

gsEvents Quick Guide



Camp
Trico



Trips &
Travel



Girl Scout
DreamLab



Camp
Coleman



Council
Events



Camp
Cottaquilla



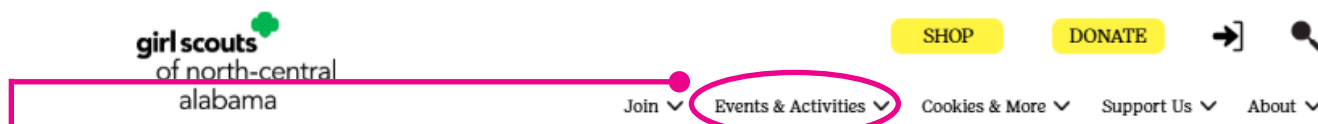
Community
Partner Event



Training

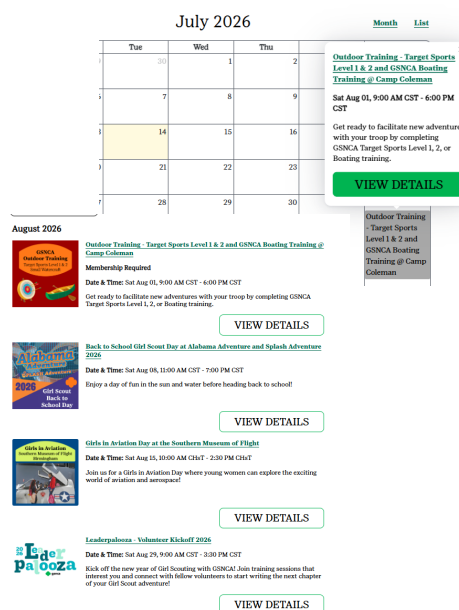
Step 1: Finding an Event

Visit our home page: www.girlscoutsnca.org



Option 1: Hover over Events & Activities and click on Events Calendar.

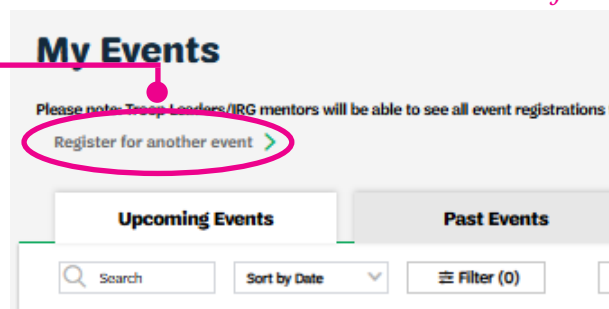
- Scroll down to the calendar to view all activities scheduled, or look below the calendar for a full list of all activities coming up.
 - To view more information about the event from the calendar, click on the program name to see more details.
 - To view more information about the event from the list view, click the green event title or “View Details” under the event summary.
- When you find a program you want to register for, click on the program name
- Click the green “Register Now” button to get to the registration page.
- *Skip Step 2 and proceed to Step 3, (Registering for an Event).*



Option 2: Click on myGS icon and log in to your account.

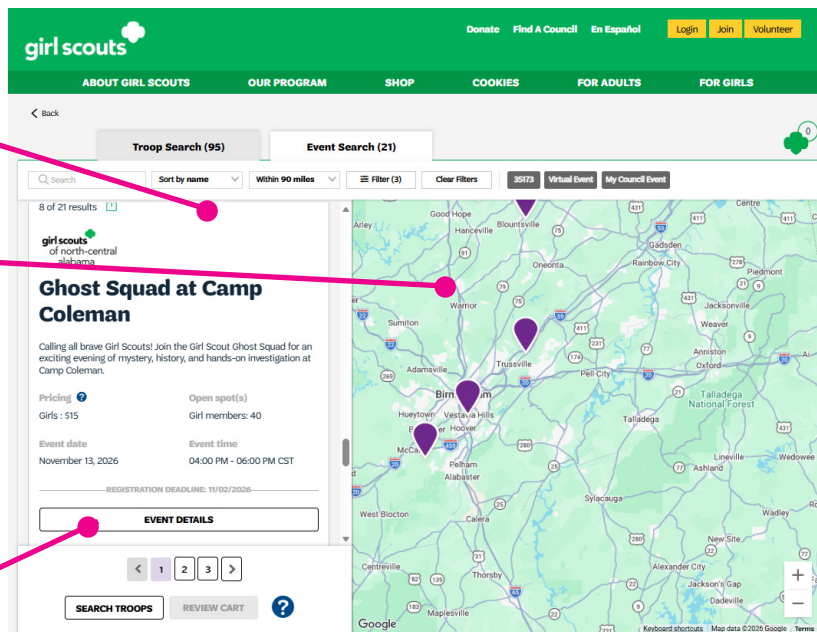
Note: You must use the email address associated with your Girl Scout membership to login. If you are unsure which email address you used for registration, **please do not create a new account** - contact our customer care team for assistance at customercare@girlscoutsnca.org or call 1.800.734.4541.

- From your account home page, click My Events on the left.
- 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 box on the left shows, in alphabetical order, the events that fit your criteria. Use the box scroll bar to view the events.
 - 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 all fees are paid.
- Each event listed on the left shows the title, date, time, sponsoring council, a short description of the event, pricing, number of the Girl Scout and adult spots available, and the registration deadline. It also indicates whether the event is 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.

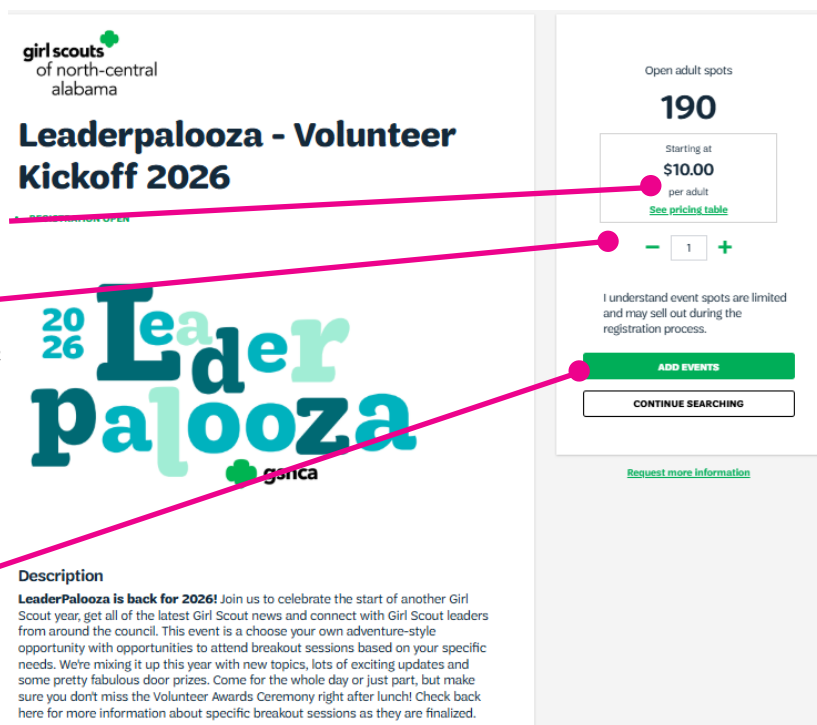


Step 3: Registering for an Event

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

- Check the column on the right to see the number of Girl Scout/adult spots available.
- To begin registration**, indicate the number of Girl Scout and adult registrations separately.
- Go to **Open Girl Spots** to verify there is still space in the program for the girl or adult.
 - Locate the + underneath the See pricing table link
 - Use the + to indicate how many Girl Scouts/adult spots you are registering.
- Once you've indicated the number of Girl Scout and adult spots, scroll down and click **Add Events**.

Note: Some events will have an option to add Family Guest to the registration. These are nonmembers of Girl Scouts who will be attending the event.



Step 4: Adding Attendees to an Event

Please note: Troop leaders can register a troop through their MYGS account. They also can register their household for events. Troop leaders must choose which list of attendees they will register. The system automatically checks Household. To check Troop, click the Troop button. Then pick your troop and add attendees. Troop leaders cannot register both household members and troop members in the same transaction. They must be separate transactions. Additionally, a troop leader who is the leader for more than one troop cannot register participants from different troops. This must also be a separate transaction.

Step 4: Adding Attendees to an Event cont'd

- 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
 - Use the **drop-down arrow** in the box underneath to choose the troop or household member(s) you wish to register for the event.
 - Any household or troop members who do not meet the event criteria will be greyed out
 - If you cannot add a Girl Scout 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?
- 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**.

Add your details

1. ADULT Camp Medill McCormick's 85th Birthday Celebration

Camp Medill McCormick's 85th Birthday Celebration

Event date
September 6th 2025

Event time
10:00 AM - 02:00 PM (CDT)

Assign attendees
Please select who will be attending the event. Only household and troop members who meet the event criteria will be shown.

Attendees

Dietary restrictions optional
Please add any dietary restrictions you'd like us to know about.

None

Choose payment options
Reserve your spot with one of the following payment methods.

☐ Credit Card

Attendees

Member (Active) ✓

Bring an existing member of Girl Scouts +

Bring a non-member +

Register a New Membership +

Your Cart

1. Camp Medill McCormick's 85th Birthday Celebration Girl Scouts of Northern Illinois

Adult ---

Girl ---

Girl ---

Total amount **\$0.00**

Please note: Membership fees and Council Service Fees are non-refundable.

***Note:** If you are registering for a free event, you must still select Credit as the payment method, but no card information will be collected.*

- 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 donate to Girl Scouts. While we appreciate any donation, no donation is necessary to continue your registration. If you are not interested in donating, you may skip this step.
- If you have a discount or promo code, you'll enter it here. Be sure to click "Apply Code".
- Don't forget to agree to follow the Girl Scout Promise and Law in the box at the bottom of the screen (required).
- Your total amount, including any donation, is shown at the bottom of the page.
- Click **Add Payment Details** to complete your registration.

Review Your Cart

Council	Participation	Details	Price
Girl Scouts of Northern Illinois	Camp Medill McCormick's 85th Birthday Celebration	Member Non-Troop Member	\$5.00
		1 x Adult — \$5.00 each	\$5.00
		Edit ✓ Remove ✕	
Girl Scouts of Northern Illinois	Camp Medill McCormick's 85th Birthday Celebration	Non-Member Non Member	\$5.00
		1 x Girl — \$5.00 each	\$5.00
		Edit ✓ Remove ✕	
Girl Scouts of Northern Illinois	Camp Medill McCormick's 85th Birthday Celebration	Non-Member Non Member	\$5.00
		1 x Girl — \$5.00 each	\$5.00
		Edit ✓ Remove ✕	

Prepare a girl for a lifetime of leadership.

Help her join Girl Scouts.

Yes! I support the next generation of female leaders.

\$50 \$75 \$100 \$250 Other

Council:
Council

Your donation goes

Discount or promotional code

Code **APPLY CODE**

Donation amount **\$0.00**

Outstanding balance **\$0.00**

Total amount **\$15.00**

Your membership fees power life-changing experiences for girls, locally and nationally. Membership is not refundable or transferable to another person.

Council Service Fees up to the amount of your membership may be included in your final total based on which council you are registering in.

☐ I agree to the Girl Scout Promise and Law (required)

ADD PAYMENT DETAILS

Girl Scout Promise and Law

Girl Scout Promise

On my honor, I will try:

- To serve God* and my country,
- To help people at all times,
- and to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be

- honest and fair,
- friendly and helpful,
- considerate and caring,
- courageous and strong, and
- responsible for what I say and do,

And to

- respect myself and others,
- respect authority,
- use resources wisely,
- make the world a better place, and
- be a sister to every Girl Scout.

*Members may substitute the word God in accordance with their own spiritual beliefs.

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Step 5: Paying for an Event

You are now on the **Payment Details** page.

- Select your credit card type.
- Enter the cardholder's 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.

Step 6: Viewing Your Upcoming Events

Once you have registered and paid for an event(s), you may view all upcoming and past events in your **MYGS** account.

- Go to www.girlscoutnca.org and log in to your **MYGS account**.
- On the left side, click **My Events**.
- You can choose to view upcoming events or past events using the tabs.

To view event details, click on the event you would like to know more about. A new page will open:

- Here is where you'll find the exact street address for the event. Clicking the address will open a Google map showing the location.
- The time/place are shown.
- The registered participants from your troop are listed at the bottom of the page.

Enjoy your Girl Scout adventures!

www.girlscoutsnca.org

Need help? Contact Customer Care at 800-734-4541 or email at customer care@girlscoutsnca.org.

I'm looking for a specific event, but I can't find it.

If you cannot find an event, check your filters or radius. The easiest way to see all events at a glance, regardless of program level, is to use the list view under the Events Calendar on our website. Scroll down past the calendar and you will see all upcoming events in date order.

I can't remember my login information for myGS.

Your username is the email address associated with your membership account. If you are unsure about what email address you used or need help resetting your password, please DO NOT create a new account. Please reach out to customercare@girlscoutsnca.org for assistance.

I am a troop leader, but I can't see the option to register my troop for an event.

If you do not see the option to register your troop, there are a few possible causes for the issue:

- Your background check is expired and needs to be renewed - follow the link emailed to you to complete your background check
- Your membership isn't renewed for the current Girl Scout year - re-register for the new year of adventures
- Your role is not correctly assigned in our system - contact customercare@girlscoutsnca.org for help

One of my Girl Scouts is not showing in my troop list as available to register for an event.

If a Girl Scout or adult is not listed in your drop down to assign attendees, it is because they are not currently assigned to your troop or household. Please contact customercare@girlscoutsnca.org to correct the issue.

One of my Girl Scouts is listed in my troop, but is greyed out when I try to select her.

If a Girl Scout is greyed out in the attendee drop down, it is because she is either not the correct program level for the event you are registering for, or her membership is not active and needs to be renewed before you can register her for the event.

I want to register a fellow volunteer or Service Team member who is not in my troop.

gsEvents will not allow you to register peers who are not in your household or Troop, ie. Service Team members. We understand this is a significant change from our old process. We encourage all members to utilize the training materials and embrace this new registration process. Should you still need support, please reach out to Customer Care to complete registration.

Why do some events say "Members Only"?

Events that say "Members Only" simply mean that someone must be a registered Girl Scout member to complete registration for the event. Girl Scout members in other councils are considered members as Girl Scout membership is transferable and without border. What this means for non-members is that they may still register but will be required to put a membership in their cart and can complete purchase for both the membership and the event in the same transaction.

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My event is free. Why do I still need to select a payment method?

Unfortunately, there's no way to "turn off" this payment question. You will have to select "credit card" to complete your registration. However, you will not have to enter any card information to reserve your spot or complete the registration.

What is the deadline to register for an event?

Most event registrations close 10 days prior to the event start date, unless otherwise stated. Virtual events for volunteers are open for registration up until the event begins. Virtual events for Girl Scouts have a registration closure 3 days prior to the event start time.

Can I register after a deadline has passed?

There are no guarantees that you can register once the end date has passed. You may call or email Customer Care for more information.

Cancellation or Changes to a Registration

At this time, the ability to edit or cancel a registration is not possible at the member level. Please contact Customer Care to make changes to your registration.

Transferring registration from one event to another is not possible. Registrations will be canceled and refunded according to policy. Exceptions will be made when it is a roster change with the same number of registrants for the same event.

Cancellation Policy

Standard: Events are held rain or shine unless inclement weather would adversely affect the program. In those cases, participants will be notified of cancellation and/or rescheduling. Refunds will not be issued for amounts of \$5 or less. If GSNCA cancels an event for any reason, GSNCA will issue a complete refund of the registration fee automatically - no request will be necessary. If GSNCA reschedules an event and provides 14 or more days of notice, registrants will be contacted to confirm whether they wish to attend on the new date or receive a refund. If the minimum number of participants is not met prior to the program date, unless otherwise noted, the program will be cancelled. Cancellation and refund requests must be made via email to programs@girlscoutsnca.org 14 days prior to the program date to receive full refund minus credit card processing fees. No refunds will be issued if less than 14 day's notice, unless for medical reasons. Full refund for medical emergencies will be issued with appropriate documentation. No refunds will be issued for individuals who do not show up for their scheduled event. GSUSA Membership fee is non-refundable. *This policy may vary for certain events. The cancellation policy for a specific event will always be listed on the event where you may review it prior to registering. For events hosted in partnership with outside organizations, refunds are subject to the hosting organization's refund policy. Please review the refund information provided at the time of registration or on the event listing or contact the community partner directly.