Welcome to our NEW Registration System

Registration for programs, trainings, events and activities has gotten a whole lot better and we’re excited to take you through the process step-by-step to make it easy for you to sign up for all those great Girl Scout activities that you can’t wait for.

This new process means that there are now TWO WAYS TO FIND AND REGISTER FOR EVENTS.

- You can visit our Events List or Events Calendar using the tab right next to “COOKIES”
- You can go straight to your GS Member Community through the “Sign In” button at the top of the page
1. Click the EVENTS link in the Menu Bar at the top of every gswcf.org page
2. You'll find all available activities listed in chronological order
3. Found something you definitely want to attend? You can click “Add to My Activities” and...
4. The selected item(s) will immediately appear in the “My Activities” box at the top of the right column or...
5. If you know you just want to attend one event, you can select “Register Now” to add this item
6. If you want more information on the event you can select the event title and you'll get taken to the detail page

Let's see what the Detail Page looks like...
The Event Detail page gives you expanded information on date, location, grade level, description and more.

You again have the option to click “Add to My Activities” and...

The selected item(s) will immediately appear in the “My Activities” box at the top of the right column or...

If you know you just want to attend one event, you can choose “Register Now”

Ok, you’ve selected your Event(s), let’s go to the Member Community...
If you’re not already logged in to your Member Account, you will need to login before proceeding to checkout.

*This is the only time you will need to login during the entire registration process.*

**You can get to this page in one of four ways:**

1. Clicking the “Sign In” link at the top of every gswcf.org web page
2. Clicking the “MyGS” link in the menu bar on any gswcf.org web page
3. Selecting “Register Now” in any Activity
4. Selecting “Register” in the My Activities box that appears when you select Add to My Activities

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1. Enter your Username - this is the email address of the primary household member
2. Enter your password
3. Don’t remember your password? No problem! Just choose the “Forgot Your Password?” link to quickly reset it for access to your account

**Great, you’re logged in! Let’s get registered for those Activities...**
My Activities

**REGISTRATION NOT COMPLETE**

1️⃣ Horse Kicks II, 4/23/16, 9:30 AM
Date: Sat, April 23, 2016 09:30 AM - 04:00 PM Eastern
Location: Camp Wildwood, 9563 County Rd 223, Wildwood, FL 34785
Description:
T, I, B, J, C, S, A Ready to take your riding skills to the next level?
Attend this one-day program and learn how to go from a walk to a trot
in the arena and head out on the scenic Camp Wildwood trail. You'll
also learn about horse care, parts of the horse, breeds and more.
Register For This Activity Only

**REGISTERED**

2️⃣ LEGOLAND STEM Workshop: Amazing Machines, 5/7/16, 12:00 PM
Date: Sat, May 7, 2016 12:00 PM - 12:45 PM Eastern
Location: LEGOLAND Florida Resort, 1 Legoland Way, Winter Haven, FL, 33884
Description:
T, I, B, J, C (Grades 3-6) Build your own amazing machine, equipped
with working gears, levers, pulleys and motors. FREE EVENT. Enter
Promo Code “GSWCF2016” at checkout to remove any fees for this

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1. Once you’re logged in, you can see what events you selected by clicking “My Activities”
2. All of the Activities you’ve selected but not yet paid for, will appear under the “Registration Not Complete” header
3. To process the unregistered events, select “Register for all activities in list”
4. If you wish to remove an event, just click the “x” next to the Activity name
5. Any Activities that you have already finished registering for will display under the “Registered” header
6. Want to select more events before checking out? Select “Activities” from the menu bar to return to the chronological event listing

Now, it’s time to select who will be going to this awesome activity...
After selecting the “Register for all activities on this list” link, you will come to page that

1. Choose either “My Family” or, for Troop Leaders, the “My Troop” option

2. Based on your selection, you will see all active members of your family/troop listed; select which members will be attending the Activity by clicking in the box next to their name

3. If you’ve changed your mind about attending this Activity, select the “Cancel and Remove” button

4. Once you’ve chosen the attendees, click “Continue” to move on to the next event in your list; if there are no more events you will be taken to the Additional Information page

Let’s learn more about the attendees...
The Additional Information page is mandatory for all Activity registrants. It’s an opportunity to notify the event organizers of any special information that they should know in advance.

1. The drop down menu contains everyone who was selected form the list on the previous page.

2. If you don’t have any special instructions, you can enter “none” or “n/a” - **PLEASE NOTE**: you must type something in the box for each registrant in order to proceed to the next step.

3. After entering text in the box, click the “next attendee” link to move to the next registrant, if there is only one member.

4. After entering text in the box, click the “next attendee” link to move to the next registrant; if there is only one member or once you’ve entered info for all attendees, click the button at the bottom of the page.

We’re off to the Order Summary and promo codes page...
Order Summary

Activity Registration

1. Your selected activities will be listed at the top of the page; this is your last chance to cancel an Activity before payment; to remove an Activity, select the “x” next to the name.

2. If you would like to help support additional programming opportunities for girls throughout our council, this is your chance to make a donation (and we THANK YOU!)

3. If the event listing has a Promo Code (you will find this in the description information on the Event Listing), this is the time to enter it; **NOTE:** once you pass this page, you will not be able to return to it later and enter a code.

4. Your total amount due will appear at the bottom of the page; be sure to confirm that any event codes have processed correctly and the total is accurate.

5. After entering an Promo Codes and donations, confirming your Amount Due, “Continue to the payment page.

It’s time to make this registration official...
All fields on the payment page are mandatory to process your order.

If your credit card billing info is the same as your primary household membership address, click this link to auto-populate these fields.

The Security Code is the 3-digit CVV code found on the back of your credit card.

All paid? Let’s confirm your order...
**Confirmation and Thank You**

### Activities

<table>
<thead>
<tr>
<th></th>
<th>Activity Name</th>
<th>Amount</th>
<th>Deposit Due</th>
<th>Pending Financial Aid</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Daisy Horse Explorer, 3/13/16, 9:00 AM</td>
<td>$1.00</td>
<td>$0.00</td>
<td>($0.00)</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

**Order Total**: $1.00  
**Discount**: $1.00  

**Amount Due**: $0.00

[View Activity Details >](#)

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1. Once the payment is complete, your newly registered Activities will show up in the summary.  
2. Click here to see the full Activity details — event info, registrants, payments, balances due.  
3. These links are available for you if you would like to save a PDF of your receipt or print a hard copy, choose the respective link; you can also print from the “View Activity Details” link.

**Now, let’s head back to the My Activities tab in the main menu bar...**
My Activities

Select the “My Activities” tab to head to your portal and see all of your Activities.

If you have any Activities that have not been fully paid, you will see this yellow alert bar; select the “Pay Now” link to complete your registration.

The activities that have a balance will have a notification to the right of the listing.

That’s it! You’ll all set and ready to enjoy your GSWCF events, trainings, programs and activities. Have any questions or concerns about registration, contact us at CustomerConnections@gswcf.org.

Thank you!