

Registering for Events in My Events

Step 1: Access My Events

There are 2 places you can search for events:

From the website (www.girlscoutsla.org)

- Go to the **Events** tab
- Use the search box at the top of the Event List to find your event/camp/training or click on the event calendar to look for activities by month.
- Click on the name of the event for more details.

From your [My GS/My Account](#)

- Log into your account
- Select **Find Events** on the “**How would you like to participate with us?**” page.

Step 2: Search for an event

- Enter a zip code (required) where you would like to search (your own or any zip code)
 - For virtual events/trainings use zip code: 90015Enter in a search radius (required)
 - You can search on any zip code up to a 90-mile radius.
- You may use additional filters if you choose:
 - Keyword
 - Date range
 - Event focus
 - Grade level
- Use **Clear Filters** to reset filters.
- Uncheck the box that says “include virtual events” if you are only interested in events that are in-person.
- Click **Search**

Step 3: Register for an event

- Once you find an event, choose **Event Details** to review details about event.
- Please read everything in the Event Details section (left-hand column) before you begin the registration process.
- Use the **+** to select the number of girls and/or adults that you are registering for this event in the right-side panel.
- Scroll down and select the green **Log in** or **Add Events** button. You will be prompted to sign in or create an account if you don't currently have a My GS account.
- On the next page, under **Assign Attendees**, select either **My Household** or **My Troop Member** (if you are a Troop Leader registering troop girls)
 - Choose your first attendee
 - Choose payment option for the attendee. You may have to choose a payment option even if the event is free.
 - Click **Next Participant** and repeat the process until all attendees are added
 - Once all attendees have been added, choose **Submit Member Details**.
- Review the Total \$ amount is correct in the right panel.
- **Register for additional event?** To register for another event in this transaction, click on the **GS logo** in the green header and search for the next event. Follow steps above to register.
- Click on **Review Cart**.

- Please consider making a donation to Girl Scouts of Greater Los Angeles to provide financial assistance and help support our council programs.
- Accept the **Girl Scout Promise and Law** at the bottom of the right panel (this must be checked in order to move on).
- Click on **Add Payment Details**.
- Add payment information and **Submit Payment**.
- You will see a payment confirmation showing the order number and the email address where the receipt will be sent. You may also **Print Receipt** if needed for troop financial reporting purposes.

Step 4: Now that you're registered

On your confirmation page, you can choose **Manage My Account** to take you to your My GS account.

- Click on **My Events** tab in the left panel to see a list of all your events.
- Click on the event to see more details about the event including:
 - List of attendees
 - Location of event
 - Cancellation policies

Need Assistance? Contact customercare@girlscoutsla.org or (213) 213-0123

FAQs

Q: How do I see what events I'm registered for?

A: Log into your MyGS account and click on "My Events" on the left panel to see the events for which you are registered. If you registered your troop, this will show as well. You can click into each event to see more details.

Q: How can I see if I have any balance owed for events?

A: Log into your MyGS account and click on "My Events" on the left panel to see the events for which you are registered. Click into each event and you will see any that have balance owed.

Q: Can I change the dietary restrictions or other special information that was requested on the event registration?

A: Please be sure you have all the correct information needed for each girl before you register as you cannot make any changes after registration has been completed. This includes dietary information, buddies requests, other special circumstance or information for event. Unfortunately, staff cannot change this information either.

Q: What is a Third Party Registration?

A: Some events or programs may use a different system for registration (ex: Eventbrite). These events will still show up on our calendar and in our search functions. When you click "Get Tickets" or "Register Here," it will redirect to their page. You may also see a pop up that looks like the picture here. If you have questions or issues with registration on these sites, please contact those third party sites directly.

Heads up: registration for this event is organized through a third party. You'll be redirected to their site now to finish your registration.



More Questions? Contact: customercare@girlscoutsla.org or (213) 213-0123