

Directions for entering registration forms

- Go to www1.e-council.net
- Enter e-council e-mail and password (given to you by your registrar).
- Click on Membership at the bottom of the page.
- Click on Admin (at the top of the page).
- Click on Membership Registration forms
- Make sure the Dues Summary for Registration Year is the correct year
- Enter your troop number using 5 digits (ie. Troop #123 you enter 00123) Click GO or hit Enter.
- If you are reregistering your troop, verify troop #, Vista and Registration area. If you are entering new, please refer to the purple instruction book. (page 8 for adults, page 10 for girls)
- At the Program Delivery Method click on Troop.
- Program Duration click 8-12 months.
- Program Frequency, click whatever applies to how often your troop meets.
- Grade Level, click on the appropriate grade level of the girls in your troop.
- Type of Meeting, choose from the drop down menu the option that best describes where you meet.
- Type in the information available that describes where you meet.

To enter adult forms.

- Click on Search Adults.
- Enter first 3 letter of the last name, enter first 3 letter of first name, hit enter (or click GO)
- Click on the member number of the correct member if it is there, or click on Add New Adult at the top.
- Verify that all of the information is correct. Or enter if it is new.
- Make sure you **do not leave any blank spaces**, if the racial information is left blank, click on the Unreported option.
- Check to see if each adult has made a Family Partnership contribution, and enter it at the bottom of the page. (these cannot be added later if you forget)
- Repeat for each adult in the troop.

To enter girl forms

- Click on Search Girl.
- Enter first 3 letter of the last name, enter first 3 letter of first name, hit enter (or click GO)
- Click on the member number of the correct member if it is there, or click on Add New Girl at the top.
- Verify that all of the information is correct. Or enter if it is new.
- Make sure you **do not leave any blank spaces**, if the racial information is left blank, click on the Unreported option.
- Check to see if each girl has made a Family Partnership contribution, and enter it at the bottom of the page. (these cannot be added later if you forget)
- Repeat for each girl in the troop.

Finishing up

- When you have completed entering each girl and adult will be listed, at the bottom of the page click on Volunteer Leader/Advisor, verify leader information and click Submit.
- You will then need to go back into your troops Membership Registration Forms, locate the Summary Number,
- Log the Summary number on the bottom of the hand written dues summary form
- Print e-council dues summary page
- Sign and date the hand written dues summary form.