



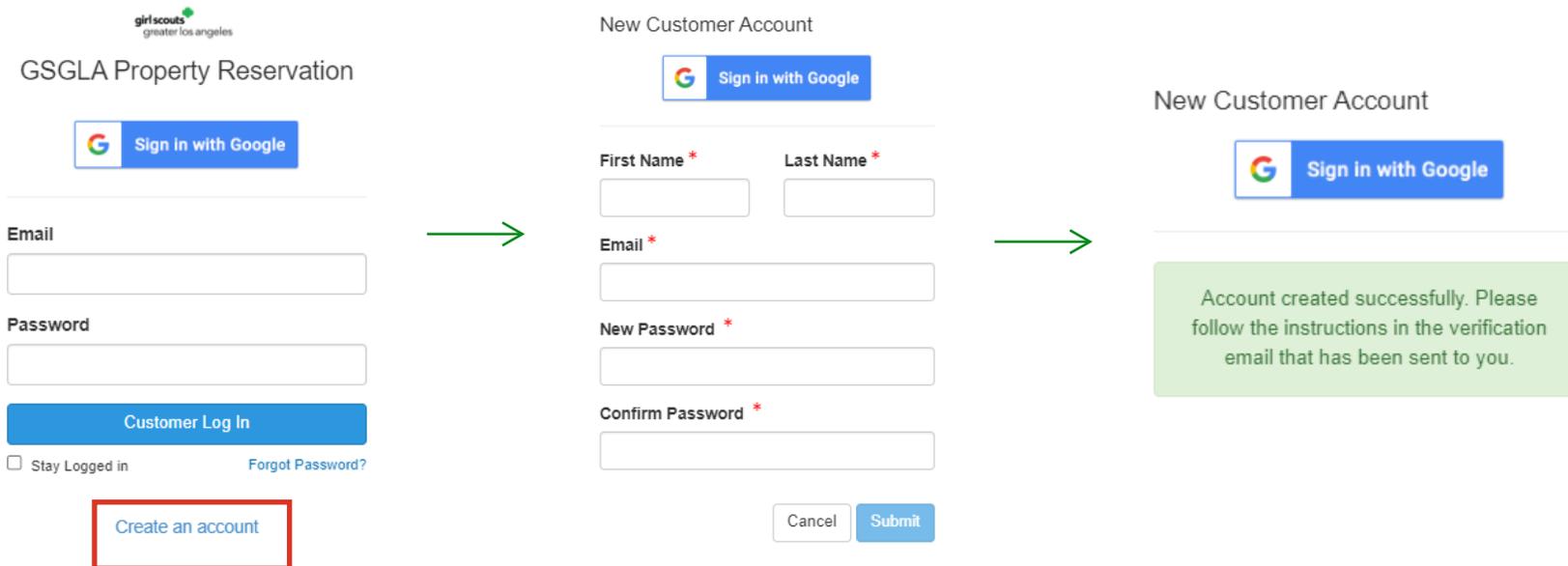
How to Reserve a GSGLA Property—It's Easy!

Say hello to a better booking experience! We're thrilled to make the switch to [Checkfront](#), an easy-to-use, intuitive, and flexible reservation system that makes booking our properties simple and stress-free.

Start here: <https://girl-scouts-la.checkfront.com/reserve>

New to Checkfront? Click [Create an account](#). (It's free!) You'll receive a link to verify your email in your inbox.

Been here before? Simply log in!



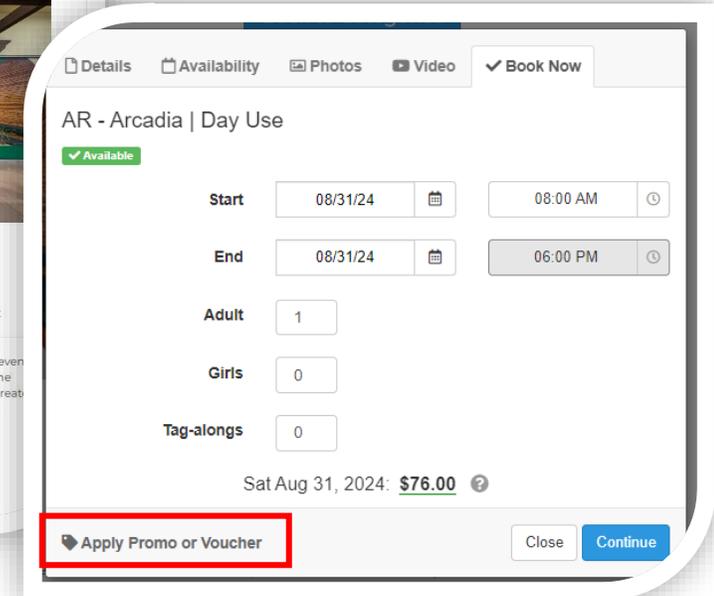
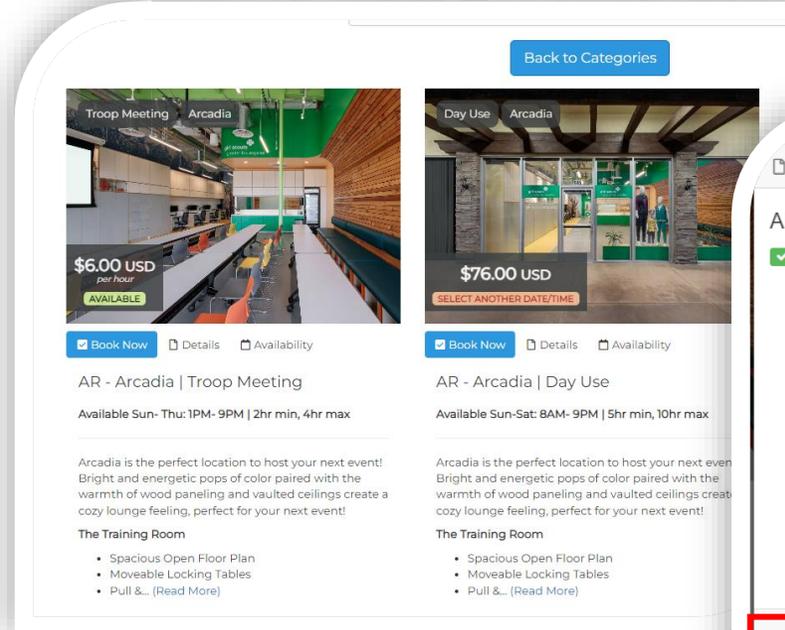
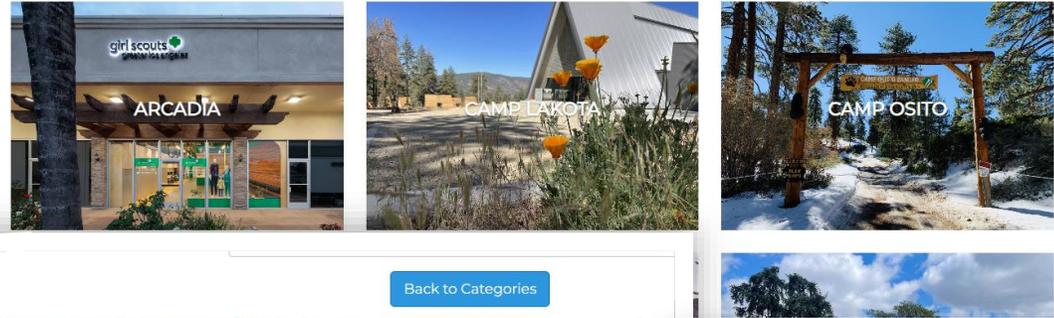
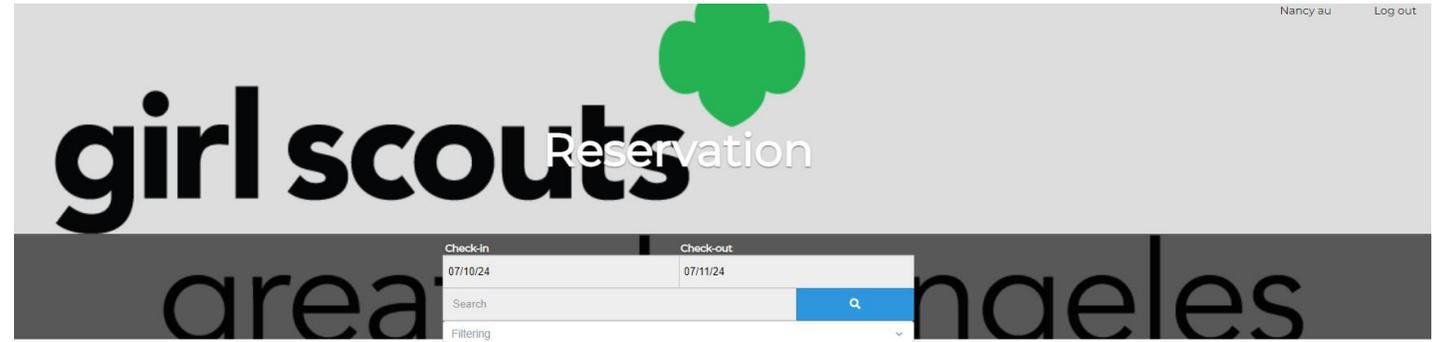
Existing reservations: If you have an existing reservation through our old reservation system, Doubleknot, it will automatically get linked to your new Checkfront account if you use the same email address. We got you :)

After you verify your email, the system will route you to the Checkfront reservation homepage.

Select the property you would like to reserve and click the [Book Now](#) button.

Provide the number and type of attendees and click [Continue](#).

To use a discount code, select **Apply Promo or Voucher** on the Book Now page.



Fill out the required information on your booking form and select [Continue](#).

Create Booking

When you are ready to proceed please fill out your details below to confirm your booking.

[+ Add to Booking](#) [Clear All](#)

Item	Rate	Amount
AR - Arcadia Day Use Set Aug 31, 2024 08:00 AM - 06:00 PM	Adult: 1 Qty: 1 @ \$76.00	\$76.00
Sub-Total:		\$76.00
Total (USD):		\$76.00

Group Type *
Please Select

Access Code

Name *

Email

Phone *

Address

City

Postal / Zip

What is the purpose of your reservation? *
Please Select
Select from list

Event Details *

ex: Mother Daughter Day

You will arrive on the payment page. A receipt notification will be sent to your inbox after payment is completed.

Next, you will be routed to the Required Documents page. Click [Fill Out Document](#) button for each document displayed.

You can always refer to these documents by clicking [View Required Documents](#) on the invoice emailed to you.

Booking details received. Please read and complete the documents below

[Continue to Receipt](#)

Required Documents

Property Rental - Arcadia Required for the following item(s) in your booking: AR - Arcadia Day Use Fill out Document Share Link	Property Rental - Arcadia No documents filled out yet
Rental Agreement Required for the following item(s) in your booking: AR - Arcadia Day Use Fill out Document Share Link	Rental Agreement No documents filled out yet

Email these documents to other participants
[Email Participants](#)

Payment

[Back](#)

Pay by [Credit Card](#) or one of these alternative payment methods:

[Gift Certificate](#)

Payment Required

Name on Card

Card Number

Expiry date **Validation code**

INVOICE

girl scouts
greater los angeles
423 N. La Brea Ave.
Inglewood, CA 90302
213.213.0123
customercare@girlscoutsla.org

Nancy Au
nau@girlscoutsla.org
1 (626) 677-3605
423 N La Brea Ave
Inglewood, 90302

Booking Date: July 31, 2024
Total (USD): \$12.00

Product	Rate	Amount
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INVOICE

RESERVED

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greater los angeles
423 N. La Brea Ave.
Inglewood, CA 90302
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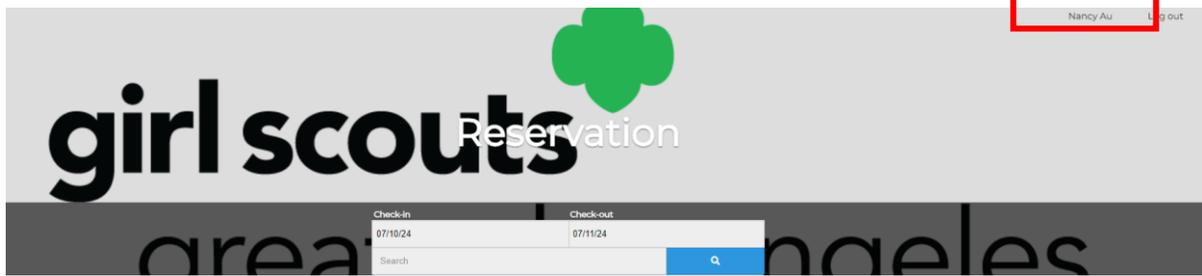
Booking ID: ZRDQ-090724
Created: July 9, 2024
Booking Date: July 31, 2024
Total (USD): \$0.00

Product	Rate	Amount
CP - Trefoil Room Troop Meeting Wed Jul 31, 2024 01:00 PM - 03:00 PM	Adult: 2 Hours (GSGLA Staff Property Use) Qty: 2 Hours @ \$6.00 (GSGLA Staff Property Use)	\$12.00
Group Type: GSGLA Staff	Sub-Total:	\$12.00
What is the purpose of your reservation?: Event	Discount:	-\$12.00
	Total:	\$0.00

[PDF \(Print\)](#)

[Booking Documents](#) [View Required Documents](#)

NOTICE OF CHANGE OR CANCELLATION POLICY



To see details of your account (including any current reservations) go to "My Account" by clicking your name at the top right corner.

Rescheduling a Booking: On the Bookings tab, select the Booking Code to open the invoice. Click [Edit this booking](#) to change your reservation date, time, or property (based on availability).

My Account

[← Back to Booking Page](#)

Bookings Account Saved Information

Bookings

Booking Code ↓	Created Date	Booking Date	Item Summary	Booking Total	Total Paid	Booking Status
XPZV-030724	7/3/24					Pending
PVZD-050724	7/5/24					Reserved
JABF-050724	7/5/24					Reserved
GFPX-050724	7/5/24					Void
FTLR-050724	7/5/24					Cancelled

Invoice

[← Back to my account](#) [Edit this booking](#)

INVOICE

RESERVED

girl scouts greater los angeles
423 N. La Brea Ave.
Inglewood, CA 90302
customer@girlscoutsla.org

Nancy Au
nau@girlscoutsla.org
1 (626) 677-3605
423 N La Brea Ave
Inglewood, 90302

Booking ID: HBKF-090724
Created: July 9, 2024
Booking Date: September 26, 2024
Total (USD): \$0.00

Product	Rate	Amount
CP - Trefoil Room Day Use Thu Sep 26, 2024 08:00 AM - 12:00 PM	Adult: 1 (GSGLA Staff Property Use) Qty: 1 @ \$76.00 (GSGLA Staff Property Use)	\$76.00
Group Type: GSGLA Staff		Sub-Total: \$76.00
What is the purpose of your reservation?: Meeting		Discount: -\$76.00
Event Details: meeting		Total: \$0.00

[PDF \(Print\)](#)

NOTICE OF CHANGE OR CANCELLATION POLICY

1. Cancellation or rescheduling can be made online 30 days or more before the event date. The renter will receive a full refund less a \$20.00 processing fee for cancellation; otherwise, all fees will be forfeited.
2. There will be no refunds, changes, or cancellation due to weather related events, including, but not limited to, road conditions.
3. GSGLA reserves the right to reschedule under certain circumstances, including but not limited to, evacuation orders, CHP road closures, and government-issued alerts.

FOR TROOP MEETINGS

1. No Refunds Issued at Any Time.
2. Rescheduling can be made online 30 days or more before the event date.

Canceling a Booking: Click [Cancel Booking](#) under the Booking Status header. After you confirm the cancellation, the booking will be removed from the calendar immediately. Please allow 7-14 days to process your refund.

Access Code: Refer to the Saved Information tab under "My Account" to locate your assigned access code. The code will be issued 7 days from your reservation start date.

My Account

[← Back to Booking Page](#)

[Bookings](#) [Account](#) [Saved Information](#)

Autofill information

The Autofill information can be used to automatically fill the booking form when you make a booking.

Group Type *

GSGLA Staff

Access Code

Name *

Nancy Au

Email *

nau@girlscoutsla.org

Phone *

And that's it! Questions? Contact GSGLA Customer Care at 213-213-0123 or customercare@girlscoutsla.org