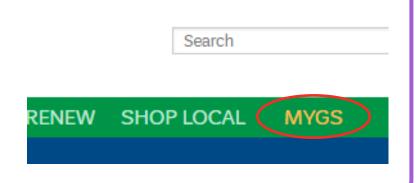


gsEvents Guide

gsEvents is our latest online troop and event registration platform for Girl Scouts. Update your membership, find troops and register for events all in one place. gsEvents allows everyone to have one less username, password and website to remember. Here are simple steps on how to access, search and select what you need! Don't forget to check the My Events dashboard for full details on events you are registered for!

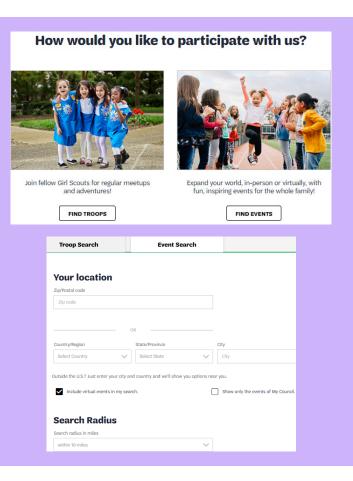
Access gsEvents

- From our GSNYPENN website homepage, click on "MyGS" in the top right corner
- Enter your credentials in the popup window to continue
- From the My Account tab, click on My Events (left side menu) to find all of your upcoming events and or register for more



Search for Events

- Login to **MyGS**, from home page click on the Find Events button
- If your home screen automatically opens to your account dashboard, click the join button at the top of the screen
- While in "Event Search" fill out the fields to focus your search on events that fit your needs
- Search fields include:
 - Zip code
 - Search radius
 - Key words
 - Dates



Selection of Event

- Explore all opportunities by scrolling list or clicking purple map markers
- Basic details are displayed
- To learn more, click "Event details," this will open a new window
- Full event pages will display more information including a deeper description, capacity, registration deadline, pre-requisites and more
- Not the event you want? Just click on "CONTINUE SEARCHING" to go back to the list
- Ready to Register? Click on the + buttons to add the event registration to your cart, be sure to add all registrant details and select potential options and click the "SUBMIT MEMBER DETAILS" button at the bottom of the screen
- Want to register for more events? To shop for more events click on "CONTINUE SEARCHING"
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Ready to check out? Click review cart and follow on screen instructions to complete payment

My Events (event dashboard)

- Click on My Events, left side menu on your My Account home page
- Upcoming events tab will display all your upcoming events in chronological order
- Past events tab will display all your past events

My Events		
Please note: Troop Leaders/IRG mentors will be able to see all event registrations to better support an overall Girl Scout experience.		
Register for another event $>$		
Upcoming Events	Past Events	
Q Search Sort by Date ✓ Ξ Filter (0) Clear Filters		
O My household O My troop member		

Questions? Email info@gsnypenn.org or call 1.315.698.9400 or 1.800.943.4414

