

Girl Scouts of Western Washington

How to Register for Girl Scout Events

1. How do I find and browse events?

Starting September 8, 2016, you can find the list of Girl Scouts of Western Washington events two ways:

Visit the Girl Scouts of Western Washington website at www.GirlScoutsWW.org

- a) Click on the ACTIVITIES tab
- b) From there, you can find and browse Girl Scouts of Western Washington events using the Event List page or the Event Calendar page.

Note: You can also find a list of available Schedule-Your-Own Events (aka events without set dates) on the Event List page on the website. Check 'em out!



Log into your MyGS account

- a) Once you've logged into your MyGS account, you'll see an ACTIVITIES tab and a MY ACTIVITIES tab.
 - ACTIVITIES will take you to the list of open events that you may browse, search, and select. It acts the same way as the ACTIVITIES tab on the Girl Scouts of Western Washington webpage.
 - **MY ACTIVITIES** will take you to a list of events *you* have registered for.



2. I've found an event I want to sign up for-how does this work?

Once you're on an event page, click the REGISTER NOW button.

For Council-Led Events

- a) The REGISTER NOW button will take you to another screen to Select Attendees.
 Note: Troop leaders will be able to click on either "My Family" or "My Troop" buttons to see a full list of members that they can sign up for the event.
- b) Continue through a few more screens, selecting or inputting any required information (like emergency contact, sessions, add-ons etc.).
- c) Input payment information and credit card information, then click submit.
- d) Then reach the final "Confirmation and Thank You" page. If you'd like a copy of your receipt, you'll need to print or save this page.

Note: If you stop the sign up process at any point before the final page, the event will stay in your My Activities cart for one hour—and you can finish registering later.



For Non-Council Events

If the event is hosted by a partner organization or a volunteer/troop group, this button may lead offsite to a partner website or flyer which will include instructions on how to register. Information on how to sign up will also be included in the event description.

3. How do I view events I'm signed up for?

- a) Once you've logged into your MyGS account, click on the MY ACTIVITIES tab.
- b) The MY ACTIVITIES tab will take you to a list of any events you've already registered for or any past events that you've signed up for through MyGS.

Note: You'll only be able to see the registration record of individuals that you have actively registered for an event. For example, if your girl was registered for an event as part of her troop by her troop leader, only the troop leader will be able to see the record on their My Activities page. Alternatively, if you sign your girl up for an event, a record for that event will appear on your My Activities page.



More questions? We're here to help!

Please contact us at 1(800) 541-9852 or email customercare@girlscoutsww.org.