## **MEMBERSHIP REGISTRATION**

Need more help? See our Frequently Asked Questions

Individual Registration

- 1. Go to <a href="https://www4.e-council.net/code/onlinereg/index.cfm?council=493">https://www4.e-council.net/code/onlinereg/index.cfm?council=493</a>.
- 2. Click on "Membership".



3. Click on "Adult Registration" or "Girl Registration".



Adult Registration

4. Enter all required information and click the submit button.

Membership Status

New ▼

| Title:  | First Name                           |  | Middle Name                                 |                        | Last                    |  |  |
|---|--------------------------------------|--|---|------------------------|-------------------------|--|--|
| Address   |                                      | City   |   | State<br>WI            | County Select ▼         | Zip  | Ok To Mail?  Yes No  |
| Telephone   | Number (Day)                         | Cell/Pager Number (Eve)  | Fax Number                                  |                        | Email                   |  | I wish to opt out of Text Email  |
|   | Select                               | mployer 🔻  |   | Occupation             | on                      | Busi   | ness Telephone   |
|   |                                      |  | Demogr                                      | aphics                 |                         |  |  |
| Male     Mal | n an adult<br>e Female<br>Unreported | My age range i  18 - 29  30 - 49  Unreported   | 50 and up                                   |                        | ome High School O       | -  |  |
| Date Of I   | Birth:                               | (mm/dd/yyyy) # years as a G  | irl Scout                                   | as an Adul             | t Accepta               | ·<br>ince/Photo Sig  | nature 🔘 Yes 🔘 N   |
|   |                                      |  | Racial Info                                 |                        |                         |  |  |
| Alaskan   | Hispanic<br>Bayment inf              | African American Pacific Isl or Latino Not Hispanic or formation and clie or 1 - Step 2 Type Calenda | Ethnic Bac<br>Latino O I choo<br>ck the sub | kground use not to sha | ton.<br><i>Step 4</i> → | this time  | 5  |
|   |                                      | -51  |   |                        |                         | Conguma  | iiion  |
|   | Credit Card Numb                     | per Expira   | ent Information ation Date to one           | CSV Secu               |                         | For outcomer service, call 200 Author and Segment My away that side this Mobile That could be plus be by Macon Card International. | Section of the control of the contro |
|   |                                      |  |   |                        | · ·                     | CSV Security C   | ode - Visa, Mastercard   |
|   |                                      | C  | ed Dillion Add                              | oo (AH-6:              | da en curion el         | TOTAL  | CHARGE:\$20.00   |
|   | Addr                                 |  | rd Billing Addre<br>City                    |                        | State                   | Zip  | Cardholders Phone  |
|   |                                      |  |   |                        |                         |  |  |
|   |                                      | Please click   | the submit pay                              | ment butto             | on only once.           |  |  |

Adult Information

Registration Year

2013 ▼

6. Please complete the <u>online membership summary</u> if you will be registering online individually (either an adult registration or your daughter's registration) and have not notified the troop advisors with your troop. By completing this form, it will ensure that your registration(s) will be placed with the appropriate troop.

## Troop Registration

1. Log in to E Council (<a href="https://www4.e-council.net">https://www4.e-council.net</a>) with your e-mail address and supplied password.



- 2. Click on Membership at the bottom of the screen.
- 3. Click on Admin at the top of the screen.
- 4. Click on Membership Registration Forms.

## **Membership Registration Forms**



5. In the "Troop #" field, enter the five digits of your troop (i.e. 08888) and click the "Go" button.



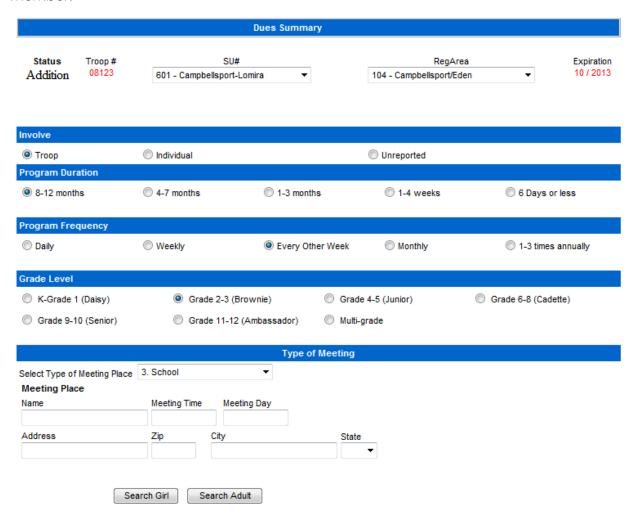
- If the desired Troop is not in the list:
  - . (FORM32) Add New Troop of New or Re-Registering Members.
  - (FORM35) Add New Troop of Currently Registered Members



- 6. If members have already been registered to your troop, a list of their names will appear on the bottom half of the screen. Skip to step 7. If no records have been entered for your troop, you will need to click on the "(FORM32) Add New Troop of New or Re-Registering Members" link. Skip to step 9.
- 7. Click on the troop number link to the left of any one of the names.
- 8. You will either be directed to the Dues Summary screen (if so, skip to step 9) or if a dues summary has already been created for the troop, a new screen will appear with the number of girls and adults attached to the summary listed. Click the "Edit" button on the far right to be directed to the Dues Summary screen.

| Existing Untransmitted FTP Summaries Exists for Troop 08123 Reg Year 2013 |                     |           |            |             |                 |              |      |
|---|---------------------|-----------|------------|-------------|-----------------|--------------|------|
| Registration<br>Type  | SummaryNo [RegYear] | New Girls | New Adults | Rereg Girls | Rereg<br>Adults | Date Created | Add  |
| Reregistration  | 3210 [2013]         | 0         | 0          | 0           | 0               | 15-Mar-13    | Edit |

9. Make sure the Troop Involvement, Program Duration and Frequency, Grade Level, and Type of Meeting are correct. Then, click the "Search Adult" or "Search Girl" button to add a member.



10. A new window will open. Enter part or all of the person's last and first name to search for them in the database. The software will pull up all potential matches. Select the appropriate member to register them. Otherwise, click "Add New Adult" or "Add New Girl" to add a new member.



▲ Last Name

No members were found matching your search.

▼ First Name

A/G Address

MemYear

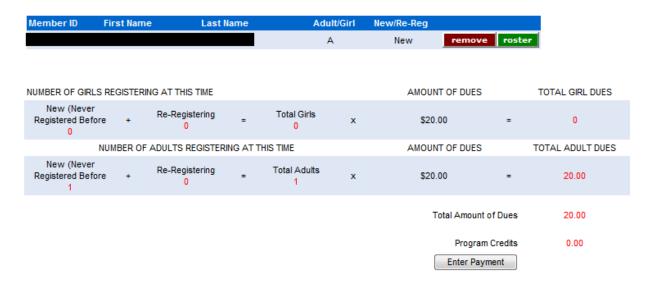
City

Zip

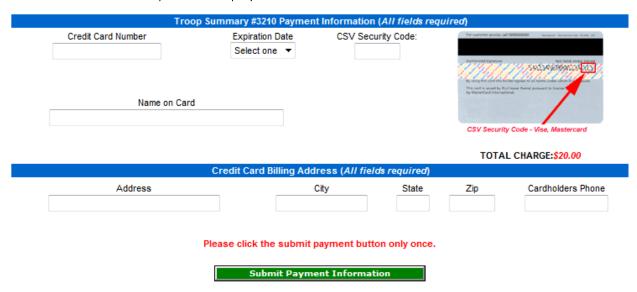
11. Enter or edit all required information and click the submit button. Repeat steps 10 and 11 for each additional member that needs to be registered.

| Adult Information                      |                                   |                                     |                         |  |   |  |  |
|--|-----------------------------------|-------------------------------------|-------------------------|--|---|--|--|
|  | Membership Status<br>New Member   | SU#<br>601                          | Reg Year<br>2013        | GSUSA ID                               | Troop #<br>08123                              |  |  |
| Title ▼ Home Phone                     | Address  Business Tele            | Middle Name  Zip  Chone  Cell Phone | City  I wish to o       | County Select ▼  opt out Email  Emails | State Ok To Mail?  ▼                          |  |  |
| Employe                                | <u>er</u>                         | Occupation                          |                         | Acceptance/Ph                          | oto Signature                                 |  |  |
|  |                                   |                                     |                         | ○ Yes ○ No                             |   |  |  |
|  |                                   |                                     |                         |  |   |  |  |
|  |                                   |                                     | emographics             |  |   |  |  |
|  |                                   | Highest Education Lev               |                         |  | <u>.</u>                                      |  |  |
| I am an a                              |                                   | e range is                          |                         |  |   |  |  |
| Male C                                 | Female 🔘 Some H                   | igh School 🔘 High School            | Some College            | 18 - 29  30 - 49                       | 50 and up Unreported                          |  |  |
| Unreg                                  | ported 🔘 Associate                | Degree 🔘 Bachelor Degree            | e   Post Graduate       |  |   |  |  |
|  |                                   | Unreported                          |                         |  |   |  |  |
|  |                                   |                                     |                         |  |   |  |  |
|  | Α                                 | s a Girl: As an adu                 | t: Date Of Birth        | h:                                     |   |  |  |
|  |                                   |                                     |                         |  |   |  |  |
|  |                                   | Rac                                 | ial Information         |  |   |  |  |
| American<br>Indian or<br>Alaskan Nativ | Asian Black<br>Africa<br>e Americ | n Pacific                           | nite Other              | Other Desc                             | I choose not Unreported to share at this time |  |  |
| Desial Ass                             | VC C-t                            | #4 545                              | is Baskersund           | Ethnia Ana                             |   |  |  |
|  | essment - VS Category             |                                     | nic Background          |  | sessment - VS Category #2                     |  |  |
| Self Rep                               | orted 🧶 Visually Asses            | sed 🔘 Hispanic or La                | tina 🔘 Not Hispanic o   | r Latina 🔘 Self Rep                    | orted Visually Assessed                       |  |  |
|  | Unreported                        | Unreported                          | I choose not to share a | t this time                            | <ul> <li>Unreported</li> </ul>                |  |  |
|  |                                   |                                     |                         |  |   |  |  |
| Household Income                       |                                   |                                     |                         |  |   |  |  |
| \$0 - \$14,99                          | 00 645 000 634 000 6              |                                     |                         | 000 \$100 000 or mare                  | choose not to share at this time              |  |  |
|  |                                   | \$35,000 - \$49,999 \$50,000 -      |                         |  |   |  |  |
|  |                                   |                                     | 0                       | 0                                      | 0   |  |  |
|  |                                   |                                     |                         |  |   |  |  |
| Participation Participation            |                                   |                                     |                         |  |   |  |  |
| Volunteer -                            | volunteer for the Girl P          | arent/Family - my family memb       | er is Girl Scout Alum   | nnae - I was a Girl                    | Community Partner                             |  |  |
|  | Scouts                            | participating in Girl Scouts        |                         | n my youth                             | -<br>-  |  |  |
|  |                                   |                                     |                         |  |   |  |  |
| Staff Lames                            | mployed by Girl Scouts            | Other                               | Hora                    | eported                                |   |  |  |
| Starr - Familier                       | mpioyed by Girl Scouts            | Other                               |                         | еропеа                                 |   |  |  |

12. After adding all members to the troop, click the "Enter Payment" button.



13. A new window will open. Enter payment information and click the submit button.



- 14. The window will close. On the original screen, click the submit button at the bottom of the screen to complete the registration.
- 15. Troop advisors, please complete the <u>online membership summary</u> if you have any adult or girl members that will be registering online individually. By completing this form, it will ensure that the additions to your troop are placed in your troop.