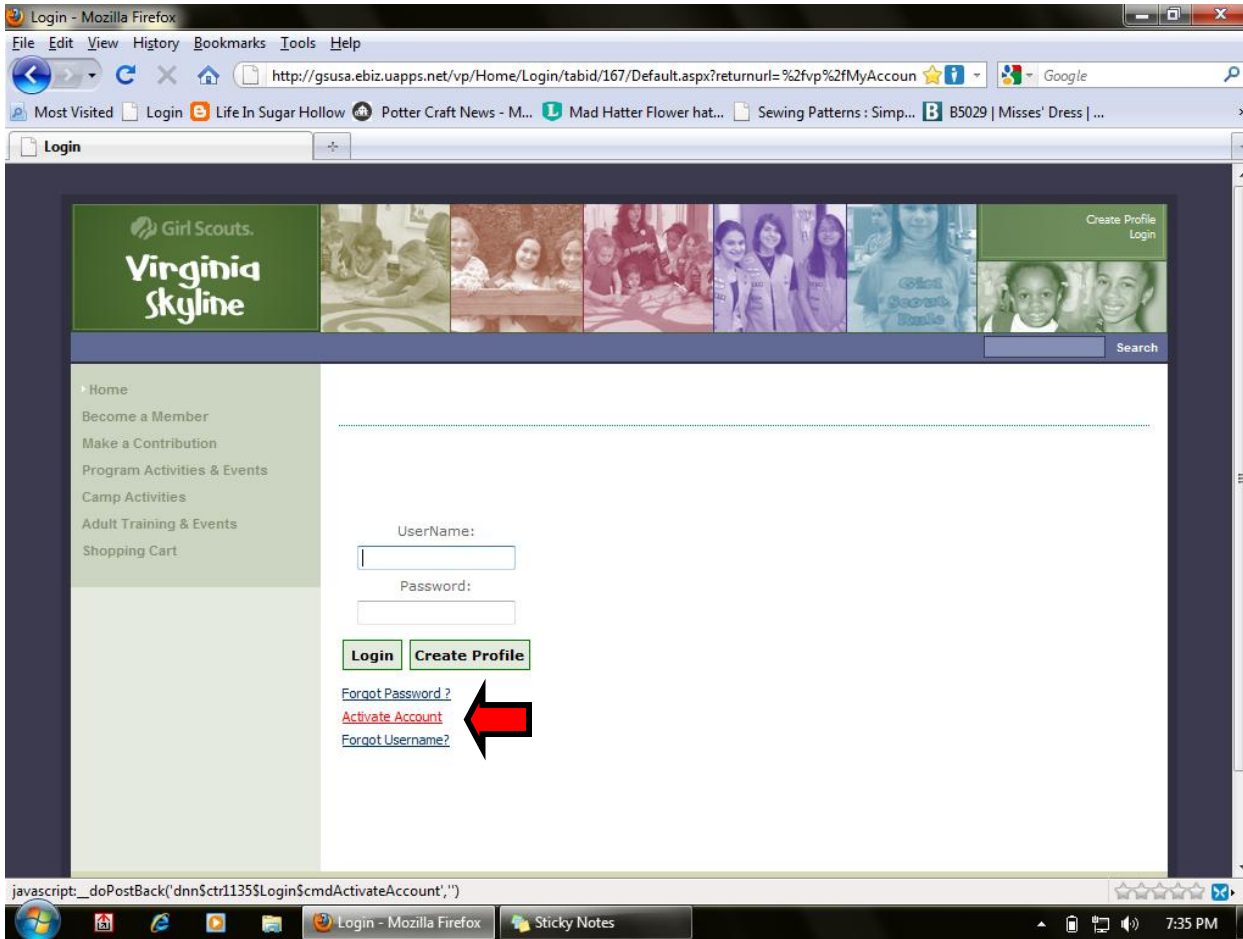


Bookmark/favorite/save the ebiz site <http://gsusa.ebiz.uapps.net/vp/?pid=16> so that you can continue to access the site and update information, register new girls, and utilize the other features of the site.

1. Click the word "Home" on the menu.



2. Click the words "Activate Account" just below the logon information.

by Customer/Membership ID

Customer Id: - 0

by Name & Email Address

First Name:

Last Name:

Email Address:

3. You may either use your Customer ID/Member Number or your First Name, Last Name, and Email address to activate your account.

4. **Your email address must match the email stored in the database.** If you are unable to activate your account please email ebiz@gsvsc.org or call 540-777-5100 with your name and email address information, so that we can update your information in the database.

Create User

User Name:

Password:

Confirm Password:

Choose a question: **Please select a question** ▼

Answer:

5. Afterwards, you will need to create a user name, set a password, and select a security question that will allow you to retrieve your password.

- Home
- Become a Member
- Make a Contribution
- Program Activities & Events
- Camp Activities
- Adult Training & Events
- Troop Management
- My Account
- Shopping Cart

6. From the main menu below the words “Virginia Skyline,” click on the words “Troop Management” to get to the troop hub.

Troop Management - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://gsusa.ebiz.uapps.net/vp/TroopManagement/tabid/225/Default.aspx

Most Visited Login Life In Sugar Hollow Potter Craft News - M... Mad Hatter Flower hat... Sewing Patterns: Simp... B5029 | Misses' Dress | ...

Troop Management

Home
Become a Member
Make a Contribution
Program Activities & Events
Camp Activities
Adult Training & Events
• Troop Management
My Account
Shopping Cart

Troop00675 (7 members)

Meeting Information

Action... Search... Member Name Find

Add Girl
 Add Adult

Action	Name	Position	Term End Date	Email
<input type="checkbox"/>	[Redacted]	Girl Member	9/30/2010	
<input checked="" type="checkbox"/>	[Redacted]	Girl Member	9/30/2010	
<input checked="" type="checkbox"/>	[Redacted]	Girl Member	9/30/2010	
<input checked="" type="checkbox"/>	[Redacted]	Girl Member	9/30/2010	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	01 - Leader/Advisor	9/30/2010	[Redacted]
<input checked="" type="checkbox"/>	[Redacted]	Girl Member	9/30/2010	[Redacted]
<input type="checkbox"/>	[Redacted]	02 - Assistant Leader/Advisor	9/30/2010	[Redacted]

Done

Troop Management... Sticky Notes Document1 - Micros...

7:41 PM

7. From the troop hub, click the checkbox next to the names of the girls and adults you wish to reregister.
8. Select “Renew” from the “Action...” menu.

Order Number	Date	Membership	Amount	Additional Information *
<input checked="" type="checkbox"/> 1041238229	Mar 14, 2010	Girl Membership 2011 10/01/2010 to 09/30/2011	\$ 12.00	<input type="button" value="-Add-"/>

9. You will need to click the green “-Add-” button next to each member’s order. This process allows you to update each person’s record before you processing the renewal.

Membership Profile

* Fields marked in bold are required

Customer Profile

First Name Middle Name Last Name

Address Type * Home Work

Country Code *

Address Line 1 *

Address Line 2

Address Line 3

City *

10. Update each member’s information as needed.

11. **You will be required to update** years as a girl and adult member as well as the school and grade information.

12. When all of the renewals have been updated, the green “-Add-” buttons will say “-Edit-”

13. At the bottom of the page, you will need to enter your credit/debit card information and submit.

14. You will have the opportunity to print a receipt for your records.

15. Keep your logon information, from the Troop Hub you can email your troop, print a roster, print membership reports, and update girl and troop information.