

## STEP 1: FINDING AN EVENT

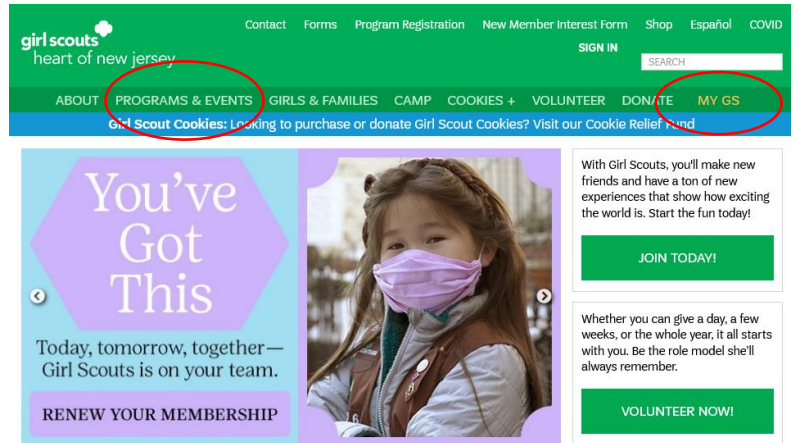
Visit our homepage [www.gshnj.org](http://www.gshnj.org)

**Option 1:** Click on the “Programs & Events” tab

- Choose “Event Calendar”
- Browse the calendar for available programs
- When you find a program you want to register for, click the program on the calendar
- Click on the green title to get to the gsEvents registration page
- Skip Step 2 and proceed directly to Step 3, “Registering for an Event”

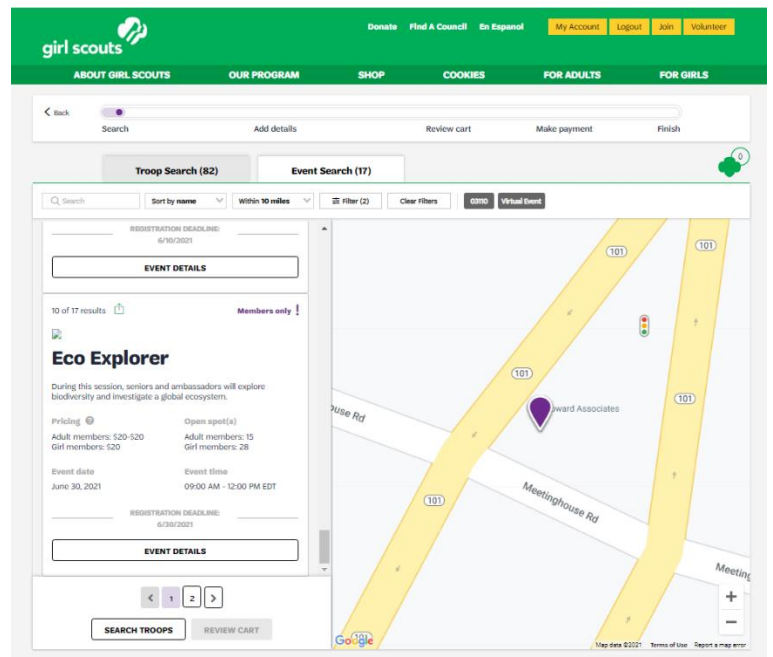
**Option 2:** Click on MyGS and log in to your account

- From your account home page, click “My Events” on the right
- On your “My Events” page, click “Register for Another Event”
- Required: On the search page, type in either a zip code or a city/state/country
- Optional: You may narrow your search by zip code radius, keyword, date range, event focus, grade level, or language
- Once you’ve entered your search criteria, click “Search” at the bottom



## STEP 2: CHOOSING AN EVENT

- Your search results will display a page of events that fit your search criteria.
  - The map on the right uses purple pins to show the approximate location of the events. NOTE: The exact street address will not be provided until registration is completed and paid for.
  - The box on the left shows, in alphabetical order, the events that fit your criteria. Use the box scroll bar to view the events.
- Each event listed on the left shows the title, date and time, the sponsoring council, a short description of the event, pricing, number of girl and adult spots available, and the registration deadline. It also indicates whether it’s for members only, and if it’s a virtual event.
- For more information about a particular event, click the “Event Details” button underneath that event description.
  - This will bring you to a page with more detailed event pricing, Girl Scout levels for the event, cancellation and refund policies (if any), and will indicate if an event is full and closed.



### STEP 3: REGISTERING FOR AN EVENT

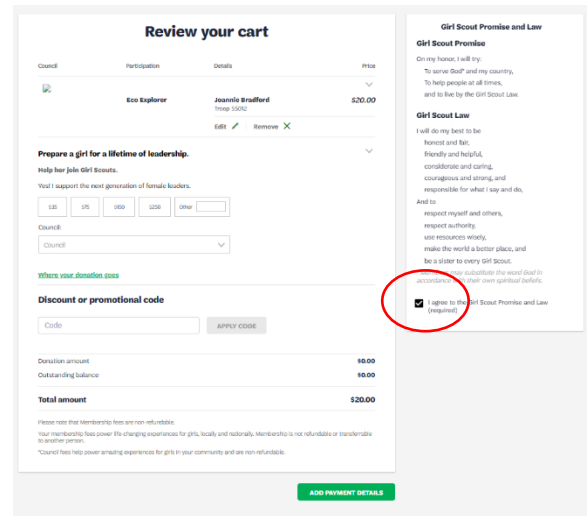
Once you have chosen an event and clicked the “Event Details” button:

- Check the column on the right to see the number of girl/adult spots available
- To begin registration, indicate the number of girl and adult registrations separately.
  - Indicate the number of girls first:
    - Go to “Open girl spots” to verify there is still space in the program
  - Locate the “+” underneath the “See pricing table” link
  - Use the “+” to indicate how many girl spots you are registering for
  - Indicate the number of adults next, if applicable:
    - Go to “Open adult spots” to verify there is still space in the program
    - Locate the “+” sign underneath the “See pricing table” link
    - Use the “+” sign to indicate how many adult spots you are registering for.
- Once you’ve indicated the number of girl and adult spots, scroll down and click “Add Events.”

### STEP 4: ADDING ATTENDEES TO AN EVENT

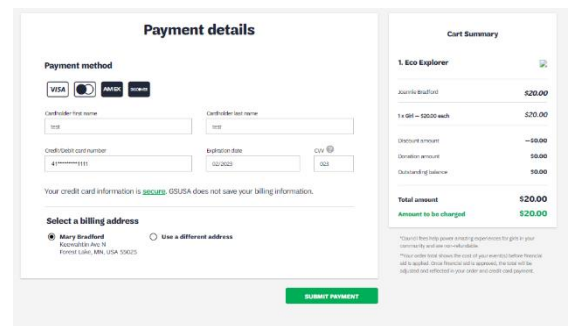
- When you click “Add Event,” you will be taken to the page where you select the people you are registering for the event, add on additional items, and choose your payment method
- Go to the “Assign attendees” field
  - If you are an active leader (renewed role for current year and current background check) you should see the option to choose between “My Household” and “My Troop”.
  - Use the drop down arrow in the box underneath to choose the troop or household member(s) you wish to register for the event
  - Note that only household and troop members who do not meet the event criteria will be greyed out
  - If you cannot add a girl or adult, check the following:
    - Do they have a current GSUSA membership?
    - Are they registered to your troop?
    - Are they at the appropriate Girl Scout level for the event?
- For events with more than one session or with add-on activities, be sure to complete the registration for one person before moving on to the next. You can still pay for everyone together.
- The amount due will automatically recalculate as you add more attendees
- Click “Credit Card” to indicate your payment method
- Double check that you’ve added the correct participants. Remove any participant(s) as necessary and click “Submit Member Details”

- Click “Review Cart”
  - Double check the names and number of participants you wish to register
  - If you are purchasing optional additional items, be sure those are indicated on this review page
  - At this time, you will be invited to make a donation to Girl Scouts
  - If you have a discount or promo code, you’ll enter it here
  - Don’t forget to agree to abide by the Girl Scout Promise and Law in the box on the right
- Your total amount, including any donation, is shown at the bottom of the page
- Click “Add Payment Details”



## STEP 5: PAYING FOR AN EVENT

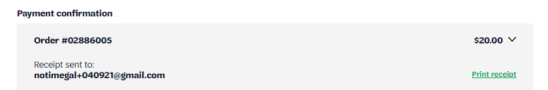
- You are now on the “Payment details” page.
  - Select your credit card type
  - Enter cardholder name, credit/debit card number, expiration date, and three-digit CVV security code
  - Note that your card information is secure; GSUSA does not save your billing information
  - Check your billing address
  - Click “Submit payment”
- You will receive a payment confirmation, along with an email stating the exact street address for the event.



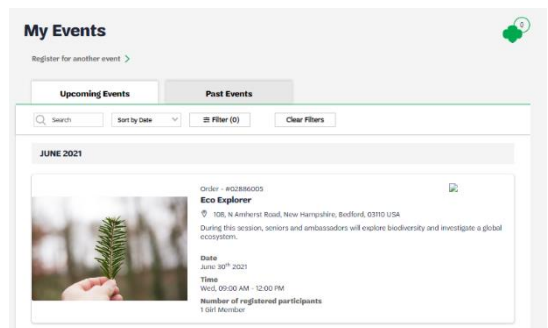
**Success! Your purchase is complete.**

## STEP 6: VIEWING YOUR UPCOMING EVENT(S)

- Once you have registered and paid for an event(s), you may view all upcoming and past events in your My GS account.
  - Go to [www.gshnj.org](http://www.gshnj.org) and log in to your My GS account
  - On the left side, click “My Events”
  - You can choose to view upcoming events or past events.
    - Here is where you’ll find the exact street address for an upcoming event.
    - The time and place are shown.
    - The number of registered participants from your troop is shown.
- Enjoy your Girl Scout adventures!



Please allow a few minutes for your transaction to reflect in your account. In the meantime, make yourself at home by customizing your settings.



**Need help? Contact us at [info@gshnj.org](mailto:info@gshnj.org), or 908-518-4400.**