

## Working with the School or Employer List

- **To search for a school or an employer:**
  - **Enter any part of the school or employer's *formal* name**
  - **Don't use abbreviations**, such as St., Ste., Pt., etc.
  - **Shorter searches yield better results.**  
For example, searching for *King* will return results which include: King Middle, Starr King Elementary, King Martin Luther Jr Academy, Christ the King Catholic School, The King's Academy, Kipp King Collegiate High, Elise P. Buckingham Charter.
  - **Schools and employers do not use periods.** When members search for St Anne they will be fine, St. Anne will not come up.
  
- **I cannot find my daughter's or a troop member's school on the search list.**  
Please search for "Unknown" and use that. Then please email [ebiz@gsep.org](mailto:ebiz@gsep.org) and include the girl's name, troop number, the name of the missing school and the city where it is located.
  
- **I cannot find my or a troop adult's employer on the search list.**  
Please search for "Not On List" and use that. We only include large employers. If you work for a small company, your employer will not be on our list. If you work for a major company that is not on our list, email [ebiz@gsep.org](mailto:ebiz@gsep.org) and include the adult's name, troop number, and the name of the missing employer.