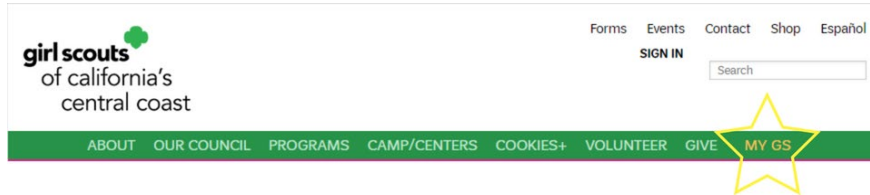


gsEvents Registration Tutorial

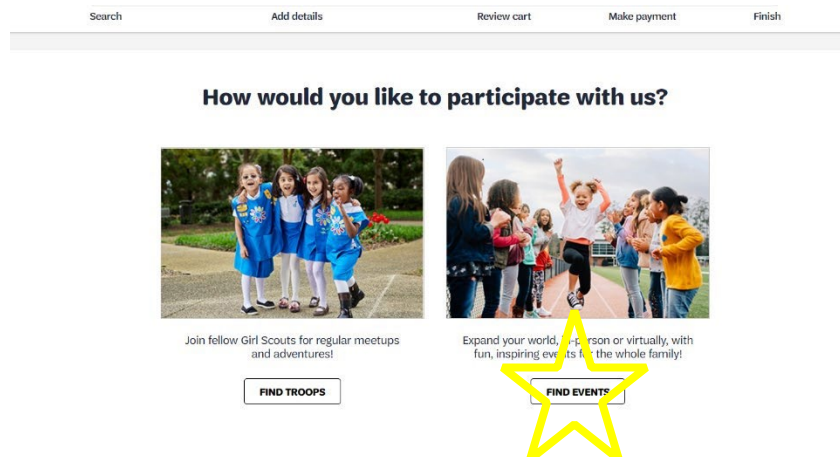
Members will select the MyGS icon at the top right of our home page.



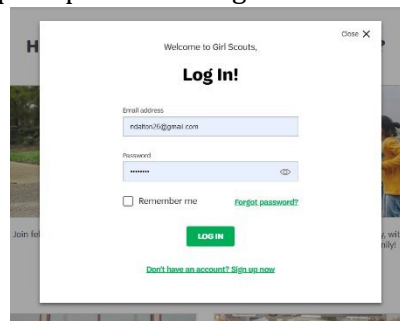
From there they will be directed to the MyGS page where they select MyGS login



The next screen is the landing page for registration and programs. To sign up for programs they will need to click 'Find Events'



Once they click on "Find Events" it will prompt them to Log In to their account (unless they've already logged in).



Once they login they can search for programs by zip code or by City, State or Country. These are the required fields to move forward. They can choose the radius from the zip code (Using the office zip code helps to find Program Center programs or camp zip code for those programs) which will give them our council events as well as

surrounding council events. They also have options to add filters like grade, focus area, etc. These are not required but help narrow choices.

The screenshot shows the top navigation bar of the Girl Scouts website with links for 'Donate', 'Find A Council', 'En Español', 'Login', 'Join', and 'Volunteer'. Below this is a secondary navigation bar with links for 'ABOUT GIRL SCOUTS', 'OUR PROGRAM', 'SHOP', 'COOKIES', 'FOR ADULTS', and 'FOR GIRLS'. The main content area features a search progress bar with steps: 'Search', 'Add details', 'Review cart', 'Make payment', and 'Finish'. Below the progress bar are two tabs: 'Troop Search' and 'Event Search'. The 'Event Search' tab is active, showing a form titled 'Your location'. The form includes a 'Zip/Postal code' field, a 'Zip code' field, and a section for 'Country/Region', 'State/Province', and 'City' with dropdown menus. A note states: 'Outside the U.S.? Just enter your city and country and we'll show you options near you.' There is also a checkbox labeled 'Include virtual events in my search' which is checked.

The next screen will list any and all programs that fall in their search filters. There is also a search bar at the top left that they can use to put in keywords.

The screenshot shows the search results page for the Girl Scouts website. A blue arrow points to the search bar at the top left. The page has a navigation bar with links for 'Back', 'Search', 'Add details', 'Review cart', 'Make payment', and 'Finish'. Below this is a secondary navigation bar with links for 'Troop Search (200)' and 'Event Search (94)'. The 'Event Search (94)' tab is active. The main content area shows a search bar with the text 'Search' and a dropdown menu for 'Sort by name'. There are also filters for 'Within 10 miles', 'Filter (2)', 'Clear Filters', and '6346 Virtual Event'. The search results show 'We found 94 events that match your search'. The first result is 'Adult and Pediatric First Aid/CPR/AED Blended Learning March 23' by 'girlscouts of california's central coast'. The event is marked as 'Members only'. The pricing breakdown shows 'Adult members: 42', 'Girl members: 42', 'Open spot(s): 14', and 'Adult members: 14', 'Girl members: 1'. The event date is 'March 23, 2022' and the event time is '06:00 PM - 08:00 PM CST'. The registration deadline is '3/17/2022'. There is a button labeled 'EVENT DETAILS'.

From this page they can see which council is sponsoring the event by the logo at the top left of the title. They can also see if it's a member only event, what the pricing breakdown is for participants, who the event is for, what day and time as well as how many spots are available. When you click "Event Details" it will direct you to the next page.

Here is where all the fun begins. To select the event, you must change the number on the right to reflect how many participants you will be registering and click “Add Events”

LIVE from Girl Scouts: Junior Flowers March 10

REGISTRATION OPEN

Description

Flowers make our world beautiful but are so much more than that! We will explore all the amazing aspects of flowers and find new ways to appreciate them!

Girl Scout Juniors will earn and receive their Flowers Badge.

[Read more](#)

Open girl spots

400

\$10.00

Member price per person

[See pricing table](#)

- 1 +

I understand event spots are limited and may sell out during the registration process.

ADD EVENTS

CONTINUE SEARCHING

[Request more information](#)

Pricing

Heads up: some items, like additional sessions or merchandise, may incur additional fees.

Girl members in council	Girl members out of council
\$10.00	\$10.00

Location

Virtual event

Grade range

4th - 5th grade

Program level

juniors

Event Date

March 10th, 2022

Event time

06:00 PM - 07:30 PM CST

Registration deadline

February 24th 2022 11:59 PM CST

Cancellation deadline

February 24th 2022 11:59 PM CST

Financial aid offered

Yes

Prerequisites

None

Cancellation policy

Written cancellation requests for a refund must be submitted to the Answer Center at answercenter@girlscoutsem.org no later than the last day of registration.

The next step is to assign attendees for the slots you have chosen from the drop-down menu.

Add your details

1. GIRL

LIVE from Girl Scouts: Junior Flowers March 10

LIVE from Girl Scouts: Junior Flowers March 10

Event date: March 10th 2022

Event time: 06:00 PM - 07:30 PM (CST)

Girl price: \$10.00

Assign attendees

Please select who will be attending the event. Only household and troop members who meet the event criteria will be shown.

Aubrey Dalton (Active)

Aubrey Dalton (Active)

Jackson Dalton (Inactive)

Bring an existing member of Girl Scouts

Register a New Membership

Your Cart

1. LIVE from Girl Scouts: Junior Flowers March 10

Girl

Outstanding balance: \$0.00

Total amount: \$0.00

Please note that Membership fees are non-refundable. *Council fees help power amazing experiences for girls in your community and are non-refundable.

After the attendee is assigned, they will need to choose an emergency contact. They can either choose from the drop-down menu of adults associated with the member or enter a new contact.

Emergency contact

Please select an existing contact or enter a new contact

<div>contact</div> <div>Nicole Dalton ✓</div> <div>Mike Dalton +</div>	
<div>First name</div> <div>First name</div>	<div>Last name</div> <div>Last name</div>
<div>Phone number</div> <div>Phone number</div>	<div>Email address</div> <div>Email address</div>

Now it's time for special circumstances and payment. Here is where parents/guardians can type in any accommodations or things we should know about the member. They will also choose to pay with credit card or apply for financial aid. In this example, I choose financial aid which is just a click of the button since the price is under \$50. After this they will need to "Submit Member Details" which will turn green when all the required fields are completed.

Special Circumstances optional

Please add additional information you'd like our staff to know about your girl.

Disabilities, etc.

Choose payment options

Reserve your spot with one of the following payment methods.

☐ Credit Card \$ 10.00 /\$ 10.00 total due ?

☒ Apply for Financial Aid ?

SUBMIT MEMBER DETAILS

Remove participant ✕

Friendly reminder: you'll still be able to edit participant details before completing your purchase.

REVIEW CART

For LIVE programs there will be an additional step under 'special circumstances' where they can add their interest in being part of the live audience. They will just need to adjust the number interested in participating live at this spot.

Special Circumstances optional

Please add additional information you'd like our staff to know about your girl.

Disabilities, etc.

Included items

Please select one per person.

Troop Interest in being selected for Live in Person Audience for LIVE from Girl Scouts: Junior Product Designer

Please select if your troop has an interest in being entered in the drawing to be selected as the in person Audience for this Live From Girl Scouts Session. This does not guarantee the spot, but indicates your interest.

0 +

Choose payment options

Reserve your spot with one of the following payment methods.

☐ Credit Card \$ 10.00 /\$ 10.00 total due ?

☐ Apply for Financial Aid ?

Once they "Submit Member Details" they will be sent to this page where they will "Review Cart" to proceed.

When they review their cart, they will need to agree to the Girl Scout promise and law before submitting their registration. The “Submit” button will not be green until they check the box on the right.

Please note that the financial aid will be pending when they submit the registration. Once they submit it will go to staff to approve before it's processed. They will get an email stating that they owe a balance until the financial aid is approved and then their balance will reflect \$0.

FAQs

Q: How do I see what events I'm registered for?

A: Log into your MyGS account and click on “My Events” on the left panel to see the events for which you are registered. If you registered your troop, this will show as well. You can click into each event to see more details.

Q: How can I see if I have any balance owed for events?

A: Log into your MyGS account and click on “My Events” on the left panel to see the events for which you are registered. Click into each event and you will see any that have balance owed.

Q: Can I change the dietary restrictions or other special information that was requested on the event registration?

A: Please be sure you have all the correct information needed for each girl before you register as you cannot make any changes after registration has been completed. This includes dietary information, buddies requests, other special circumstance or information for event. Unfortunately, staff cannot change this information either.

Q: Why did I receive a notice of a third party registration?

A: Some events or programs, especially when we first transition, may use a different system for registration (ex: Doubleknot). These events will still show up on our calendar and in our search functions. When you click "Get Tickets" or "Register Here," it will redirect to their page. You may also see a pop up telling you that you are being redirected. If you have questions or issues with registration on these sites, please contact us.

As with everything we do at Girl Scouts, our staff is ready to assist you with all of your gsEvents questions and needs. Please contact a member of our Customer Care Team for support. You can reach them by calling 800-822-2427 or by sending an email to info@girlscoutscsc.org.