girl scouts
of rhode island

Online Registration Manual

A step-by-step guide on how to use the Membership Registration System as provided by the Girl Scouts of Rhode Island. (Special thanks to Girls Scouts of Southern Nevada for their generosity in creating this manual).

Table of Contents

What is Membership Registration System and what can it do for me?

It is a collection of online tools and functions that allow you, the customer, to take advantage of online registration via the web.

This system will improve the Girl Scouts of Rhode Island's technical capabilities and make it possible for GSRI and its members to work together at maintaining and organizing valuable data.

A member will be able to:

- Manage their member profile with up-to-date information
- Renew their Girl Scout membership
- Make a contribution to the Girl Scouts

A Troop Leader can:

- Manage her Troop Member's addresses and contact information
- Update her Troop Meeting location and time
- Print up-to-date Troop Rosters
- Print Girl Scout membership cards for her Troop Members
- Email all Troop Members with a few clicks

… And so much more!!

Activating Your Account

In order to purchase any Girl Scout products, you must first activate your online account. Activating an account includes confirming your **contact information**, creating a **username**, as well as creating a **password** for your account.

The steps listed below have a prerequisite of having been a **registered Girl Scout Member**, either as a Girl or an Adult, or a **Parent/Guardian of a member** in the Girl Scouts of Rhode Island, and have a **valid email address**.

When

Important things to remember before activating an account:

Each member, even within the same family, should have her/his own account with a **unique** username and password, as each person has a unique record and GSUSA ID # in the system.
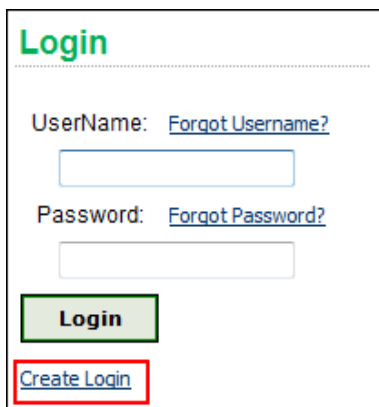
If you are a registered Adult Member, activate your **own account first** using the steps below. You may repeat the steps to activate your girl's account after you **logout** of your own account.

Members will be **unable** to activate their account if they do not have an email address **OR** if they try to use a different email address than what is already in the system.

Troop Leaders **should not** activate accounts for their Troop Members.

opening a page within the registration website, you will see the "Login" section to the left of the page with the "Username" and "Password" fields. Below the "Login" button, click **Create Login**.

You may also click the **Activate Your Account** button.

OR

Activate your account

From here, there are two methods of activating your account: by your **Customer/Membership ID** or by your **Name and Email Address**.

… by" Name & Email Address"

1. Enter your **First Name** exactly as it appears on rosters given by the Girl Scouts of Rhode Island. This includes hyphenated names and names that have spaces in them. (i.e. "Mary-Ann" or "Savannah Joy")

2. Enter your **Last Name** exactly as it appears on rosters given by the Girl Scouts of Rhode Island. This includes names that have hyphens or spaces in them. (i.e. "Anderson-Baker" or "de la Garza")

3. Enter your **Email Address** that you provided on your membership registration form.

4. Click **Continue**.

by Name & Email Address

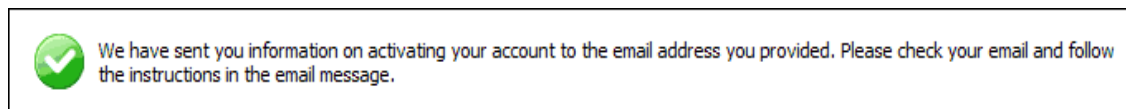|	
First Name:	Sarah
Last Name:	Anderson-Baker
Email Address:	girlscout660@gmail.com

Continue
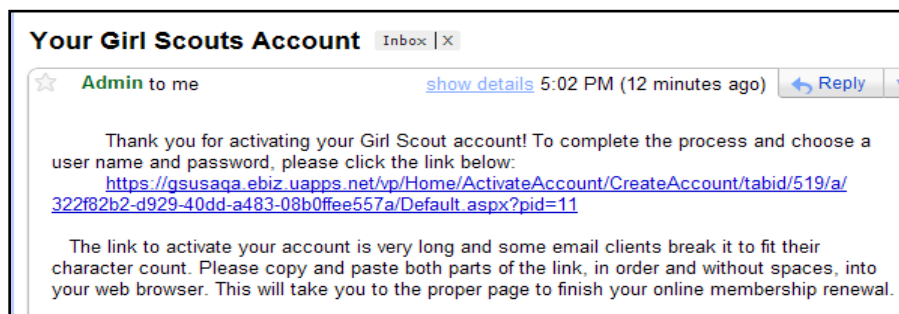
Note: If the system does not recognize your first name, last name, or email address, you can contact the helpdesk at (401) 331-4500, opt. 9 or click here.

5. After clicking **Continue** and scrolling to the bottom of the screen, you will see the following message on your screen:

We have sent you information on activating your account to the email address you provided. Please check your email and follow the instructions in the email message.

6. Open your email and open the message with the subject of **Your Girl Scouts Account**. If the email is not in your inbox, **check your spam folder**. Click on or copy/paste the **link** provided within the email into your browser.

Your Girl Scouts Account Inbox | X

Admin to me   show details 5:02 PM (12 minutes ago)   Reply

Thank you for activating your Girl Scout account! To complete the process and choose a user name and password, please click the link below:
https://gsusaqa.ebiz.uapps.net/vp/Home/ActivateAccount/CreateAccount/tabid/519/a/
322f82b2-d929-40dd-a483-08b0ffee557a/Default.aspx?pid=11

The link to activate your account is very long and some email clients break it to fit their character count. Please copy and paste both parts of the link, in order and without spaces, into your web browser. This will take you to the proper page to finish your online membership renewal.

7. Create a unique **User Name** for your account. It can be a first/last name, an email address, or a unique word. This will become the "username" you'll use to log in with from now on. Users can choose a username that is the same as their email address, or a username they use with other websites so it is easy to remember.

8. Create your **Password**. The password must at least 7 characters.

9. Select a **Security Question** and fill in your **Answer**. This question may be used in case you forget your password.

10. Click **Create Account**.

Create User

User Name:	sandersonb
Password:	●●●●●●
Confirm Password:	●●●●●●
Choose a question	What make was your first car or bike? ▾
Answer	Pinto

Create Account

11. You will see a message that says the web account has been successfully created.

    You can see your name in the upper-right corner of the screen, confirming that your account is now activated and you are logged into the site.

12. You will also receive an email confirming that your account has been created and will include your username. It is recommended that you **print or save this email** for future reference. *NOTE: It will no longer include your password.

13. If you have other family members that need to activate their online accounts, remember to **logout** of your account before repeating the steps above! Also keep in mind that each family member should have their own **unique** User Name and Password.

by "Customer/Membership ID"

1. Enter your **12-digit Membership ID**, including all the leading zeros.

2. Enter your **Last Name** exactly as it appears on rosters given by the Girl Scouts of Rhode Island. This includes names that have hyphens or spaces in them. (i.e. "Anderson-Baker" or "de la Garza")

3. Click **Continue**.

by Customer/Membership ID

Customer Id:	000021412122
Last Name:	Anderson-Baker

Continue

Note: If you do not know your Membership ID, are unsure of how your name is spelled within the system, you can contact the helpdesk at (401) 331-4500, Opt. 9 or click here.

4. Follow from **Step 5** under "… by "Name & Email Address"" on page 5 …

Creating an Account for New Users

If you have never been a Girl Scout before, either as a Girl or as an Adult, it is more than likely that Girl Scouts of Rhode Island does not have a record of you in the system. In order to purchase any Girl Scout products, you must first create your online account.

However, if you are a **Parent or Guardian** of a currently registered Girl (but are not active or currently registered yourself), it is possible that a record of you has been created and is tied to your girl's account. If this is the case, **try activating your account** by following the steps on page 4. This will help reduce any duplicate records that might be created.

Important things to remember before creating an account:
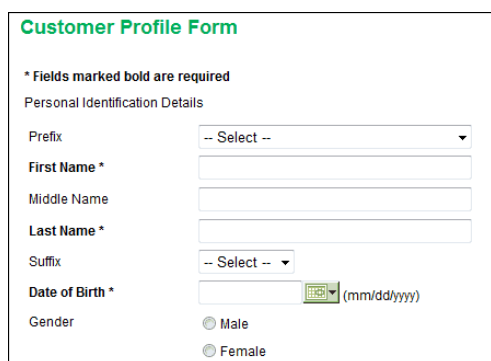
Each person, even within the same family, should create his/her own account with a **unique** username and password, as each person has a unique record and GSUSA ID # in the system.

Members will be **unable** to create their account if they do not have a valid email address.

Troop Leaders **should not** create accounts for their new Troop Members.

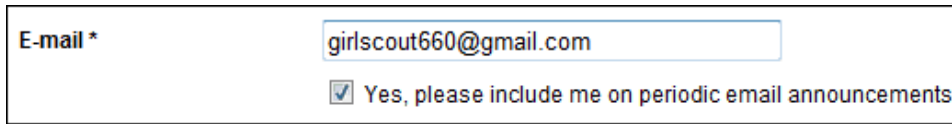## *How to create an online account:*

1. On the Front page of the registration website, click the **Create a New Account** button.

2. The **Create a New User Profile** page will display.

Customer Profile Form

* Fields marked bold are required
Personal Identification Details

Prefix	-- Select --
First Name *	
Middle Name	
Last Name *	
Suffix	-- Select --
Date of Birth *	(mm/dd/yyyy)
Gender	○ Male
	○ Female

3. Fill in all required fields in the **Customer Profile Form**. All fields marked in **bold** are required.

   Important: If you are creating an account for your **girl**, remember to fill in the required fields with **her information**.
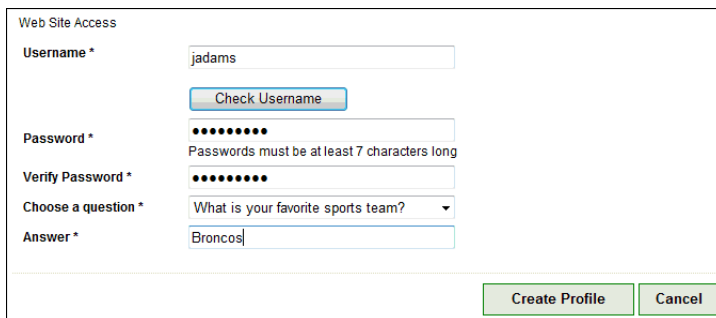
4. Regarding the **E-mail** field:

E-mail *	girlscout660@gmail.com
	☑ Yes, please include me on periodic email announcements

If you choose to receive **periodic email announcements**, you will be automatically signed up to GSRI's monthly newsletter as well as receive announcements of Program Activities and Events of the appropriate age level.

If you do not wish to receive updates and announcements, you can uncheck this option.

5. Fill in the required **Web Site Access** fields:

Web Site Access
Username *   jadams
                    [Check Username]
Password *   ●●●●●●●●
                    Passwords must be at least 7 characters long
Verify Password *   ●●●●●●●●
Choose a question * What is your favorite sports team?   ▼
Answer *   Broncos

                            [Create Profile] [Cancel]

Create a unique **User Name** for your account. It can be a first/last name, an email address, or a unique word. This will become the "username" you'll use to log in with from now on. Users can choose a username that is the same as their email address, or a username they use with other websites so it is easy to remember.

6. Create your **Password**. The password must at least 7 characters.

7. Select a **Security Question** and fill in your **Answer**. This question may be used in case you forget your password.

8. Click **Create Profile**.

9. The **Become a Member** page will display, giving you the option to buy a Girl Scout membership.

Membership Products

Adult Membership 2012
Annual adult membership which is effective from October 1, 2011 through September 30, 2012.

Girl Membership 2012
Annual girl membership which is effective from October 1, 2011 through September 30, 2012.

Lifetime Membership (valid for life)
Purchase a Lifetime Membership and make a lifelong commitment to Girl Scouts. Lifetime memberships are offered to adults and to girls at the time of their High School graduation at a reduced rate.

You can also see your name in the upper-right corner of the screen, confirming that your account is now activated and you are logged in.

Please note: You **will not** receive an email confirming your account creation as you would for account activation. It is recommended that you keep your Username and Password written down or saved in some fashion for future reference.

If you are creating an account for your **girl**, remember to **Logout** and repeat the process using her information.

Working with "My Account"

Go to the page labeled **My Account**. You can do this in different ways:

- If you are **not logged in**, go to the registration website. The "Login" section is on the left-side of the screen. Type in your **User Name** and **Password** that you created in the steps above and click **Login**. This will automatically bring you to the "My Account" page.

- If you are already **logged in**, click the link labeled "My Account" in the upper-left menu. You can also hover over "My Account" and select **Contact Information** in the pop-up menu. Another way is to click your **Name** in the upper-right corner of the screen.
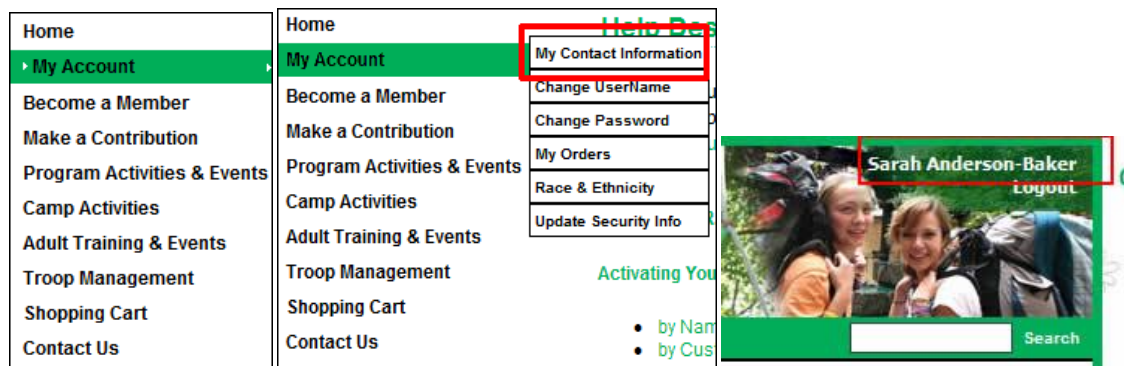
The page that opens will display the following items:

- Your current Address
- Your current Communication Methods
- Your girl's Guardian Info (when logged into her account)
- Your current Positions
- Your current Membership Information (under the main menu, on the left-side of the screen)

You also have the ability to do the following in the pop-up menu:

- Change your User Name
- Change your Password
- View Orders you previously purchased
- Update your Race and Ethnicity
- Update your Security Info (the Question and Answer made when creating your account)
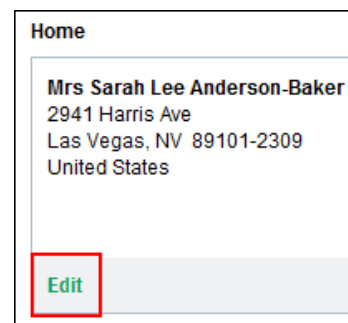
Changing Your Address

If you've moved or just need to update the Address listed on your account, you can change it by one of the following ways:
- Editing your current address
- Adding a new address while keeping the current one on record

GSRI asks that you use a **mailing address** when filling out address fields.
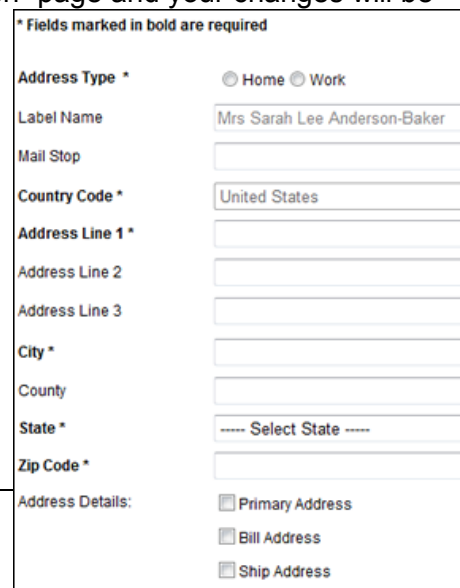
To EDIT your current address:

1. From the "Contact Information" page in "My Account", click **Edit** under your current address.

2. Update your address as appropriate.

3. At least 1 address on your account **MUST** have the boxes labeled **Primary Address**, **Bill Address**, and **Ship Address** checked to be able to order products online. These will also ensure that you will receive council mailings such as Program Activity and Events confirmations, camp publications, etc.


```
Home

Mrs Sarah Lee Anderson-Baker
2941 Harris Ave
Las Vegas, NV 89101-2309
United States

Edit
```

4. After updating, click **Save**. You will return to the "Contact Information" page and your changes will be reflected in your address.

To ADD a new address:

1. If the address you will be adding is going to be your Primary address (i.e. where all council mailings will be sent to), you will need to **Edit** your current address, **uncheck** the "Primary Address", "Bill Address", and "Ship Address" options, and **Save**.

2. From the "Contact Information" page in "My Account", click the green plus labeled **Add a new address** above your current address.


```
* Fields marked in bold are required

Address Type *        ○ Home ○ Work

Label Name            Mrs Sarah Lee Anderson-Baker

Mail Stop

Country Code *        United States

Address Line 1 *

Address Line 2

Address Line 3

City *

County

State *               ----- Select State -----

Zip Code *

Address Details:      ☐ Primary Address
                      ☐ Bill Address
                      ☐ Ship Address
```

My Address

My Addresses   ✚ Add a new address

Home

Mrs Sarah Lee Anderson-Baker
2941 Harris Ave
Las Vegas, NV 89101-2309

3. Fill in all required fields. Remember that at least 1 address on your account **MUST** have the boxes labeled **Primary Address**, **Bill Address**, and **Ship Address** checked to be able to order products online.

4. Click **Save**. You will return to the "Contact Information" page and your new address will be shown above/below your old address. If you checked the boxes in the step above, the new address will be labeled with the Bill-to and Ship-to icons in the upper-right of the address box.

My Address

My Addresses   ✚ Add a new address

Home

Mrs Sarah Lee Anderson-Baker
2941 Harris Ave
Las Vegas, NV 89101-2309
United States

Edit

Adding Phone Numbers and Emails

If you've recently added a new phone number or need to change an email, you can change it by one of the following ways:
- Editing an existing communication method
- Adding a new communication method by one of the following types:
  - Phone (Home, Cell, or Business)
  - Fax (Home or Business)
  - Email (Home or Business)

To EDIT an existing communication method:

1. From the "Contact Information" page in "My Account", click **Edit** to the right of the communication method.

Home Phone: (702)385-3677   ✓   Edit

2. Make the necessary changes. If you do not wish to be contacted with that particular method, check the **Do Not Call** box.

3. After updating, click **Save**. You will return to the "Contact Information" page and your changes will be reflected in your communication methods.

To ADD a new communication method:

1. If the communication method you will be adding is going to be your Primary method, you will need to **Edit** your current primary method, **uncheck** the "Primary" option, and **Save**.

2. From the "Contact Information" page in "My Account", click the green plus named **Add new communication method** above your current methods.

3. Specify the new **Communication Type** as "Phone," "Fax," or "Email."

   a. **DO NOT** specify the Communication Type as "Cell."

   b. If you have a cell phone, please use the Communication Type of "Phone."

4. Specify the new **Communication Location** as "Home," "Cell," or "Business."

   a. **DO NOT** specify the Communication Location as "Home (secondary)" or "Cell (secondary)."

   b. If you have an additional method that must be specified on your record, contact the helpdesk at (401)331-4500, Opt.9 or click here.

5. Fill in the required fields, and check the box labeled **Primary**, if desired.

6. Click **Save**. You will return to the "Contact Information" page and your new Communication Method will be shown with the changes you made in the step before.

Viewing Your Positions

When logged into your own account, you will see the **My Positions** section below the "My Communication Methods" section. If you are a currently registered member, you will see:

My Positions

Position:	--Select and Add Position-- ▼
Year:	--Select Year-- ▼
Troop/SU/Area:	[ ] Search

Add Position

Year	Troop/SU/Area	Position	Status	
2012	Troop00900	01 - Leader/Advisor	Active	

The information under the gray-colored boxes' display the current position information on your record:

- **Year**: Displays the current membership year, if applicable
  - **Annual Members** will see the current membership year displayed on any and all lines of different positions they hold within that membership year.
  - **Lifetime Members** will see the year when their Lifetime Membership expires, as well as any positions they have in the current membership year.
  - Those **not currently registered** will see an error message and will need to purchase a membership.

- **Troop/SU/Area**: Where the position is held
  - **Troops** / **Service Units**: Where most positions are held.
  - **Area**: Not in use at this time.

- **Position**: A default position of **14 - Member (No Assigned Position)** is assigned to an Adult record when they become a member. Some members may have a position of "RECIPIENT" for awards they have received in the past.

- **Status**: Any position other than "14" that is added by the member will have a "Pending" status and must be approved by GSRI.

If an Adult would like to become an active Volunteer in Girl Scouts, there may be several steps involved that occur outside the registration site and will require additional paperwork to be turned in to the council. If you would like to begin this process, contact the Council Office at (401) 331-4500 or INFO@gsri.org.

For members who have already completed the process to become a Volunteer and wish to report their position, please follow the steps for **How to Submit Your Volunteer Position**.

Updating Your Girl's Guardian Info

When logged into your girl's account, you will see the **My Guardian Info** below the "My Communication Methods" section.

Important: If there is an adult already identified as a Parent/Guardian and you need to **change** the record to a **different person**, you will be unable to do so online. Contact the helpdesk at (401) 331-4500, Opt. 9 or click here for assistance and the correct adult will be identified on the girl's record.

At least **one person must be identified** as a Parent or Guardian of the girl, and will be identified as "Guardian 1". This person is *usually* identified as the Mother or female Guardian of the girl, but every family situation is unique and the Guardian identity is open for flexibility. All fields marked in **bold** are required.

A second Parent or Guardian (*usually* the Father or male Guardian, but again, open for flexibility) may also be identified as "Guardian 2", but is not required.

Updating Race and Ethnicity

We encourage you to voluntarily provide the following information on racial background and ethnicity. This information will be used for statistical purposes only, and is used by Girl Scouts of the USA to help improve outreach efforts and advance the Girl Scout Movement.

1. From the "Contact Information" page in "My Account", click **Update Race & Ethnicity** near the top of your screen.

2. Select as many **Race** options that apply to you.

3. Select the **Ethnicity** that applies to you from the drop-down menu.

Race & Ethnicity

Girl Scouts respects and welcomes people from all backgrounds and abilities. By completing the following optional question, you can help ensure community support and funding for Girl Scouts in your community. This information is used for statistical purposes only. Thank you for providing the information requested.

Race
☐ Am. Indian or Alaskan Native ☐ Hawaiian or Pacific Islander
☐ Asian ☐ White
☐ Black or African American ☐ Other Races

Ethnicity --Select-- ▼

Update Race & Ethnicity

4. Click **Update Race & Ethnicity** to save the updated information.

Updating Security Settings

If at any time you wish to change your account security settings, you may do the following:
- Change your Username
- Change your Password
- Change your Security Questions

To change your User Name:

1. Hover over "My Account" in the upper-left menu and select **Change User Name** in the pop-up menu.

2. Type in your current Password and new User Name.

3. After clicking **Change Username**, you will see the following message on your screen:

Change Username

✓ Your Username has been successfully changed. Please use your new Username when you log in next time.

4. You will also receive an email with the subject of **Username was changed** confirming that your account has been updated. It will include your updated username. It is recommended that you print or save this email for future reference.

To change your Password:

1. Hover over "My Account" in the upper-left menu and select **Change Username** in the pop-up menu.

2. Type in your current Password, your new Password, and confirm the new Password again.

3. Click **Change password**.

4. You **WILL NOT** receive a successful message or an email confirming your change of password. It is recommended that you keep your new password written down or saved in some fashion for future reference.

To change your Security Questions:

1. Hover over "My Account" in the upper-left menu and select **Change Security Info** in the pop-up menu.

2. Select a **Question** from the drop-down menu.

3. Type in your **Answer**.

4. After clicking **Save**, you will see the following message on your screen:

Update Security Information

Your information has been updated successfully.

5. You **WILL NOT** receive an email confirming your change of Security Info. It is recommended that you keep your new Question and Answer for future reference.

Renewing Girl Scout Membership

Girl Scout **Annual Membership** is active or "currently registered" from October 1st to September 30th of the following year. Anyone can register at any point throughout the calendar year and is considered to be an "active member" until their membership expires on September 30th.

Those who have purchased a **Lifetime Membership** do not need to renew their membership, but are encouraged to update their account details such as address and contact information every year.

A person may also choose to register for the next membership year before the October 1st begin date. GSRI calls this **early registration**. This option is generally available a few months in advance, usually occurring toward the end of the 9-month school year.

Both "regular" memberships and early memberships will be available to purchase on the registration site and the steps to renew you and your girl's membership will be described below.

Below are examples to highlight the differences you might see on your account between an early renewal and a "regular" renewal of membership registration. All of these examples presume that you had a Girl Scout membership in GSRI **within the last year**:

Early Renewal:

Membership Info

👤 Girl Membership 2012

Member Since: 10/1/2011
Membership Status: Active

Your next membership renewal
date: 10/1/2012

Renew for 1 year

- Only **currently registered members** will see this on their "My Account" page on the left side

- Occurs within the early registration period, usually occurring between the end of the 9-month school year and September 30th

- If you are currently registered **in another council** and need to transfer your membership to GSRI, or have already purchased early registration in another council, contact the Membership Registrar at (401) 331-4500 ext.1204 or gshea@gsri.org.

"Regular" Renewal:

Membership Info

You have no active
memberships.

Renew for 1 year

- People who were members in GSRI within the last year but are **not currently registered** will see this on their "My Account" page on the left side

- If you are currently registered **in another council** and need to transfer your membership to GSRI, contact the Membership Registrar at (401) 331-4500 ext.1204 or gshea@gsri.org.

For those who have **never been a Girl Scout before** and/or **do not see the "Renew" button**, please refer to how to purchase a new Girl Scout membership.

… For Yourself

1. Make sure you have **logged in to your own account** rather than your girl's account.

2. From the "My Account" page on the left-side of the screen, click **Renew** under the "Membership Info" section.

Membership Info

👤 Girl Membership 2012

Member Since: 10/1/2011
Membership Status: Active

Your next membership renewal
date: 10/1/2012

Renew for 1 year

OR

Membership Info

You have no active
memberships.

Renew for 1 year

3. You will be directed to the **GSUSA Pay Renewal** shopping cart page.

	Order Number	Date	Description	Amount	Additional Information *
☑	1051535428	May 02, 2011	Adult Membership 2012 10/01/2011 to 09/30/2012	$ 12.00	*Add*

   a. Your **Name** and **GSUSA ID #** will be listed above the gray-colored boxes. Make sure you are in the right account before you continue (for those who will be renewing their girl's membership).

   b. Make sure that the correct type of membership is listed, which should be listed "Adult." For those that were registered as **Girl Members that have graduated/will graduate high school** and need to renew their membership as Adults, they can either purchase a "new" Adult Membership elsewhere in the registration website, or they can contact a Membership Registrar at (401)331-4500 or Registration@gsri.org.

   c. Girls Members that have graduated/will graduate high school and wish to purchase a **Lifetime Membership** at the discounted price **MUST** submit paper forms and payment to the council by the September 30th deadline.

4. Toward the right-side of the screen under the **Additional Information** column:

   a. If ***Add*** is indicated, you **MUST** click to provide some mandatory information before the system will allow you to pay for your membership. The system will not allow you to check-out until the information has been added. All fields marked in **bold** are required.
   Required fields for Adult Members only:

      i. **# of years in Girl Scouts as an Adult**: Since this is a *renewal* of membership, you have been in Girl Scouts at least 1 year as an Adult, and are now starting your next year in which case you would type in the next highest number. (If you are starting your second year, type "2", starting your third year, type "3", etc.) If you are not sure of the number, make your best guess.

   Optional fields for Adult Members:

      i. **# of years in Girl Scouts as a Girl**: If you are not sure of the number, make your best guess. If you were not in Girl Scouts as a girl, please enter "0".

      ii. **Employer/Occupation**: As you start typing in the Employer field, a pop-up window will open. Enter the company name, and it will give you a list of possible matches. Select the correct company and it will be added to your account. If you are **self-employed**, select "Self-Employed".

         If your Employer is **not found**, select "(Other)" and e-mail your Employer's full name/address and your GSUSA ID # to the Council Office at Registration@gsri.org. If you are not currently employed, select "(Unemployed)".

         Type your job title or occupation in the **Occupation** field. If you are not currently employed, leave it blank.

      iii. **Participation**: Check the options of how you will be participating in Girl Scouts for the next year. The available options and their meanings are:

Volunteer – I volunteer for the Girl Scouts
Parent/Family – my family member is participating in Girl Scouts
Alumnae – I was a Girl Scout in my youth
Community Partner – (contact GSRI if you are unsure about this option)
Staff – I am employed by Girl Scouts
Other – (if you are participating in a manner not listed, you may type it here)

If you checked Volunteer, you must select the role(s) you will be serving in. Please refer to page 33 for details of how to submit your Volunteer position(s).

iv. **Ways to Get Involved**: Girl Scouts offers more choices than before! Check the pathway options that interest you. **Hover your mouse** over the different options to see a brief description of each option.

b. If **–Edit–** is indicated, no additional information is required to continue, but it is **highly encouraged** that you update your information as listed above.

5. Make all required or appropriate changes to your account information. Click **Save**.

6. When you return to the GSUSA Pay Renewal shopping cart page, there is an option to make a contribution to the Girl Scouts. If you would like to make a contribution, select the desired amount and click **Donate**.

7. Select the **Card Type** from the drop-down box, and fill in the **Card Number**, **Security Code**, **Expiration** of the card, and the **Name** on the Card being used.

If you wish to use a **payment other than credit card**, you must register your membership by submitting paper forms and your payment the council. Other payment types include: Financial Aid and Individual Girl Member (IGM) Accounts.

8. Click **Process Payment**. Only click once to avoid double payment.

9. After the payment process, you will be directed to the **Order Summary** page. It is recommended to print this page to keep a record of your membership payment.

10. You will receive an **email confirmation** of your membership that will explain different options of membership participation. If you are/will be participating in a Troop, **reply to this email** stating the Troop number and/or the full name of the Troop Leader to ensure that your membership record is correctly affiliated with your/her Troop.

Order Summary

Order Number: **1054859612**

ADULT_2012	GSUSA - Adult Membership 2012 01-Oct-2011 to 30-Sep-2012		
	Mrs Sarah Lee Anderson-Baker		
Shipping Address:	2941 Harris Ave	Discount Applied:	$0.00
	Las Vegas, NV 89101-2309		
Order Date:	1/23/2012	Line Tax:	$0.00
LineStatus:	Active	Line Total:	$12.00
FulfillStatus:	Active	Current Amount Paid:	$12.00
		Balance Due:	$0.00

Payment Information

Receipt Amount:

Shipping & Handling: $0.00
Discounts: $0.00

Estimated Tax: $0.00

Grand Total: $12.00
Current Amount Paid: $12.00
Balance Due: $0.00

Print this page for your record. [Print] [Continue Shopping] [Go To My Orders]

… For Your Girl

1. Make sure you have **logged in to your girl's account** rather than your own account.

2. From the "My Account" page on the left-side of the screen, click **Renew** under the "Membership Info" section.

Membership Info

👤 Girl Membership 2012

Member Since: 10/1/2011
Membership Status: Active

Your next membership renewal date: 10/1/2012

[Renew for 1 year]

OR

Membership Info

You have no active memberships.

[Renew for 1 year]

3. You will be directed to the **GSUSA Pay Renewal** shopping cart page.

	Order Number	Date	Description	Amount	Additional Information *
☑	1051537027	May 02, 2011	Girl Membership 2012 10/01/2011 to 09/30/2012	$ 12.00	*Add*

   a. Your girl's **Name** and **GSUSA ID #** will be listed above the gray-colored boxes. Double-check you are in the right account before you continue!

   b. Make sure that the correct type of membership is listed, either Girl or Adult. For those that were registered as **Girl Members that have graduated/will graduate high school** and need to renew their membership as Adults, they can either purchase a "new" Adult Membership elsewhere in the registration website, or they can contact the Membership Registrar at (401) 331-4500 or Registration@gsri.org.

c. Girls Members that have graduated/will graduate high school and wish to purchase a **Lifetime Membership** at the discounted price **MUST** submit paper forms and payment to the council by the September 30th deadline.

4. Toward the right-side of the screen under the **Additional Information** column:

a. If *Add* is indicated, you **MUST** click to provide some mandatory information before the system will allow you to pay for your girl's membership. The system will not allow you to check-out until the information has been added. All fields marked in **bold** are required.

   Required fields for Girl Members only:

   i. **# of years in Girl Scouts**: Since this is a *renewal* of membership, your girl has been in Girl Scouts at least 1 year, and is now starting her next year in which case you would type in the next highest number. (If she is starting her second year, type "2", starting her third year, type "3", etc.) If you are not sure of the number, make your best guess.

   ii. **School Grade**: If you are doing a **"regular"** renewal, put the grade that your girl is currently attending. If you are doing an **early** renewal, put the grade that your girl will be attending by October 1st of the next membership year.

   iii. **School Name**: As you start typing in the School Name field, a pop-up window will open. Enter the school name, and it will give you a list of possible matches. Select the correct school and it will be added to your girl's account.

   If your girl is home schooled, select "Home School".

   If the school is not found, select "(Other)" and e-mail your girl's full school name and your girl's GSUSA ID # to the helpdesk at (401) 331-4500, Opt. 9 or click here.

   iv. **Custodial Care**: Select the best option for who has legal custody of your girl from the drop-down box.

   v. **Parent/Guardian Information and Emergency Contact**: The details of this section have been covered on page 17 in the "Updating Your Girl's Guardian Info" section. Please refer to that page when completing this section.

   Remember, if you need to **change** the record to a **different person** on the girl's record, contact the helpdesk at (401) 331-4500, Opt.9 or click here and the correct adult record will be linked.

   Optional fields for Girl Members:
   vi. **Pathway of Entry**: How did your girl start her participation in Girl Scouts for this membership year? Select one option from the drop-down box:

   Camp – your girl participated in a camping experience
   Events – your girl attended a one-time event
   Series – your girl participated in a series of activities
   Travel – your girl attended a travel opportunity
   Troop – your girl is already participating in a Troop setting
   Virtual – your girl was involved in a virtual experience through Girl Scouts

vii. **Ways to Get Involved**: Girl Scouts offers more choices than before! Check all the pathway options that interest your girl. **Hover your mouse** over the different options to see a brief description of each option.

b. If **–Edit–** is indicated, no additional information is required to continue, but it is **highly encouraged** that you update your girl's information as listed above.

5. Make all required or appropriate changes to your account information. Click **Save**.

6. When you return to the GSUSA Pay Renewal shopping cart page, there is an option to make a contribution to the Girl Scouts. If you would like to make a contribution, select the desired amount and click **Donate**.

7. Click Select the **Card Type** from the drop-down box, and fill in the **Card Number**, **Security Code**, **Expiration** of the card, and the **Name** on the Card being used.

If you wish to use a **payment other than credit card**, you must register by submitting paper forms and your payment the council. Other payment types include: Financial Aid and Individual Girl Member (IGM) Accounts.

8. Click **Process Payment**. Only click once to avoid double payment.

9. After the payment process, you will be directed to the **Order Summary** page. It is recommended to print this page to keep a record of your membership payment.

Order Summary

Order Number: 1054859631

GIRL_2012	GSUSA - Girl Membership 2012 01-Oct-2011 to 30-Sep-2012		
	Amanda Lee Baker		
Shipping Address:	2941 Harris Ave	Discount Applied:	$0.00
	Las Vegas, NV 89101-2309		
Order Date:	1/24/2012	Line Tax:	$0.00
LineStatus:	Active	Line Total:	$12.00
FulfillStatus:	Active	Current Amount Paid:	$12.00
		Balance Due:	$0.00

Payment Information

Receipt Amount:	Shipping & Handling: $0.00
	Discounts: $0.00

	Estimated Tax: $0.00

	Grand Total: $12.00
	Current Amount Paid: $12.00
	Balance Due: $0.00

Print this page for your record. [Print] [Continue Shopping] [Go To My Orders]

10. You will receive an email confirmation of your girl's membership that will explain different options of membership participation. If she is/will be participating in a Troop, **reply to the email** stating the Troop number and/or the full name of the Troop Leader to ensure that her membership record is correctly affiliated with her Troop.

Purchasing a New Girl Scout Membership

Girl Scout **Annual Membership** is active or "currently registered" from October 1st to September 30th of the following year. Anyone can register at any point throughout the calendar year and is considered to be an "active member" until their membership expires on September 30th.
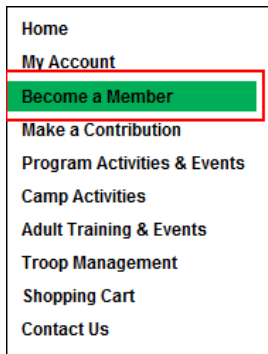
A person may also choose to register for the next membership year before the October 1st begin date. GSRI calls this **early registration**. This option is generally available a few months in advance, usually occurring toward the end of the 9-month school year.

Both "regular" memberships and early memberships will be available to purchase on the registration site, and the steps to purchase membership for you and your girl will be described below. Those who are purchasing Girl Scout membership **for the first time** and those who have been Girl Scouts in the past and are **re-registering** (but cannot "renew" their membership as described in earlier pages) will need to follow the steps below.

How to Purchase Membership:

Important: Before purchasing membership, ensure that you are logged in to the correct account. If you are purchasing an **Adult Membership** for yourself, sign in under your Account. If you are purchasing a **Girl Membership** for your girl, sign in under her Account.

1. Either click the **Become a Member** option from the sidebar menu on the left side of the screen, or click **Join Now** under the "Membership Info" section from the "My Account" page.

girl scouts
of rhode island

| Home |
| My Account |
| **Become a Member** |
| Make a Contribution |
| Program Activities & Events |
| Camp Activities |
| Adult Training & Events |
| Troop Management |
| Shopping Cart |
| Contact Us |

OR

Membership Info

You have no active memberships.

Join Now
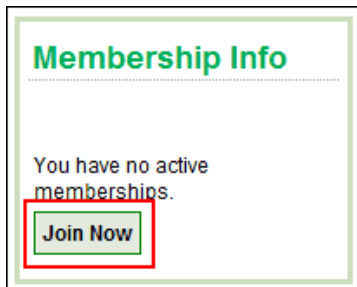
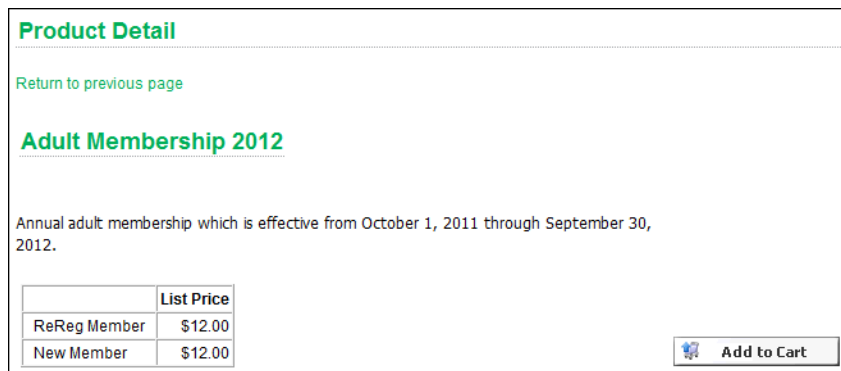2. If you clicked the "Become a Member" option, you will first be directed to the Becoming a Member page where is gives a brief description of what Girl Scouting is. From here, click the link to be directed to the **Membership Products** page.

   If you clicked the "Join Now" option, you will be directed to the **Membership Products** page.
3. Click on the appropriate Membership Product, either the **Adult Membership** for yourself or the **Girl Membership** if you are signed in on your girl's account.

4. The Product Detail page will display for the membership product.

Product Detail

Return to previous page

Adult Membership 2012

Annual adult membership which is effective from October 1, 2011 through September 30, 2012.

	List Price
ReReg Member	$12.00
New Member	$12.00

Add to Cart

5. Click **Add to Cart**.

6. A message will display stating that the membership product has been added to your shopping cart.

Product successfully added to your shopping cart
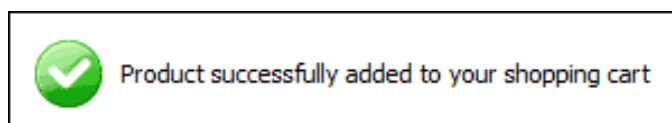
   You will also see your **Mini Cart** has one item in it on the left-side of the screen in the sidebar.

Mini Cart

Contains **1** items
Subtotal: **$12.00**

View Cart

Checkout

7. From the Mini Cart, click **Checkout**.
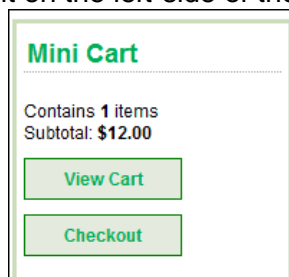
8. You will be directed to the **Customer Profile** and **Member Profile** page.

   a. From here, if you need to update your Customer Profile with additional phone numbers, emails, or to update your address, click **Need to update profile? Click here**.

   b. **For Adults**: In the **Member Profile**, you are only required to fill in the **Number of years in Girl Scouting as an Adult Member** field, but you are **highly encouraged** to fill in the other fields such as Employer, Position, Gender, Education and Age Range.

   c. **For Girls**: In the **Member Profile**, you are required to fill in the **# of years in Girl Scouts, School Grade, School Name, Custodial Care,** and at least one **Parent/Guardian** fields. However, you are **highly encouraged** to fill in the other fields such as Pathway of Entry and Ways to Get Involved

9. When you have finished updating the Customer profile and Member Profile, click **Save**.

10. You will be directed to the **Order Payment** page.

    From this point, you may follow **Step 7 on page 24** to complete the transaction.

Making a Contribution

At Girl Scouts, we know that every girl who is given the opportunity can become a leader with the courage to act on her values, develop the ability to make clear decisions, and acquire the self-confidence to make a difference in the world around her.

Every dollar raised remains local and helps Girl Scouts of Rhode Island provide programs and resources to more than 10,000 girls and adult volunteers, including:

- Quality programs that provide leadership development and skill building
- Council-wide family events
- Community outreach programs for girls who otherwise might not benefit from Girl Scouting
- Maintenance for our program sites and camp properties
- Opportunity fund for girls needing financial assistance
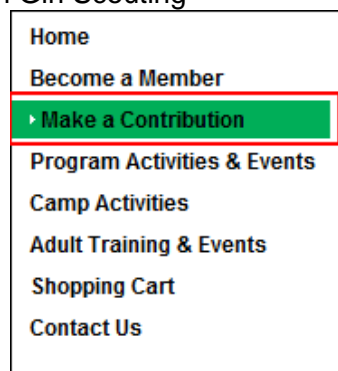
How to Make a Contribution:

1. Click the **Make a Contribution** option from the sidebar menu on the left side of the screen.

2. The **Make a Contribution** page will open where is gives a brief description of how your contribution will help Girl Scouts. From here, **click the desired amount** that you would like to contribute. You may choose multiple combinations of donation amounts to fit your needs.

Home
Become a Member
▸ Make a Contribution
Program Activities & Events
Camp Activities
Adult Training & Events
Shopping Cart
Contact Us

Make a Contribution

At Girl Scouts we know that given the opportunity, every girl can become a leader with the courage to act on her values, develop the ability to make clear decisions, and acquire the self-confidence to make a difference in the world around her.

Every dollar raised remains local and helps Girl Scouts of Southern Nevada provide programs and resources to more than 10,000 girls and adult volunteers, including:

- Quality programs that provide leadership development and skill building
- Council-wide family events
- Community outreach programs for those girls who otherwise might not benefit from Girl Scouting
- Maintenance for our program sites and camp properties
- Opportunity fund for girls needing financial assistance

$ 12 Donation- Gift the Gift of Girl Scouts by sponsoring the cost of membership for one girl this year.

$ 25 Donation- could pay for program materials that guide a girl toward earning her Bronze, Silver, or Gold Award

3. You will be directed to the Product detail page, showing more details about the contribution amount you selected. Click the Add to Cart button.

Product Detail

Return to previous page

Web Donation for $25

Your gift to Girl Scouting will help more than 10,000 girls throughout southern Nevada realize their dreams and become tomorrow's leaders. Through your generosity, you help us create opportunities girls' want and experiences that change their lives.

	List Price
Standard	$25.00

Add to Cart

4. After adding to your cart, you will see the Mini Cart on the left side of the screen with the updated amount.

   If you would like to **combine** the contribution amounts, you may repeat steps 1-3 to add the different amounts to your shopping cart to reach your desired total. If there is some other amount that you would like to make that cannot be made online, contact the Donor Stewardship Assistant at (401) 331-4500, ext.1304.

   If you are satisfied with the contribution amount, click **View Cart**.

Mini Cart

Contains **1** items
Subtotal: $25.00

View Cart

Checkout

5. Review the contributions, and click **Check Out**.

6. You will be directed to the **Order Payment** page.

   From this point, you may follow **Step 7 on page 24** to complete the transaction.

How to Submit
Your Volunteer Position

When a customer purchases a membership for the first time, or a registered member is renewing their current membership, every person is given a default **Position** in Girl Scouts. Girls hold the position of **Girl Member**, and Adults hold the position of **14 - Member (No Assigned Position)**.

Adults may also hold more than one position if they choose to become a Volunteer. An example would be where an Adult is a Leader for two different Troops, as well as a being a Service Unit Team Member for her Service Unit. Because Adults may become Volunteers at any time throughout the year, this system gives the Adult a way to self-report on their new (or continuing) positions.

Important: Any position that requires paperwork and/or proper training must be approved by the council in order to be considered "Active" in that position. Keep in mind that self-reporting **DOES NOT** automatically add the active position to your record.

How to add a position to your record:

1. From the "Contact Information" page in "My Account", scroll down to the **My Positions** section near the bottom of your screen.

2. Select the appropriate option from the **Position** drop-down menu.

3. Select the appropriate option from the **Year** drop-down menu.

4. In the **Troop/SU/Area** line, click **Search** and a pop-up screen will display.

5. Select the option where the new position will be held. You may only choose either **Troop** or **Service Unit**. Positions for **Area** are currently not in use in GSRI.

6. In the **Search** box, type all or part of the name for the applicable Troop or Service Unit. Click Search.

a. **Troops** follow the naming convention of "TroopXXXXX" – Troop followed by 5 digits with no spaces. Examples: "Troop00700" or "Troop00020"

b. **Service Units** follow the naming convention of "SUXXX" – SU followed by 3 digits with no spaces. Examples: "SU601" or "SU655"

If you are **unsure** of your Troop or Service Unit numbers, contact your Membership Specialist at the council.

7. Click **Search**. A list of possible matches will appear. Select the appropriate option.

8. Once the all the fields are filled in, click **Add Position**.

9. You will see the added position on your record with a status of **Pending**. Only the council may approve any self-reported positions. Once approved, the status will change to "Active."

Year	Troop/SU/Area	Position	Status	
	15 Years – Membership Numeral Guard	RECIPIENT	Active	
	20 Years – Membership Numeral Guard	RECIPIENT	Approved	
	Outstanding Leader	RECIPIENT	Active	
	Outstanding Volunteer	RECIPIENT	Active	
2012	Troop00033	01 - Leader/Advisor	Pending	Delete

If there was an error in the position was added, you may click **Delete** to the right of the new position and repeat the above steps to add the correct position.

Frequently Asked Questions

… With My Account

Q. *I'm trying to create a record but it says a duplicate customer already exists. What should I do?*

A. You may be trying to create a record when you already have a record in our system. If you know you already have a record, you should click the **Activate my Account** button from the front page, or the **Create Login** link in the sidebar to the left. Follow the steps shown on page 4 to activate your account. You must also have a valid email address on file.

If you do not have a valid email on file, you will need to contact the helpdesk at (401) 331-4500, Opt. 9 or click here.

Q. *I forgot my user name and/or password. I'm trying to reset it, but the system is not accepting my answer to the hint question.*

A. You will need to contact the helpdesk at (401) 331-4500 Opt.9 or click here. They will assist you in resetting your username and/or password.

Q. *I see a big, red "X" with an error message on the My Account page where my address should be saying "Error: My Account is currently unavailable". How can I fix this?*

A. You will need to contact the helpdesk at (401) 331-4500, Opt.9 or click here. They will assist you in fixing the error.

Q. *The site says my girl does not have any active memberships when I know she does, and I don't see the option to renew like the manual said I'd see. What's going on?*

A. A new account was likely created for her instead of activating her existing account. This makes her a "new" customer with no history of current or past memberships. This can easily be fixed by activating her proper existing account. If you need additional assistance, contact the helpdesk at (401) 331-4500. Opt.9 or click here.

Q. *How do I know if my membership is current?*

A. Click the link labeled "My Account" in the upper-left menu. Below the menu is the Membership Info box. If you are currently active, it will show your Membership Status as "Active." If your membership is not current, the box will say "You have no active memberships."

Q. *I'm an adult member and just switched jobs. How do I change my employer and occupation?*

A. Contact the helpdesk at (401) 331-4500, Opt. 9 or Registration@gsri.org. Have your new Employer's full name, your new Occupation, and your GSUSA ID # ready so that your record may be updated with the new information.

Q. *I'm a Lifetime member and I'm receiving error messages while editing Race/Ethnicity.*

A. The changes that you are making are actually being recorded. GSUSA is currently working to fix this issue of the error messages.

Q. *I've made changes to my information … why isn't it showing up?*

A. Some information in the system takes 24 hours to update once it has been changed. If your changes still do not show after 24 hours, contact the helpdesk at (401) 331-4500, Opt.9 or click here.

Q. *The "Member Since" date on my account is wrong.*

A. Please ignore this field! It is a system-generated field which does not actually apply to Girl Scout membership. Having the field removed from the system would be a costly customization to the software.

Q. *Why does the print button on Order Summary page not work?*

A. This is mostly likely an issue with your computer and not a site issue. If the print button does not work, it is recommended that you press the Print Screen button on the keyboard or copy/paste the information into an application such Microsoft Word and print from that application.

Q. *I don't see where I can put my/my girl's Troop number when I'm buying my/her membership.*

A. Go ahead and complete and pay for the membership first. You will receive and email confirming you/your girl's membership and will explain different options of membership participation. Reply to this email stating the Troop number and/or the full name of the Troop Leader to ensure that your/her membership record is correctly affiliated with your/her Troop.

If you have not received the membership confirmation email within 24 hours, contact the **Membership Registrar** at (401) 331-4500, Opt.9 or Registration@gsri.org.

Q. *I am/My girl is interested in participating with a Troop, but don't see where I can indicate this.*

A. When purchasing your/her membership, there is a place to indicate your/her Troop Interest, explained on page 23 and/or page 26 of this manual. You can also reply to the membership confirmation email stating the desire to be placed in a Troop.

If you have not received the membership confirmation email within 24 hours, contact the **Membership Registrar** at (401) 331-4500, Opt.9 or Registration@gsri.org