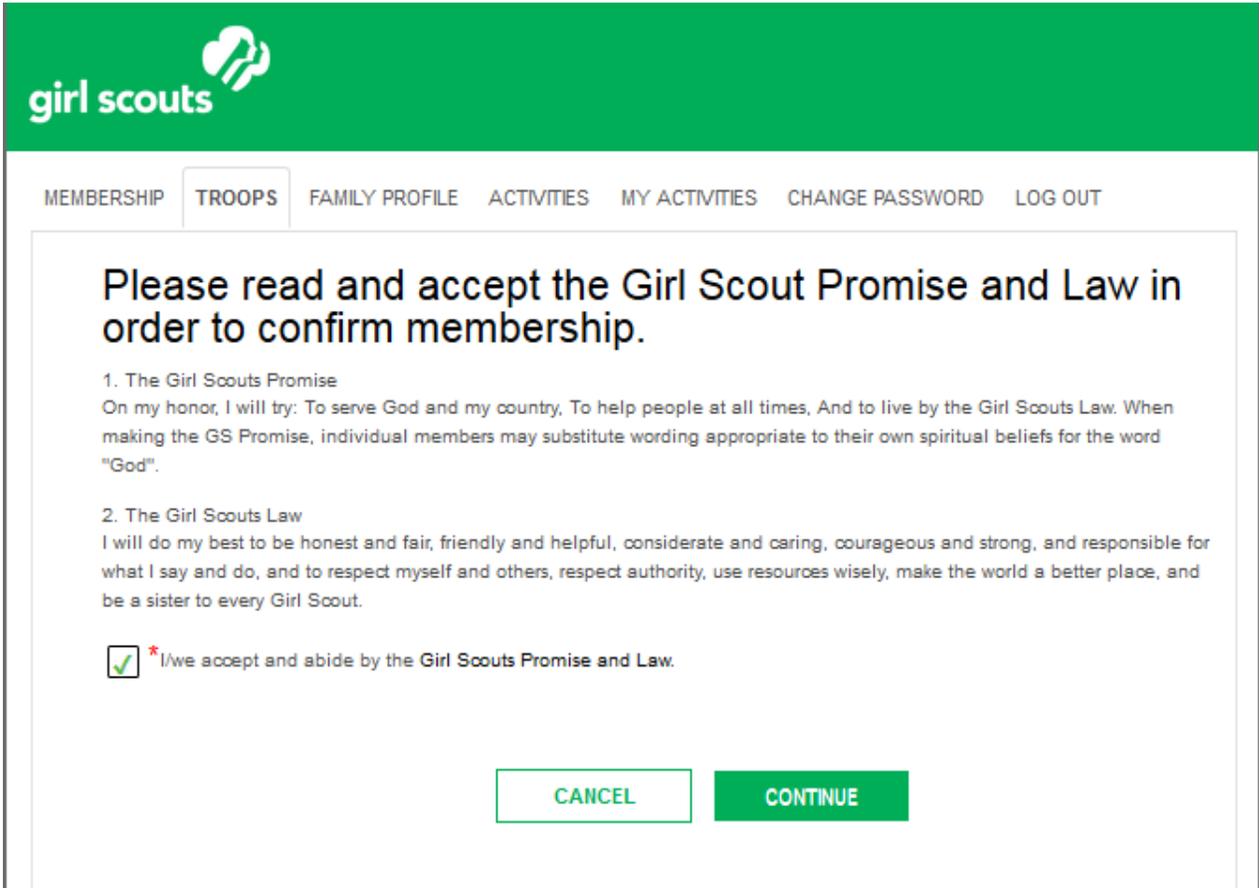
### Become A Member

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 *	--None--	Date of Birth *	<input type="text"/>
First Name *	JB_Usa	Gender *	Female
Last Name *	Lou	Street Line 1 *	9144 W N 00 0
Home Email *	jgsusa+11@gmail.com	Street Line 2	<input type="text"/>
Work Email	<input type="text"/>	City *	Marion
Preferred Email *	Home Email	State *	IN
Home Phone *	(999) 999-9999	Zip Code *	99999
Work Phone	<input type="text"/>	County *	Ocean
Work Phone Ext.	<input type="text"/>	Country *	USA
Mobile Phone	<input type="text"/>		
Preferred Phone *	Home Phone		

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

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

STEP	ACTION
	
<p>21.</p>	<p>Select <i>Donation</i> if desired. Next, select <b>Continue</b> 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 Troops Tab, click <b>Cancel</b>.</p>

**STEP ACTION**

**Payment**

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

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A gift of

- \$35 helps 1st year leaders with start-up materials.
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Yes, I'd like to donate to my local Girl Scout council

\$35.00  
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 Other (Minimum \$10.00):   
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Name	Item	Total
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	Council Service Fee	\$6.00
<b>Total</b>		<b>\$21.00</b>

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

**Lifetime Membership Upgrade box:**

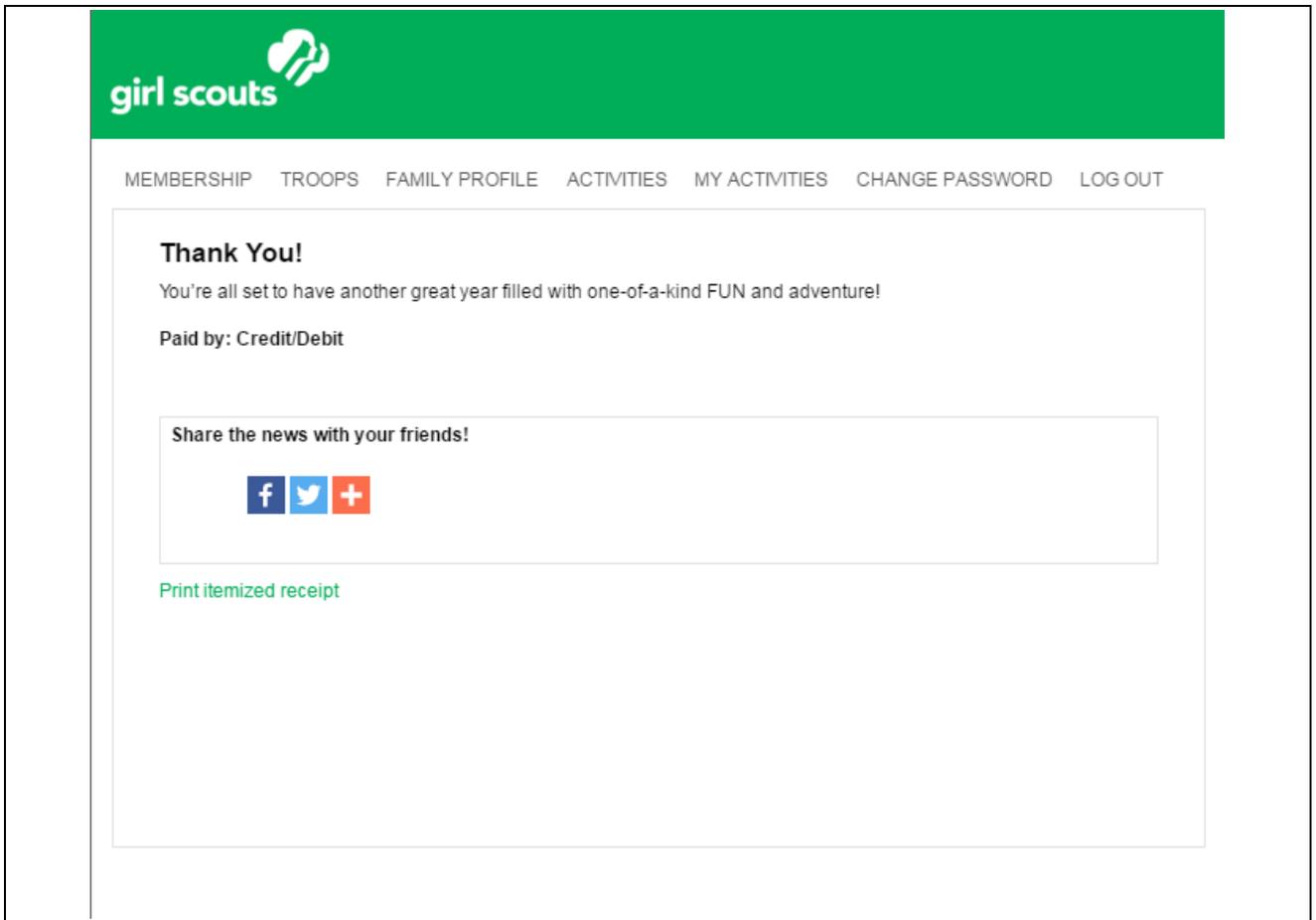
Would you like to upgrade to a Lifetime Membership (\$375) for JB\_Lisa Looahoo?

Yes  
  No

Name	Item	Request Aid	Total
JB_Lisa Looahoo	Adult Membership (Valid 10/1/2015 - 9/30/2016)	<input type="checkbox"/>	\$15.00
<b>Total</b>			<b>\$15.00</b>

22. Review/confirm troop renewals. Select **Submit** to process renewals.
- If you need to go back to the Troops Tab, click **Cancel**.

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 <b>TROOPS</b> FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p> <p><b>Confirm</b></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 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: 35%;">Name</th> <th style="width: 20%;">Membership</th> <th style="width: 20%;">Participation</th> <th style="width: 20%;">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"><b>Total</b></td> <td style="text-align: right;"><b>\$21.00</b></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 20px;"> <span style="border: 1px solid #ccc; padding: 5px 15px; margin-right: 20px;">CANCEL</span> <span style="background-color: #00a651; color: white; padding: 5px 15px;">SUBMIT</span> </div> </div>	Girl	Name	Membership	Participation	Total	✘	renewal_2,mcw_girl_0204j6	Membership	Troop 999206	15.00		Council Service Fee			\$6.00		<b>Total</b>			<b>\$21.00</b>
Girl	Name	Membership	Participation	Total																	
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	Council Service Fee			\$6.00																	
	<b>Total</b>			<b>\$21.00</b>																	
23.	<p>Thank you page is shown. An itemized receipt is automatically sent to the Direct Primary. Select <b>Print Itemized Receipt</b> to print a copy.</p> <p>Adding adult member is now complete.</p>																				



24. 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:

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](http://GIRLSCOUTS.ORG)

## RENEWAL

**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**

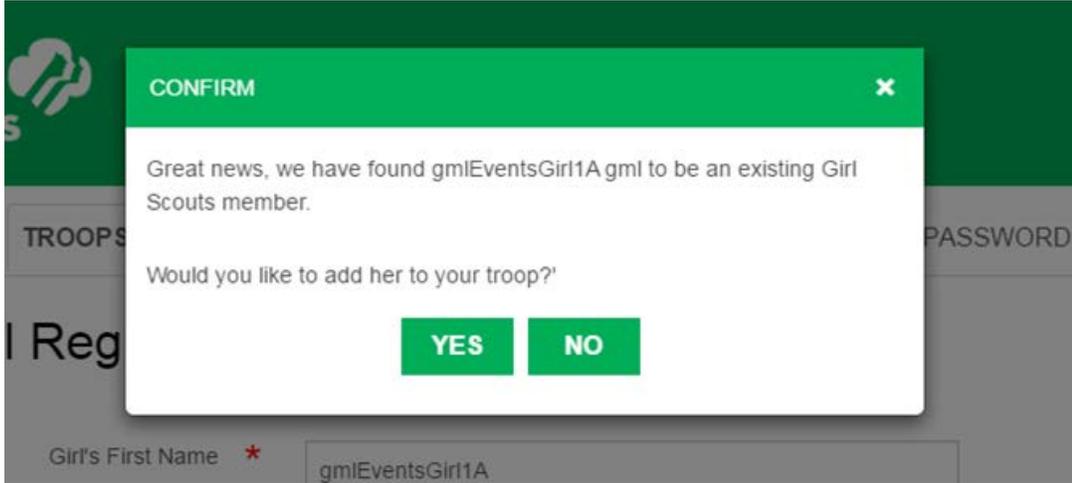
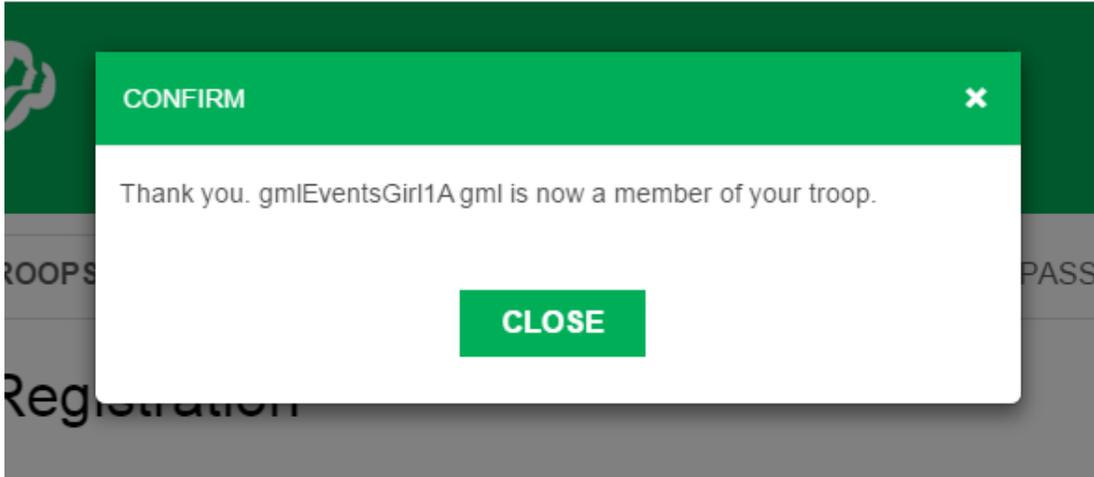
Direct Primary

**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 <b>Adult</b> from dropdown and select <b>Go</b> .
	 <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 minus sign. To the right of the dropdown is a green rectangular button labeled "GO".</p>
26.	<p>Complete <i>Adult Registration form</i> and click <b>Continue</b> to membership information screen.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>

STEP	ACTION
	<div style="text-align: center;"> <h3>Adult Registration</h3> </div> <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 type="button" value="CONTINUE"/> </p>

STEP	ACTION
	 
<p>28.</p>	<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 <b>Search</b>.</p> <p>Select an opportunity and click <b>Next</b>.</p> <p>After selections have been made, click <b>Continue</b> to proceed to <i>Membership Information form</i>.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>

**STEP ACTION**

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 6:30 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 6:30 PM	Troop11804	60
0	Unsure			TBD		Unsure	0

< 1 >

Roles to display per Page  ▼

29. If not new, complete *Membership Information* form. Click **Continue** to proceed to Acceptance page.

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

**STEP ACTION**

Adult Registration for JB\_Usa Lou

### 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 \* --None--

Date of Birth \*

First Name \* JB\_Usa

Gender \* Female

Last Name \* Lou

Street Line 1 \* 9144 W N 00 0

Home Email \* jgsusa+11@gmail.com

Street Line 2

Work Email

City \* Marion

Preferred Email \* Home Email

State \* IN

Home Phone \* (999) 999-9999

Zip Code \* 99090

Work Phone

County \* Ocean

Work Phone Ext.

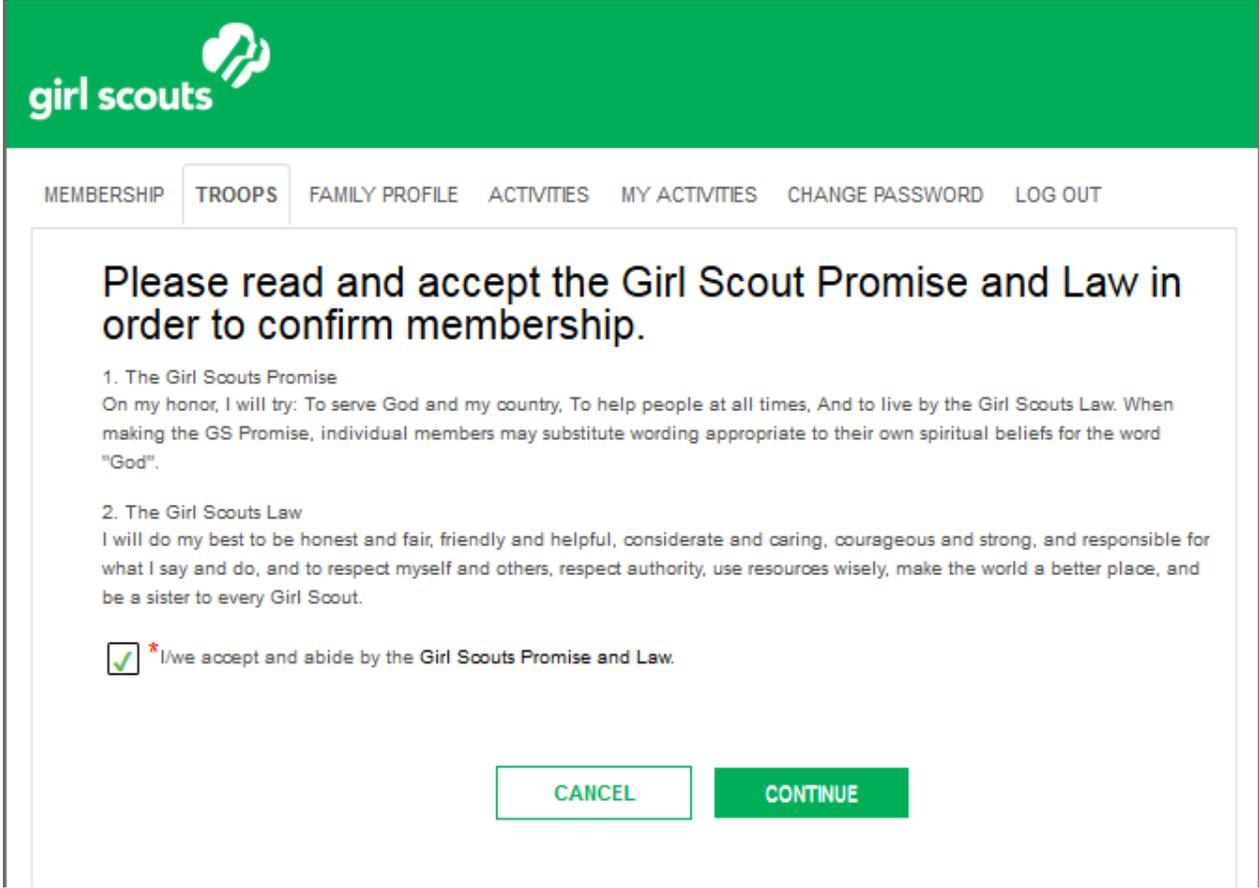
Mobile Phone

Country \* USA

Preferred Phone \* Home Phone

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

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

STEP	ACTION
	
<p>31.</p>	<p>Select <i>Donation</i> if desired. Select <b>Continue</b> to continue to confirmation screen. Option to select <i>Cancel</i> is also available.</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 Troops Tab, click <b>Cancel</b>.</p>

**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.

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 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	Total
mcw_girl_0204_8_renewal_2	Girl Membership (Valid 10/1/2015 - 9/30/2016)	15.00
	Council Service Fee	\$6.00
	<b>Total</b>	<b>\$21.00</b>

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

32. Review/confirm troop renewals. Select **Submit** to process renewals.  
 If you need to go back to the Troops Tab, click **Cancel**.

**girl scouts**

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

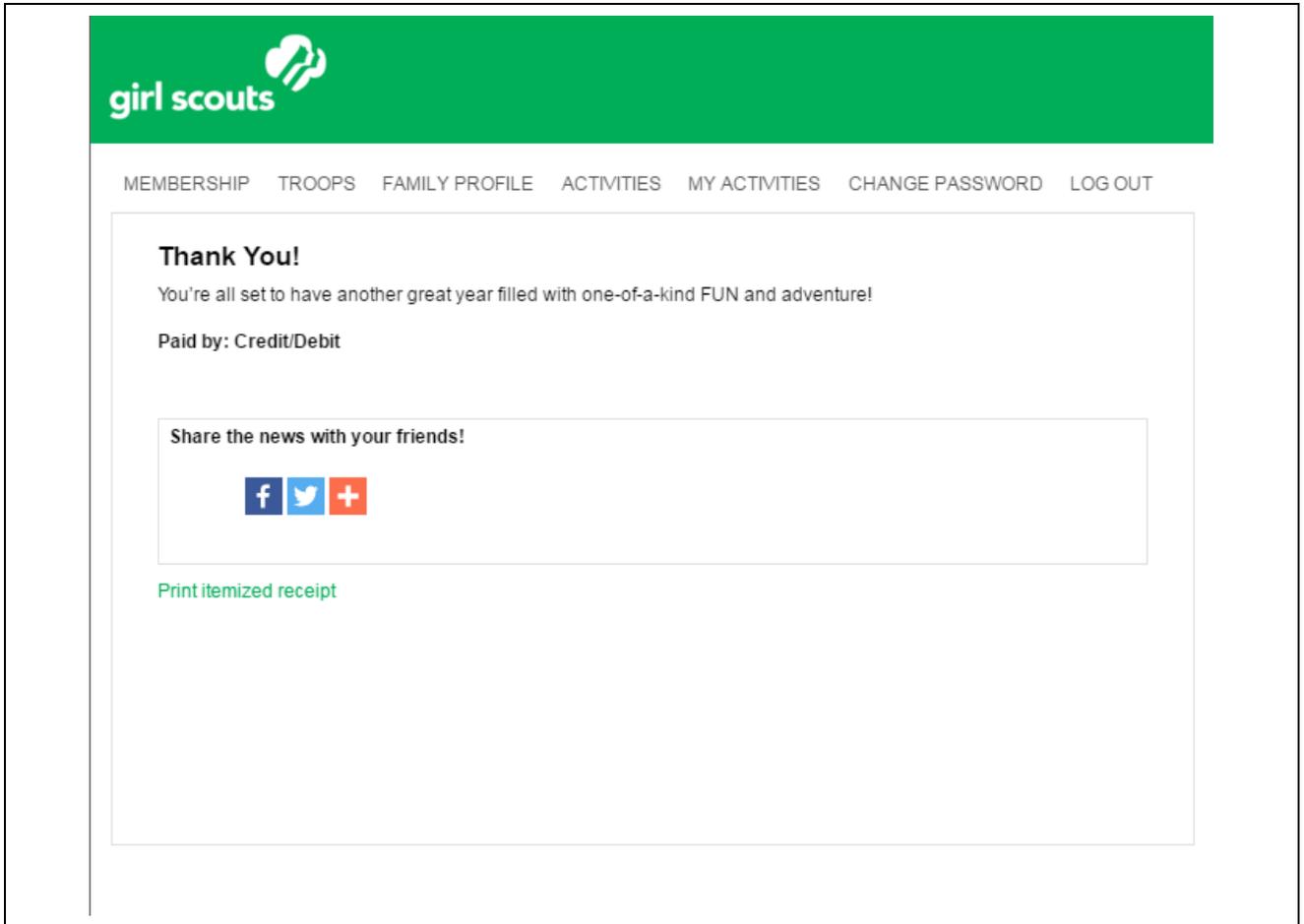
**Confirm**  
 Membership Year Oct 1, 2015 to Sept 30, 2016

Please click "Submit" to complete this transaction.  
 Selecting the "X" will remove a girl/adult from this transaction.  
 Selecting "Cancel" will cancel this transaction.

Girl	Name	Membership	Participation	Total
X	renewal_2,mcw_girl_020416	Girl Membership	Troop 999206	15.00
		Council Service Fee		\$6.00
		<b>Total</b>		<b>\$21.00</b>

CANCEL SUBMIT

33. Thank you page is shown. An itemized receipt is automatically sent to the Direct Primary. Select **Print Itemized Receipt** to print a copy.
- Adding a volunteer is now complete.



34. 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:

Just now · AddThis Sharing 



I just signed up for another year of Girl Scouts! 

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[GIRLSCOOTS.ORG](http://GIRLSCOOTS.ORG)

**Troop – Ineligible Volunteers**

**Objective of the Business Process**

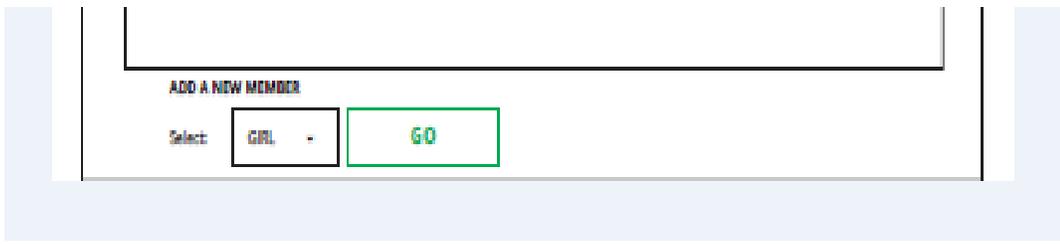
The Direct Primary can add a new member to her/his troop. If this adult is ineligible to be a volunteer, the Direct Primary will receive a message.

**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.
	 <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 hyphen. To the right of the dropdown is a green "GO" button. The entire form area is highlighted with a light blue border.</p>
36.	<p>Complete <i>Adult Registration form</i> and click <i>Add as an Adult Member</i>. Click <b>Continue</b> to membership information screen.</p> <p>If you need to go back to the Troops Tab, click <b>Cancel</b>.</p>

STEP	ACTION
	<div style="text-align: center;"> <h3>Adult Registration</h3> </div> <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="jogsusa+11@gmail.com"/></p> <p>Confirm Email * <input type="text" value="jogsusa+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 type="button" value="CONTINUE"/> </p>

**STEP**   **ACTION**

The screenshot shows the Girl Scouts membership portal interface. At the top left is the Girl Scouts logo. Below it are navigation tabs: MEMBERSHIP, TROOPS, and FAMILY. A confirmation dialog box is overlaid on the page. The dialog box has a green header with the word "CONFIRM" and a close button (X). The text inside the dialog box reads: "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. Please contact your council for further information. 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." Below the text are two buttons: "YES" and "NO".

The background form is partially visible and includes the following fields:

- First Name: [Empty]
- Last Name: [Empty]
- Email:
- Confirm Email:
- Phone:
- Zip:
- Existing Family Member First Name:

Below the form, there is a question: "Does the person you are trying to add have a family member who is already a Girl Scouts member? If yes, please complete the fields below so we can add this person to their household."

**RENEWAL****Troop Renewal – Adult member role to troop member****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.

STEP	ACTION																																													
<p>MEMBERSHIP <b>TROOPS</b> FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p>																																														
<p>Current Membership Year Oct 1, 2015 to Sept 30, 2016 <span style="float: right;">CURRENT YEAR ▾</span></p> <p><input type="text" value="Troop12345"/></p> <p>Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.</p> <p>To request financial assistance, please email <a href="#">your local Girl Scout council</a>.</p>																																														
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STEP	ACTION				
	DE_Savannah Smiles <b>CM</b>	Troop12345	Current		<a href="#">Edit</a>
	DE_Thinny Mint <b>CM</b>	Troop12345	Current		<a href="#">Edit</a>
<b>Adults</b>					
Name	Participation	Status	Renewal Choice	CBC Expiration	
DE_Chocolate Mint <b>CM</b>	Troop12345 TroopLeader	Current		2/22/2019	<a href="#">add</a>   <a href="#">Edit</a>
DE_Juliette Low <b>CM</b>	Troop12345 TroopLeader	Current		2/22/2019	<a href="#">add</a>   <a href="#">Edit</a>
DE_Mary Cadette <b>CM</b>	Troop12345 Adult Members	Current			<a href="#">add</a>   <a href="#">Edit</a>
					<b>CONTINUE</b>
<b>VIEW/EDIT TROOP INFORMATION</b> ►					
ADD A NEW MEMBER TO TROOP					
Select:	<input type="text" value="Adult"/>	<input type="button" value="GO"/>			
39.	<p>Type in troop number and click <b>Search</b> for find available roles.</p> <p>Check the box to the left of the role in the corresponding troop to select.</p> <p>Select <b>Next</b> to move back to the Troops Tab.</p>				

STEP	ACTION																																																
	<div style="border: 1px solid #ccc; padding: 10px;"> <h3 style="margin: 0;">Select a volunteer role</h3> <p style="font-size: small; margin: 5px 0;">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.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p style="font-size: x-small;">Pick a specific Troop #:</p> <p>Troop # <input style="width: 100px;" type="text" value="Troop12345"/></p> </div> <div style="text-align: center;"> <p style="font-size: x-small;">Find an opportunity near you:</p> <p>Zip Code <input style="width: 100px;" type="text"/></p> <p>Radius (miles) <input style="width: 100px;" type="text" value="20"/></p> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <span style="background-color: #008000; color: white; padding: 5px 15px; margin: 0 5px;">BACK</span> <span style="background-color: #008000; color: white; padding: 5px 15px; margin: 0 5px;">SEARCH</span> </div> <p style="margin-top: 10px;">Your Selection for DE_Mary Cadette</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 10%;">Remove From Selected</th> <th style="width: 15%;">Title</th> <th style="width: 20%;">Grade</th> <th style="width: 20%;">Location</th> <th style="width: 10%;">Day(s)</th> <th style="width: 15%;">Start Date/Time</th> <th style="width: 10%;">Troop/Group</th> <th style="width: 10%;">Volunteers Needed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>TroopLeader</td> <td>K;1;4;5;6;7;8;9;10;11;12</td> <td>Wrightsboro Fire Department</td> <td>Weekly Mon</td> <td>September 30, 2015 3:15 PM</td> <td>Troop12345</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <span style="background-color: #008000; color: white; padding: 2px 10px; font-weight: bold;">NEXT</span> </div> <p style="margin-top: 10px;">Search Results</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 10%;">Distance (in miles)</th> <th style="width: 10%;">Title ▲</th> <th style="width: 20%;">Grade</th> <th style="width: 20%;">Location</th> <th style="width: 10%;">Day(s)</th> <th style="width: 15%;">Start Date/Time</th> <th style="width: 10%;">Troop/Group</th> <th style="width: 10%;">Volunteers Needed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/> 0</td> <td style="color: green;">Adult Members</td> <td>K;1;4;5;6;7;8;9;10;11;12</td> <td>Wrightsboro Fire Department</td> <td>Weekly Mon</td> <td>September 30, 2015 3:15 PM</td> <td>Troop12345</td> <td style="text-align: center;">0</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> 0</td> <td style="color: green;">TroopLeader</td> <td>K;1;4;5;6;7;8;9;10;11;12</td> <td>Wrightsboro Fire Department</td> <td>Weekly Mon</td> <td>September 30, 2015 3:15 PM</td> <td>Troop12345</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> 0</td> <td style="color: green;">Unsure</td> <td></td> <td></td> <td>TBD</td> <td></td> <td>Unsure</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> </div>	Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed	<input type="checkbox"/>	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	Distance (in miles)	Title ▲	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed	<input type="checkbox"/> 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	<input type="checkbox"/> 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	<input type="checkbox"/> 0	Unsure			TBD		Unsure	0
Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed																																										
<input type="checkbox"/>	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																																										
Distance (in miles)	Title ▲	Grade	Location	Day(s)	Start Date/Time	Troop/Group	Volunteers Needed																																										
<input type="checkbox"/> 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																																										
<input type="checkbox"/> 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																																										
<input type="checkbox"/> 0	Unsure			TBD		Unsure	0																																										
40.	<p>Then it will take you back to the Troop Tab. The role will be added to the adult. If the role requires the background check it will then trigger one to that person via email from the background check vendor.</p> <p>See both views from MY GS and back office:</p>																																																

STEP	ACTION				
	DE_Sandy Shortbread <b>CM</b>	Troop12345	Current		<a href="#">Edit</a>
	DE_Savannah Smiles <b>CM</b>	Troop12345	Current		<a href="#">Edit</a>
	DE_Thinny Mint <b>CM</b>	Troop12345	Current		<a href="#">Edit</a>

**Adults**

Name	Participation	Status	Renewal Choice	CBC Expiration	
DE_Chocolate Mint <b>CM</b>	Troop12345 TroopLeader	Current		2/22/2019	<a href="#">add</a>   <a href="#">Edit</a>
DE_Juliette Low <b>CM</b>	Troop12345 TroopLeader	Current		2/22/2019	<a href="#">add</a>   <a href="#">Edit</a>
DE_Mary Cadette <b>CM</b>	Troop12345 TroopLeader	In progress			<a href="#">add</a>   <a href="#">Edit</a>
<b>CM</b>	Troop12345 Adult Members	In progress			

**CONTINUE**

**VIEW/EDIT TROOP INFORMATION ►**

ADD A NEW MEMBER TO TROOP

Select:

---

**Giving** [New Giving](#) [Giving Help ?](#)

Action	Giving Name	Item Type	Type	Membership Year	Membership Status	Stage	Close Date	Current Giving Amount
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">DE_Chocolate Mint Household: Membership 2016</a>	Membership	Adult Membership	2016	Background Check	Completed	2/25/2016	\$15.00

---

**Background Checks** [New Background Check](#) [Background Checks Help ?](#)

No records to display

---

**Progress Tracking** [New Progress Tracking](#) [Progress Tracking Help ?](#)

Action	Flow Tracking Name	Type	Stage	Status	Parent	Membership Type	Membership Status
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">PT00254612</a>	Family Registration	Complete	Complete	<a href="#">DE_Chocolate Mint</a>	Adult Membership	Background Check

---

**Progress Tracking (Parent)** [New Progress Tracking](#) [Progress Tracking \(Parent\) Help ?](#)

No records to display

---

**Addresses** [Manage Addresses](#) [Addresses Help ?](#)

Action	Address Name	Type	Do Not Mail?	Preferred Mailing?	Preferred Other?	Start Date	End Date	Active?
<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">45600 Jessica Way, Rocky Mount, NC, 28405, USA</a>	Home	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

---

**Campaign History** [Add to Campaign](#) [Campaign History Help ?](#)

Action	Campaign Name	Parent Campaign	Program Grade Level	Active	Suspended	Start Date	End Date	Participation	Primary
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">View</a>	<a href="#">Adult Members</a>	<a href="#">Troop12345</a>		<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
<a href="#">Edit</a>   <a href="#">Del</a>   <a href="#">View</a>	<a href="#">TroopLeader</a>	<a href="#">Troop12345</a>		<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

STEP	ACTION																																																																																																																																				
41.	<p>Once the volunteer has completed the background check it will mark them active in their role in the troop. See both views from MY GS and back office:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">DE_Savannah Smiles <span style="color: green;">CM</span></td> <td style="width: 30%; padding: 2px;">Troop12345</td> <td style="width: 15%; padding: 2px;">Current</td> <td style="width: 15%; background-color: #cccccc;"></td> <td style="width: 10%; padding: 2px; text-align: right;"><a href="#">Edit</a></td> </tr> <tr> <td style="padding: 2px;">DE_Thinny Mint <span style="color: green;">CM</span></td> <td style="padding: 2px;">Troop12345</td> <td style="padding: 2px;">Current</td> <td style="background-color: #cccccc;"></td> <td style="padding: 2px; text-align: right;"><a href="#">Edit</a></td> </tr> </table> </div> <p><b>Adults</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 25%;">Name</th> <th style="width: 25%;">Participation</th> <th style="width: 15%;">Status</th> <th style="width: 15%;">Renewal Choice</th> <th style="width: 10%;">CBC Expiration</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">DE_Chocolate Mint <span style="color: green;">CM</span></td> <td style="padding: 2px;">Troop12345 TroopLeader</td> <td style="padding: 2px;">Current</td> <td style="background-color: #cccccc;"></td> <td style="padding: 2px;">2/22/2019</td> <td style="padding: 2px; 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margin-top: 10px;"> <span style="background-color: #008000; color: white; padding: 5px 15px; border-radius: 3px; cursor: pointer;">CONTINUE</span> </div> <p style="margin-top: 10px;"><span style="color: green;">VIEW/EDIT TROOP INFORMATION ►</span></p> <p>ADD A NEW MEMBER TO TROOP</p> <p>Select: <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Adult -</span> <span style="border: 1px solid #008000; padding: 2px 5px; color: #008000; cursor: pointer;">GO</span></p> <div style="margin-top: 10px;"> <p><b>Giving</b> <span style="float: right;">Giving Help ?</span></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Action</th> <th>Giving Name</th> <th>Item Type</th> <th>Type</th> <th>Membership Year</th> <th>Membership Status</th> <th>Stage</th> <th>Close Date</th> <th>Current Giving Amount</th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a>   <a href="#">Del</a></td> <td>DE_Chocolate Mint Household: Membership 2016</td> <td>Membership</td> <td>Adult Membership</td> <td>2016</td> <td>Active</td> <td>Completed</td> <td>2/25/2016</td> <td>\$15.00</td> </tr> </tbody> </table> </div> <div style="margin-top: 10px;"> <p><b>Background Checks</b> <span style="float: right;">Background Checks Help ?</span></p> <table border="1" style="width: 100%; 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**RENEWAL****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																														
<p>MEMBERSHIP <b>TROOPS</b> FAMILY PROFILE ACTIVITIES MY ACTIVITIES CHANGE PASSWORD LOG OUT</p>																															
<p>Current Membership Year Oct 1, 2015 to Sept 30, 2016 <span style="float: right; border: 1px solid gray; padding: 2px 10px;">CURRENT YEAR</span></p> <p><input style="width: 200px;" type="text" value="Troop00905"/></p> <p>Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.</p> <p>To request financial assistance, please email <a href="#">your local Girl Scout council</a>.</p>																															
<p><b>Girls</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 25%;">Name</th> <th style="width: 15%;">Participation</th> <th style="width: 25%;">Status</th> <th style="width: 25%;">Renewal Choice</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Ansley Collins <span style="color: green;">CM</span></td> <td>Troop00905</td> <td>Time to Renew for 2016</td> <td style="text-align: center;">Renew -</td> <td style="text-align: center; color: green;">Edit</td> </tr> <tr> <td>DE_Bella Ludy <span style="color: green;">CM</span></td> <td>Troop00905</td> <td>Time to Renew for 2016</td> <td style="text-align: center;">Renew -</td> <td style="text-align: center; color: green;">Edit</td> </tr> <tr> <td>DE_Lauren Moran <span style="color: green;">CM</span></td> <td>Troop00905</td> <td>Current</td> <td style="background-color: #cccccc;"></td> <td style="text-align: center; color: green;">Edit</td> </tr> <tr> <td>DE_Wendy Cook <span style="color: green;">CM</span></td> <td>Troop00905</td> <td>Current</td> <td style="background-color: #cccccc;"></td> <td style="text-align: center; color: green;">Edit</td> </tr> <tr> <td>Emily Mccaskill <span style="color: green;">CM</span></td> <td>Troop00905</td> <td>Time to Renew for 2016</td> <td style="text-align: center;">Renew -</td> <td style="text-align: center; color: green;">Edit</td> </tr> </tbody> </table>		Name	Participation	Status	Renewal Choice		Ansley Collins <span style="color: green;">CM</span>	Troop00905	Time to Renew for 2016	Renew -	Edit	DE_Bella Ludy <span style="color: green;">CM</span>	Troop00905	Time to Renew for 2016	Renew -	Edit	DE_Lauren Moran <span style="color: green;">CM</span>	Troop00905	Current		Edit	DE_Wendy Cook <span style="color: green;">CM</span>	Troop00905	Current		Edit	Emily Mccaskill <span style="color: green;">CM</span>	Troop00905	Time to Renew for 2016	Renew -	Edit
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<p>43.</p>	<p>Make any changes or edits and click <b>Save</b> when complete and to be taken back to the roster in the Troops Tab.</p> <p>All fields are editable by the customer except for:</p> <p><b>Non-Editable Fields for Girls</b>                      Gender                      Date of Birth                      Grade</p> <p><b>Non-Editable Fields for Adults</b>                      Date of Birth</p>																														

STEP		ACTION	
<a href="#">MEMBERSHIP</a> <a href="#">TROOPS</a> <a href="#">FAMILY PROFILE</a> <a href="#">ACTIVITIES</a> <a href="#">MY ACTIVITIES</a> <a href="#">CHANGE PASSWORD</a> <a href="#">LOG OUT</a>			
<h3>Edit Family Member Information</h3>			
First Name *	<input type="text" value="DE_Bella"/>	Last Name *	<input type="text" value="Ludy"/>
Home Email *	<input type="text" value="gsdssmaker+bludy18@"/>	Work Email	<input type="text"/>
Preferred Email *	<input type="text" value="Home Email"/>	Gender	<input type="text" value="Female"/>
Home Phone *	<input type="text" value="(810) 444-0000"/>		
Mobile Phone	<input type="text"/>	Preferred Phone *	<input type="text" value="Home Phone"/>
Street Line 1 *	<input type="text" value="12345 42nd St"/>	Street Line 2	<input type="text"/>
City *	<input type="text" value="Jump St"/>	State *	<input type="text" value="NC"/>
Zip Code *	<input type="text" value="28590"/>	County *	<input type="text" value="Onslow"/>
Country *	<input type="text" value="USA"/>	Date of Birth *	<input type="text" value="06/04/2010"/>
School *	<input type="text" value="School Not Found"/>	Grade *	<input type="text" value="K"/>

STEP	ACTION				
	<table><tr><td>Membership</td><td>Girl Member 2016</td><td>Membership Years</td><td>0</td></tr></table> <p><input checked="" type="checkbox"/> <b>Email Opt In</b> Girl Scouts reserves the right to send transactional or service-related emails. I would also like to receive Girl Scouts promotional email.</p> <p><input type="checkbox"/> <b>Text Opt In</b> I would like to receive informational or marketing text messages (some of which may be autodialed), as well as autodialed/prerecorded calls from the Girl Scouts at the mobile number provided above. I understand that I am not required to agree to receive these text messages and calls to create an online profile.</p> <p style="text-align: center;"><input type="button" value="CANCEL"/> <input type="button" value="SAVE"/></p>	Membership	Girl Member 2016	Membership Years	0
Membership	Girl Member 2016	Membership Years	0		

**RENEWAL**

**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**

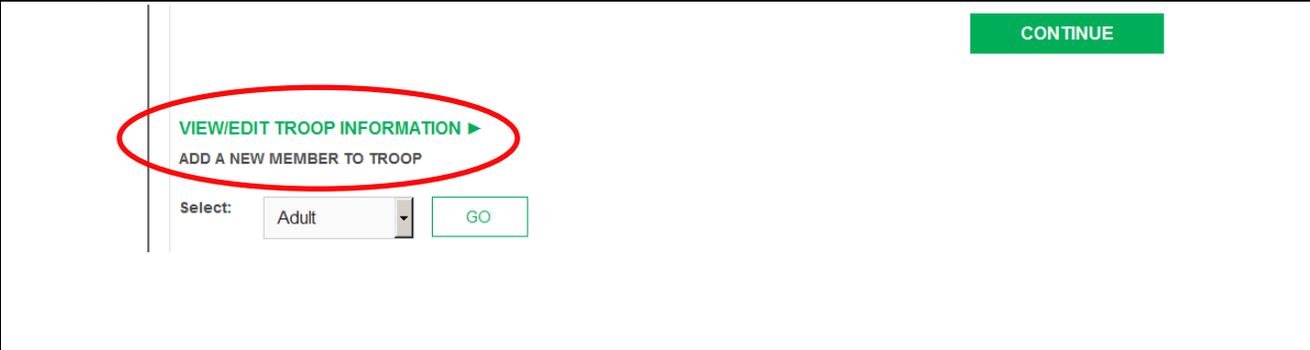
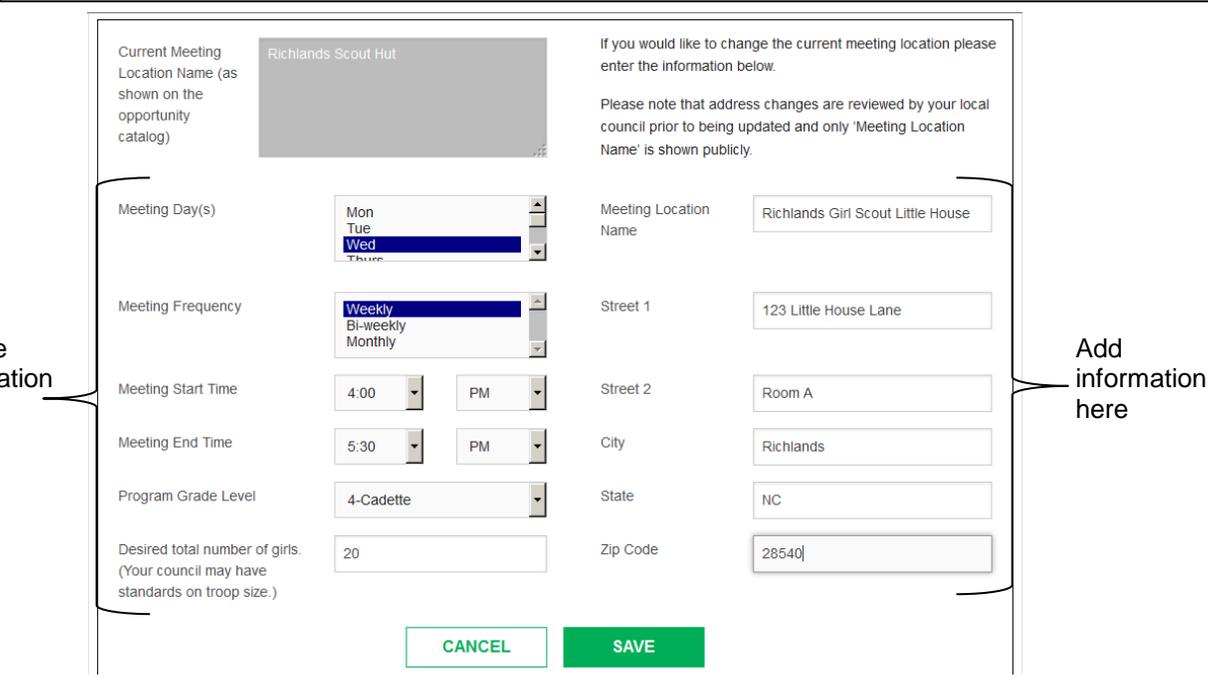
Complete the following steps to review, add, and edit troop information.

STEP	ACTION
44.	From the Troops tab, scroll to the bottom of the page and click on <b>VIEW/EDIT TROOP INFORMATION</b> to view current information.

The screenshot displays the Girl Scouts Troops Renewal interface. At the top, there is a green header with the Girl Scouts logo. Below the header, there are navigation tabs: MEMBERSHIP, TROOPS (selected), FAMILY PROFILE, ACTIVITIES, MY ACTIVITIES, CHANGE PASSWORD, and LOG OUT. The main content area shows the current membership year as Oct 1, 2015 to Sept 30, 2016, with a dropdown menu for 'CURRENT YEAR'. A text input field contains 'Troop00102'. Below this, there is a message: 'Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed. To request financial assistance, please email [your local Girl Scout council](#).' At the bottom, there is a table titled 'Girls' with the following data:

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	ACTION
	
45.	<p>On the VIEW/EDIT TROOP INFORMATION page, the current information for the troop will be listed. Edit the troop information and click <b>Save</b>.</p> <p><i>*Please note that edits to the Program Grade Level, Desired Total Number of Girls, Meeting Location Name, and Address require Council review and are not automatically updated in the Opportunity Catalog.</i></p>
	
46.	<p>To see this change on the backend, go to <b>Campaign</b> and scroll down to <b>Changes to Meeting Information</b> section to view troop information entered by the Direct Primary. Make note of the date the Direct Primary made the changes.</p>

STEP	ACTION
	<p>The screenshot shows the 'Campaign Troop00102' page. At the top, there are navigation links: Campaign Members (5+), Campaign Hierarchy (5+), Open Activities (0), Activity History (0), Giving (0), Attachments (0), and Cases (0). Below these are buttons for 'Edit', 'Delete', 'Clone', 'Manage Members', 'Advanced Setup', 'New Job', and 'Troop Roster'. The 'Campaign Detail' section includes fields for Account (SU611), Campaign Name (Troop00102), Participation (Troop), Zip Code (28574), Council Code (367), and Active Campaign Members (39). The 'Troop/Group Information' section shows Troop Formation Status (Ready To Go), Grade (K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12), Program Grade Level (4-Cadette), and GS Community Year (2016). The 'Meeting Information' section lists Meeting Location (Richlands Scout Hut), Troop Start Date (9/3/2014), Troop End Date (6/10/2015), Meeting Day(s) (Wed), Meeting Frequency (Weekly), Meeting Start Time (4:00 PM), and Meeting End Time (5:30 PM). The 'Changes to Meeting Information' section shows Meeting Location Description (Richlands Girl Scout Little House), Meeting Location Street 1 (123 Little House Lane), Meeting Location Street 2 (Room 1), Meeting Location City (Richlands), Meeting Location State (NC), Meeting Location Zip Code (28540), and Date Changes were Made (2/19/2016 10:53 AM). A bracket on the right side of the 'Changes to Meeting Information' section points to the text: 'View the changes the Direct Primary made to the Troop Information here'.</p>
47.	<p>Click <b>Edit</b> to make changes to the Troop Campaign. Scroll down to the <b>Troop/Group Information</b> to edit the troop information to reflect the troop information entered by the Direct Primary under the Changes to Meeting Information section.</p> <p>Note: Do not make changes to the information entered by the Direct Primary under the Changes to Meeting Information section. This information will update the next time the Direct Primary makes changes.</p>

**STEP ACTION**



Campaign  
**Troop00102**

[Customize Page](#) | [Printable 1](#)

[Show Feed](#)

[Campaign Members \(5\)](#) | 
 [Campaign Hierarchy \(5\)](#) | 
 [Open Activities \(0\)](#) | 
 [Activity History \(0\)](#) | 
 [Giving \(0\)](#) | 
 [Attachments \(0\)](#) | 
 [Cases \(0\)](#)

**Campaign Detail** 
[Edit](#) | 
 [Delete](#) | 
 [Clone](#) | 
 [Manage Members](#) | 
 [Advanced Setup](#) | 
 [New Job](#) | 
 [Troop Roster](#)

Account	SU611	Campaign Record Type	Volunteer Project <a href="#">[Change]</a>
Campaign Name	Troop00102	Campaign Member Type	Girl <a href="#">[Change]</a>
Participation	Troop	Project Start Date	10/11/2014
Zip Code	28574	Project End Date	

**troop/roster information**

Grade: <span style="border: 1px solid #ccc; padding: 2px;">Available</span>   <span style="border: 1px solid #ccc; padding: 2px;">Chosen</span> Program Grade Level: <span style="border: 1px solid #ccc; padding: 2px;">4-Cadette</span> GS Community Year: <span style="border: 1px solid #ccc; padding: 2px;">2016</span> VTK Year Plan: <input type="checkbox"/>	Desired Number of Girls: <span style="border: 1px solid #ccc; padding: 2px;">300</span>
---	---

**Meeting Information**

Meeting Location: <span style="border: 1px solid #ccc; padding: 2px;">Richlands Scout Hut</span>  Troop Start Date: <span style="border: 1px solid #ccc; padding: 2px;">5/3/2014</span>   <span style="border: 1px solid #ccc; padding: 2px;">2/19/2016</span> Troop End Date: <span style="border: 1px solid #ccc; padding: 2px;">6/10/2015</span>   <span style="border: 1px solid #ccc; padding: 2px;">2/19/2016</span> Meeting Notes: <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">                     Girl Scout Hut - 101 dchurch st Richlands, NC 28574                 </div>	Meeting Day(s): <span style="border: 1px solid #ccc; padding: 2px;">Available</span>   <span style="border: 1px solid #ccc; padding: 2px;">Chosen</span> Meeting Frequency: <span style="border: 1px solid #ccc; padding: 2px;">Weekly</span> Meeting Start Time: <span style="border: 1px solid #ccc; padding: 2px;">4:00 PM</span> Meeting End Time: <span style="border: 1px solid #ccc; padding: 2px;">5:30 PM</span>
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**Changes to Meeting Information**

Meeting Location Description: <span style="border: 1px solid #ccc; padding: 2px;">Richlands Girl Scout Little</span> Desired Total # of Girls by DP Vol: <span style="border: 1px solid #ccc; padding: 2px;">20</span> Program Grade Level per DP Vol: <span style="border: 1px solid #ccc; padding: 2px;">4-Cadette</span> Date Changes were Made: <span style="border: 1px solid #ccc; padding: 2px;">2/19/2016 10:53 AM</span>   <span style="border: 1px solid #ccc; padding: 2px;">2/19/2016 11:12 AM</span>	Meeting Location Street 1: <span style="border: 1px solid #ccc; padding: 2px;">123 Little House Lane</span> Meeting Location Street 2: <span style="border: 1px solid #ccc; padding: 2px;">Room 1</span> Meeting Location City: <span style="border: 1px solid #ccc; padding: 2px;">Richlands</span> Meeting Location State: <span style="border: 1px solid #ccc; padding: 2px;">NC</span> Meeting Location Zip Code: <span style="border: 1px solid #ccc; padding: 2px;">28540</span>
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**RENEWAL**

**Progress Tracking**

**Objective of the Business Process**

This section shows the workflow and progress tracking for [Troop](#) 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:

STEP	ACTION
48.	Once the Direct Primary selects <i>Renew</i> for a member in their Troop on the customer facing screen/membership tab below, progress tracking begins as customers make their way through the renewal workflow.

The screenshot shows a web interface for troop renewal. At the top, there are navigation tabs: MEMBERSHIP, TROOPS (selected), FAMILY PROFILE, ACTIVITIES, MY ACTIVITIES, CHANGE PASSWORD, and LOG OUT. Below the tabs, the membership year is set to 'Oct 1, 2016 to Sept 30, 2017' with a 'NEXT YEAR' dropdown. A text input field contains 'Troop03681'. Below this, instructions state: 'Select troop members to renew by updating "Renewal Choice" below. Select "Continue" to proceed.' and 'To request financial assistance, please email your local Girl Scout council.' A table titled 'Girls' lists members with columns for Name, Participation, Status, and Renewal Choice. The table has three rows of data.

Name	Participation	Status	Renewal Choice	
Alyssa Mani CM	Troop03681	Inactive		Edit
DE_ Kelly Lock CM	Troop03681	Inactive		Edit
DE_Alice Jones CM	Troop03681	Time to Renew for 2017	Renew	Edit

STEP	ACTION																								
49.	<p>Clicking continue on the Troops tab... the PT records look like this:</p> <ul style="list-style-type: none"> <li>- One PT record type = <a href="#">Family Troop Renewal</a></li> <li>- Sub PT record for each person renewing type = Member Troop Renewal</li> </ul> <p>Stage = Acceptance Status = In process</p>																								
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span> Progress Tracking</span> <span>New Progress Tracking</span> <span>Progress Tracking Help <a href="#">?</a></span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Action</th> <th>Flow Tracking Name</th> <th>Type</th> <th>Stage</th> <th>Status</th> <th>Parent</th> <th>Membership Type</th> <th>Membership Status</th> </tr> </thead> <tbody> <tr> <td><a href="#">Edit</a>   <a href="#">Del</a></td> <td><a href="#">PT00228981</a></td> <td>Registration</td> <td>Complete</td> <td>Complete</td> <td><a href="#">GL HollyC Collins</a></td> <td>Girl Membership</td> <td>Active</td> </tr> <tr> <td><a href="#">Edit</a>   <a href="#">Del</a></td> <td><a href="#">PT00229019</a></td> <td>Member Troop Renewal</td> <td>Acceptance</td> <td>In process</td> <td><a href="#">GL AliceO Oliver</a></td> <td>Girl Membership</td> <td>Payment Pending</td> </tr> </tbody> </table> </div>		Action	Flow Tracking Name	Type	Stage	Status	Parent	Membership Type	Membership Status	<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">PT00228981</a>	Registration	Complete	Complete	<a href="#">GL HollyC Collins</a>	Girl Membership	Active	<a href="#">Edit</a>   <a href="#">Del</a>	<a href="#">PT00229019</a>	Member Troop Renewal	Acceptance	In process	<a href="#">GL AliceO Oliver</a>	Girl Membership	Payment Pending
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50.	<p>If the Direct Primary closes the browser, Direct Primary will receive the following email:</p> <p>After 2 &amp; 5 days</p> <p><b>SUBJECT: <a href="#">COMPLETE YOUR FAMILY'S GIRL SCOUT MEMBERSHIP!FINISH YOUR GIRL SCOUT RENEWAL TODAY!</a></b></p>																								
<div style="text-align: center; color: #2e8b57; font-weight: bold; font-size: 1.2em; margin-bottom: 20px;">                 Finish your Girl Scout renewal TODAY!             </div> <p>Dear GL AliceO,</p> <p>Thanks for starting to renew your troop's Girl Scouts membership!</p> <p>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.</p> <p>If you need any help or believe you were sent this email in error, please don't hesitate to contact us.</p> <div style="text-align: center; margin: 20px 0;"> <span style="background-color: #2e8b57; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">Finish Registration</span> </div> <p>Sincerely,</p> <p>Girl Scouts of Northern California  <a href="tel:510-562-8470">510-562-8470</a>  <a href="mailto:info@girlscoutsnorcal.org">info@girlscoutsnorcal.org</a></p>																									
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52.	<p>If the Direct Primary closes the browser, Direct Primary will receive the following email:</p> <p>After 2 &amp; 5 days</p> <p>Subject: <a href="#">Complete your family's Girl Scout membership! One last step for another year of Girl Scout FUN!</a></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center; color: #008000; font-weight: bold; font-size: 1.2em;">One last step for another year of Girl Scout FUN!</p> <p>Dear GL AliceO,</p> <p>Thanks for starting the renewal process for your troop members.</p> <p>You have one last step to complete before we can officially welcome your members back for another fun and exciting year of Girl Scouting!</p> <p>If you need any help or believe you were sent this email in error, please don't hesitate to contact us.</p> <p style="text-align: center; background-color: #008000; color: white; padding: 5px; display: inline-block; border-radius: 3px;">Proceed to payment</p> <p>Sincerely,</p> <p style="margin-top: 20px;">Girl Scouts of Northern California  <a href="tel:510-562-8470">510-562-8470</a>  <a href="mailto:info@girlscoutsnorcal.org">info@girlscoutsnorcal.org</a></p> </div>																								
53.	<p>Clicking continue on the Payment screen... the PT records look the same as before.</p> <p>Clicking continue on the Troop tab... the PT records look like this:</p> <ul style="list-style-type: none"> <li>- One PT record type = <a href="#">Family-Troop</a> Renewal</li> <li>- Sub PT record for each person renewing type = Member Troop Renewal</li> </ul> <p>Stage = Complete                  Status = Complete</p>																								

**STEP ACTION**

Progress Tracking		New Progress Tracking		Progress Tracking			
Action	Flow Tracking Name	Type	Stage	Status	Parent	Membership Type	Membership Status
Edit   Del	<a href="#">PT00228981</a>	Registration	Complete	Complete	<a href="#">GL HollyC Collins</a>	Girl Membership	Active
Edit   Del	<a href="#">PT00229019</a>	Member Troop Renewal	Complete	Complete	<a href="#">GL AliceO Oliver</a>	Girl Membership	Active

54. Direct Primary will receive an itemized receipt via email after renewal process is complete.

gsusacustomer@girlscouts.org via twii96so97qi.g-6sfyn 3:38 PM (4 minutes ago)



02/18/2016

### 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
	GL Jessica Collins	Girl Membership	Troop70037	\$15.00
Adults	Name	Membership	Participation	Total
	GL HollyC Collins	Adult Membership	Troop Fall Product Sales Manager	\$15.00

**Council Service Fee: \$15.00**  
**Payment Amount: \$45.00**

55. NOTE: If there's a time I stop in the process, when I return to the MyGS Member Profile, I will be asked if I want to pick up where I left off or start over:

STEP	ACTION												
	<p>The screenshot shows the Girl Scouts membership management interface. A modal dialog box is displayed in the center, titled "Oops! Looks like you were interrupted." It asks "Would you like to..." and provides 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 interface includes a navigation menu with "MEMBERSHIP", "TROOPS", "FAMILY PROFILE", "ACTIVITIES", "MY ACTIVITIES", "CHANGE PASSWORD", and "LOG OUT". The main content area shows a profile for "Sopm Ho" with a "Current Member" section containing a table of members.</p> <table border="1"><thead><tr><th>Name</th><th>Troop</th><th>Status</th></tr></thead><tbody><tr><td>MW_Samantha Sopm</td><td>Troop70037</td><td>Current</td></tr><tr><td>MW_Sarah Sopm</td><td>Troop70037</td><td>Current</td></tr><tr><td>MW_Sally Sopm</td><td>Adult Membership</td><td>Current</td></tr></tbody></table>	Name	Troop	Status	MW_Samantha Sopm	Troop70037	Current	MW_Sarah Sopm	Troop70037	Current	MW_Sally Sopm	Adult Membership	Current
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