

Event Registration



Description

Events are an integral part of a well rounded Girl Scout experience. People can register for events individually, as families, and as troops or groups. Events will indicate if they are drop-off, member only, and what levels can attend.

For most events, registration requires setting up an account in the myGS system. If you are a member or your Girl Scout is a member, you have a myGS account. The login will be the email you receive GSNMT emails at. You may need to choose reset password to access it.



Process

- ☐ Visit event calendar to find event you are interested in.
- ☐ Click on event in calendar.
- ☐ Click on the title or view details in the small box that opens.
- ☐ Review event info on page and click on the register now button.
- ☐ Review event info, select number of participants registering at each available option. If you are not logged into myGS, you may need to log in now. (Questions? See myGS Quicksheet)
- ☐ Add all participant information.
- ☐ Review cart and complete payment information and then check out.
- ☐ You should then receive an email confirming your registration.
- ☐ 1. In your myGS dashboard, you can view your household's events and troop leadership can view the troop members' events by clicking on the My Events dashboard. In your Event Dashboard, you can:
 - a. View events the you are registered to attend (troop leaders can see their troop).
 - b. If registration is still open, add additional participants to the registration.
 - c. Pay for events that are partially paid for. Troop Leadership can pay for portions that the troop has voted to pay for on member accounts. Troop leadership may also get notifications of amounts due for member events.
 - d. View confirmations by choosing the event and opening additional documentation.

Please reach out to your local membership staff person with any questions.

Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.