

Troop leaders who do not participate in spring registration may create their login at any time. Only the 01 leader will have access to their own renewal and will have access to Troop Management for their current members. All adults, parents or guardians may re-register both themselves and/or their girl.

Note: as troop leaders 01 position codes will expire on September 30th at 12am, troop leader managed renewals must be completed prior to that date/time or until such time as their 01 position code has been approved for the new membership year.

The following checklist tool intended to assist 01 leader in completing online renewals correctly:

- Leaders may renew members online in eBiz Troop Management**
 - Membership funds are to be collected and deposited into to troop accounts to allow for online payment by troop debit card
 - Update all member eBiz information including address, phone number(s), family email addresses, etc as collected from the member or guardian
 - Complete online payment for each member that has submitted payment and signed the roster
 - Check box on the roster that registration completed online

- All renewing members must have a parent/guardian signature recorded on the roster on the appropriate line**

- Use of Add Adult and Add Girl buttons**
 - Button does not add members to the troop! This adds new members to the council so caution must be taken not to duplicate a customer record. Please call the council registrar if there are questions (888) 837-6410 or you are not certain of a person's prior participation
 - Renewing members will be renewed in their current troop
 - Troop leaders may add only those new members that have submitted a signed paper registration form. This must be obtained prior to completing this transaction & turned in with your spring packet. New members are added to the council and a troop transfer must be submitted. New members may also register themselves online in eBiz.

- A Troop Transfer is required to move members into or out of your troop**
 - All renewing members will be renewed to their current troop regardless if registration is completed by themselves or their current troop leader
 - Current leaders should renew girls "aging up" to the next level
 - A Troop Transfer should be submitted to move members into "Juliettes" status or to a specific troop as determined by the SU troop organizer
 - Note: registrants/transfers sent to the council over the last few weeks might not appear on the spring rosters

- Complete dues summary for everyone reregistering – it is located on the back side of the girl roster. Check boxes that apply for online registration**

- Print (online tool) and submit a troop roster for adults and girls registering at this time for SU registrar file update**

Note that the girl patches will be provided to the SU representative when submitting all the registrations.

Adults may purchase their patches for \$1.00 at the council shop.

Registrations entered online after the deadline (May 31st) will not be eligible for spring incentives.