

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)

SPECIAL EVENTS

Tent or Treat - South

Date: Sat Oct 26, 2:00 PM - Sun Oct 27, 12:00 PM

Location: Camp Arnaz Tent or Treat South



Tent or Treat - Central

Date: Sat Oct 26, 3:00 PM - 5:30 PM

Location: Sinsheimer Park

Tent or Treat Central



Tent or Treat - North

Date: Sat Oct 26, 3:00 PM - 5:30 PM

Location: DeLaveaga Park

Tent or Treat North

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Tent or Treat - North

View event on calendar

SPECIAL EVENTS

Date: Sat Oct 26, 3:00 PM

- 5:30 PM

Location: DeLaveaga Park

Program Community

Type:

Grades: K - 12, Friends &

Family

Category: **Special Events**

Level: Daisy, Brownie,

Junior, Cadette,

Senior, Ambassador,

Volunteer

Region: **Santa Cruz County**

Girl Fee: Girl Scouts & Tag-a-

longs \$5

Adult Free, must register

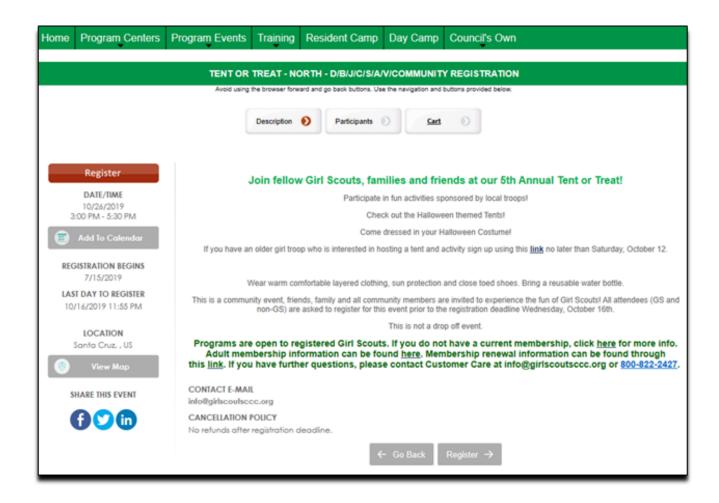
Fee:

REGISTER NOW

Tent or Treat - North Flyer

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

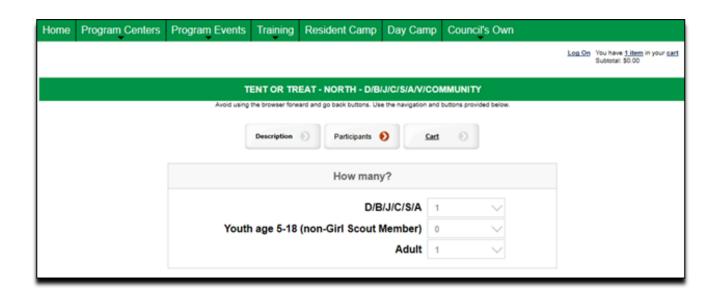
3. You will be taken to Doubleknot site with the program description. Click Register



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

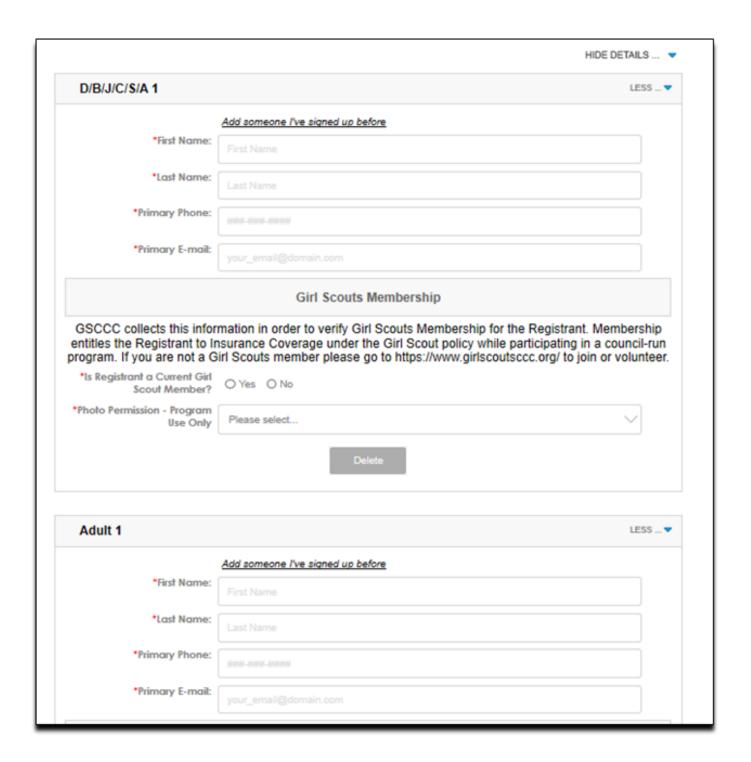
Note: If this is your first time registering for a program using Doubleknot, you will not have a login so go ahead and continue registration without logging in.

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.

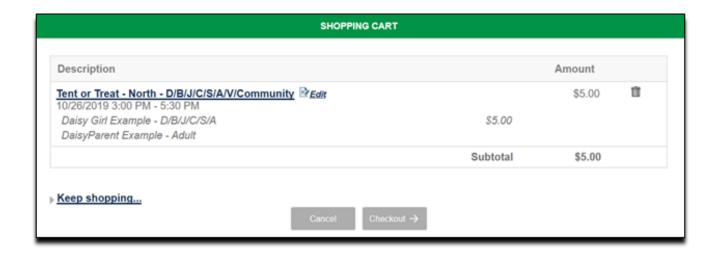


5. Once you have entered the number of registrants, you will fill out information for each person. Doubleknot does not integrate with Salesforce/MyGS. If you are a troop leader, the system will not display your troop roster.

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.



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.



If you have any questions, or need your login information, please contact us at 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.

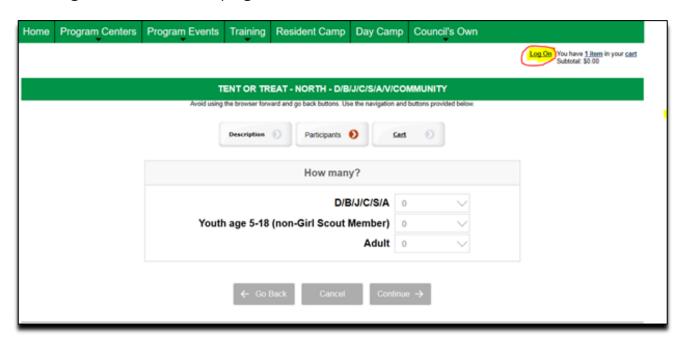
How do I find my login name and password?

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.

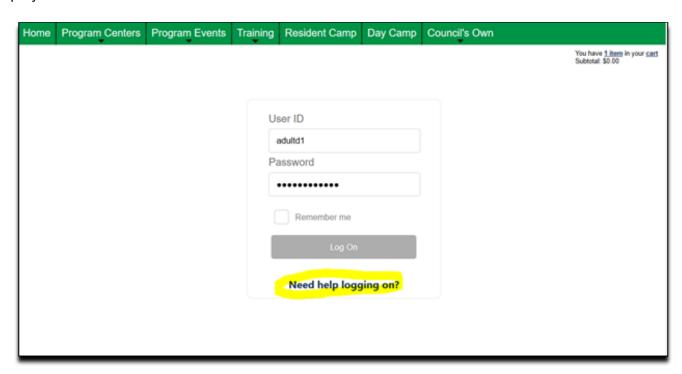
Please keep in mind that you will not have a login unless you have registered using the Doubleknot system at least once before.

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

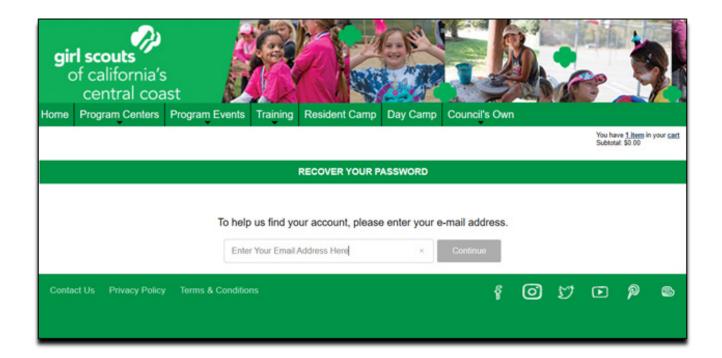
1. Once you click register, and are at the page asking how many registrations you will be processing click the Log On button on the top right.



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.



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.



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