


# Program Registration in Doubleknot User Guide

1. Starting from our website, select the program you would like to attend (In this example, we are selecting Tent or Treat – North)

	<b>Tent or Treat - South</b> Date: Sat Oct 26, 2:00 PM - Sun Oct 27, 12:00 PM Location: Camp Arnaz Tent or Treat South
	<b>Tent or Treat - Central</b> Date: Sat Oct 26, 3:00 PM - 5:30 PM Location: Sinsheimer Park Tent or Treat Central
	<b>Tent or Treat - North</b> Date: Sat Oct 26, 3:00 PM - 5:30 PM Location: DeLaveaga Park Tent or Treat North

2. Click the REGISTER NOW button

# Tent or Treat - North

 [View event on calendar](#)



<b>Date:</b>	Sat Oct 26, 3:00 PM - 5:30 PM	<b>Category:</b>	Special Events
<b>Location:</b>	DeLaveaga Park	<b>Level:</b>	Daisy, Brownie, Junior, Cadette, Senior, Ambassador, Volunteer
<b>Program</b>	Community	<b>Region:</b>	Santa Cruz County
<b>Type:</b>		<b>Girl Fee:</b>	Girl Scouts & Tag-a- longs \$5
<b>Grades:</b>	K - 12, Friends & Family	<b>Adult Fee:</b>	Free, must register

[REGISTER NOW](#)

[Tent or Treat - North Flyer](#)

Join fellow Girl Scouts, families and friends at our 5th Annual Tent or Treat!

3. You will be taken to Doubleknot site with the program description. Click Register

The screenshot shows a web page for a Girl Scouts event. At the top is a green navigation bar with links: Home, Program Centers, Program Events, Training, Resident Camp, Day Camp, and Council's Own. Below this is a green header with the event title: "TENT OR TREAT - NORTH - D/I/B/J/C/S/A/V/COMMUNITY REGISTRATION". A small note says "Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below." Below the header are three buttons: "Description" (with a red arrow), "Participants" (with a right arrow), and "Cart" (with a right arrow). On the left side, there is a "Register" button in a red box. Below it, the "DATE/TIME" is listed as "10/26/2019 3:00 PM - 5:30 PM". There is an "Add To Calendar" button. Further down, it says "REGISTRATION BEGINS 7/15/2019" and "LAST DAY TO REGISTER 10/16/2019 11:55 PM". The "LOCATION" is "Santa Cruz, US" with a "View Map" button. Below that is a "SHARE THIS EVENT" section with icons for Facebook, Twitter, and LinkedIn. The main content area has a green heading: "Join fellow Girl Scouts, families and friends at our 5th Annual Tent or Treat!". It lists activities: "Participate in fun activities sponsored by local troops!", "Check out the Halloween themed Tents!", and "Come dressed in your Halloween Costume!". It includes a note for older girl troops to sign up by October 12th. It also provides instructions on clothing and a reminder to bring a water bottle. A paragraph states that the event is for the community and that registration for all attendees (GS and non-GS) is required by Wednesday, October 16th. It clarifies that this is not a drop-off event. A bolded paragraph states: "Programs are open to registered Girl Scouts. If you do not have a current membership, click [here](#) for more info. Adult membership information can be found [here](#). Membership renewal information can be found through this [link](#). If you have further questions, please contact Customer Care at [info@girlscoutscsc.org](mailto:info@girlscoutscsc.org) or [800-822-2427](tel:800-822-2427)." Below this is the "CONTACT E-MAIL" section with the address "info@girlscoutscsc.org" and the "CANCELLATION POLICY" section which states "No refunds after registration deadline." At the bottom of the main content area are two buttons: "Go Back" (with a left arrow) and "Register" (with a right arrow).

4. Enter how many registrants of each type you will be registering.

Note: If this is your first time registering for a program using Doubleknot, you will not have a login so go ahead and continue registration without logging in.

If you have registered for an event using Doubleknot before, click Log On (top right corner). See page 7 if you forgot your login details.

The screenshot shows a web interface for a registration form. At the top, there is a green navigation bar with the following menu items: Home, Program Centers, Program Events, Training, Resident Camp, Day Camp, and Council's Own. In the top right corner, there is a 'Log On' link and a status message: 'You have 1 item in your cart' and 'Subtotal: \$0.00'. Below the navigation bar is a green header for the event: 'TENT OR TREAT - NORTH - D/B/J/C/S/A/V/COMMUNITY'. Underneath the header, a small instruction reads: 'Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.' There are three buttons: 'Description' with a right arrow, 'Participants' with a red circular arrow, and 'Cart' with a right arrow. The main form area is titled 'How many?' and contains three rows of input fields, each with a dropdown menu:

How many?	
D/B/J/C/S/A	1
Youth age 5-18 (non-Girl Scout Member)	0
Adult	1

5. Once you have entered the number of registrants, you will fill out information for each person. Doubleknot does not integrate with Salesforce/MyGS. If you are a troop leader, the system will not display your troop roster.

Note: If this is your first time registering for a Girl Scout event using Doubleknot, you will need to enter every person's information. If you have previously registered, log in before continuing, and the system will allow you to add people who you have signed up before.

[HIDE DETAILS ...](#) ▼

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**D/B/J/C/S/A 1** [LESS ...](#) ▼

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[Add someone I've signed up before](#)

\*First Name:

\*Last Name:

\*Primary Phone:

\*Primary E-mail:

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**Girl Scouts Membership**

GSCCC collects this information in order to verify Girl Scouts Membership for the Registrant. Membership entitles the Registrant to Insurance Coverage under the Girl Scout policy while participating in a council-run program. If you are not a Girl Scouts member please go to <https://www.girlscoutsgcc.org/> to join or volunteer.

\*Is Registrant a Current Girl Scout Member?  Yes  No

\*Photo Permission - Program Use Only  ▼

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**Adult 1** [LESS ...](#) ▼

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[Add someone I've signed up before](#)


\*First Name:

\*Last Name:

\*Primary Phone:

\*Primary E-mail:

6. You will be taken to the Shopping Cart page. Here you can review the information and click Edit if needed. If everything looks good, click Checkout and complete payment in the next page.

SHOPPING CART		
Description	Amount	
<a href="#">Tent or Treat - North - D/B/J/C/S/A/V/Community</a> <a href="#">Edit</a>	\$5.00	
10/26/2019 3:00 PM - 5:30 PM		
Daisy Girl Example - D/B/J/C/S/A	\$5.00	
DaisyParent Example - Adult		
	<b>Subtotal</b>	<b>\$5.00</b>

[Keep shopping...](#)

If you have any questions, or need your login information, please contact us at [info@girlscoutscce.org](mailto:info@girlscoutscce.org). Please keep in mind that you will not have a login unless you have registered using the Doubleknot system at least once before.

## How do I find my login name and password?

When you register for an event, make a reservation, become a member or make a purchase using Doubleknot, an account is automatically created on your behalf.

Please keep in mind that you will not have a login unless you have registered using the Doubleknot system at least once before.

If you did not set a password for your account or if you have forgotten your login name and/or password, follow these steps:

1. Once you click register, and are at the page asking how many registrations you will be processing click the Log On button on the top right.

The screenshot shows a web interface for a registration system. At the top, there is a green navigation bar with links: Home, Program Centers, Program Events, Training, Resident Camp, Day Camp, and Council's Own. In the top right corner, there is a 'Log On' button circled in yellow, next to a cart icon and text: 'You have 1 item in your cart' and 'Subtotal: \$0.00'. Below the navigation bar is a green header for the event: 'TENT OR TREAT - NORTH - D/B/J/C/S/A/COMMUNITY'. Underneath this header is a small instruction: 'Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below.' The main content area features three buttons: 'Description', 'Participants', and 'Cart'. Below these is a section titled 'How many?' with three dropdown menus for selecting the number of registrants: 'D/B/J/C/S/A' (set to 0), 'Youth age 5-18 (non-Girl Scout Member)' (set to 0), and 'Adult' (set to 0). At the bottom of the form are three buttons: 'Go Back', 'Cancel', and 'Continue'.

2. If you know your login information, go ahead, enter it, and click Log On. If you do not, click Need help logging on? (This item is located under the Password field.) The Recover Your Password page is displayed.

Home Program Centers Program Events Training Resident Camp Day Camp Council's Own

You have 1 item in your cart  
Subtotal: \$0.00

User ID  
adultd1

Password  
\*\*\*\*\*

Remember me

Log On

**Need help logging on?**

Enter your email address. If you are not sure what email address you used, enter the one you use most commonly. If the email address you entered is associated with a logon account, you will receive an email with information on resetting your password.

girl scouts of california's central coast

Home Program Centers Program Events Training Resident Camp Day Camp Council's Own

You have 1 item in your cart  
Subtotal: \$0.00

**RECOVER YOUR PASSWORD**

To help us find your account, please enter your e-mail address.

Enter Your Email Address Here  Continue

Contact Us Privacy Policy Terms & Conditions

f Instagram Twitter YouTube Pinterest



If the email address is not associated with a logon account, a page where you can provide detailed information to help locate your account is displayed. Follow the instructions on that page to identify your logon account.

**If you have any questions, or need your login information, please contact us at [info@girlscoutsccc.org](mailto:info@girlscoutsccc.org). Please keep in mind that you will not have a login unless you have registered using the Doubleknot system at least once before.**