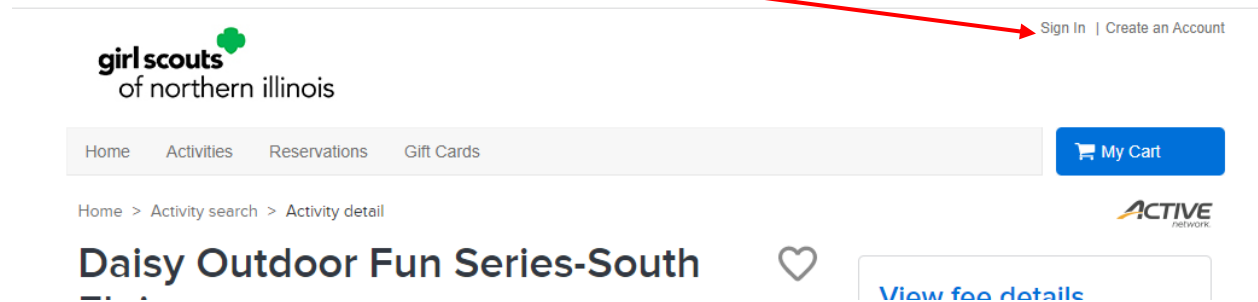


## How to Create an Active Net Account

To create an account with Active Net you will need to go to the Active Net site.

[https://anc.apm.activecommunities.com/girlscoutsni/home?onlineSiteId=0&from\\_origin\\_al\\_cui=true](https://anc.apm.activecommunities.com/girlscoutsni/home?onlineSiteId=0&from_origin_al_cui=true)

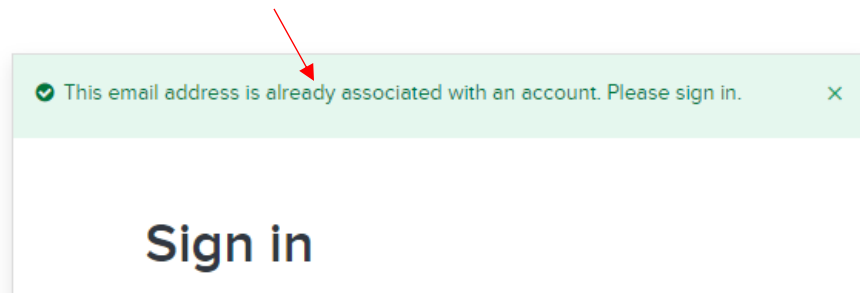
At the top you will see the option to sign in or create an account.



To create an Active Net Account, you will need to enter your email address first. Some emails of our adult volunteers were uploaded to the registration system. It will search to see if your email address is already in the system. After you enter your email address click next.

The form is titled "Enter your email address". It has a required field for "Email address (Required)" containing the text "ckirschgsni@gmail.com". Below the field is a blue "Next" button. At the bottom, there is a link: "Already have an account? Sign In". A red arrow points from the text above to the "Next" button.

If your email address is in the system, it will tell you your email address is already associated with an account.



If your email address is in the system, you will need to reset your password if you have not set your password or account. **Please do not put anything in password box as this will lock your account.**

## Sign in

\*Email address (Required)

ckirschgsni@gmail.com

\*Password (Required)

[Forgot your password ?](#)

Once you click on forgot password the request to reset password will appear. Please enter your email address and click the blue box to request to reset your password.

## Forgot password

Enter the email address associated with your account. We will send you an email with a link to reset your password.

\*Email address (Required)

ckirschgsni@gmail.com

[Request reset password](#)

Once you get your email (Please check spam or promotional folders) click the link to reset your password, create your password, and click set new password.

## Reset password

\*New password (Required)

Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters.

\*Confirm new password (Required)

[Set new password](#)

Once you click on set new password, a new box will come up and ask you to sign in.

**Password changed!**



### How to Create a New Account in Active Net

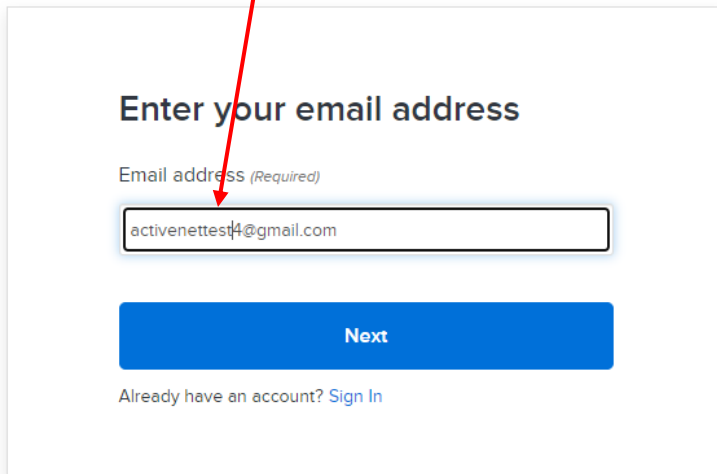
If your email address is not found in Active Net you will need to create a new account.

Click on create new account.

[Sign In](#) | [Create an Account](#)



Enter your email address (This is your login once your account is created)

A white rectangular form with a light gray border. At the top, it says "Enter your email address" in bold. Below that, it says "Email address (Required)". There is a text input field containing "activenettes14@gmail.com". Below the input field is a blue button with the text "Next". At the bottom, it says "Already have an account? [Sign In](#)". A red arrow points from the text above to the input field.

Enter all your information as follows. (Please follow the instructions for creating your password)

First name \*  Last name \*

Date of birth \*

Country \*

Password \*

Confirm password \*

Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters.

Make sure you select to email all the latest news and information. (We can't send confirmations or any communications regarding events without this box checked) If you don't check the box, you'll miss out on all important event communications. You must agree to terms of use. Then click next.

- Yes! Please email me the latest news and information.
- By creating an account, I accept the [Terms of Use](#) of girlscoutsni and I am aware of [My Privacy Rights](#).
- By creating an account, I accept the [Terms of Use](#), Active Network's [Copyright Policy](#) and I am aware of [My Privacy Rights](#).

**Back**

**Next**

Already have an account? [Sign in](#)

Enter additional information as follows. Under customer type you must select Member: GSNI if you are a registered member in our council. All other councils would select Member: Other GS Council.

### Personal Information

Gender \*  Customer Type \*

### Contact Information

Street Address \*

City \*  State \*  Zip Code \*


Enter your cell phone or home phone number. If using your cell phone check the box for us to be able to send important text messages about events especially last-minute event cancellations.

Phone \*

Operator  Cell Phone \*

Agree to receive text messages?

Yes! Please mail me the latest news and information.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Check the box for I'm not a robot

Then click submit

After you click submit you will be asked to verify your email. An email will be generated from [girlscoutsofnorthernillinois@active.com](mailto:girlscoutsofnorthernillinois@active.com). Please check your spam, other, or for gmail your promotional folders. This step is important and must be completed to complete the new account activation process. Your email will look similar as below.

## Please verify your email

Dear Suzy:

Thank you for registering our website.  
Press the button below to verify your email and activate your Girl Scouts of Northern Illinois account:

[Activate Now](#)

For your security, please keep your account login information safe.

Once you have activated your account you will be able to log in. Your account page will look like this:

Home > My Account



### Account Options for Suzy Snowflake



Suzy Snowflake [Edit](#)

Birth date: Aug 24, 1976  
123 Main Street South Elgin, IL 60177

[Password And Security Info](#)

#### Balance

|                                     |        |
|-------------------------------------|--------|
| Credit on account                   | \$0.00 |
| <a href="#">View credit details</a> |        |
| Current balance                     | \$0.00 |
| Due now                             | \$0.00 |

[Pay On Account](#)

#### Payment and Order Management



Change Auto-Charge Payments



Saved Credit Cards

#### Snowflake's family

##### Mary Flinstone

Birth date: Mar 12, 2012  
Role: Family Member

To add a member of your family or your troop you will click on Manage Family Member

- **Snowflake's family**
- **Suzy Snowflake**
  - Head of Household**
  - Birth date: Aug 24, 1976
  - Role: Family Member
  - [Manage Family Member](#)
  - [View Family Members Schedule](#)

Click on add Family Member

## My Family Members

Snowflake family [+ Add family member](#)

Use the same email address for your family member as the main account. You will also do this when adding your troop to your account.

Email address \*

First name \*

Last name \*

When entering the birthdate, click on the box, and then click on the year to make it easier to get to the year you need.

Date of birth \*

< Aug 2022 >

Use the arrows to move the year to the one you need. Then select the month.

< 2015 >

|     |     |     |     |
|-----|-----|-----|-----|
| Jan | Feb | Mar | Apr |
| May | Jun | Jul | Aug |
| Sep | Oct | Nov | Dec |

When adding a troop member or a family member the customer type will automatically populate as well as the address. You can keep the same home address for your troop members as the main account.

You will need to enter the cell phone of the main account member and select the box to accept text messages. Once that is done click submit.





Customer Type \*

Member: GSNI

Street Address \*

123 Main Street

Address line 2

City \*

South Elgin

State \*

IL

Zip Code \*

60177

Phone \*

Cell Phone

Operator

Verizon

Cell Phone \*

8151234576

Agree to receive text messages?

Submit