

REGISTER YOUR TROOP FOR 2012 ONLINE USING E-COUNCIL!

Your girls will receive the Early Bird Patch



You will receive a coupon for the Council Shop - 25% off ANY ONE regular priced item



**Instructions for online registration
included in this packet!!**

Entering Membership Records into eCouncil

To login to eCouncil, go to www2.e-council.net and enter your username and password.

*Please remember that eCouncil is only compatible with the Internet Explorer browser.

Click on “Membership” at the bottom of the home screen. Then, select “Admin” in the top toolbar. Next, click on “Membership Registration Forms”. On the next screen, enter the troop number that you wish to register members into.

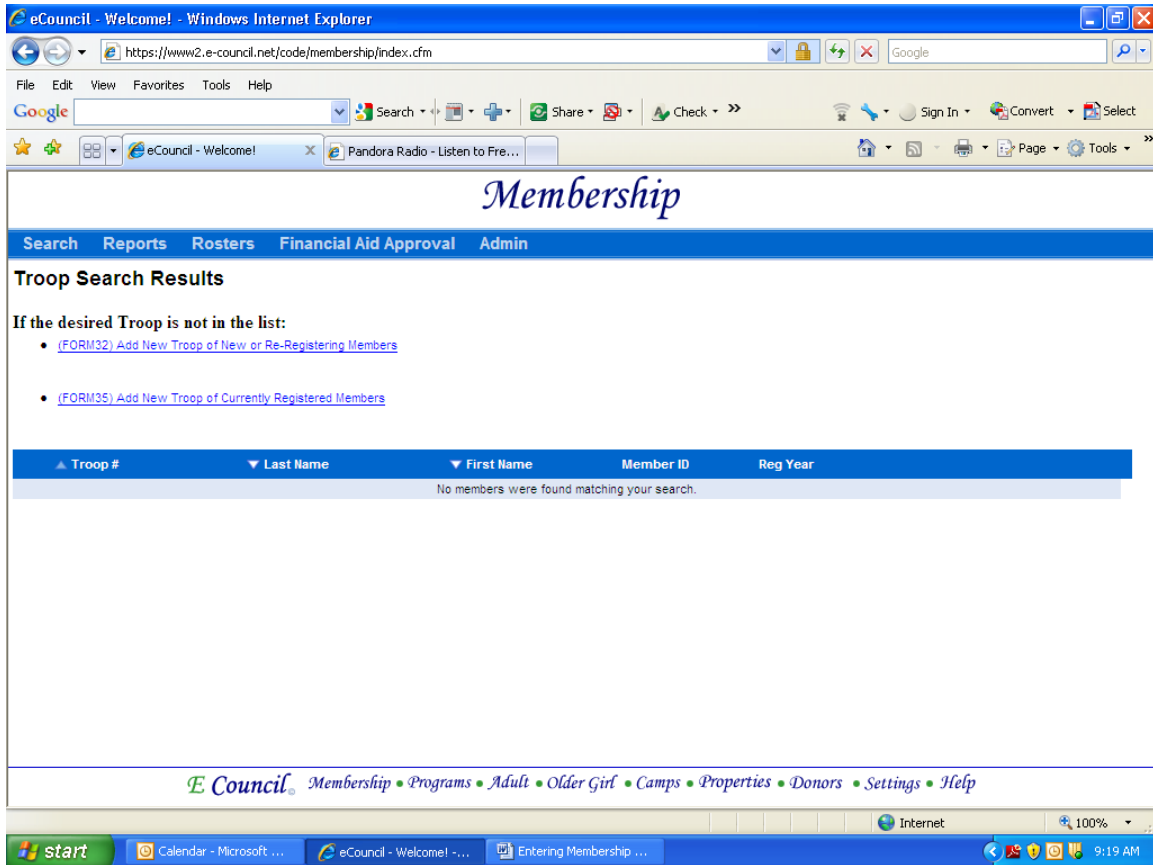
*Troop numbers are always 5 digits in eCouncil, so use zeroes at the beginning of your troop number. For example, troop 25 is 00025, and troop 4078 is 04078.

The screenshot shows the eCouncil website interface in Internet Explorer. The browser title is "eCouncil - Welcome! - Windows Internet Explorer". The address bar shows the URL: <https://www2.e-council.net/code/membership/index.cfm>. The page content includes a navigation menu with "Search", "Reports", "Rosters", and "Admin". The main heading is "Membership Registration Forms". Below this heading, there are several sections for data entry, each with a "GO" button:

- Add Lifetime Member:** A dropdown menu set to "2011" and a "GO" button.
- Dues Summaries for Registration Year:** A dropdown menu set to "2011".
- Troop #:** A text input field and a "GO" button.
- Troop Leader:** A text input field and a "GO" button.
- Edit Girl Information for Registration Year:** A dropdown menu set to "2011".
- Last Name:** A text input field.
- First Name:** A text input field and a "GO" button.
- Girl #:** A text input field and a "GO" button.
- Girl Intercouncil Transfer:** A dropdown menu set to "2011" and a "GO" button.
- Edit Adult Information for Registration Year:** A dropdown menu set to "2011".
- Last Name:** A text input field.
- First Name:** A text input field and a "GO" button.
- GSUSA #:** A text input field and a "GO" button.

At the bottom of the page, there is a footer with the eCouncil logo and links for "Membership", "Older Girl", "Properties", and "Help". The browser's taskbar at the bottom shows the Start button, several open applications (Calendar, eCouncil, Document2), and the system clock showing 10:07 AM.

If there is an existing dues summary for the troop, it will be listed here. Click the edit button on the right side. If there isn't an existing dues summary, you will see this screen. Click on the first option listed- "Form32."



The next page will be the dues summary for the troop. If you are entering a new troop, please fill out all of the information listed here. If there is already a dues summary for the troop but you're adding a troop member, please verify the information listed and correct any mistakes. To add a girl, click on "Search Girl", and to add an adult, click "Search Adult".

*Please search for alternate spellings of a name if you don't find it on the first try.

eCouncil - Welcome! - Windows Internet Explorer

https://www2.e-council.net/code/membership/index.cfm

File Edit View Favorites Tools Help

Google Search Share Check Sign In Convert Select

eCouncil - Welcome! Pandora Radio - Listen to Fre...

Membership

Search Reports Rosters Admin

Program Duration

8-12 months 4-7 months 1-3 months 1-4 weeks 6 Days or less

Program Frequency

Daily Weekly Every Other Week Monthly 1-3 times annually

Grade Level

K-Grade 1 (Daisy) Grade 2-3 (Brownie) Grade 4-5 (Junior) Grade 6-8 (Cadette)

Grade 9-10 (Senior) Grade 11-12 (Ambassador) Multi-grade

Type of Meeting

Select Type of Meeting Place:

Meeting Place

Name	Meeting Time	Meeting Day	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address	Zip	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

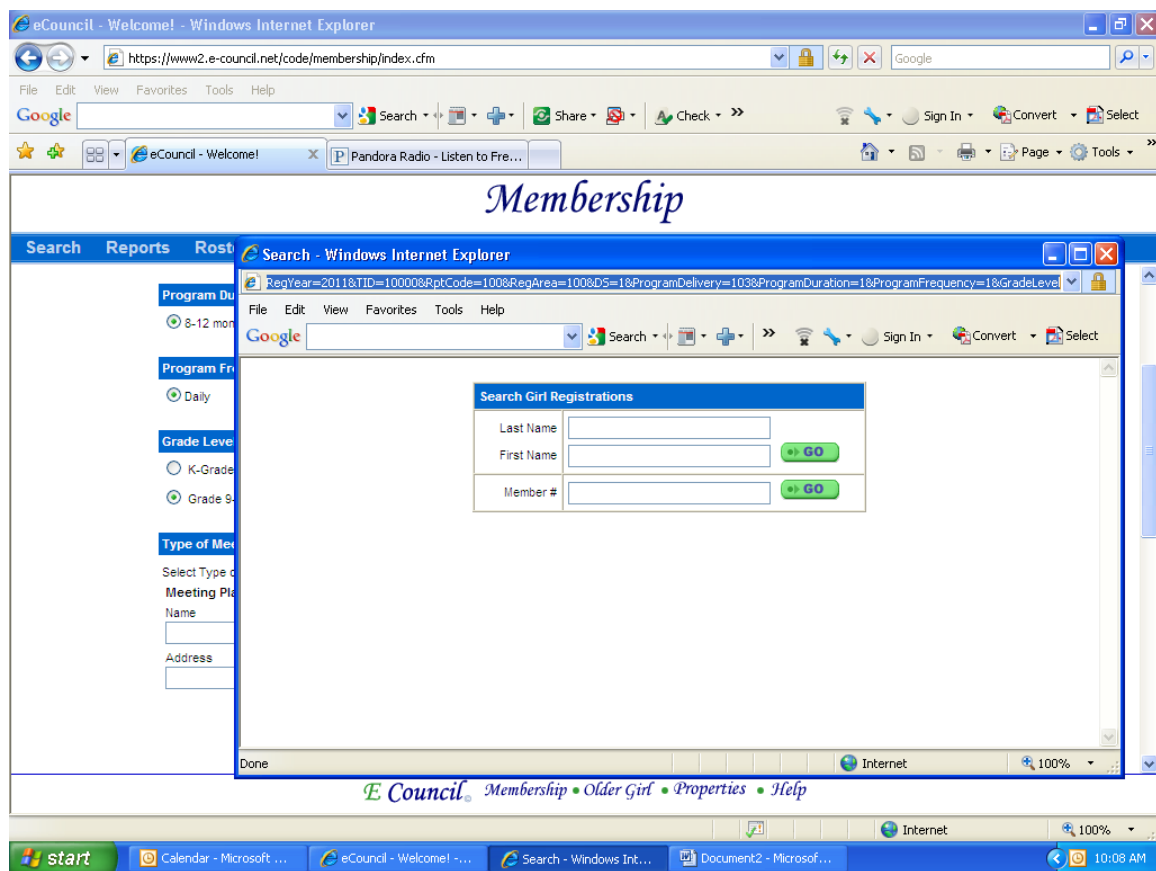
eCouncil Membership • Older Girl • Properties • Help

start Calendar - Microsoft ... eCouncil - Welcome! - ... Document2 - Microsof ... Internet 100% 10:08 AM

To enter a girl, the “Search Girl Registrations” page will pop up. (If it doesn’t, check your settings to ensure that pop ups from eCouncil are always allowed.) Input the first 3 letters of the girl’s last name and first 3 letters of the first name in and press Go.

*Always search for parts of the name, as there may have been misspellings or typing errors when information was previously entered. Last names change more often for adults than girls, so search for the first name only if you don’t find the member on the first search.

Either choose the girl from the list given, or choose Add New Girl if she was not found.



Enter the member's information into the fields given, accurately and completely. If you are reregistering a member, ensure that all information listed on the previous registration in eCouncil is correct. Please update this registration to reflect what the paper registration has. Please note that grade in school and years in Girl Scouts do not automatically change. You must make these updates every year.

To enter a girl's parental information, you will click on Search for Parent. The Search for Parent screen will pop up. Search for a few letters of the parent's first and last name.

*For the racial and ethnicity section, please use this information as a guide:

Multi Racial: Check as many categories as member marks, can be more than one

DO NOT type in: German, Caucasian, Greek, Italian, etc.

Racial: Parent may mark racial category only.

Click "Not Hispanic" button and click VS2 button.

If Hispanic/Not Hispanic is not marked, please click not Hispanic.

Ethnic: If member marks "Hispanic" and no Racial, click White.

Racial and Ethnic Assessments: If the information is provided on the registration form, click "Self Reported." If you are assessing, please choose "Visually Assessed."

For the Parent Permission Signature field, click Yes if signature is provided.

For the Photo Release Signature field, click Yes if permission is provided. Once the record is complete, click submit. Repeat this for each record you need to enter for this troop.

The screenshot shows a web browser window titled "eCouncil - Windows Internet Explorer" with the URL https://www2.e-council.net/code/admin/membership/index.cfm?fuseaction=girl_reg&addNewMem=yes&SearchType=MRF_girl®year=2011&TID=1000&DS=1&PAL=&ProgramDelivery=103&P. The form is titled "Parent information" and includes the following sections:

- Parent Information:** Fields for Mothers First Name, Mothers Last Name, Mothers Day Phone, Fathers First Name, Fathers Last Name, Fathers Day Phone, Emergency Contact Name, Phone Number (Day), and Phone Number (Eve). Radio buttons for "Parent Permission Signature" and "Photo Release Signature" (Yes/No).
- Racial Information:** Checkboxes for American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Pacific Islander, White, Other, and Other Desc. Radio buttons for "Racial Assessment - VS Category #1" (Self Reported, Visually Assessed, Unreported) and "Ethnic Background" (Hispanic or Latina, Not Hispanic or Latina, Unreported). Radio buttons for "Ethnic Assessment - VS Category #2" (Self Reported, Visually Assessed, Unreported).
- Pathway:** Checkboxes for Camp, Events, Series, Travel, Troop, Virtual, and Unreported.
- Family Partnership:** A checkbox "Yes, I would like to make a Family Partnership Donation for the amount of" followed by a dropdown menu "Select Amount...", a date field, and a text field "Other amount \$".

A "Submit" button is located at the bottom right of the form.

Once all records are entered for the troop, you're ready to list a troop leader and enter payment. Each troop needs a leader. Choose either "Primary Adult Volunteer" or "Council Staff," then click on "Search for Troop Leader." Enter the first 3 letters of the leader's first and last names, then choose the leader from the members listed.

To enter payment, select the "Enter payment" button. You will be charged \$12 for each member you are entering. Complete the payment information completely, and click the "Submit Payment Information."

The screenshot displays the 'Membership' section of the E Council Online Registration website. The main content area is titled 'Troop Summary #28297 Payment Information (All fields required)'. It contains several input fields: 'Credit Card Number', 'Card ID', 'Issuer 800 Phone Number', 'Expiration Date' (with a dropdown menu), 'Name on Card', and 'Credit Card Billing Address' (with sub-fields for Address, City, State, Zip, and Cardholders Phone). A 'TOTAL CHARGE: \$72.00' is displayed in red. Below the form is a 'Submit Payment Information' button and a note: 'Please click the submit payment button only once.' The left sidebar shows a 'Troop Lead' section with radio buttons for 'Primary Adult Volunteer' and 'Council Staff'. The top navigation bar includes 'Search', 'Reports', and 'Rost'. The bottom of the page features the 'E Council' logo and links for 'Membership', 'Older Girl', 'Properties', and 'Help'.

Troubleshooting

Have a question or need a walk through of a certain function? The training recordings are always available to you. To access them, click on "Help" at the bottom of the screen and choose the area that you need help with.

Still need help? Give the Girl Scouts of Alaska a call at 907 248 2250/800 478 7448.