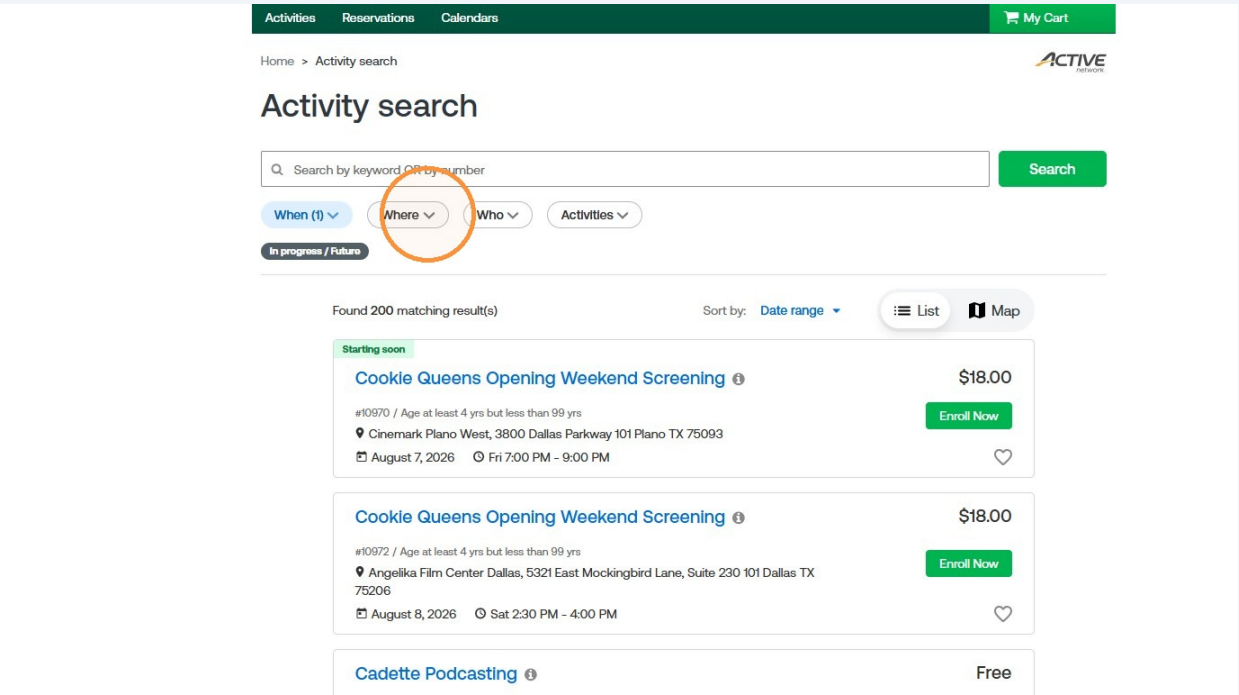
Register Girl Scouts for Activities and Manage Schedules

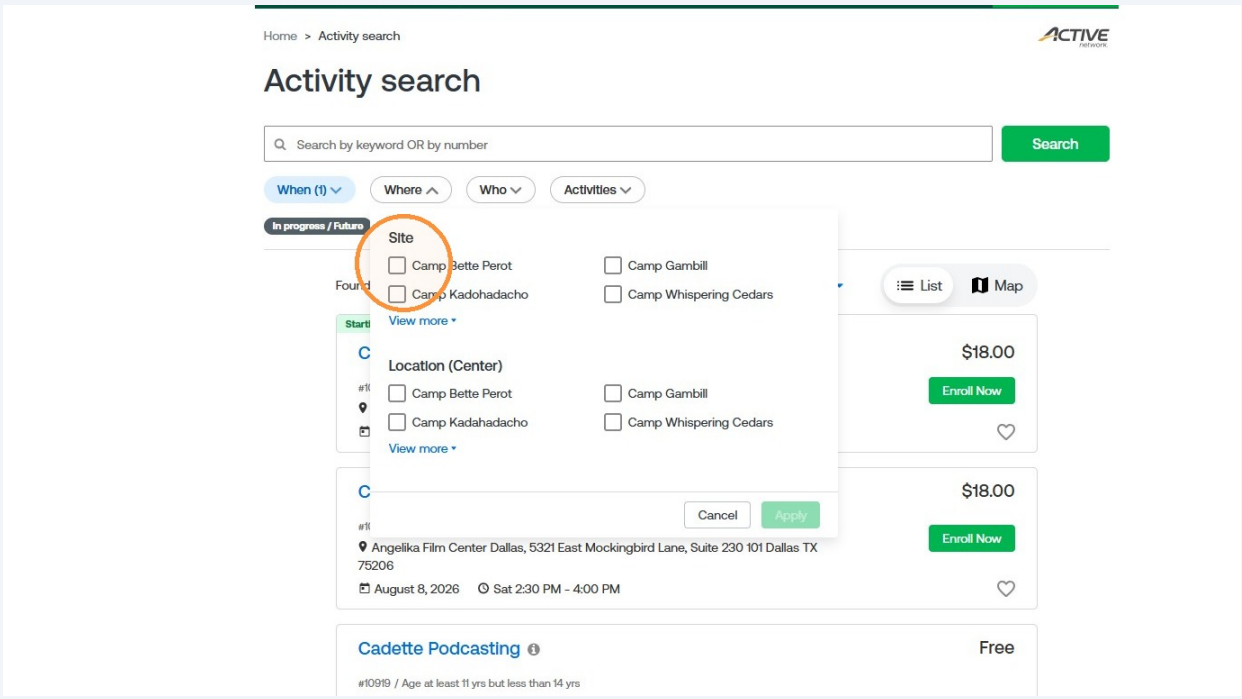
girl scouts of northeast texas

Follow this guide to browse and enroll Girl Scouts in Weekend Camping activities through the ActiveNet platform. You will also learn how to complete payment processes and view family member schedules to effectively manage event participation.

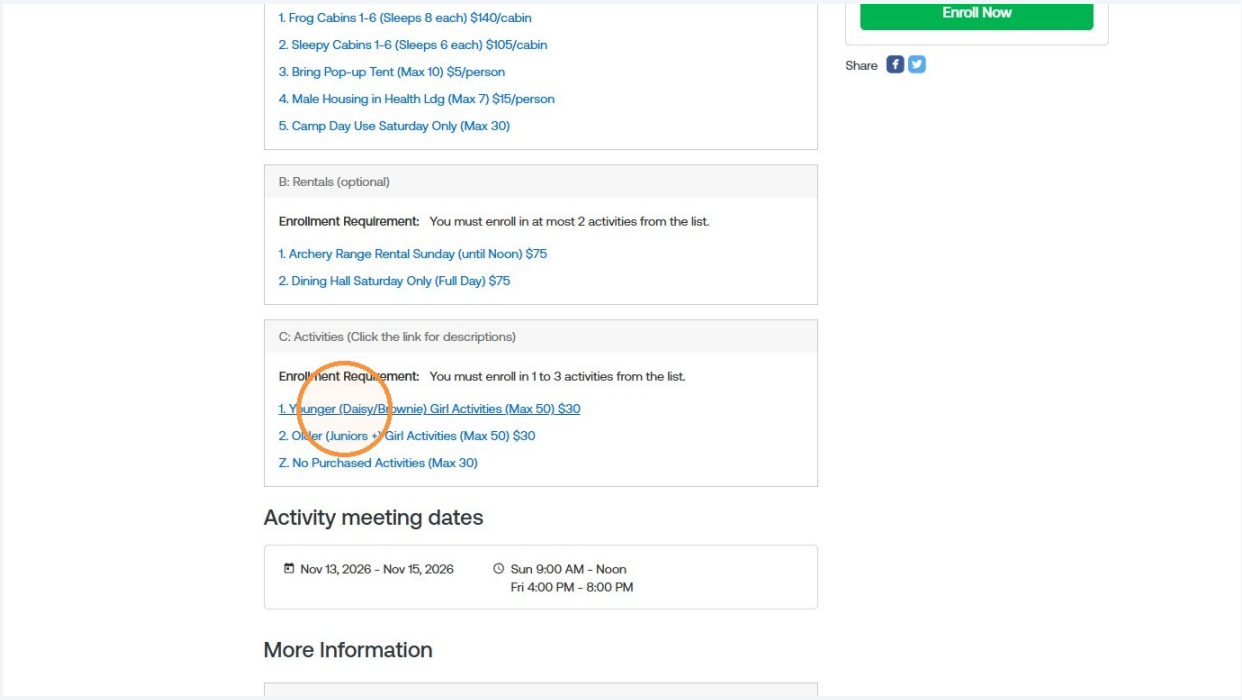
1 To register for an event in ActiveNet, including weekend camping, you would go to gsnetx.org/events to get to our ActiveNet page. This is the activity search page where you can see upcoming events, including weekend camping.



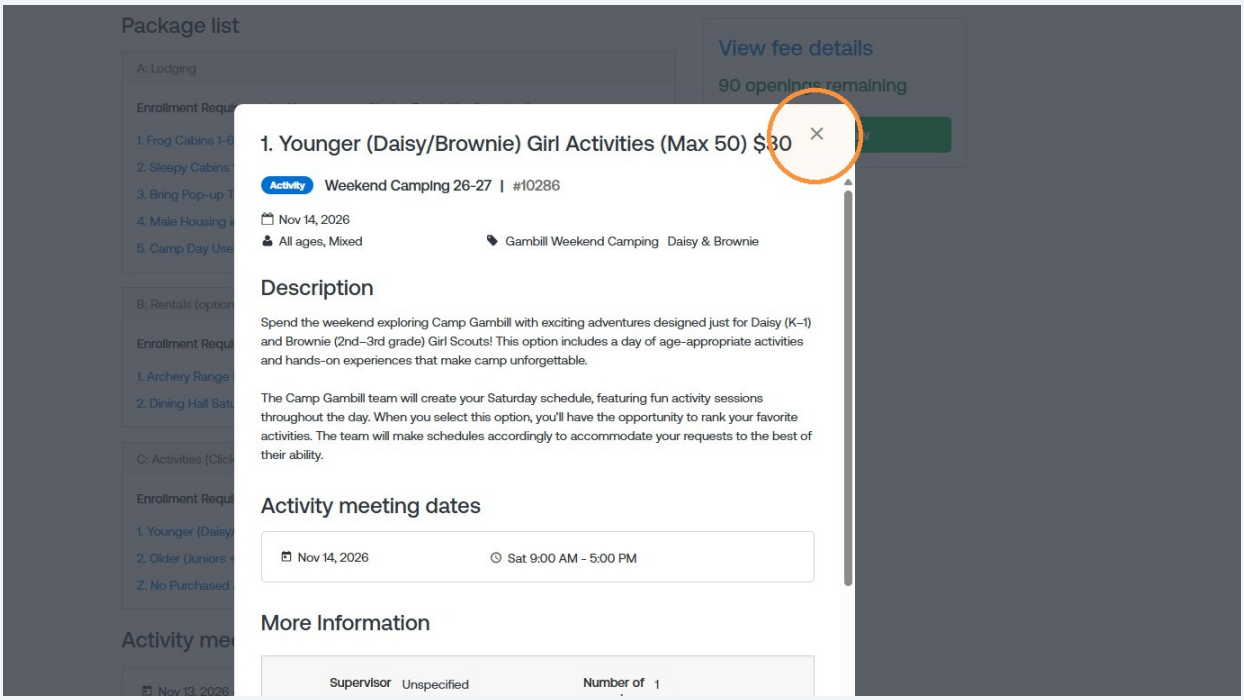
2 If you wanted to look at a specific camp facility, you can click on Where to select a specific camp. Once you have scrolled down and found one, you can click on the blue text to get more activity detail.



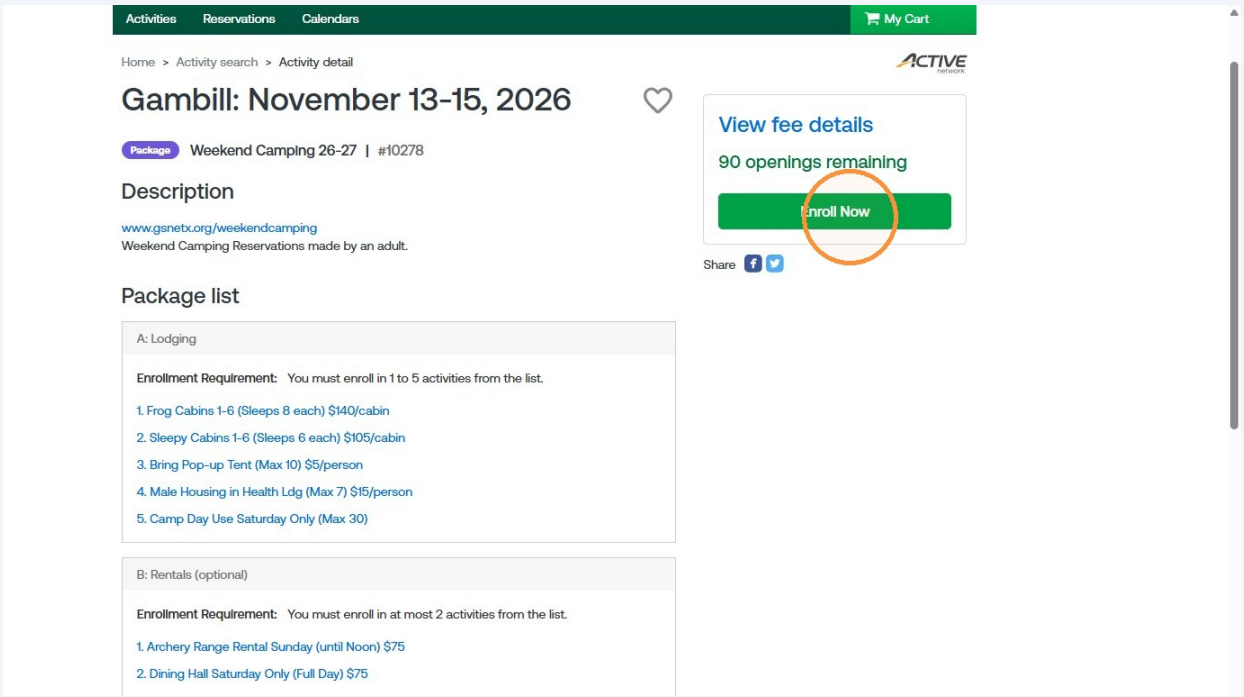
3 This is looking at camping for a weekend at Camp Gambill. You can see the information about this specific weekend and what activities are available. In this list, you can see that you would first choose which lodging, then choose rentals (If you wanted to) and then you would have the opportunity to select which activities. These are broken down by younger girls and older girls rather than the specific activities. There's also an option for no purchased activities if your troop wanted to do their own thing at camp.



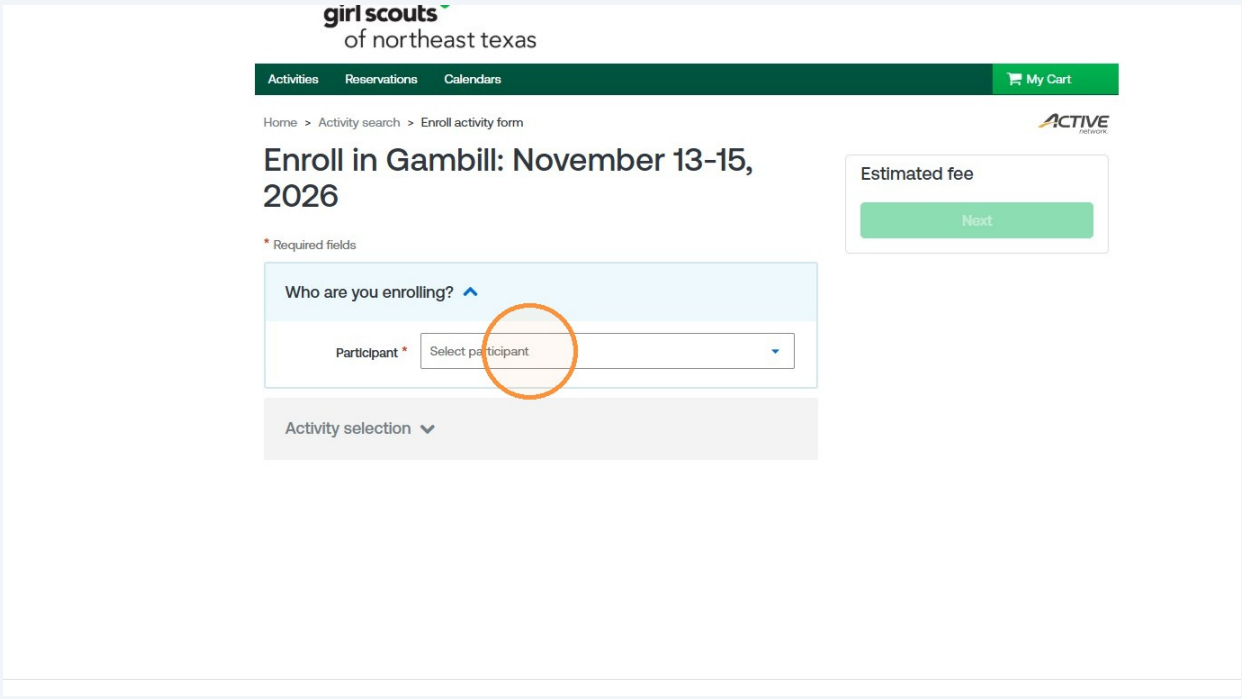
4 When you click on the text, you get a pop up showing you more information about this selection. For younger girls, it shows a description of what is included and how camp staff make the schedules.



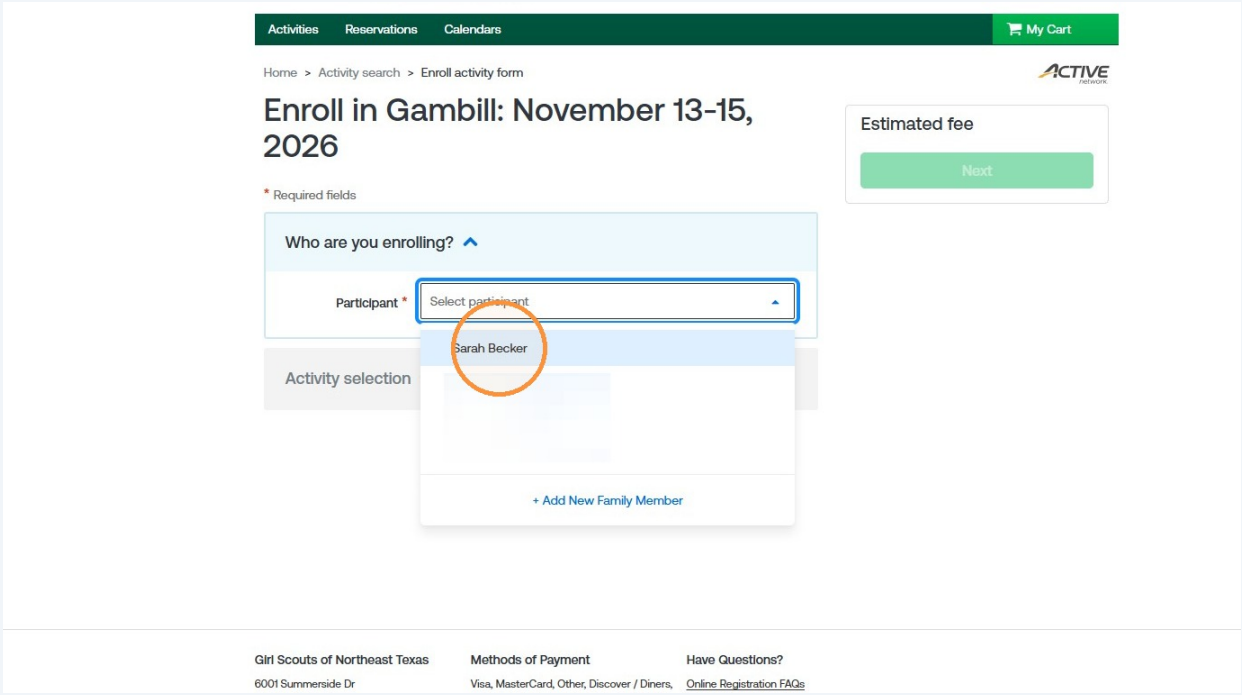
5 Once you have decided that this is the weekend that your troop would like to camp, You can go ahead and click Enroll Now on the right side.



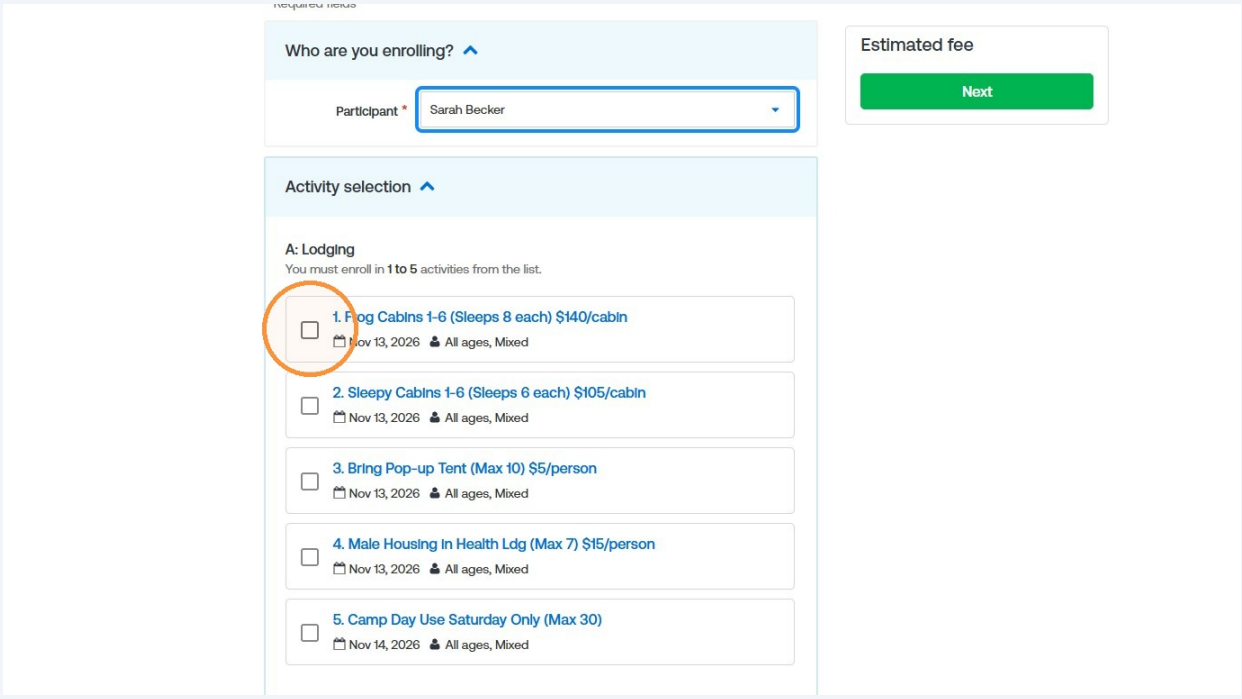
6 If you were not logged in, you would be prompted to do so now. Because I am already signed in, it has my name here at the top. From here, you would select the troop leader or a troop adult from the drop-down.



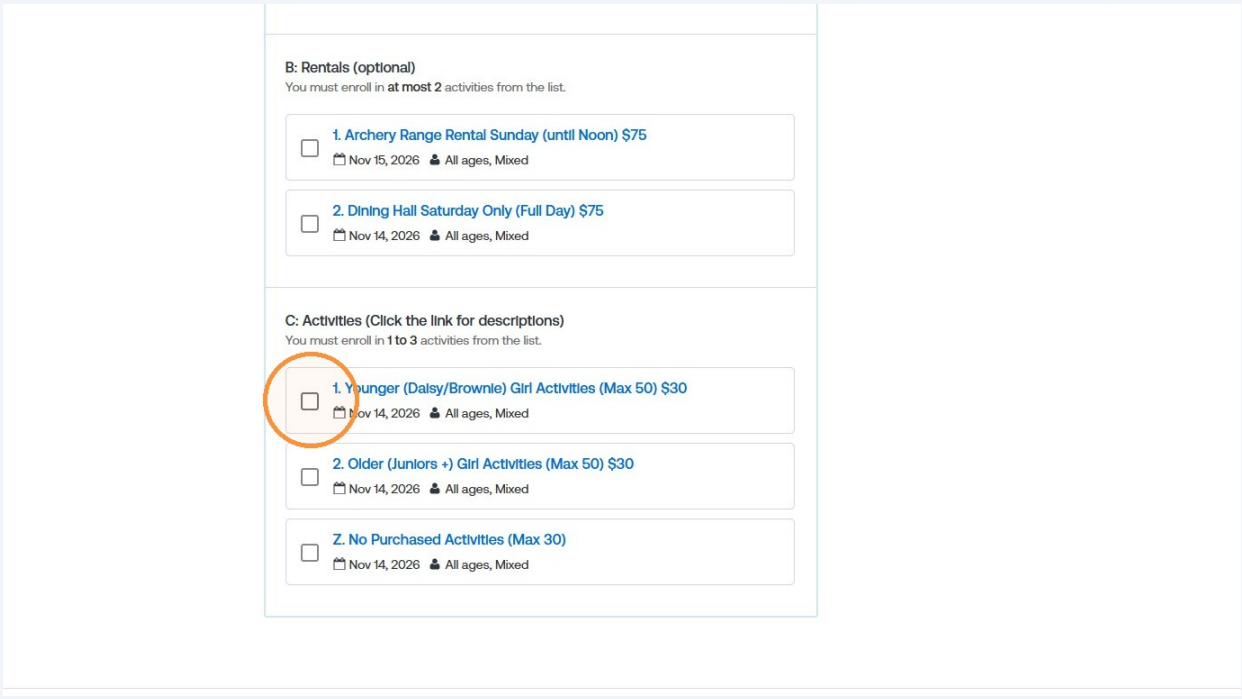
7 You can see that any children in the household are grayed out.



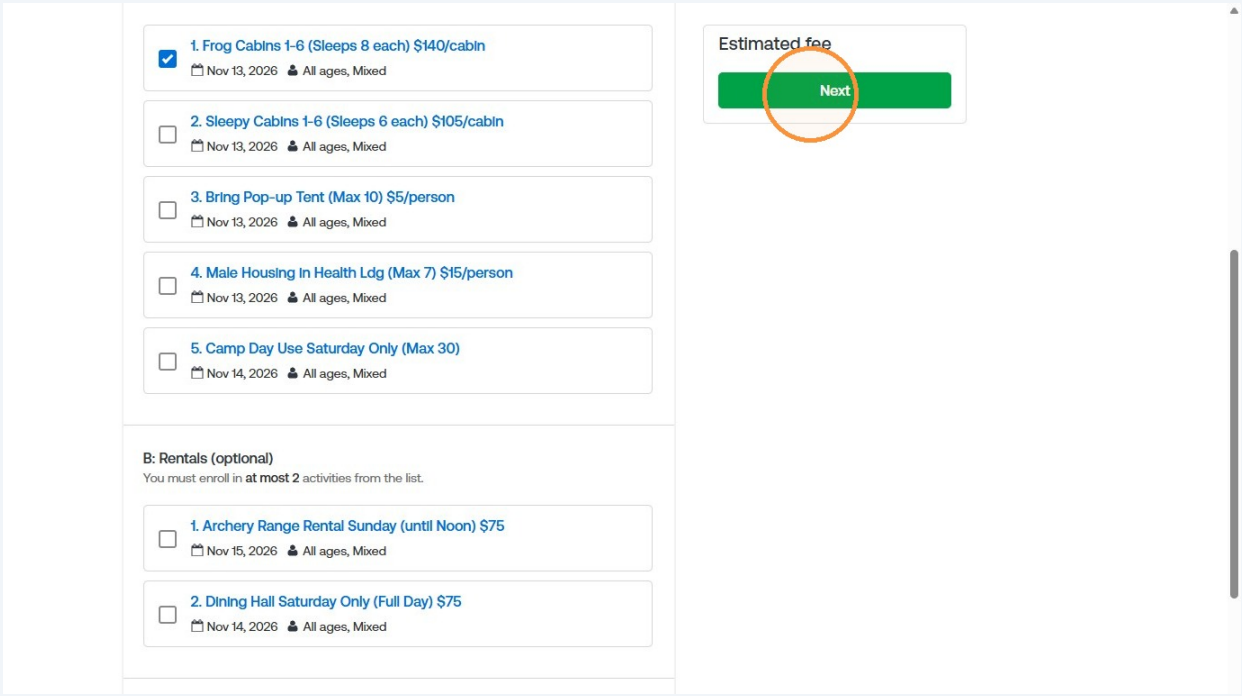
8 After you select your name, you can select the lodging from the options listed. If you were coming in and adding girls to your existing registration, you might choose camp day use instead since they would be sleeping in the pre - selected lodging and you must choose something. But if you needed to add lodging, you would select the same cabin group.



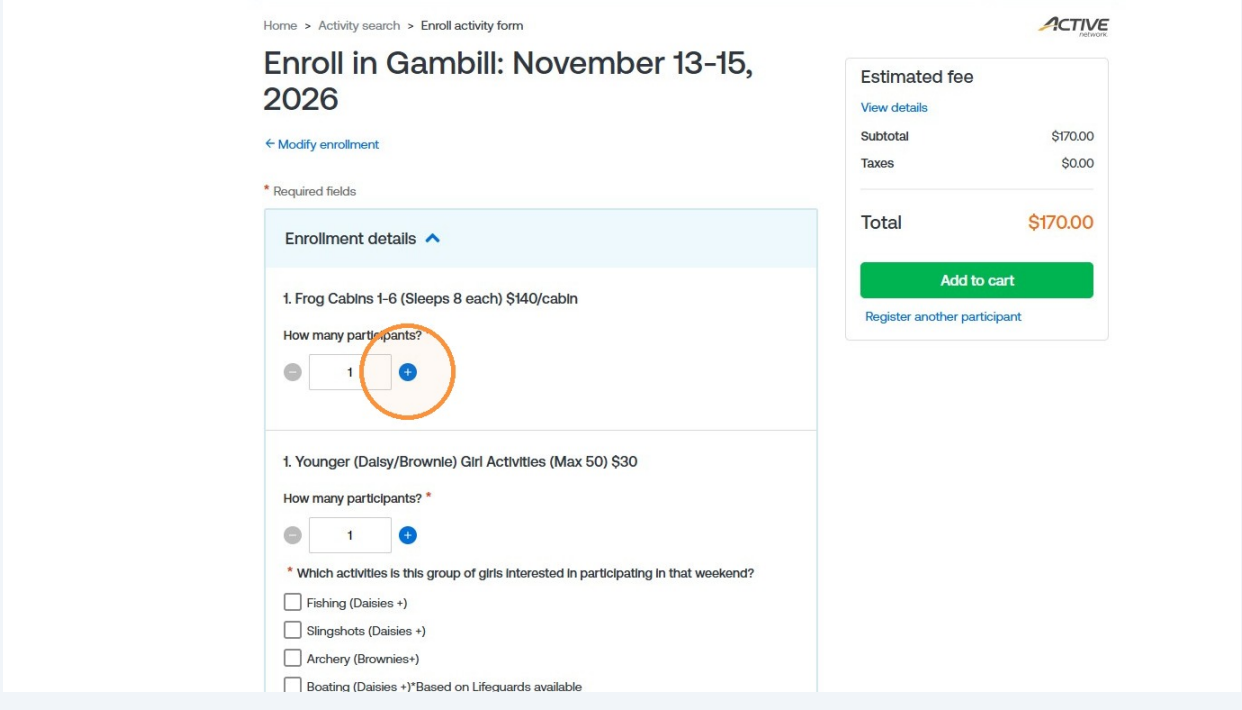
9 You then select from the activity choices that best fit the girls you are taking camping.



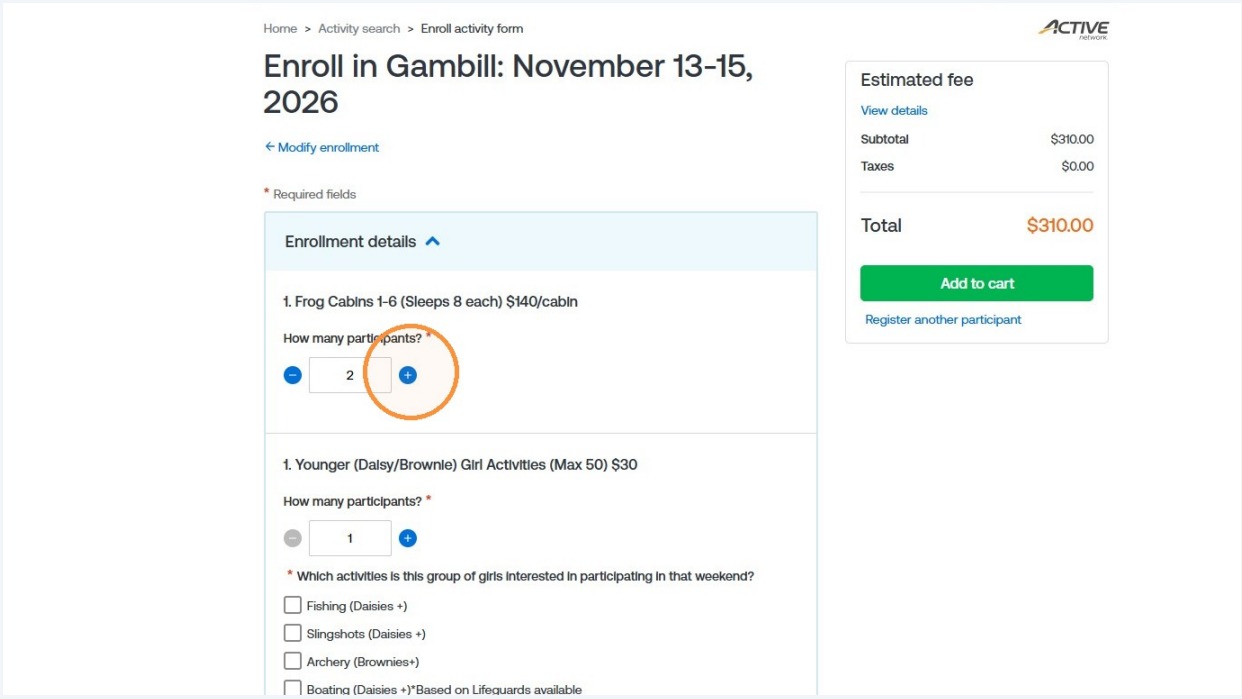
10 Now that you have made your selections, you click Next to choose the quantity and make your activity preferences known.



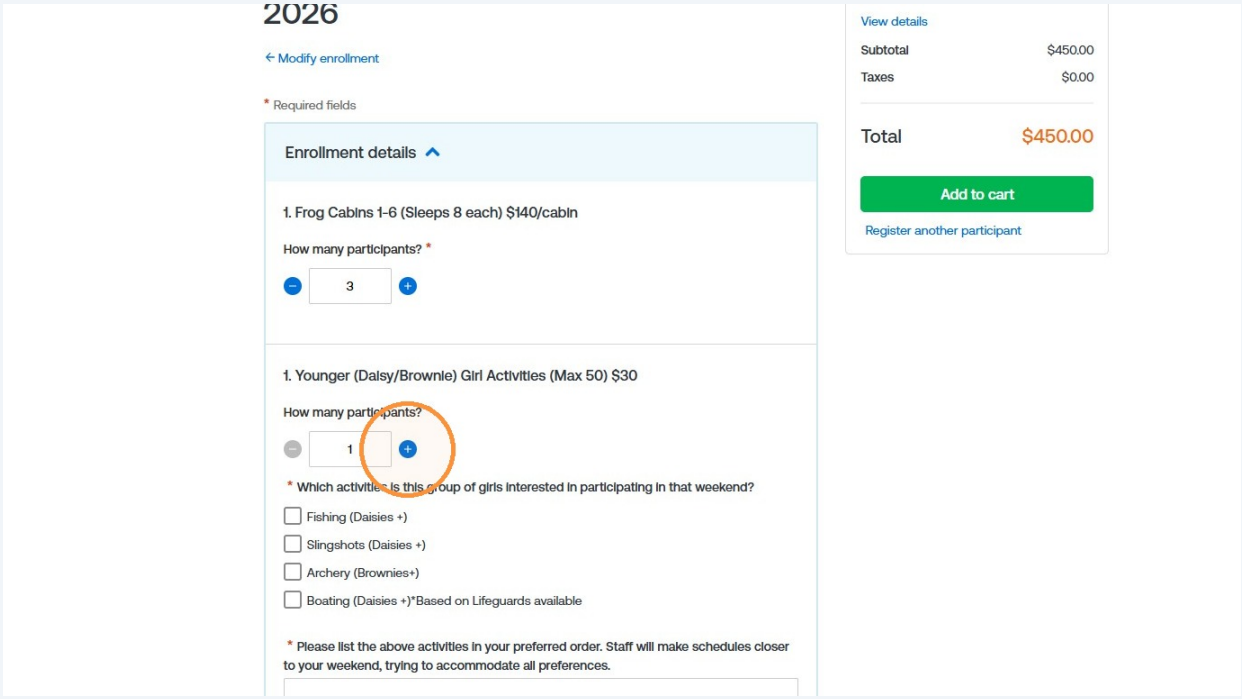
11 This is where you can see the estimated fee in the top right - hand corner. You then increase the quantity to reflect how many cabins you need from this cabin selection. Although this says "Participants" you will instead enter the **quantity of cabins** for your lodging selection.



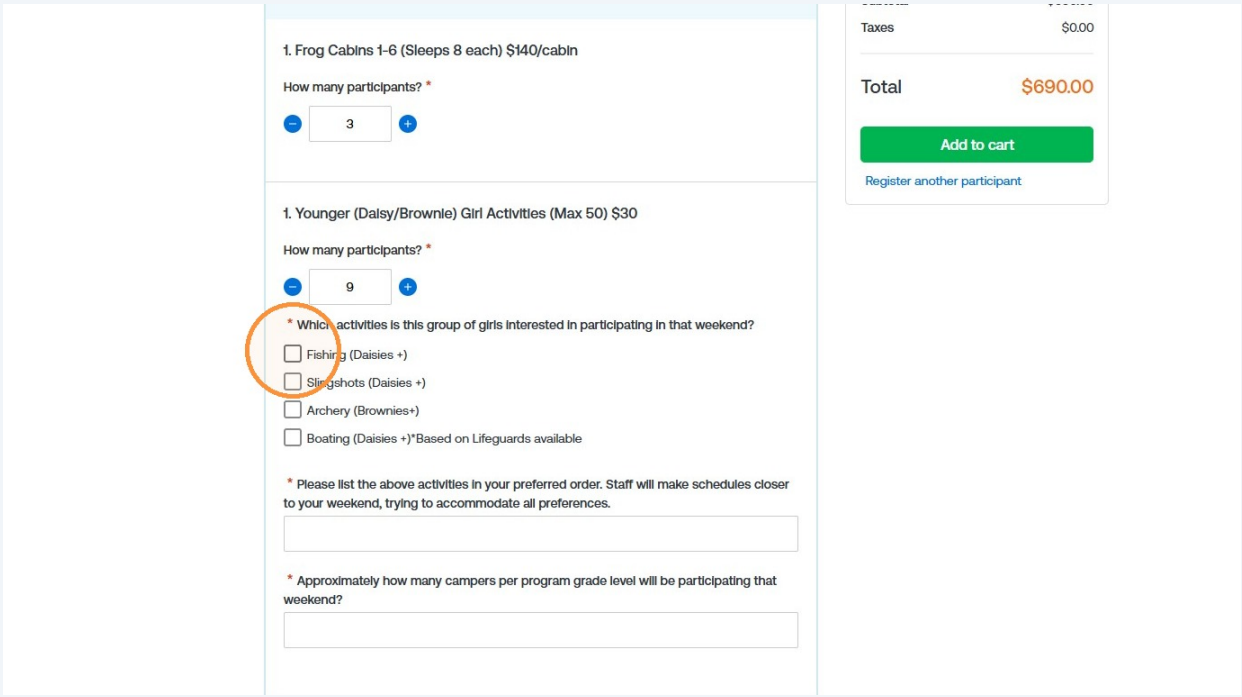
12 As an example, I need three in Frog. So they are 140 per cabin and I see my fee increase in the top right to reflect how many cabins I need. Each cabin sleeps 8 so for this reservation I can have 24 people spread over 3 cabins.



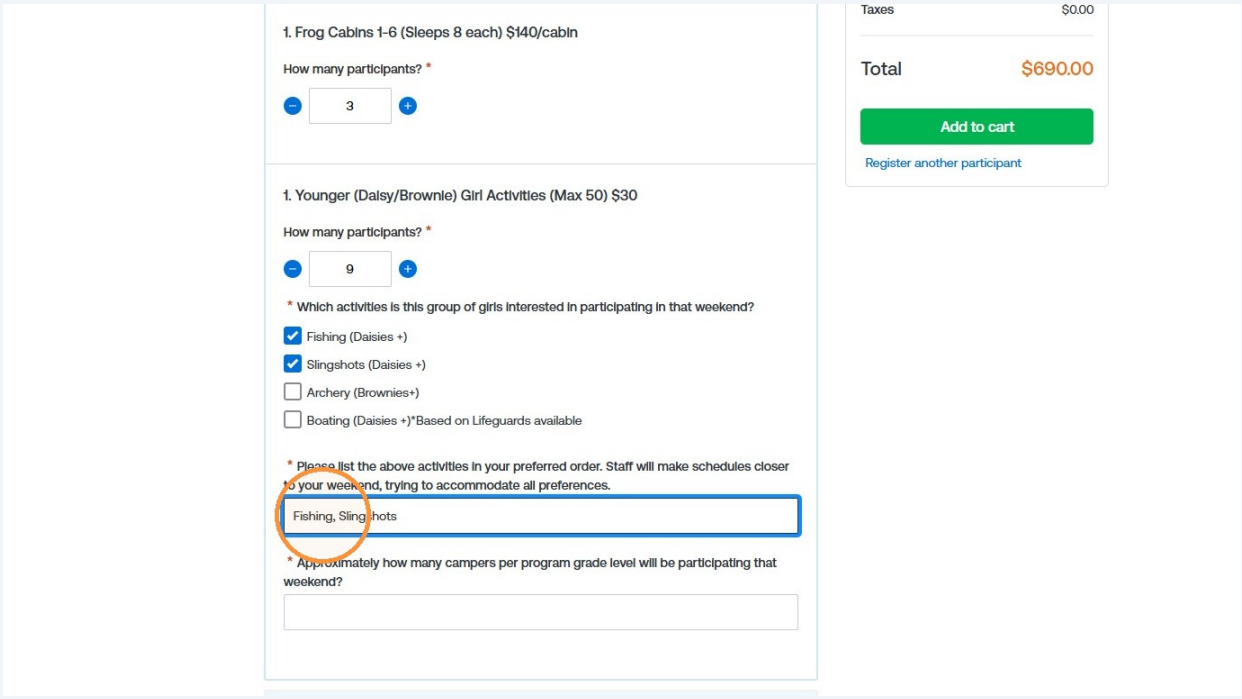
13 Then for Daisy, Brownie Girl Activities, you will increase this to reflect how many girl participants you have in this age group that need activities. You can see the fee change accordingly.



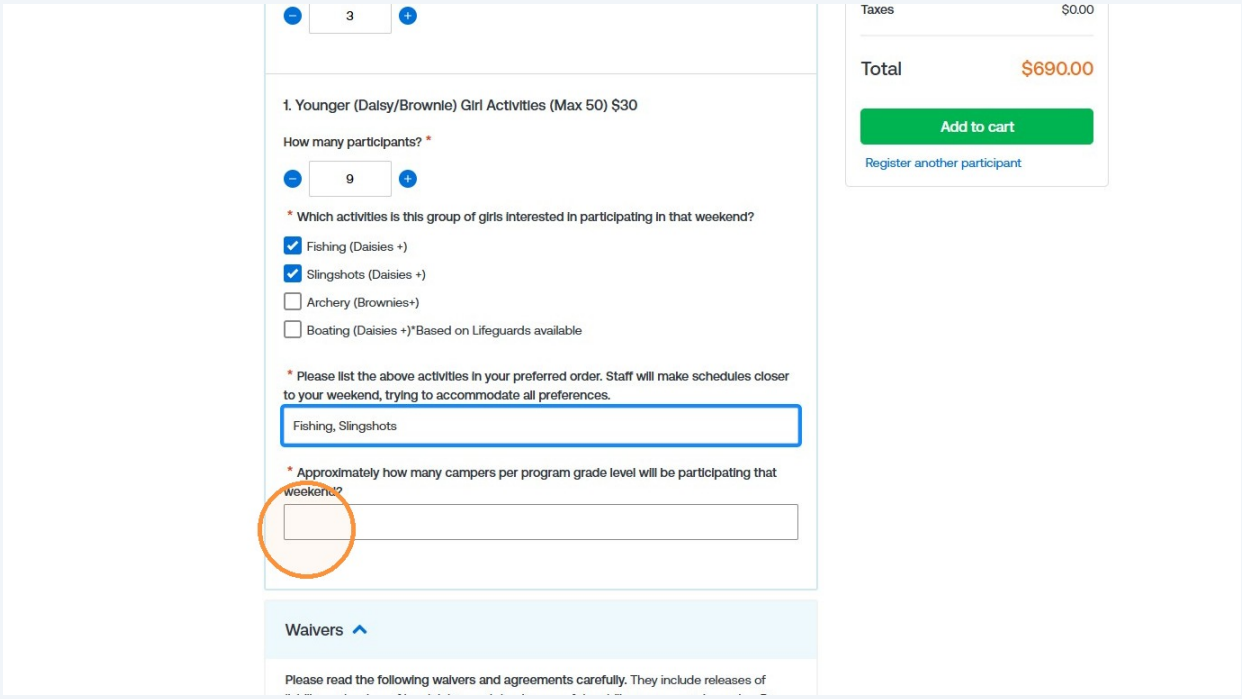
14 You now have the opportunity to select which activities this group is interested in. You can click on more than one and the applicable ages are listed.



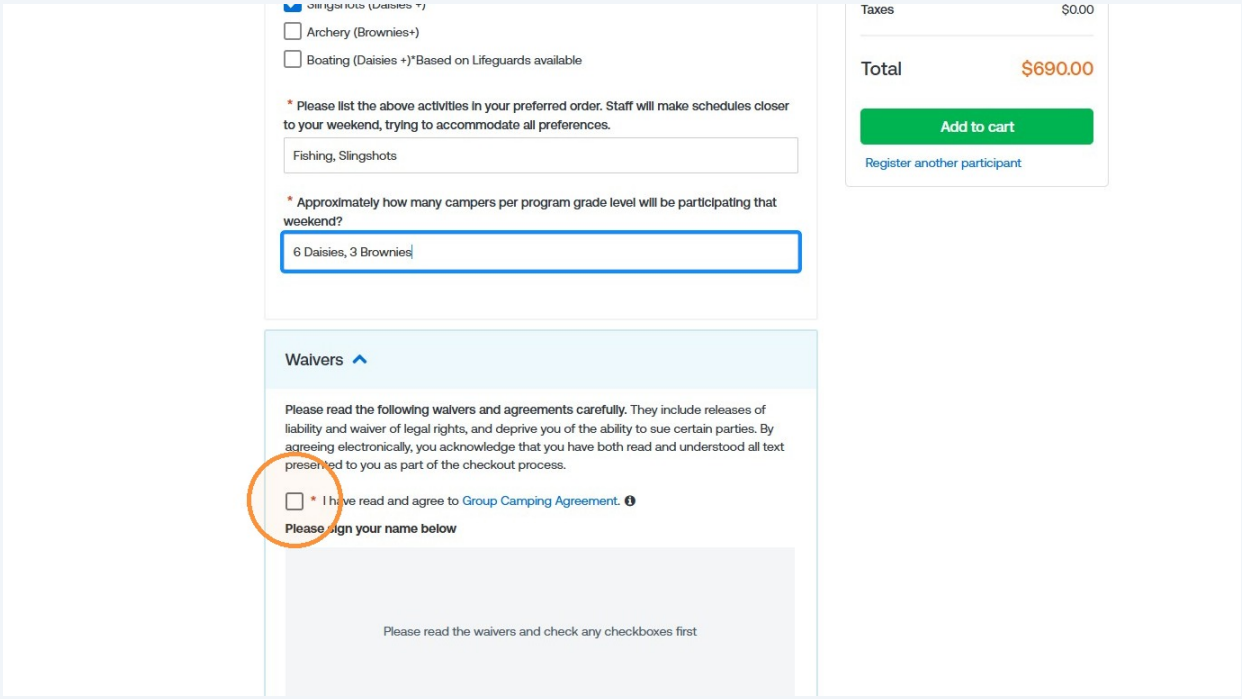
15 In the text box, you can enter your preferred order of activities. You can see that staff make the schedule based on preferences so if this group really wanted to fish, we would put that first. This list of activities and preferred order is a list of requests, activity requests are not guaranteed. Camp staff build schedules based on availability and staffing.



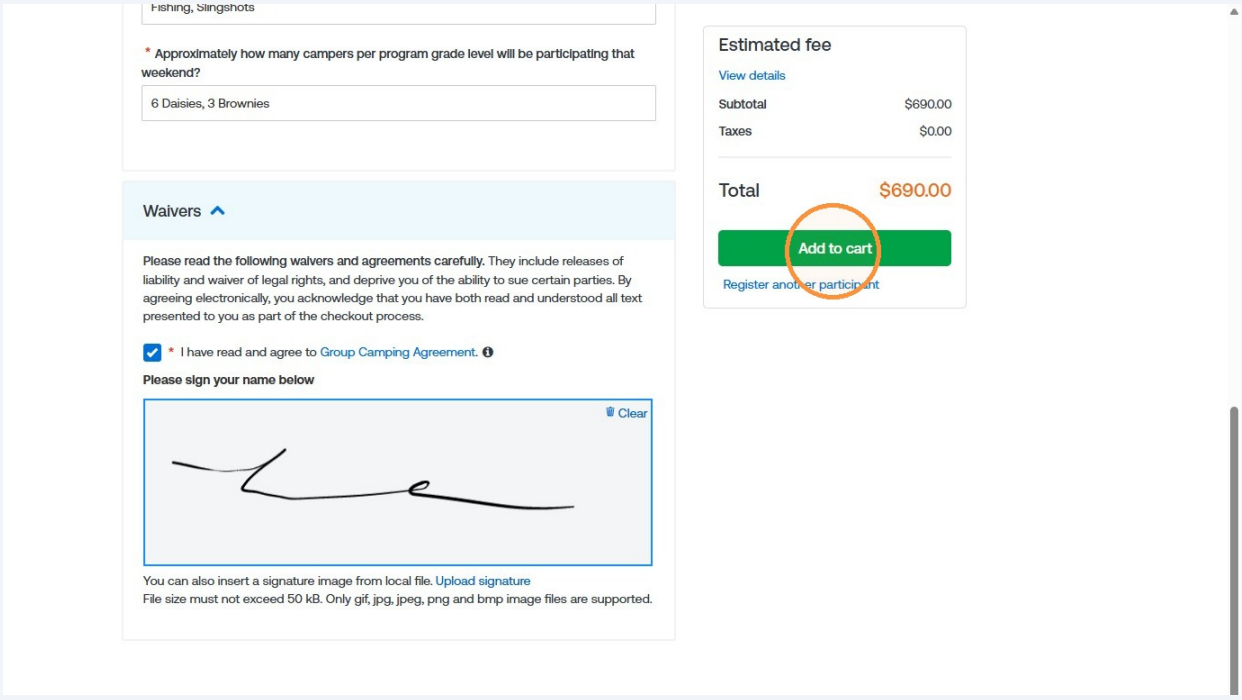
16 You will then enter how many Daisies and how many Brownies you expect to have from this group. This is for activity scheduling purposes since the cost of each participant is the same. Providing an estimated number of girls per program grade level helps camp staff build the activity schedule.
Example- "Daisies - 5, Brownies - 2, Juniors - 2



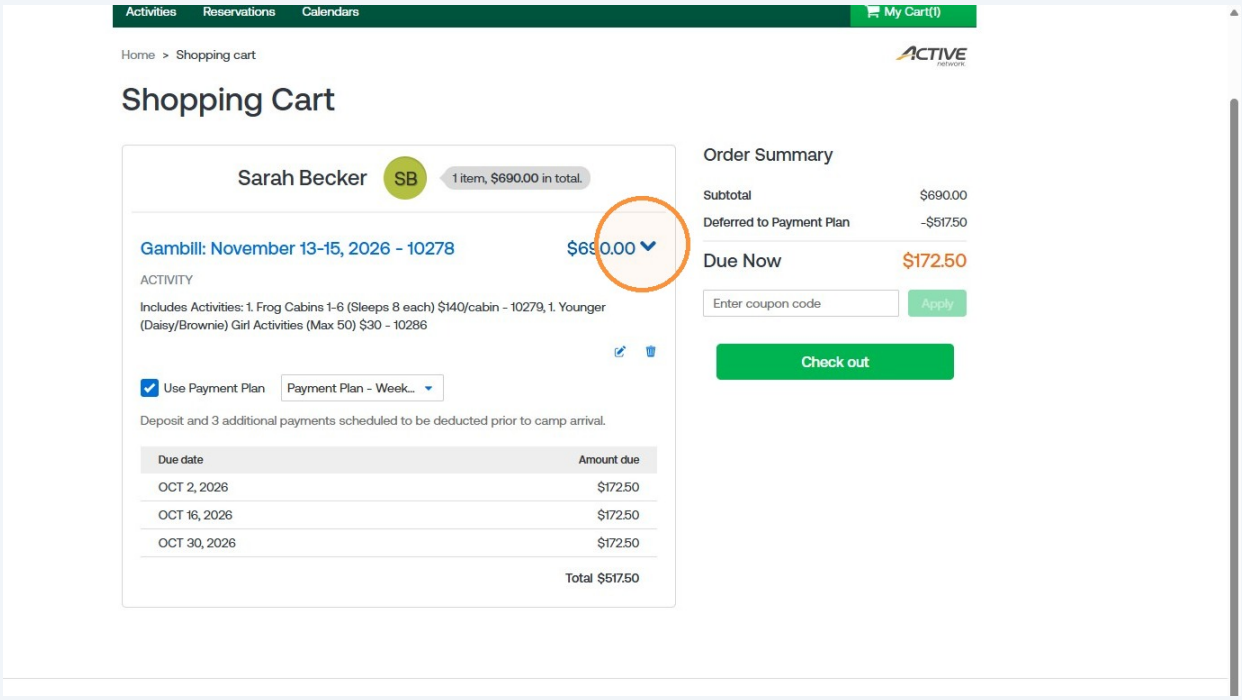
17 Then there's the waiver to check off and sign for the Group Camping Agreement.



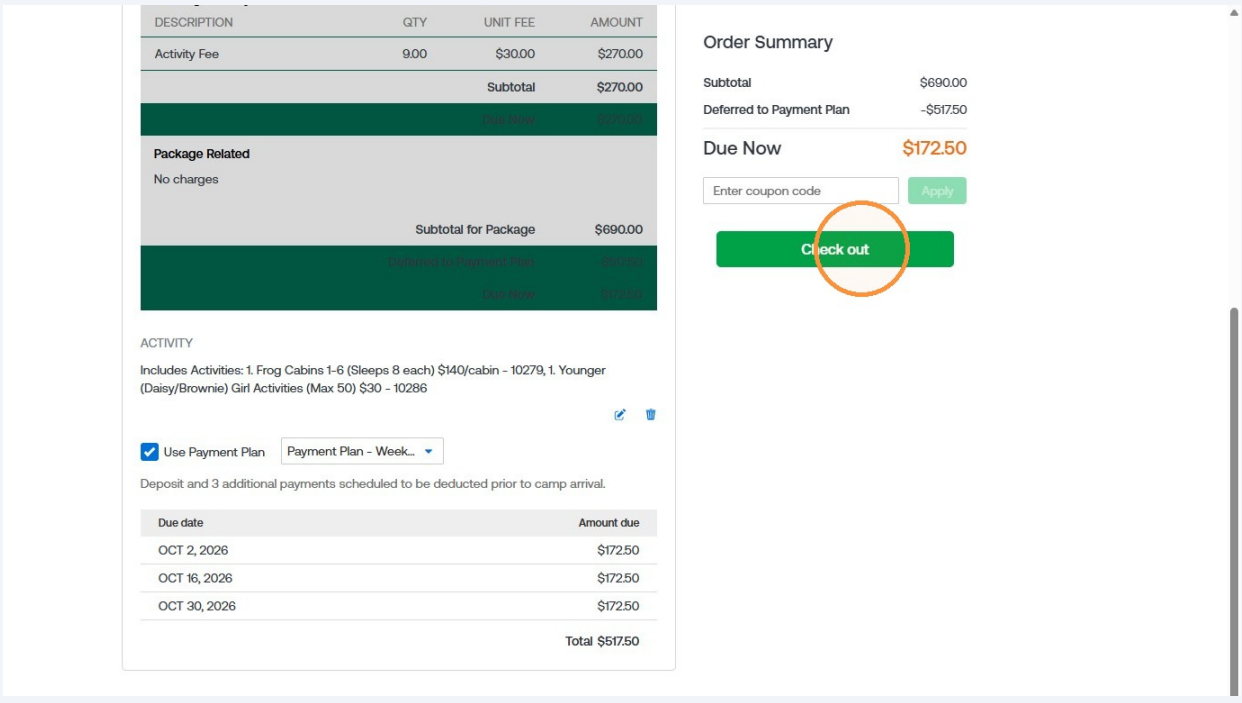
18 Once signed, Click "Add to Cart".



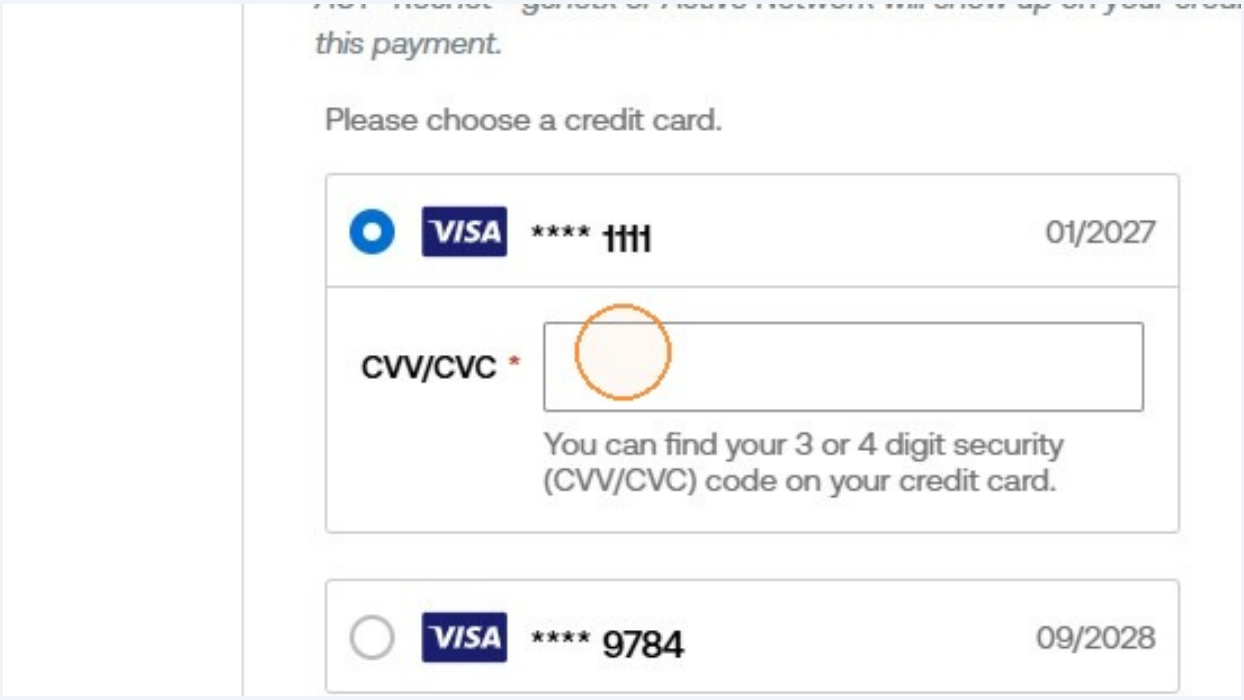
19 In the cart you can see the total cost and do have the option of a payment plan. Since this camp reservation is in November, the payment plan dates are in October. A quarter of the weekend camping total is due today. You can see the breakdown of due now on the right side and the payment plan dates on the left. Click on the down arrow next to the total of the item in the cart to see the cost breakdown.



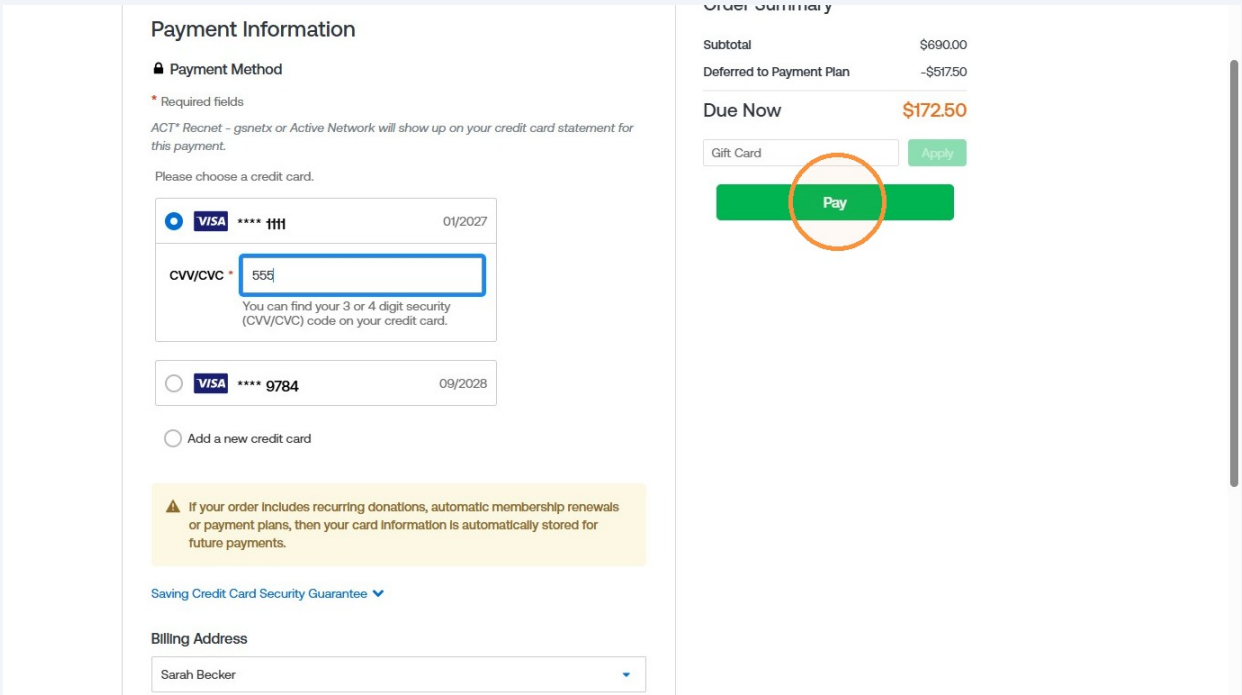
20 If everything looks correct, click "Check out" on the right side.



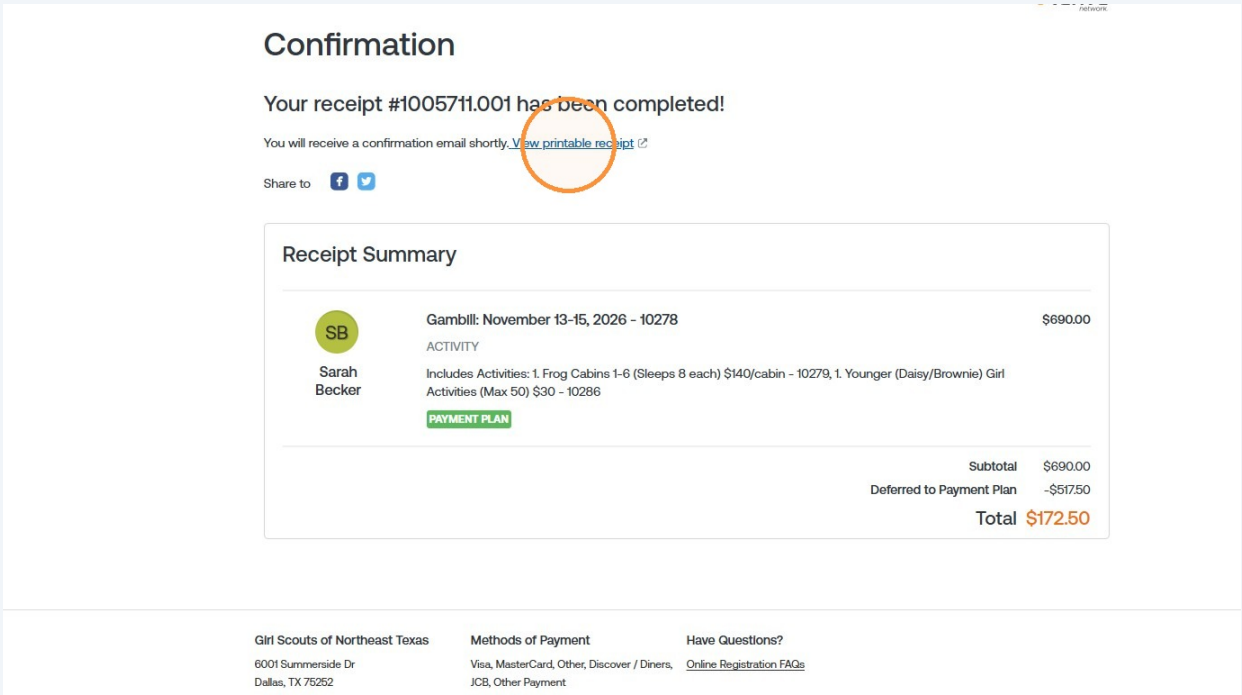
21 For a payment method, you can select a saved payment method to complete the transaction.



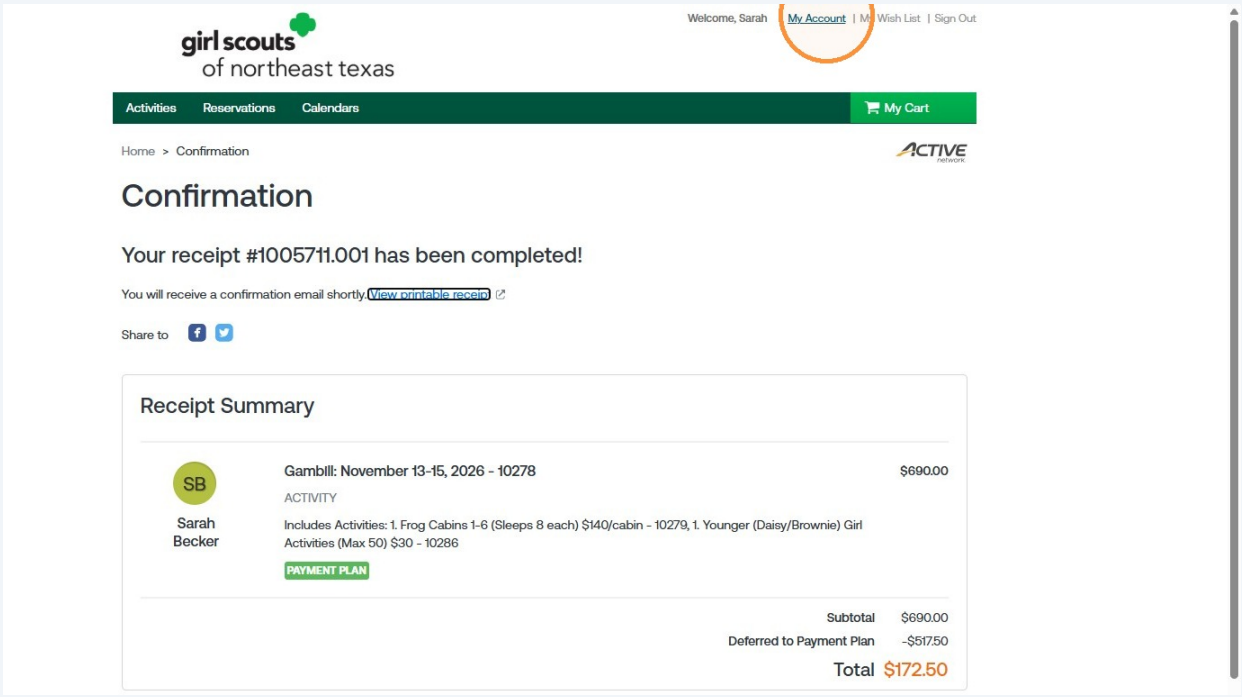
22 Once payment information is complete, click Pay.



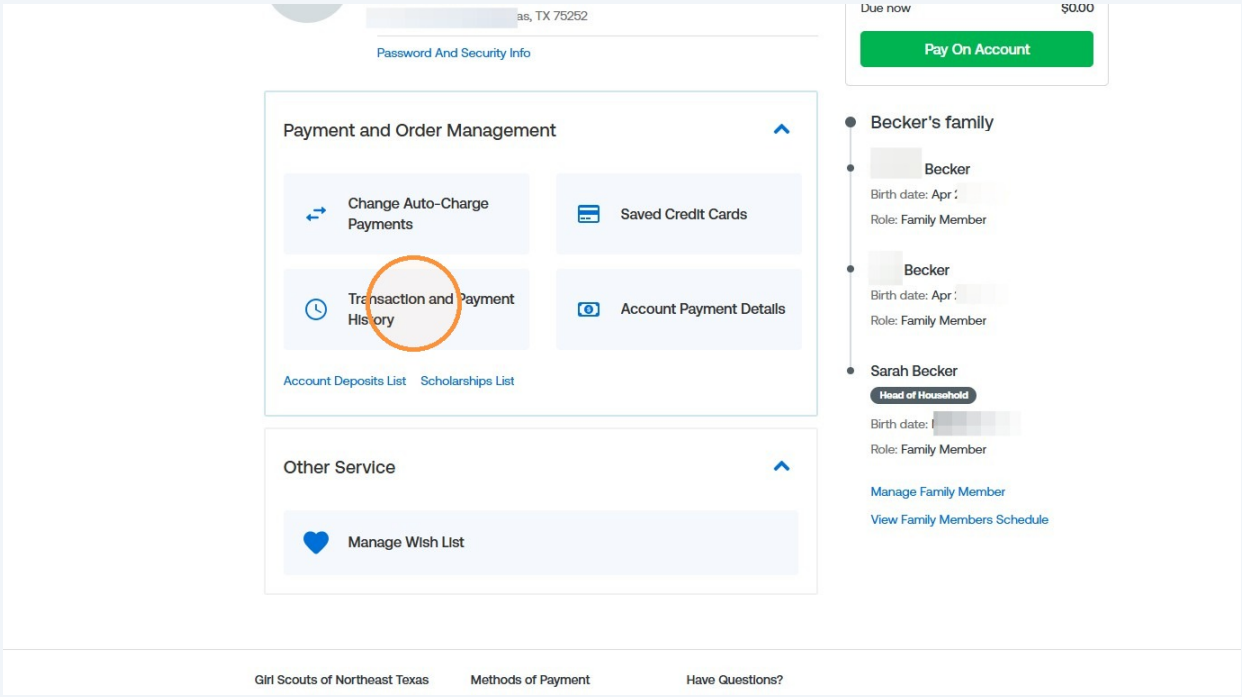
23 If you opted into a payment plan, that credit card will be automatically charged on the dates described. These are also listed on the receipt.



24 This is the confirmation page with a printable receipt linked. From here, you can click on My Account.

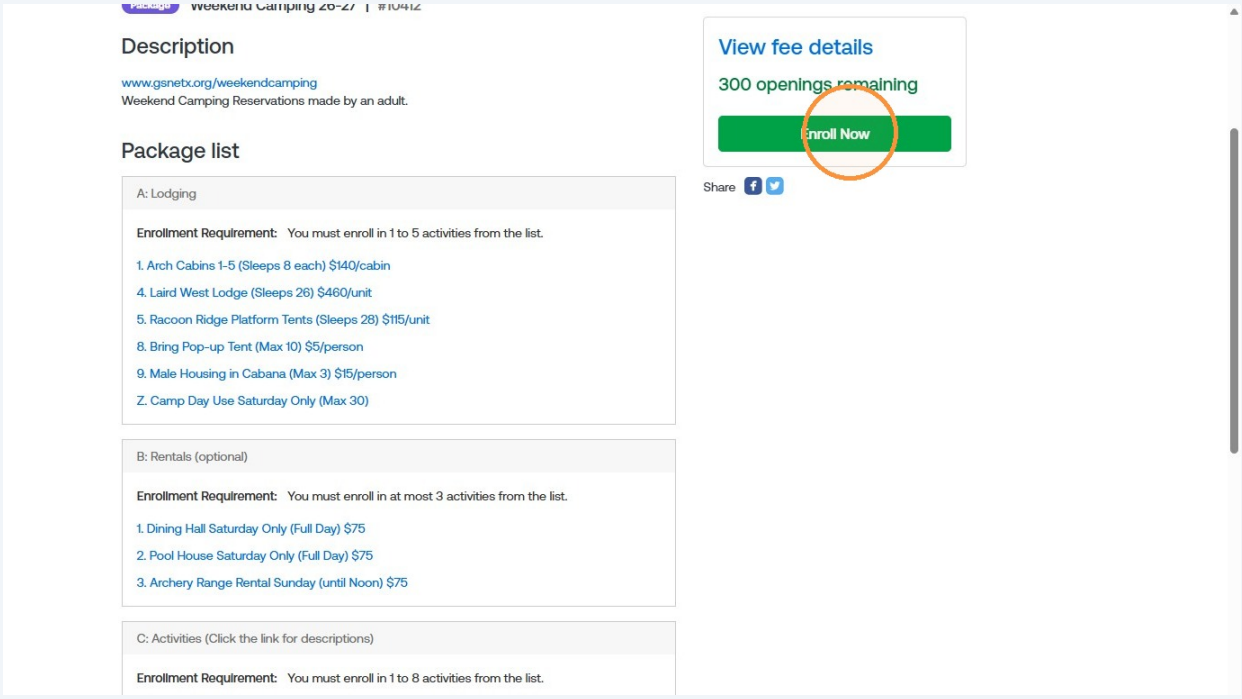


25 On My Account, you can click on Transaction and Payment History to see those reservations.

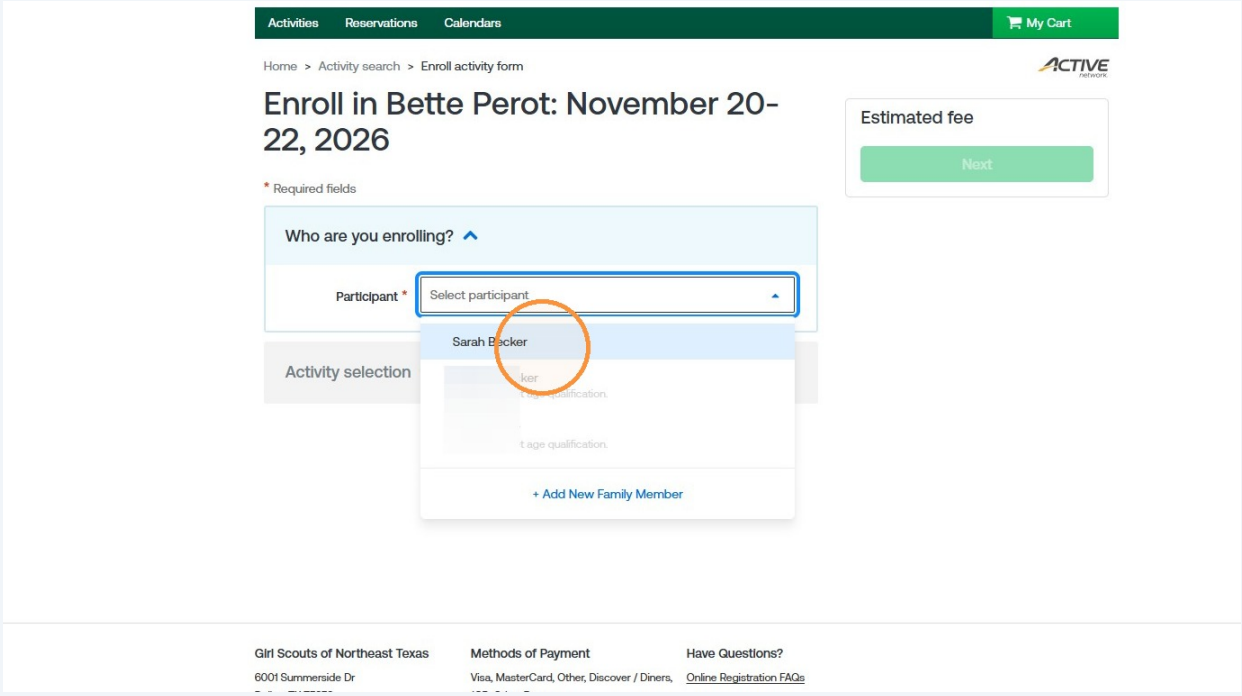


26 Now we will go over a Bette Perot transaction.

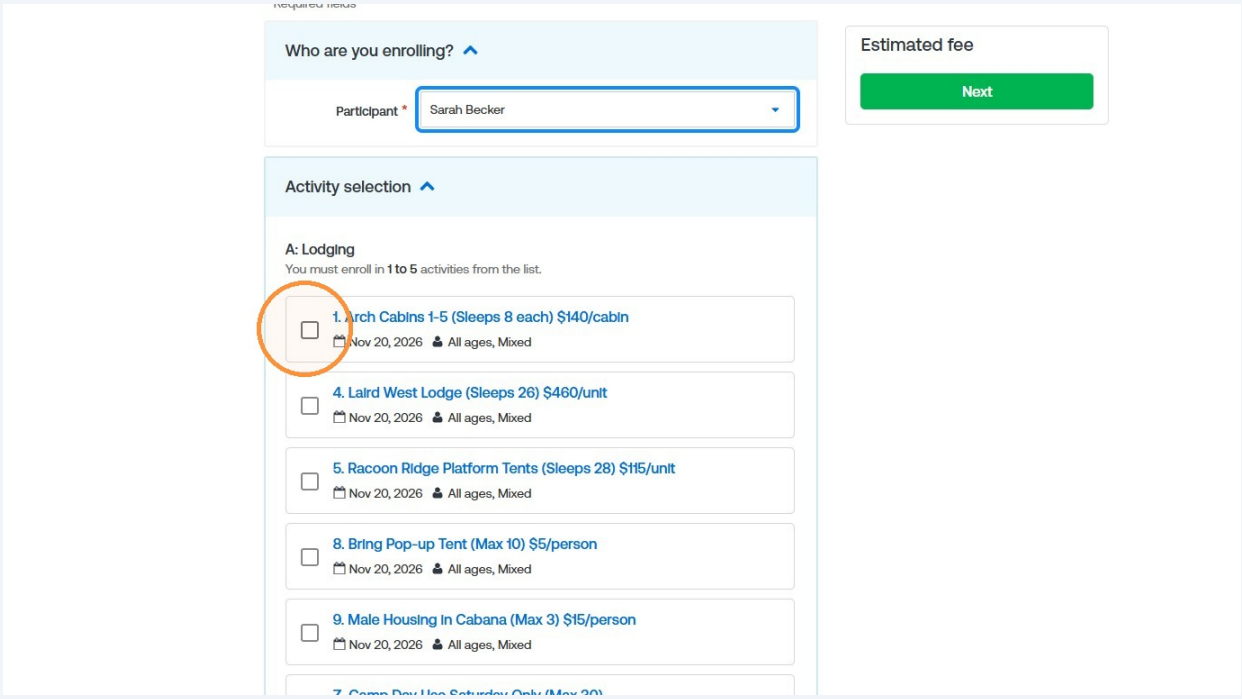
27 Here's a weekend at Bette Perot page. You can see the lodging options here. You do see that there seem to be some numbers missing. This is because those cabins are no longer available. The ones listed here **are** still available. Again, rentals that we may or may not be using are listed. As a note, the Dining Hall rental is for exclusive use of the space only. The rental itself does not include meals or food service. And then I have a lot more activity options because these are split between the different program grid levels with horses being available as well as only a trail ride plus more camp fun. This is for girls that may have already done horses and they are going back for more camp fun with other activities. If an adult wanted to go ride a horse, you could choose horses with adults and pay for that experience with the girls, but otherwise these activities at camp are specifically for the girls in the group. To register for this weekend, click Enroll Now.



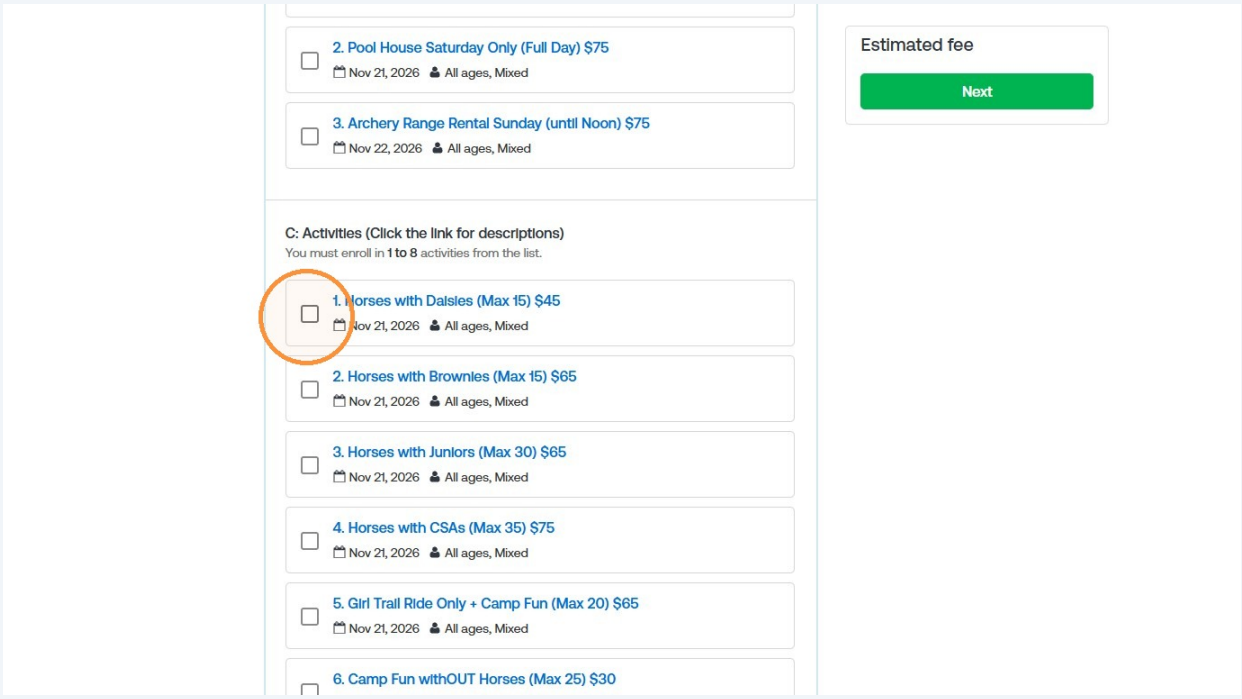
28 Select the adult participant to put the reservation under.



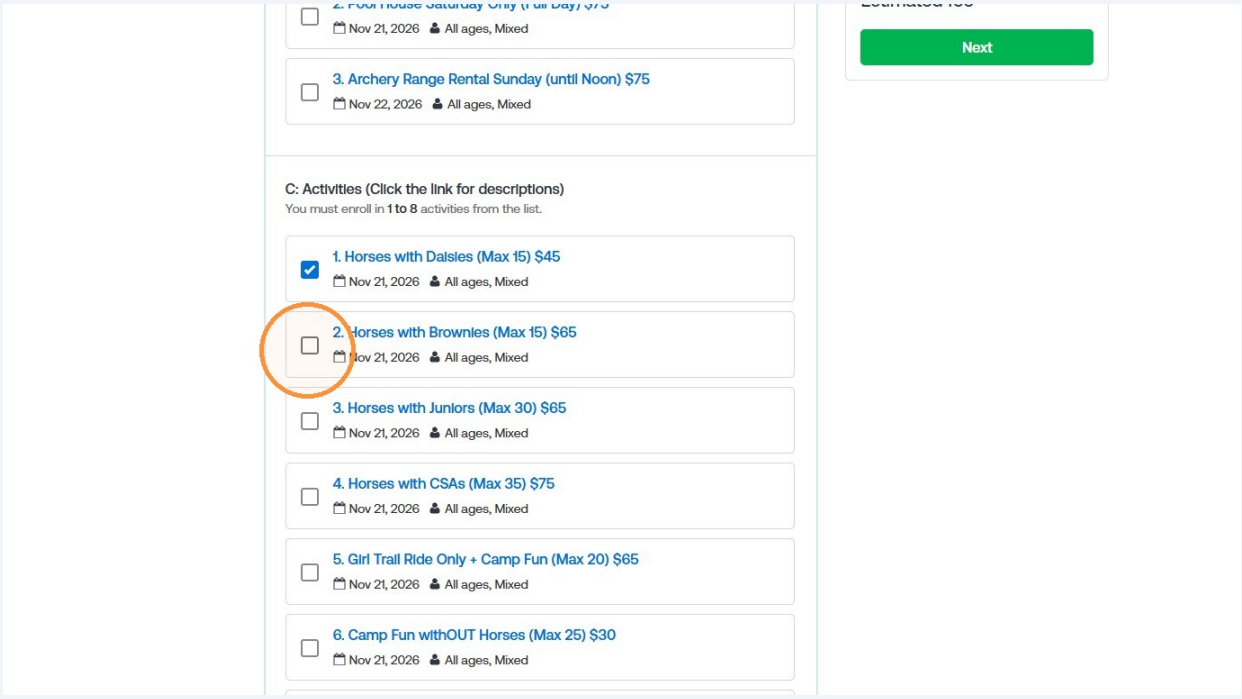
29 Then select the lodging options you need.



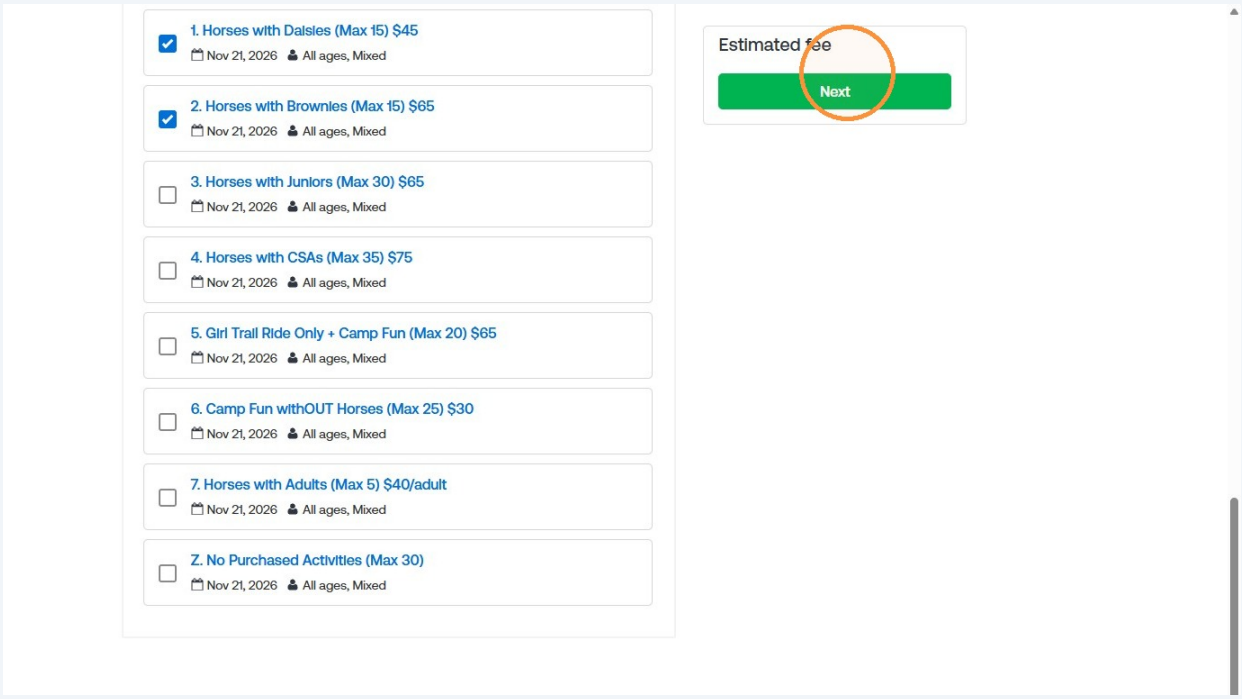
30 I don't need any rentals for this opportunity, but now I need to select all of the program grade levels or activity bundle groups that apply to this transaction.



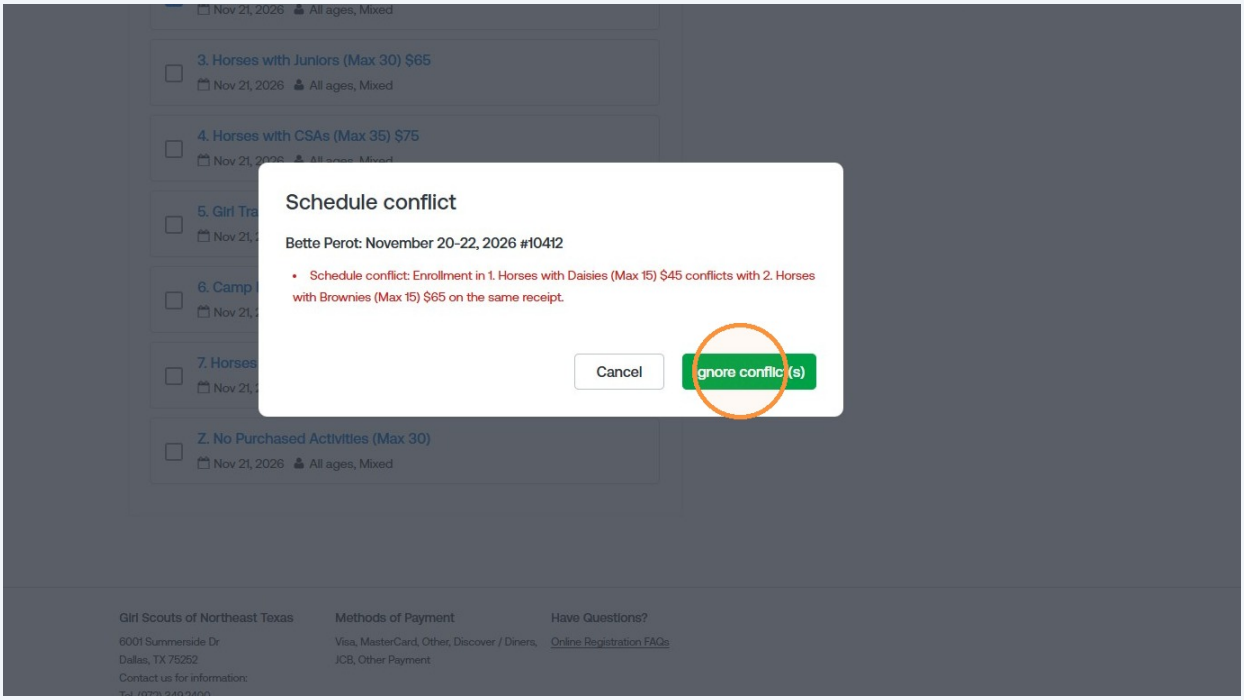
31 You can select more than one option then will be prompted to enter quantities on the next page.



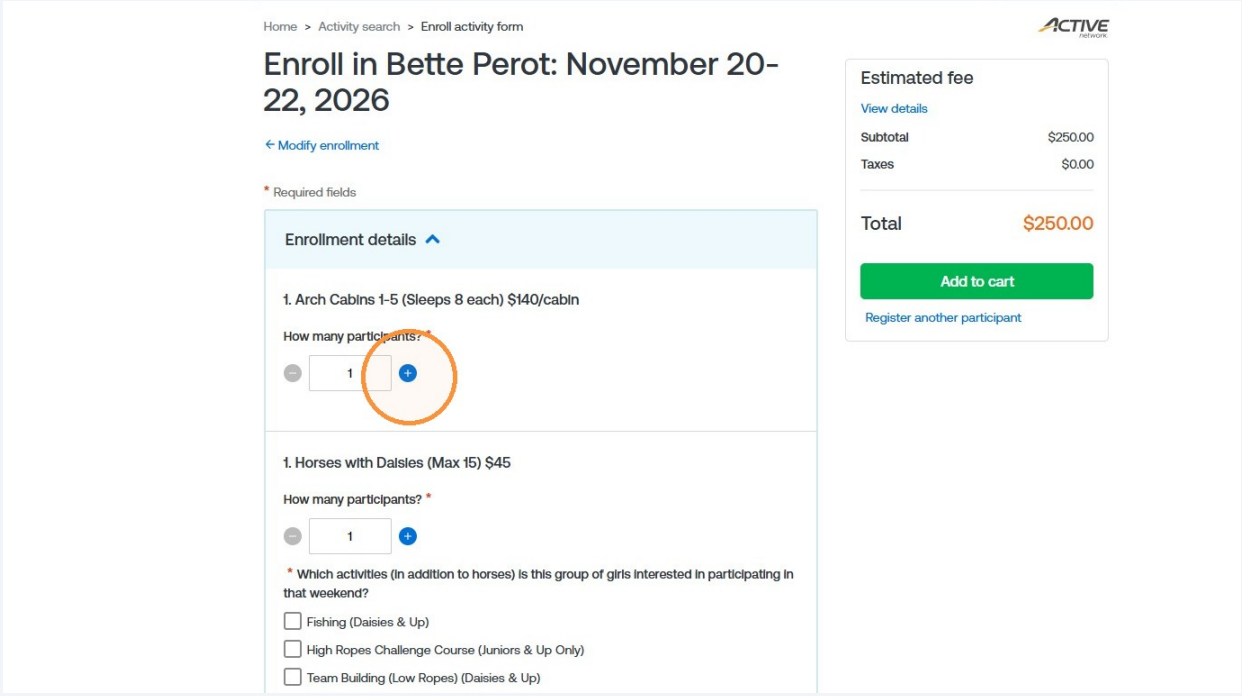
32 Once you've selected all of the applicable activity choices, click Next.



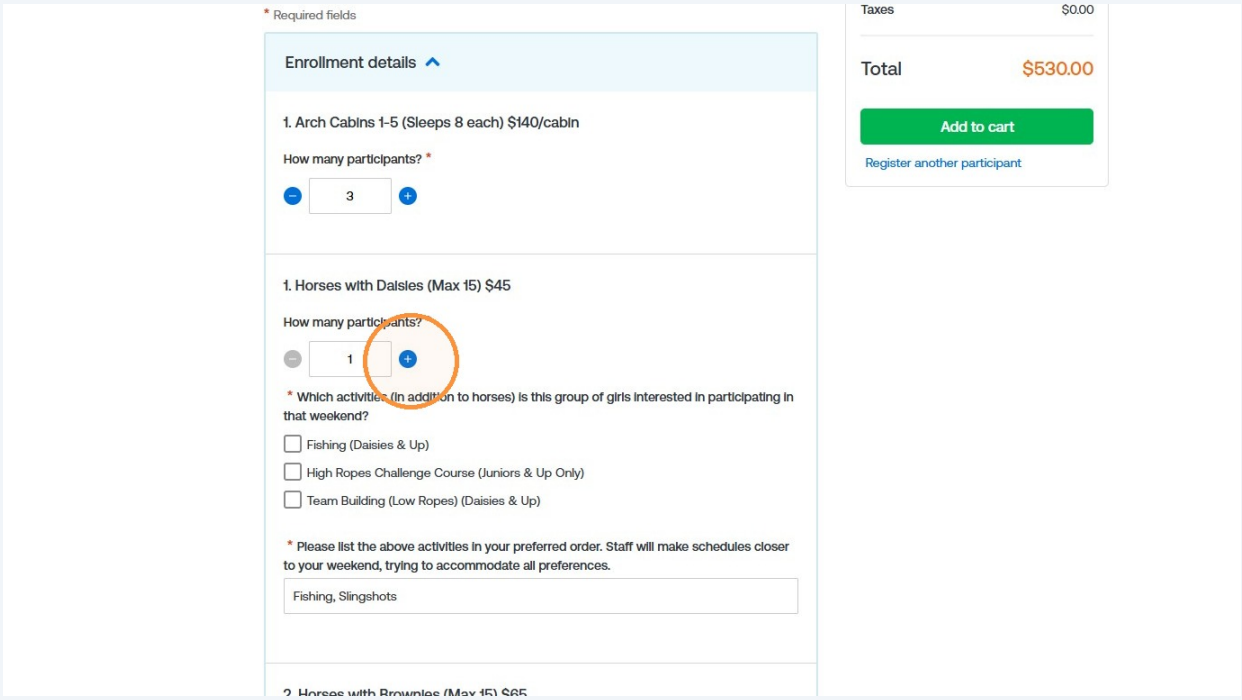
33 If you've selected more than one activity group, it may double check that you meant to do this and you can simply Ignore the Conflict.



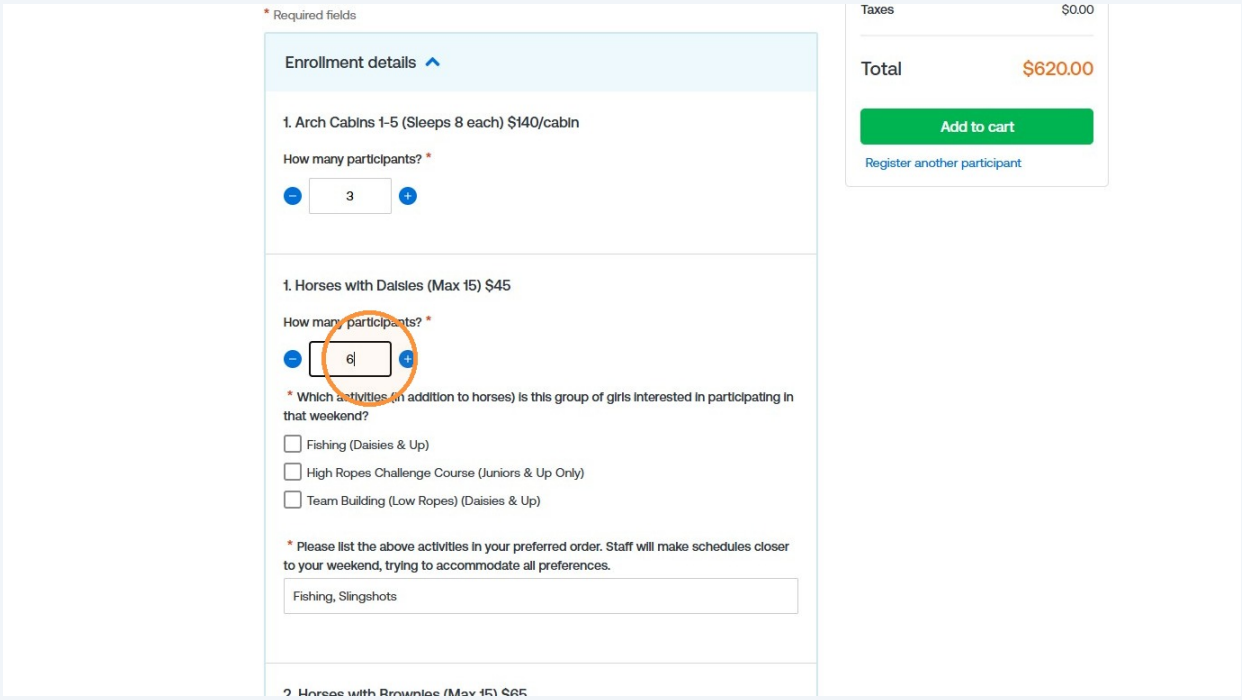
34 This is the quantity page where you increase the quantity of cabins to reflect how many cabins you need.



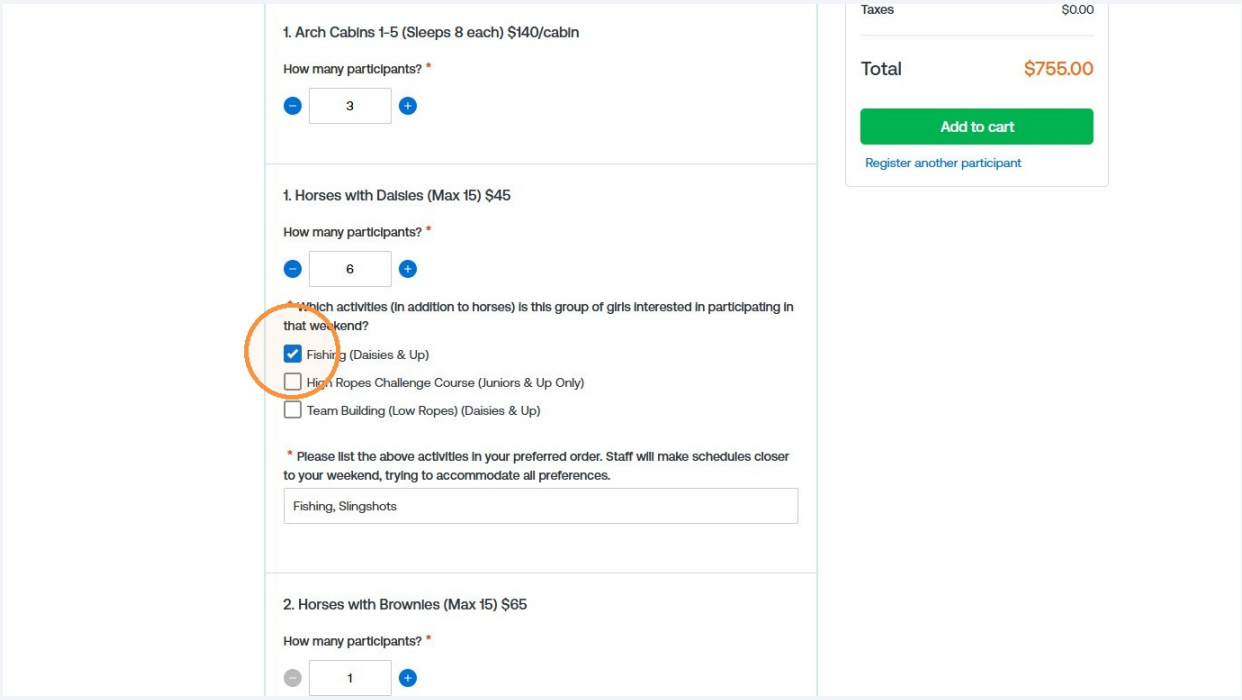
35 Then you increase the quantity for each program grade level selected.



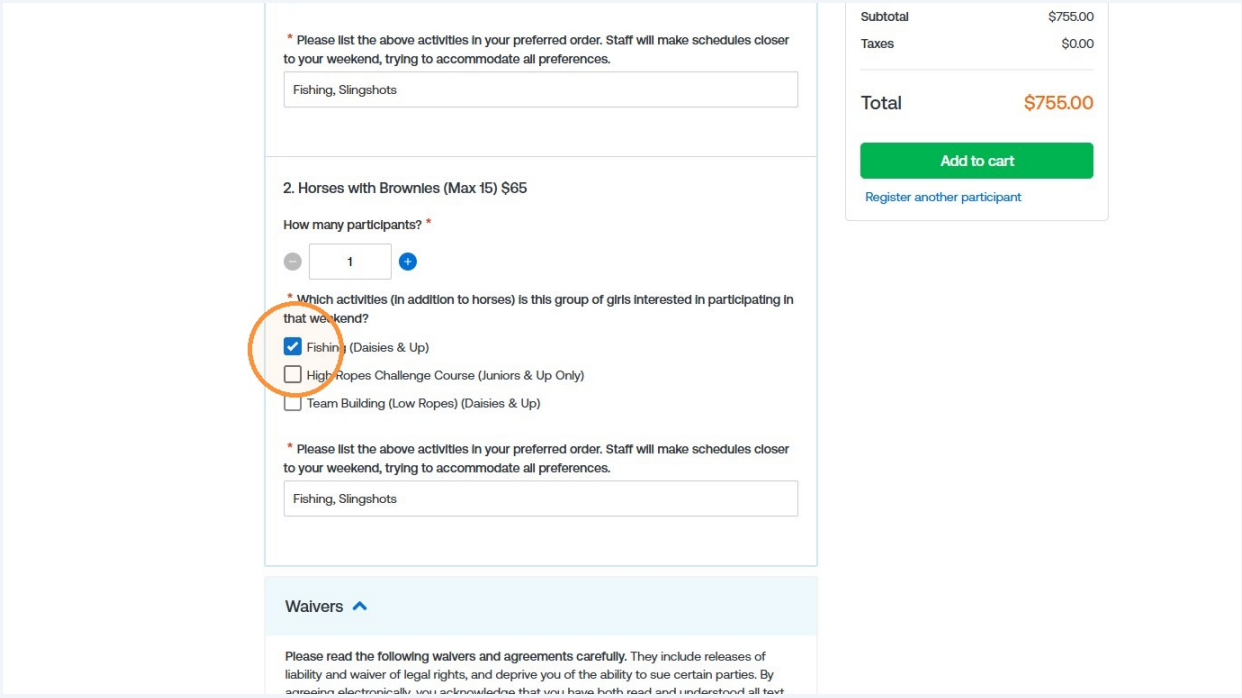
36 You can either click the plus button to increase the number or type it in.



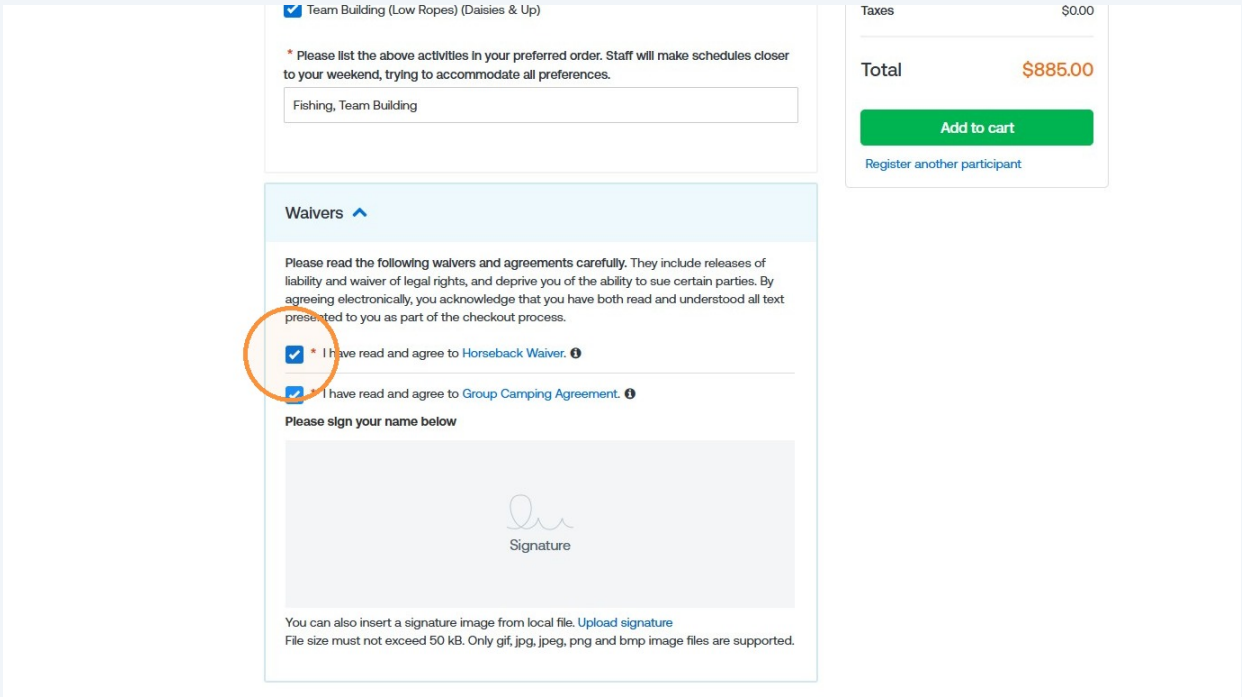
37 Select as many activities as your group is interested in (in addition to horses!) then rank them in the text box provided.



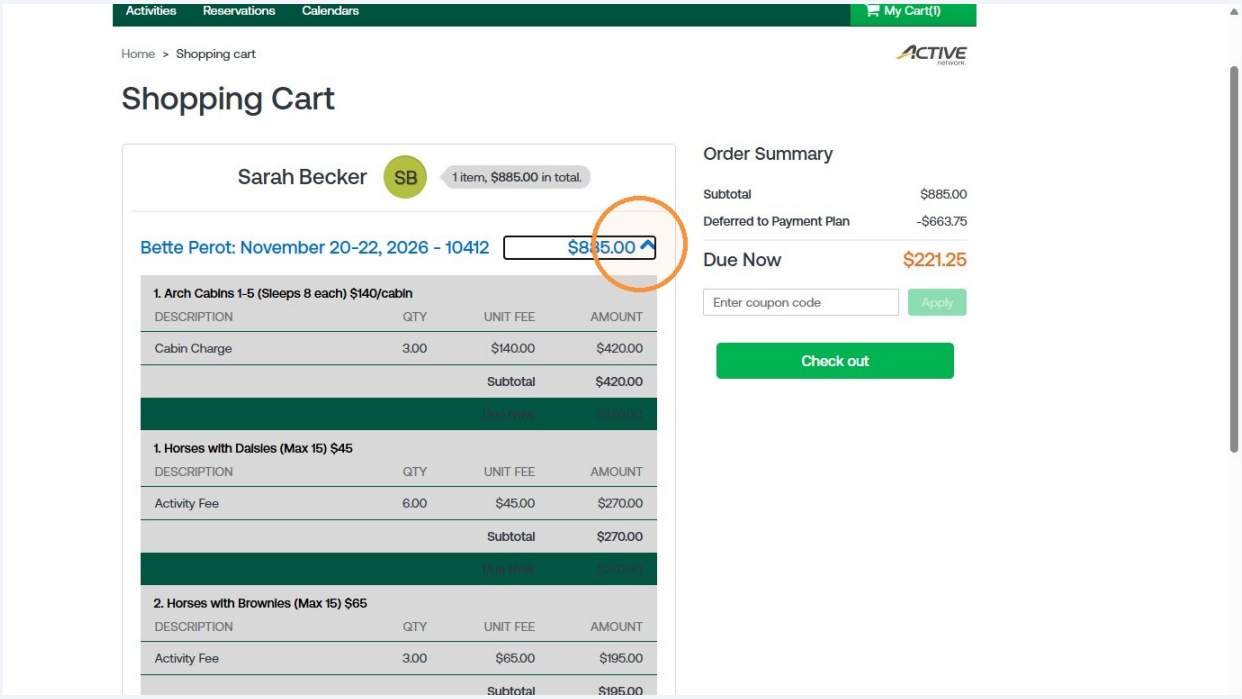
38 For each program grade level selected on the previous screen, you will need to enter the quantity, select the activities, and rank the activities. If you selected a multi-age option, you will also be prompted to enter the program grade level breakdown for this group.



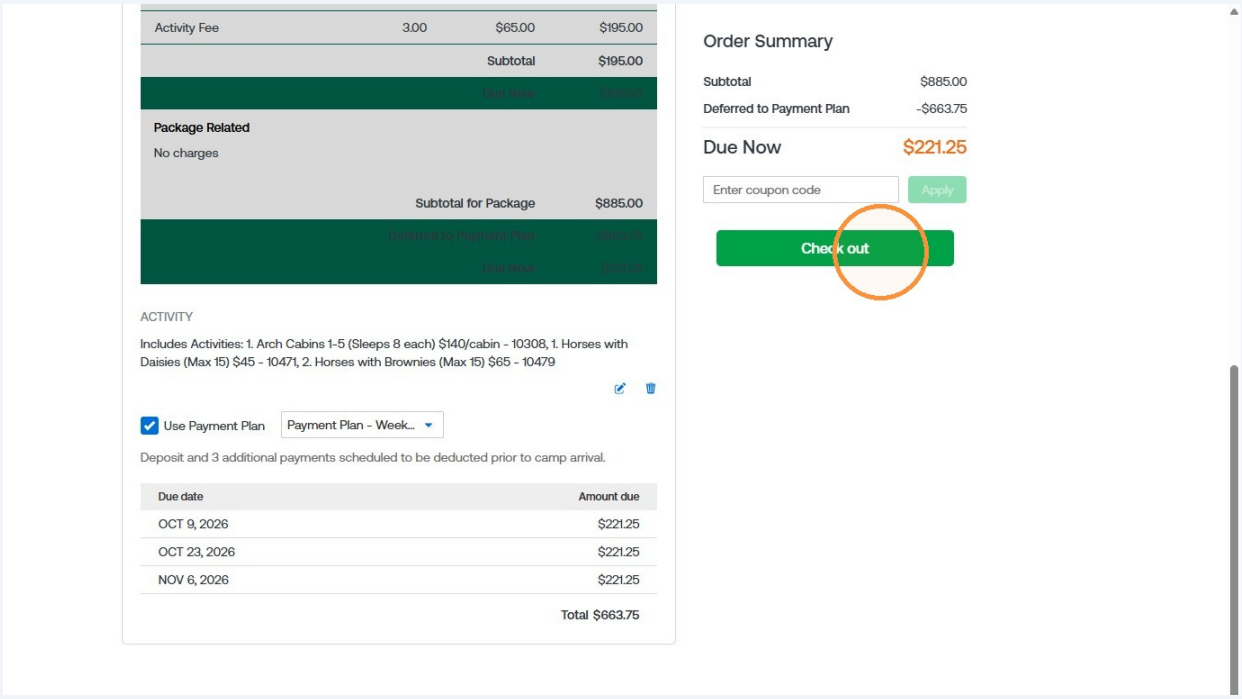
39 Check off and sign your applicable waivers and click add to cart.



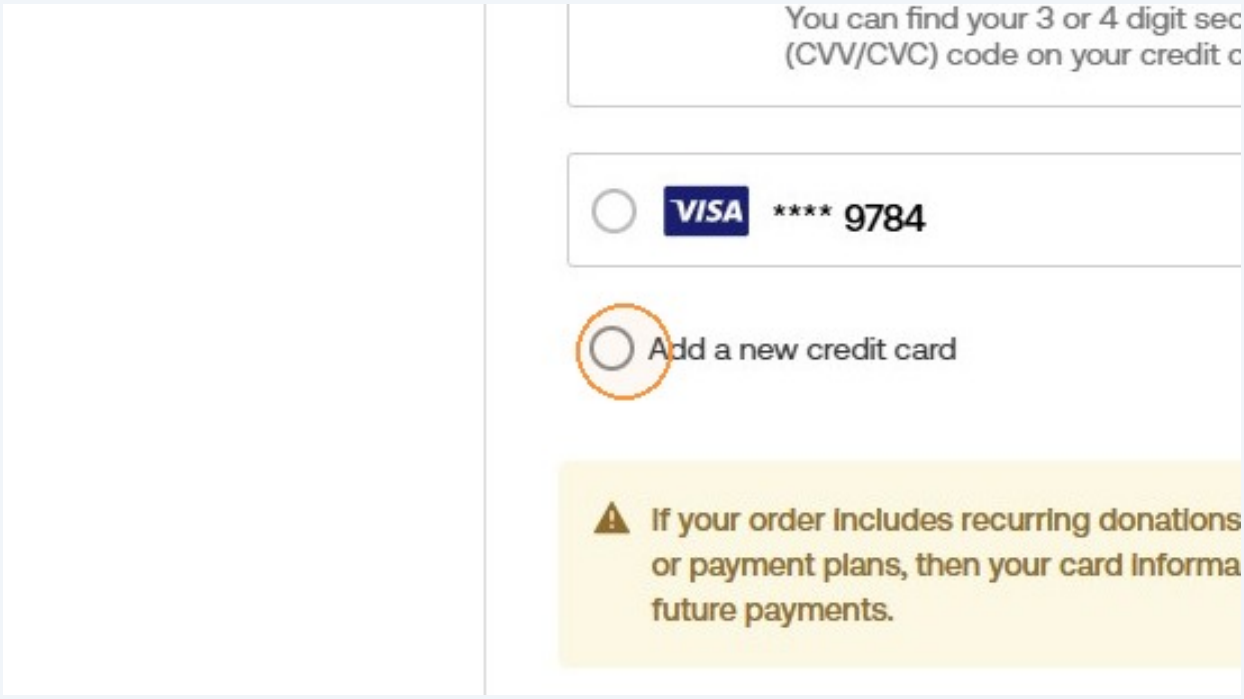
40 Again, I can expand this to see how that is charged.



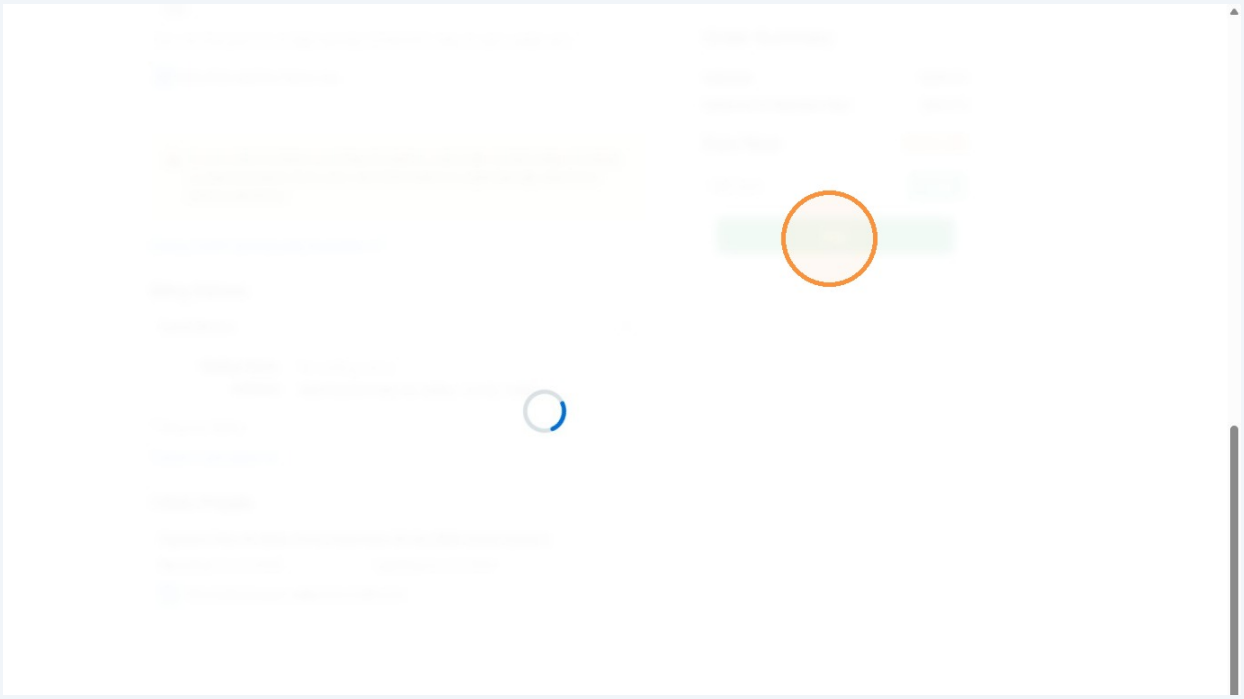
41 Scroll down to see these payment plan dates then click check out.



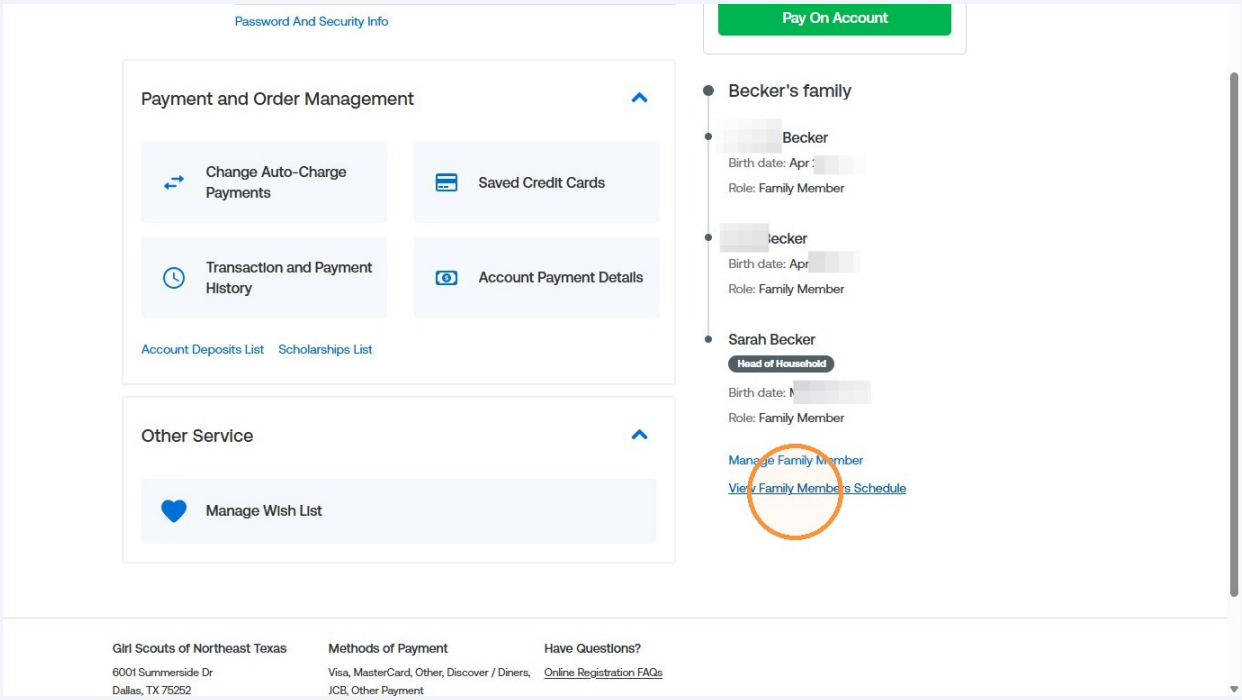
42 You can then click Add a new credit card if you don't have one pre-saved.



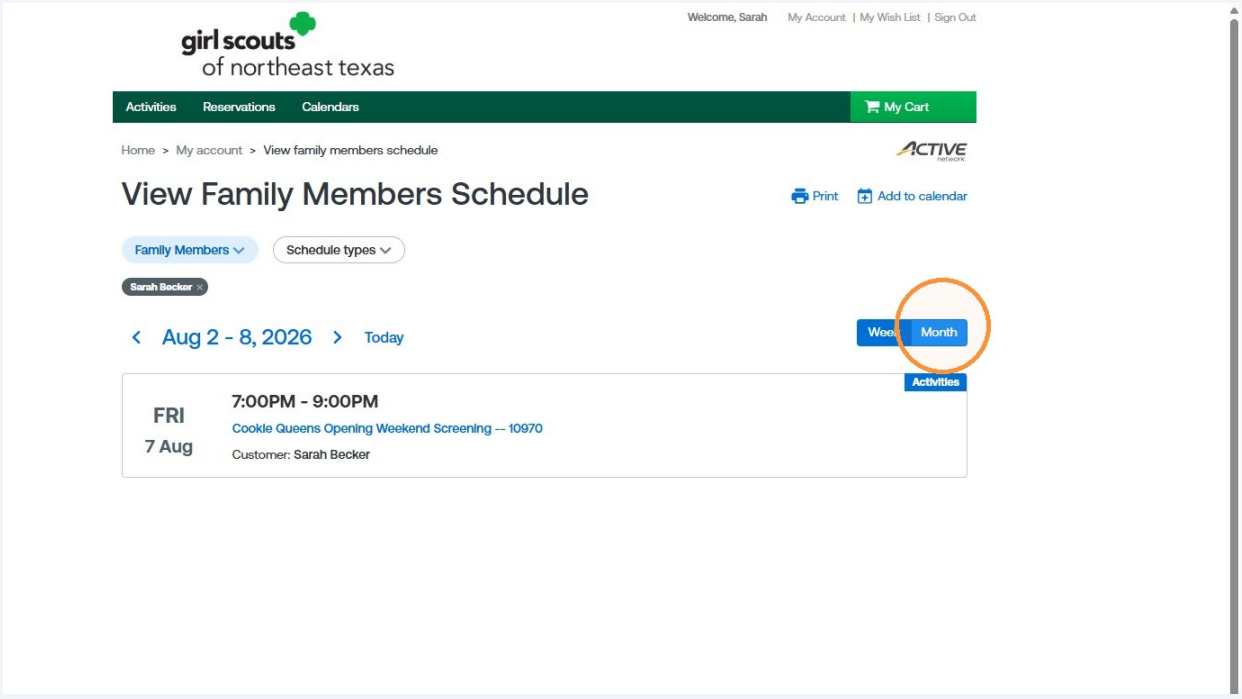
43 Once your credit card information is entered, you can click Check Out to pay.



44 To see these reservations, I can click on My Account (top right) then click on View Family Members Schedule on my account.



45 I can toggle to the month to see all the upcoming registrations/resevations.



46 That's what I can see for my account, but you can click the Family Members drop down to see other registrations for other members of your household- including your Troop "Household".

