

Registering for Programs and Camps 101

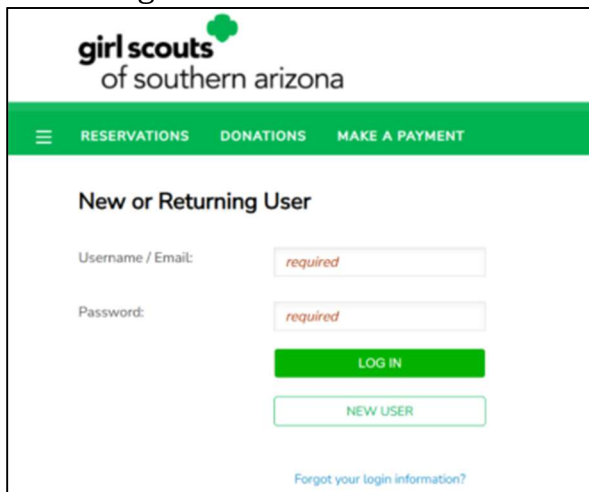
Presented by the Girl Scouts of Southern Arizona

Looking to register your child or yourself for a program or camp? You've come to the right place! Here is your step-by-step tutorial on creating an account and registering for events hosted by the Girl Scouts of Southern Arizona.

ATTENTION: TROOP LEADERS AND SERVICE UNIT LEADERS: Please go to Step 8 for your specific instructions!

1. Browse our [website calendar](#) for upcoming programs
 - Click on the program you'd like to register for, then click "REGISTER NOW"

2. Log in or create a new account

The screenshot shows the Girl Scouts of Southern Arizona website's login and registration interface. At the top is the logo and a green navigation bar with links for RESERVATIONS, DONATIONS, and MAKE A PAYMENT. Below this is a section titled "New or Returning User". It contains two input fields: "Username / Email:" and "Password:", both marked as "required" in red text. Below the fields are two buttons: a green "LOG IN" button and a white "NEW USER" button with a green border. At the bottom of the section is a link that says "Forgot your login information?".

- If you already have an account, log in to register for the selected program
- If you have not already created an account, click on "New User" then select "Individual / Family"
 - Provide necessary information about yourself to create an account
 - When you have created an account, click on "+ ADD PERSON" to add individuals in your legal household to your account. DO NOT add people outside of your immediate family or for whom you are not a legal guardian to your account.
 - Return to the event calendar to select your chosen program and continue the registration process.

3. Click on the green "REGISTER" button and select the member of your household who will be attending the program. If you intend to register multiple members of your account, you will need to return to the link from our website event calendar and when registering select the other name.

4. Fill out all required information for this individual. If the participant is a minor, please ensure that you fill out the list of authorized pickup persons. You may include trusted adults who are not in your account, including other troop members' caregivers, troop leaders, an adult family friend, etc.

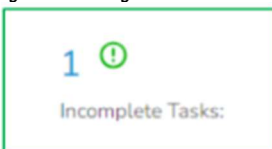
5. Sponsorships: If your Troop Leader or Service Unit Leader is providing funds to partially or entirely cover the cost of this attendee's registration, you may select a different method of payment, select "Sponsorship Code" and type in the unique code (provided by your Troop Leader or Service Unit Leader) during the checkout process. The code will look something like this: T9999WickedSleepover26

- Please note that sponsorship codes will have expiration dates! If codes are not used promptly you will not be able to apply the code to your balance.
- If your Troop or Service Unit Leader creates and shares a sponsorship code after you have registered your attendee(s), you may use the code to cover a remaining balance for that program.
 - If you have already paid your remaining balance prior to a code being distributed, you will not be able to apply the code retroactively. Be sure to communicate with your Leader when registering if troop funds are at all involved with the registration fees.
- Example: a program costs \$100 but only requires a deposit of \$50 at the time of registration. You pay only the deposit to register your attendee. Later, your Troop or Service Unit Leader creates a sponsorship code with a value of \$25. You may log into your account, select "MAKE A PAYMENT" on the green bar towards the top of the page, select a different method of payment, select "Sponsorship Code" and type in the unique code to lower your remaining balance to \$25.

MAKE A PAYMENT

6. Checkout: provide a method of payment for the program. Non-refundable deposits are sometimes required to secure the attendee's spot at an event.

7. Congratulations, you have completed your registration! In your account, you may see that you have incomplete tasks



- Click on the number to complete any tasks or forms for the individual that is attending a program. These forms **MUST** be completed prior to

the start of the program, and you will receive emails notifying you to complete tasks leading up to the event.

8. **FOR TROOP LEADERS AND SERVICE UNIT LEADERS:** Steps 8 through 15 are for you! Just as you have a troop bank account and email, **you MUST have a separate account in our registration system so that you may use troop funds to partially or entirely cover the costs of troop members' registrations.**

- For Troop / Service Unit leaders who also attend programs or intend to sign up members of their household, you MUST have a separate personal account with a different email and password to provide necessary information for attendees. If you do create a separate personal account, refer to the first 7 steps of this document for guidance.
- Troop / Service Unit Leaders may NOT add individuals (including Girl Scouts or adult members of the troop /service unit) to the Troop / Service Unit account.
 - Why? We require personal information of attendees that should be kept confidential to their household. And, should GSSOAZ staff need to know anything personal and/or confidential about an attendee - or get in contact with their caregiver - staff must have the necessary information provided and verified by the attendee and/or their legal guardian PRIOR to the start of the program. This allows us to provide the best service and level of safety possible for all council-led programs.

9. When creating a Troop or Service Unit Account, click on “New User” on the login page then select the “Troop / Group” Account Type. Enter “Troop (troop number)” or “(Name) Service Unit” as the group name. Be sure to provide login information for the troop and troop leader, NOT a personal email or password.

Create Account

Troop and Service Unit Leaders will need to create TWO accounts: one for the Troop / Service Unit and a separate one for their personal household.

Account Type

☐ Individual / Family

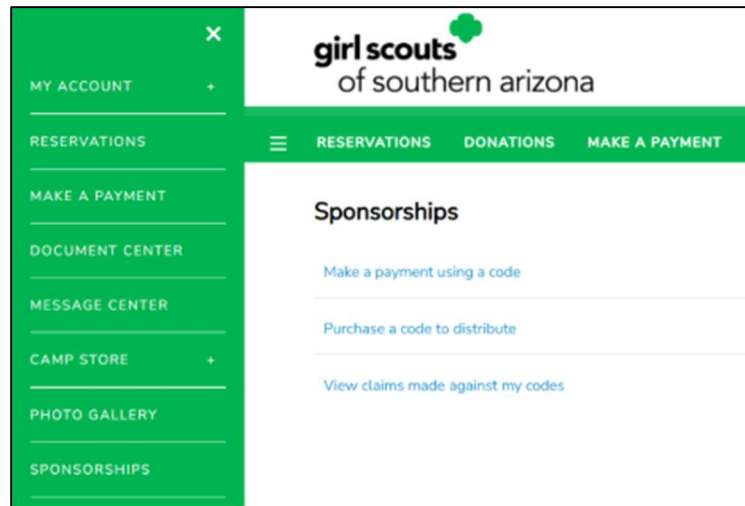
☒ Troop / Group

- You may add a Co-Leader as a member of the account, though they should have access to the account login credentials as well.

10. Creating Sponsorship Codes:

- Troop or Service Unit Leaders may use troop funds to supplement or cover the program registration fees for their Girl Scouts and adult members. Please use the following guide to properly create and distribute your sponsorship codes

- In your troop or service unit account, click on the three lines in the top left corner of the screen to expand the main menu, then click on “SPONSORSHIPS” and select “Purchase a code to distribute”



12. Follow the instructions provided to create a sponsorship code for your troop or service unit members. **Please use the following naming convention when creating your code:** TroopNumber + Program/Camp + Yr
Examples: T9999WickedSleepover26 or T9999Jamboree28

- An expiration date will be required for your sponsorship code. We recommend setting the expiration date to match the “Paid In Full” due date for that program, which is typically 14 days prior to the event date.
- Provide an “Individual claim amount” - this amount is the amount of money each attendee will be granted when using this sponsorship code. For example, if the total cost of the program per attendee is \$50, you may enter a value of \$50 or less. If your sponsorship code does not cover the entire registration fee, registrants will be required to pay the remaining balance due at the time of registration.
 - Example: If a program costs \$100 but only a deposit of \$50 is due at the time of registration and your sponsorship code has a value of \$25, registrants will be required to pay the remaining \$25 to complete their registration.
- You may specify an “individual claim limit” to limit the number of times a sponsorship code is used by a registrant.
 - Example: If a registrant has two Girl Scouts in their household but you can only offer the sponsorship to be used once for each family, you may select ‘X’ uses per family and set the limit to 1.
- Total claims limit: This will be the amount due when finalizing your sponsorship code. **Please set a limit that is specific to the number of attendees you intend to sponsor using the following formula: (# of attendees) x (amount covered by sponsorship code)**

- Example: If you wish to pay the \$50 deposit for 6 attendees for one event, set the limit to \$300.

13. Click “PROCEED TO PAYMENT” to create and pay for your sponsorship code.

14. Share your sponsorship code with your troop or service unit! Keep this code private to ensure only your troop / service unit members use your funds.

- You may revisit the Sponsorship page from the main menu in your account to “View claims against my codes” to view current sponsorship codes. To see expired codes, uncheck the box that says “Show current codes only.” You may click on a specific code to see who has claimed that code and to which program they applied it, when each claim was made, and if any sponsorship funds still remain unclaimed.

The screenshot displays a user account page for a Girl Scout troop. At the top, there is a green navigation bar with links for RESERVATIONS, DONATIONS, and MAKE A PAYMENT. The main content area shows a sponsorship code: T9999CWPTroopCamp25. Below the code, key dates and financials are listed: Creation Date (5/8/2025), Expiration Date (7/2/2025), Claimed / Cap (\$2,865 / \$3,300), Available (\$435), and Balance (\$0.00). An 'EDIT CODE' button is visible. A 'Claims' section below shows a single claim for \$150.00 on 5/9/2025, labeled 'Week 5 CWP - Troop Camp: Zootopia'.

- If you see that a code is improperly applied to the fee for a different program, or is claimed by someone outside of your group, please contact our data systems coordinator Rebecca at rdavoudikia@girlscoutsoaz.org for assistance.

15. Unclaimed funds from Sponsorship codes: if members of your troop or service unit do not use the sponsorship code you created and funds still remain, reach out to our data systems coordinator Rebecca at rdavoudikia@girlscoutsoaz.org to receive a refund to your troop account. Please request this refund AS SOON AS POSSIBLE after your code expires to ensure your group’s funds are appropriately allocated and secured.

Still have questions? Return to our website event calendar, select the program you wish to register for, and send a message to the email provided. This contact will be able to provide the most accurate information regarding the registration for this program.

Looking forward to seeing you at our next program!

- The Girl Scouts of Southern Arizona council staff