

## Using the Troop Management Hub Actions

- **Send an email to members of your troop** by selecting desired troop members. (Select members for an action by clicking the box next to their name. Select ALL members for an action by clicking the box at the top of the list.)

Select "Send Email" from the Action List. Then compose the email in the window that pops-up. Click "Send Email" to complete the action.

- **Print a basic Roster** by selecting desired troop members. (Select members for an action by clicking the box next to their name. Select ALL members for an action by clicking the box at the top of the list.)
  - Select **Print Roster** from the **Action** List. When the names pop-up in the next window, click on the **Print Roster** button. A print dialog box appears.
  - **Please note that if you have pop-ups blocked, this will not work.** A workaround is to select the table of names on your screen, then copy and paste it into a Word or Excel document.
- **Renew Girl Scout membership** for the coming year by selecting desired members whose expiration date is "9/30/current year" (If the expiration date is blank, the member is a Lifetime member. If a record shows "9/30/next year" the member is already renewed for the next year.) Select "Renew" from the Action List.
  - For each member, click on the **Add** button in the **Additional Information** column.
  - This brings up the **Membership Profile** for each member.
  - For girl members you may update name, address, phone, date of birth, email, years in Girl Scouts, grade, school, membership pathway, race/ethnicity, guardian and emergency contact information.
  - For adult members you may update name, address, phone, date of birth, email, years in Girl Scouts, employer (If you cannot find an employer on the search list have them search for "Not On List" and use that. We only include large employers. If the parent works for a small company, your employer will not be on our list. If they work for a major company that is not on our list, please send an email to [ebiz@gsep.org](mailto:ebiz@gsep.org) and include the adult's name, troop number, and the name of the missing employer), and select gender, education and age range.
  - Fields marked with an \* are required.
  - If you cannot find a troop member's school on the search list you should search for "Unknown" and use that. Then please send an email to [ebiz@gsep.org](mailto:ebiz@gsep.org) and include the girl's name, troop number, the name of the missing school and the city where it is located.
  - After updating, you need to click on "Save"

- Once all of the girl and/or adult records have been updated and saved, you should enter your credit/debit card information and click on "Process Payment"