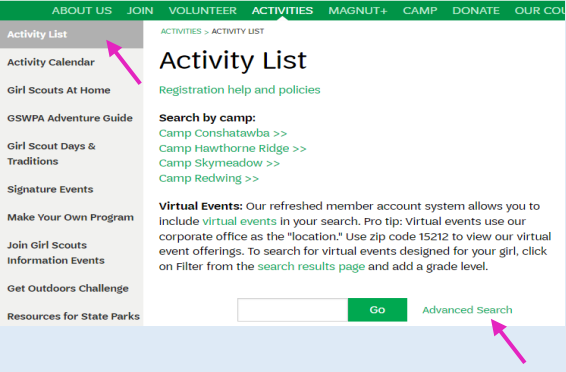


How to Register for an Event

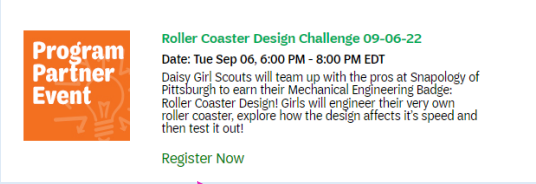
1. Scroll through the Activity List to find an event that interests your girl.
2. Use the *Advanced Search* link to the right of the search bar to search by Date, Program Level, or Category.*
3. Click on the title of the event for additional details. Once you find an activity or event that interests you, click the *REGISTER NOW* button.
4. Select your quantity of girl and adult spots and click the *LOG IN* button to log into your MyGS account. If you are already logged in, you will click the *ADD EVENTS* button.
5. Add your details by selecting the members of your household or troop you want to register under “Assign attendees.” Choose your payment option and click *SUBMIT MEMBER DETAILS*.
6. If everything looks correct, click *REVIEW CART*.
7. Review your information and agree to the Girl Scout Promise and Law (required). Click *ADD PAYMENT DETAILS*.
8. Input your payment details and click *SUBMIT PAYMENT*. Save or print your receipt from the confirmation page. You can also click on My Events on the left side menu of your MyGS account to view events with completed registration and view additional details.

*To search by location, visit the national [Event Search](#) page. To only include Girl Scouts Western Pennsylvania events, be sure to select the “Show only the events of My Council” checkbox. To include virtual events in your search, be sure to select the “Include virtual events in my search” checkbox.

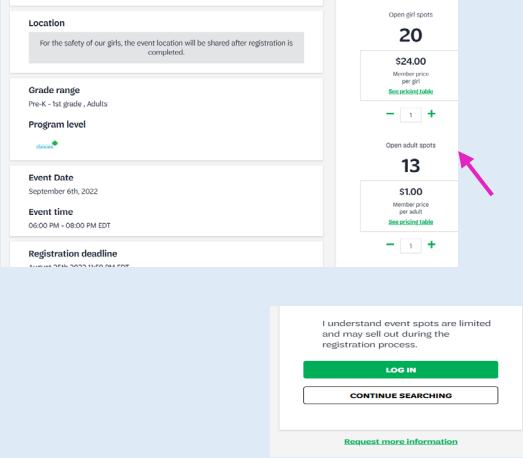
1 From gswpa.org click on Activity List
Scroll through the activities listing or use the Advanced Search option



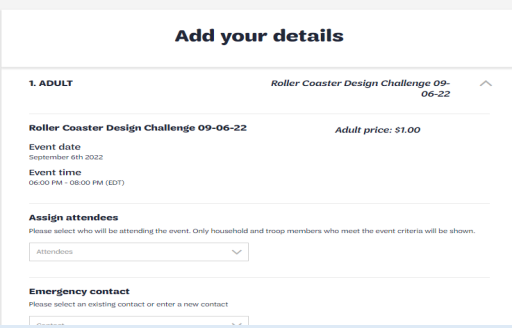
2 Once you find an event that interests you, click the "Register Now" button and sign in



3 Select your girl and adult quantity spots and log in



4 Next, "Add your details" by selecting members from your household or troop

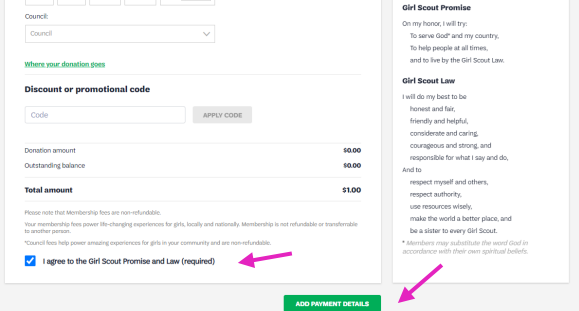


5 Select your payment method as needed, for each girl and adult selected.
To renew the next girl/adult.
To submit all updates.

NEXT PARTICIPANT →

SUBMIT MEMBER DETAILS →

6 Review Cart, agree to the Girl Scout Promise and Law and Add Payment Details.
Save or print your receipt



*If you need additional help to log into your account or to complete renewal, please contact us at customercare@gswpa.org or 800-248-3355 for assistance.