



ONLINE EARLY BIRD REGISTRATION

We're very pleased to offer you the opportunity to renew the members of your troop through our online registration system – C.O.R.E! Online registration is quick, easy and will ensure that you will be able to view your troop roster and register your girls for council-sponsored events in the fall. **Please read all instructions before attempting to reregister your troop members.** There is also a demo that you can view for added support on the Council Web site and on the C.O.R.E. site.

A few things to know and understand about the online system –

- Only Troop Leaders with a 01 position code can access Troop Management, which includes seeing the members of the troop, renewing them for Girl Scouts, registering them for events/training in the fall.
- Early Bird re-registration opens April 2, 2012. All troops who complete Early Bird registration online between April 2 and June 15, 2012 will receive a \$10 council gift card and a patch for each girl/leader who renews (must have at least 5 girls and 2 adults re-registering to be eligible for drawing). All online renewals for 2012-2013 must be completed by September 29, 2012. The system locks renewals through Troop Management out of the system on September 30, 2012.
- All girls/adults who want to register online to participate in Council-sponsored events starting this fall must have a completed registration in the system by September 29. Online renewal is the best way to ensure that the girls/adults will be in the system in time.
- Reminder – Family Partnership donations can be processed at the time of membership renewals either by the troop or by the member/parent.

Here are the instructions:

1. Membership renewal can be processed by the troop or by each member/parent. A debit or credit card is required to pay the membership fees. If your troop needs to request a debit card, please see the instructions at <http://www.nccoastalpines.org/home/volunteer/troopbankinginfo.aspx#DebitCards>
2. If the troop will be processing the renewals, first collect and deposit Membership Registration fees and any Family Partnership donations* from all renewing members or use part of your cookie proceeds to pay the fees. Either way, you need to make sure you have enough funds in your troop treasury to cover all the re-registering members.

****Make or have a Family Partnership Campaign presentation to your troop adults. Collect and deposit donations in your troop account or direct parents to log in to C.O.R.E. and visit the Make a Contribution page. Donations for the following amounts can be processed on CORE: \$10, \$20, \$35, \$50, \$75, \$100, \$120, \$220, \$500 and can be attributed to each girl/member who donated. If parents want to make a pledge or be billed, EFT forms can be found at <http://www.nccoastalpines.org/BPWC/Documents/A315%20Electronic%20Funds%20Transfer%20Authorization%20for%20Family%20Partnership.pdf>.**

Every individual that makes at least a \$35 donation will be entered in a drawing to win an iPad!

HELP SUPPORT OUR GIRLS AND WIN AN IPAD!

When you talk to your girls and their families about registration this year, please take time to make a short presentation about the Family Partnership Campaign (link to info page?). Remember, all of the \$12 membership fee is remitted directly to Girl Scouts of the USA, and does not help support our girls in North Carolina. It costs our Council more than \$222 per girl per year to provide our leadership programs. It is easy to make a gift – parents will be given the option during the registration process.

Help us invest in our amazing girls, so that they can make the world a better place for the next 100 years! Families who donate \$35 or more will be entered to win an iPad! Deadline to enter Family Partnership drawing (i.e. donation must be processed by) is December 31, 2012.

If you have Family Partnership Campaign questions, please contact your local Family Partnership Chair or the Fund Development Department at 919-789-3021. We are happy to help in any way we can!

3. If you need instructions on setting up a log in on C.O.R.E. go to <https://gsusa.ebiz.uapps.net/vp/Home/ActivateAccount/tabid/517/Default.aspx?pid=7> and enter your first name, last name and email address (that is on your membership file with the council) or enter your Membership ID number located on the paper roster included in this packet. You must have an email address on your membership record in order to have online access.

When you're ready to renew members:

1. As the troop leader (01), log on to C.O.R.E. <http://gsusa.ebiz.uapps.net/vp/?pid=7> and click on Troop Management.
2. Click the box beside each member (girls and adults) who you are re-registering. Click on the dropdown box at the top of the list and choose "Renew". This will take you to a screen listing only the members you are renewing.
**We suggest doing no more than 5 renewals at a time. If you are adding new girls/adults, you must process them separately from renewals.
3. Through this screen you will update information on each member. Under "Additional Information", click -Add- to update key information – address/contact changes, girls' new school grade and school information for the new school year and any updates to guardians or emergency contacts. **This information is required by the system in order to proceed.**
**You will only be able to renew the girls/adults currently in your troop.
** If you have girls moving to a new troop (i.e. bridging girls), please register them in your current troop and send an email to helpdesk@nccoastalpines.org to request a troop transfer to their new troop. This is the best way to ensure all the girls are in the system for fall event registrations.
**If you have new girls, you will need to send in a paper registration, dues summary and troop check for them.
**You can report adult position codes for 2013 while renewing the adult's membership (see approved list on next page).

4. Once you have updated the girls'/adults' information, add each member's Family Partnership donation.
 5. To finalize the order, enter your troop debit card information and click "Process Payment".
- **Please be sure there are sufficient funds in the account to cover all charges.

Online Early Bird Registration Incentives!!

We are again pleased to offer you several incentives for completing your renewals by June 15. All troops with at least 5 girls and 2 adults who register online will receive:



- \$10 Council Gift Card
- Early Bird patches for each girl and leader registering by the deadline

Troops who choose not to register online may still register early by completing and turning in paper registration forms. Troops registered by June 15 with paper registrations will receive an Early Bird Patch for each girl and leader registering by the deadline.

Below is a list of Volunteer Position Codes. Adults can report all of their appointed volunteer positions either during renewal or after they have renewed through the My Account page of their CORE access.

Lifetime members should report their position codes each year.

Volunteer Position Codes used by Girl Scouts – North Carolina Coastal Pines

Volunteer Position Codes Code	GS-NCCP Description	Code	GS-NCCP Description
01	01-Troop Leader	11	11 SU Team Member
02	02-Assistant Leader	12	12-Trainer
03	02-Troop Committee	13	13-Special Service
TRCA	Outdoor Trained Adult	19	19-Delegate
TRPSC	Troop Cookie Mgr.	SUAE	SU/Area Training Coordinator
TRPSF	Troop Fall PS Mgr.	SUBC	SU/Area Booth Coordinator
TRTR	Troop Treasurer	SUCB	SU/Area Cupboard Mgr
SUM	SU Manager	SUD	County Delegate
SUMA	SU Manager-Asst.	SUDA	Alternate County Delegate
SUPR	SU Public Relations/Media	SUT	SU/Area Treasurer
SUPSC	SU/Area Cookie Manager	SUTC	SU/Area Consultant
SUPSF	SU/Area Fall Sale Manager	SUTO	SU/Area Organizer