

REGISTERING FOR UPCOMING EVENTS

You do not need to a Girl Scout to attend most GSNMT events, but you must create an account in myGS in order to register.

Step 1: Login or create an account at mygs.girlscouts.org

Step 2: Select Find an Event

- Enter the zip code for the event or your zip code to find an event near you
 - Albuquerque Service Center Zip Code: 87109
- If you do not find your event, select the Clear Filters button at the top of the list then try a keywordsearch for your session name.

Notes about filters:

- Use the Filters button to update and change your filter choices.
- You can search on any zip code up to a 90-mile radius.
- Uncheck that says “include virtual events” if you are only interested in events that are in person.

Once you find your session, choose Event Details to register. Please read everything in the Event Details section (left-hand column) before you begin the registration process. The grade range at the bottom of this section includes grades for the spring and fall. Please choose sessions based on the grade in fall that is included in the session name.

Use the + to select the number of girls that you are registering for this event in the right-hand column. Scroll down and select the green Add Events button.

On the next page, under Assign attendees, choose your first attendee. The price will update to reflect the correct rate based on whether your attendee is a member of Girl Scouts of New Mexico Trails, a member of another council, or a non-member and based on the date. Members of other councils and non-members will pay an additional fee. Check individual event pricing for details.

Select payment amount and method. The default payment method for fees is credit card. At this point, you have 4 options:

- Submit Member Details or go to the Next Participant to continue and pay total balance.
- Select apply for financial aid to indicate that you would like to apply for financial aid to assist with your final balance.
- Select apply program credits to indicate that you would like to use a product program voucher or Early Bird voucher toward your final balance.

Once you have made your selections for payment, choose the green Next Participant button if you have additional attendees to register or choose the green Submit Member Details button to indicate that you are finished.

If one of your attendees is not a Girl Scout member, you will be asked if you would like to purchase a membership at this time.

Once you've submitted member details for all attendees, select the green Review Cart button. If the cart is correct, check the box at the bottom of the right-hand column to agree with the Girl Scout Promise and Law. Then select the green Add Payment Details button.

Complete registration and payment for each event before attempting to register for another. The final screen after completion will be the confirmation screen with your order # and an option to print screen.