

Quick Guide to Online Registration: Troop Leader—Access to Troop Management

It's fast, easy and convenient. No more paper registration forms. Register online with just a few clicks of the mouse.

TROOP LEADER – TROOP MANAGEMENT ACCESS

- Adults who are an approved Troop Co-Leader for Girl Scout troop(s) have access to the Troop Management page of ebiz.
- Access from navigation menu on ebiz screen.
- Click on **Troop Management** to access your troop(s) records. Leaders of multiple troops may toggle between troops using **My Troops** drop down tool.

Can't find your Troop listed? Call Member Services at 1-800-666-2141 or email help@gsdakotahorizons.org.

- Click on **Troop Events** to view the events the leader has registered members for. You can filter to show Past and Future events.
- Click on **Troop Order History** to view orders placed by the leader for that troop.
- Register for a program, training or event.

It is recommended that a parent/guardian completes registrations for packages. Packages include trips, camps and programs with multiple payments or multiple options.

An eConfirmation of the program registration is sent to each troop member with an email on record. Please encourage all troop members to provide an email for their record.

Online event registration questions? Need assistance?
Email help@gsdakotahorizons.org or call 1-800-666-2141
Monday—Thursday 8:00 AM—5:00 PM CST
Friday 8:00 AM—12:00 PM CST

