



Activities Registration Tutorial

Step by Step Instructions

We are so excited to have been selected by GSUSA as a pilot council introducing the Activities tab in MyGS! The Activities tab takes the place of Personify event and training registration. If you have questions or need support with registration please email activities@girlscoutsosw.org.

Registration instructions for Activities through MyGS:

1. Log into your "MyGS" account
2. Click on the Activities tab (formerly Events tab)
3. Search for activities
4. Click "Register Now" and follow the prompts
5. Purchase the activity with a credit or debit card
6. Receive a detailed receipt of your purchase

This detailed receipt is your activity registration confirmation; if you are not automatically given a detailed receipt upon successful payment, you are not registered. For some events, an additional confirmation email will be sent with more activity information, such as a packing list.

NOTE: You may cancel at any time before you reach the payment stage. **If you exit the registration process from the payment screen, you will not be able to confirm your registration without staff assistance** (please email activities@girlscoutsosw.org if this happens to you).

Registration instructions for Activities through Volunteer Toolkit (VTK):

Instructions on how to register for Activities through VTK will be coming soon. Need help right away? Email us at activities@girlscoutsosw.org for support – we're here to help!

Here are some improvements that we are thrilled to offer you with this new registration experience.

1. Single log-in with MyGS. You complete activities and membership registration, access Volunteer Tool Kit, troop and family information and more.

2. More robust event information. When browsing the [Events list](#) on our website, prices and details on whether an event is full or cancelled will be easily visible without having to login to your MyGS account. When you log-in to your MyGS account you can add an activity to your cart to save for future registration.
3. Registration isn't final until the payment stage. You can cancel your registration at any time prior to the payment stage - you no longer need to call GSOSW to do so! (After the payment stage, you will still need to contact GSOSW for support with cancellations. We're happy to help!)
4. Detailed, itemized receipts can be printed or emailed to parents or troop leaders at checkout, making financial records a breeze! Emergency contact and buddy information, where applicable, will also be included in the itemized receipt.
5. Troop leaders now have the ability to register troops for any event that has a deposit. In the past, troops had to submit paper registrations for events with a deposit - now you can do it all quickly and easily through MyGS! (NOTE: Resident camp will be managed through a separate system.)
6. Partial payments can be made online. For events offering deferred payment options, payments can now be made online through MyGS by parents or troop leaders.
7. My Activities tab is the place you can see all of the activities you are currently registered for, pending activities and your activity history
8. If you are using the Volunteer Toolkit, Activities and all their details can be populated into your Year-Plan, making planning for upcoming events even easier!