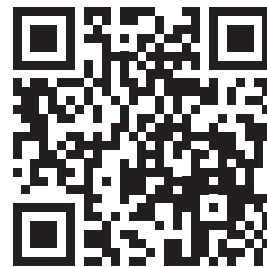


Important Information for GSNMT Programs

Who can attend?

Any registered Girl Scouts of New Mexico Trails member may participate in council-sponsored events specific to their current age level. Family, friends, & the public are welcome to attend events labeled with a yellow star. Financial assistance, which we call Opportunity Fund, is available to assist with event fees.

Girl Scouts may participate individually or as part of a troop. Descriptions will note if Safety-Wise Adults are required to attend.



Log in to your
MyGS account

How to register for programs online

1

Log in to your MyGS account

<https://mygs.girlscouts.org/>

2

There are two places you can search for events

From your myGS account:

1. Click on **My Account**
2. Select **My Events** on the left sidebar
3. Select **Register for another event** under the My Events title
4. Select **Event Details**

From the website (nmgirlscouts.org/events):

1. Locate your event/camp/training on the event calendar OR
2. Click the **Event Search** button at the top of the page
3. Click on the name of the event for more details
4. Click **Register Now** to access gsEvents to register

3

From the event page in gsEvents:

1. Use the -/+ to select the number of girls and/or adults you are registering on the right-side panel
2. Scroll down and select the green **Add Events** button
3. On the next page, under **Assign Attendees**, select either **My Household** or **My Troop Member** if you are a troop leader registering troop girls
4. Select your first attendee
 5. Choose payment option for the attendee. You may have to choose a payment option even if the event is free
 6. Click Next Participant and repeat the process until all attendees are added
 7. Once all attendees have been added, choose Submit Member Details
8. **Need to register for an additional event?** To register for another event in this transaction, click on the **Girl Scout logo** in the green header and search for the next event.
9. Click **Review Cart**
10. Accept the **Girl Scout Promise and Law** at the bottom of the right panel. This must be checked in order to move on
11. Click on **Add Payment Details**
12. Add payment information and **Submit Payment**

4

Now that you're registered:

On your confirmation page, you can choose Manage My Account to take you to your myFS account.

1. Click on **My Events** tab on the left panel to see a list of all your events
2. Click on the event to see more details about the event including
 3. List of attendees
 4. Location of event
 5. Cancellation policy