



## eBiz Online Troop Re-Registration

### Quick Reference Guide

Re-register a troop – Troop Leaders ONLY

1. Go to the website link for online registration. Link is located on [www.gswny.org](http://www.gswny.org) eBusiness page (under Adults tab)
2. Once you have eBiz open, click on **Create Login** in the lower left margin of the Home page
3. Enter your First Name, Last Name, and Email Address or your 12-digit Member ID (all preceding zeros are required) and Last Name. Exact match required.
4. Click on **Continue** button
5. An email will be sent to the address you have on record with the Council to confirm your account activation and provide a link to click to continue the login process.
6. Create a Username and Password. Password must be at least 7 characters.
  - a. Choose a security question and answer
7. Activate Your Account – If you have successfully completed the login creation you will see a pop-up on this screen and you will be emailed your login information. Please retain this email for future reference to your Username and Password.
  - a. Click on the link in this email to return to eBiz.
8. Once back on the eBiz page, if you have logged in successfully your name will be displayed in the uppermost right corner of the eBiz screen along with your troop number.
9. Click on Troop Management located in the navigation menu bar in left margin of the page. Once on the page, you will see your troop number displayed here also if you are a council approved 01 Troop Leader.
10. On the screen, if you are a leader for more than one troop, you may toggle between troops using the **My Troops** drop down selection tool
  - a. If you do not see your troop(s) in Troop Management you will need to wait to be approved as the Troop Leader by Council staff. For more information or for this first start up year of eBiz, you may email the hotline at [registrar@gswny.org](mailto:registrar@gswny.org) or refer to frequently asked questions for troop leaders.
11. Place a check in the box next to the member name or names that you are re-registering.
12. Go to the **Action** drop down and choose **Renew** from the list displayed.
13. Click on **Add** link displayed in red on each member line to update or add required information for each person you are re-registering. (for example: school, grade, gender, employer, occupation, etc)
14. Click **Save** at the bottom of the page
15. Enter credit card information and click **Process Payment**
  - a. As the Troop Leader you may use your troop debit card
16. **Print** your receipt using the button at the bottom of the page. Recommended for order number and payment record.
  - a. *At this time, there is only one opportunity to print this receipt! Once this screen is closed, you will not have view or print capabilities for your complete troop order summary. Troop members will have their individual payment record on their My Account page. Remember you will have your bank statement if proof of payment is required.*
17. Please print two copies, one for your records and one to return to your Service Unit Registrar.

18. Or you may also add a new member by clicking on *Add Girl* or *Add Adult* at the top right side of your troop member list. **IMPORTANT WARNING:**

If you see this message when adding a girl or adult, please stop and proceed as directed.

“Duplicate customer match found for “*your name*”  
“Address validated. No errors”

“Do you wish to continue?” **NO**



Email [registrar@gswny.org](mailto:registrar@gswny.org) or call 1-888-837-6410 to speak directly to a Council Registrar. We will be happy to assist you.

If you email the eBiz staff for assistance, please include your name, email address you entered and a means for responding to you (your name, email address, phone number, etc).

19. If this caution is not displayed, continue to Create Profile for the new member.
20. If new member has paid membership fee, please continue to process the payment.

Note: if the school or employer you wish to enter is not found, please enter School Not Found or Employer Not Found.

To update your troop's meeting information, click on ***Meeting Information*** at the top of the page. This is located directly below your troop number (member count) display at the top of the Troop Management page. Please maintain this information throughout the membership year and notify your SU Registrar as changes occur.

1. After login to eBiz site, click on Troop Management from the left margin menu bar
2. Click the ***Meeting Information*** link
3. Fill in or update your Meeting Information form and click ***Save Changes***
4. You may navigate from here using the menu bar or arrow back to the previous screen.

Need help? Contact eBiz staff at [registrar@gswny.org](mailto:registrar@gswny.org) or call 1-888-837-6410 to speak with a Council registrar.