Online Registration Tutorial
Welcome to the Online Registration Tutorial

- This tutorial will walk you through registering online for a program, training, or resident camp. The process is the same for both girls and adults.
- New improvements to the software now allow leaders to add all of their girls and register and pay online for everyone at one time.
- Confirmations will be sent via email.
- The dashboard will have downloadable forms for required paperwork, as needed.
- If you have any questions please contact the program department.
Start by visiting our website www.girlscoutshs.org

Under the activities tab
Select activities calendar

Activities are listed by date. Find the activity and click on the title
White Water Rafting Adventure
09/18/2015 6:00 PM - 09/19/2015 9:00 PM

Location: Camp Tika-A-Witha, 365 County Road 117, Van Vleet, MS 38877 map

Contact: Emilie Hutcheson  emilie.hutcheson@girlscouts.org  662-350-6044

Description:
Join the Outdoor Adventure team for an overnight trip to the Ocoee River, Ocoee TN, and ride the rapids with a professional guide. Cost includes transportation, Saturday breakfast, lunch and dinner and a half-day or professionally guided rafting. Come ready to take a plunge in the Ocoee River.

Who: Girls 12 years old and up
Cost: $50
Min/Max: 12/15
Registration now-September 4th

A description is listed under the activity. Click register to proceed.
You are now in the online registration portal.

Supported Modern Desktop/Mobile Browsers

Our online registration system uses the latest Web standards in your Web browser to function and display correctly. If you do not see the "Continue to registration" link below, your browser is out-of-date and requires an upgrade to the latest version.

Continue To Registration

Your Browser: Chrome 44.0 Is Supported
Returning users will enter their username and password.

New Users will click on Create New Account.
Complete to create a new account

All fields in red are required. Please make a note of your Username and Password for future use.
Start by adding Participants. This can be you, your daughter or the girls in your troop.
Click on each tab to enter address, phone and email. All must be complete before continuing.

Check Notifications for any errors. You will need to correct these before you can add programs.
Only eligible programs will appear. Use the check box to select the program you want to register for.

To find out more about the event click on details. Click on Available to check on open spots.

Once you select your program then click next to proceed.
Now you are ready to register participants for programs. Using the arrow first select the participant you want to register. Then click on add new program.
You will need to select The billing contact for this participant. Or add new contact. Then click next.
From this screen you can select another participant to register, add a new participant, or click view dashboard to make payment.
Here you can double check the program you have registered for and remove if necessary.

Click on Make Payment to finalize your registration.
The payment portal will now allow you to select multiple participants to pay for at once. Simply check all the participants you are paying for.

Select payment type then click next.
### Payment Summary

- **Registration Balance Due:** $7.50 (Coupons, Automatic & Requested Discounts Included)
- **Total Discount Applied:** $0.00 (Coupons, Automatic & Requested Discounts Included)
- **Total Registration Payment Amount:** $7.50
- **Final Payment Amount:** $7.50

### Method of Payment

You will be charged an amount of $7.50 today.

**Select your Method of Payment?**

- Credit Card

### Enter Credit Card Details below:

- **Select Credit Card:** Select...
- **Card #:**
- **Sec. Code:**
- **Card Amount:** $7.50
- **Expiration:**
- **Name on Card:**
- **Email Receipt To:**

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Double check the total amount you are paying for. Enter Credit Card information and click next to process payment.
Congratulations, you are now Registered for your event. When you return to register next time simply click on the participant and select program.

Don’t forget to check download forms for any specific forms you need to complete before you attend the program.
Congratulations You’re Registered!!!

- Once registration is complete, you will receive a payment confirmation via email.
- Approximately one week prior to the event you will receive a second email with detailed confirmation information including directions, special items to bring, date and time of the event, and also any special waivers or forms that may be required.
- If you have any changes that need to be made to registrations already processed please email programweb@girlscoutshs.org
- If you have any questions please contact the program department.