

Individuals may now re-register for the Girl Scout membership year online. You will first need to create a login for yourself and each of the girl members in your family. Each person will have a separate account detailing their participation and personal information records.

- Open the website, [www.gswny.org](http://www.gswny.org), eBusiness page (under Adults tab) to gain access to the eBiz site. Before you begin, please review the instructions, FAQs and helpful tools shown here**
- Create a login for each individual as detailed in the instructions found on the webpage.**
- All adults, parents/guardians may create logins for themselves and their girls. This eliminates the need to send membership fees to troop leaders. This transaction must be completed by May 31st to be eligible to receive spring incentives.**
  - Note: All members will be re-registered to their current troop. Transfers must be submitted to the council after online renewal is complete.
- For returning members, all pending registration orders will be displayed online. Please make certain you select and process payment for the correct membership year.**
- All adult members should report their applicable position codes for the upcoming membership year. Note: Troop members should report 03 unless they are a leader or co-leader.**
- Member donations may be added to your online order prior to processing your payment.**
- When signing the spring roster check the members you have renewed online**
- Renewing members are placed in the troop to which they are currently assigned.**
  - Please request a transfer with the leader once you have renewed your membership for the New Year. Complete the section below and return to your leader if a transfer is required.
  - Note: For new registrants only: placement in a troop is not guaranteed. Please work with your SU organizer or council membership staff to determine if a troop is available in your area. We welcome adults who would be willing to volunteer to lead a troop

\_\_\_\_\_ & \_\_\_\_\_ will be remaining in her current troop for next year.

\_\_\_\_\_ has been assigned to troop # \_\_\_\_\_ next year as prearranged by the leaders and/or SU troop organizer.

\_\_\_\_\_ needs to be placed in a troop. I understand that registering her at this time does not guarantee placement in a troop, although every effort will be made to do so.

***Upon completion of online registration, please return this checklist to your troop leader if a transfer is required. Thank you***