

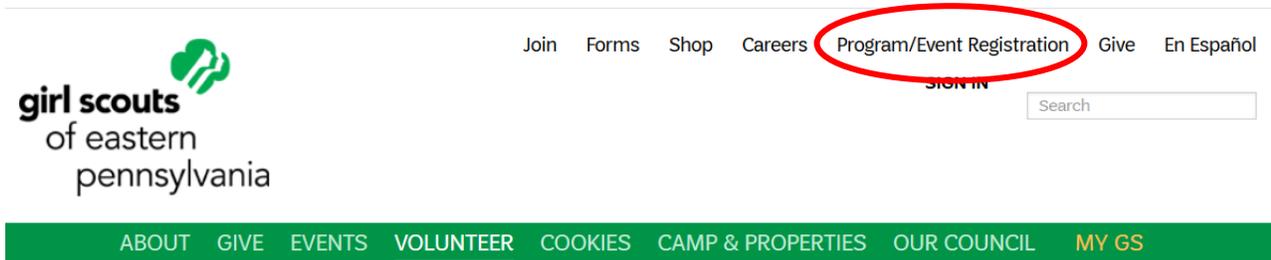
## QUICK GUIDE:

# Program/Events Registration Portal

*Purpose of this portal: to register for leader trainings, GSEP events, and girl programs.*

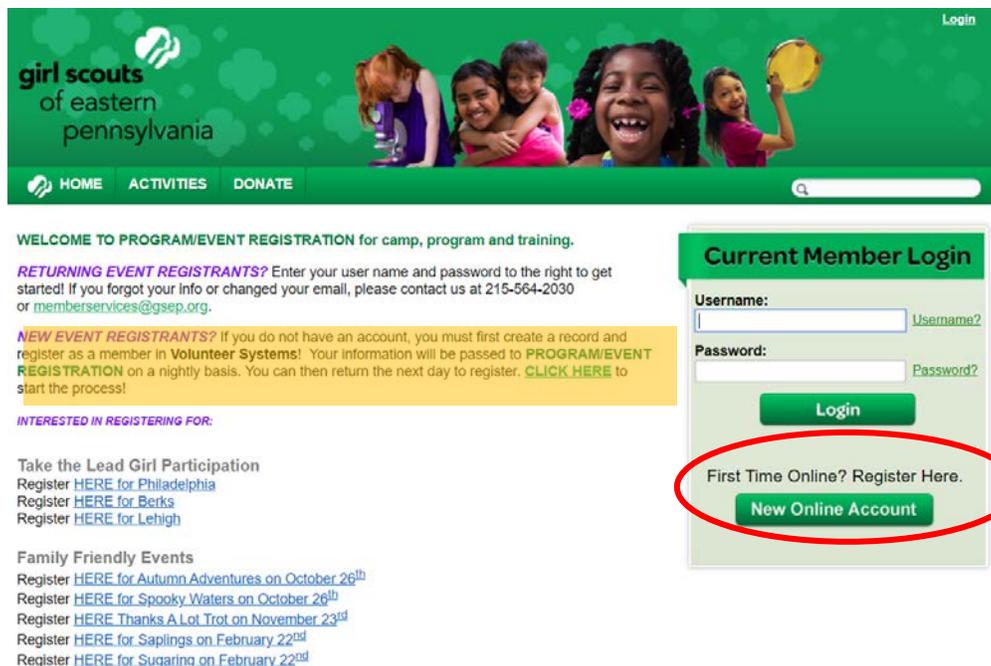
## New Online Account Activation

1. Go to [www.gsep.org](http://www.gsep.org) and click on the “Program/Events Registration” link.



You will be directed to the Program/Events Registration portal. This site operates separately from MY GS (where you manage your *membership registration*).

2. Click the “New Online Account” button.



3. Enter the information as requested. This basic information will search our membership database for your record.
- a. Adults 18 years of age and older are permitted to access this system. \*If you are registering for programs for your daughter, please enter your information.

### Create an Online Account

Customers 18 years of age and older are permitted to access this system.

#### 1. Personal Information

*\* Required*

Prefix  \* First Name  Middle Name  \* Last Name  Suffix

**Address \* Required**

\* Street

\* City

\* State  \* Zip Code  Country Code

\* Date Of Birth

\* Gender  
 Female  
 Male

[Continue >](#) [Cancel](#)

4. Success! You will see the following message on your screen:

Dear current or past Girl Scout Member,  
Congratulations! We found you in the online system. Please go to your email and follow the instructions to activate your online account.

Didn't receive this message?

Ensure the information you provided aligns with your membership registration information (ie. Nicknames like Debbie vs Deborah). Email [memberservices@gsep.org](mailto:memberservices@gsep.org) with any questions.

# Navigating the Program/Events Registration system

Once logged in, you'll be directed to your account screen.

From here you can navigate to the following main functions:

1. Activities: Browse from a list of trainings and events
2. Search for trainings and events
3. Update/change your log-in credentials

Kyra's Account | Shopping Cart (0 Items) | Logout

girl scouts of eastern pennsylvania

HOME ACTIVITIES DONATE

Kyra McGrath

Update Web Login Information

**Contact**

Address

Email & Phone

Date of Birth: [Redacted]

Employer: Girl Scouts of Eastern Pennsylvania

Title/Occupation: Training Specialist

**Active Membership(s)**

Adult 2020 (valid 10/1/2019 – 9/30/2020)

**Membership Expires:** 9/30/2020

Print Membership Card

**How I Participate**

Year	Role	Serving	Status	Action
2017-2018	Adult Member	SU000	Active	

If you do not see the correct Troop or Group information, please [CONTACT US](#)

Here's a view of our Activities page where you can browse our training, events, and program offerings:

HOME ACTIVITIES DONATE

The Activities tab

Featured events, trainings, and more!

Browse by selecting categories, geographic location, and date!

Refine Your Results

Category

- Girl Activities
- Arts & Theater
- Community Service
- Environmental
- Healthy Living & Relationships
- Other
- Outdoor
- STEM (Science, Technology, Engineering, Math)
- Camp
- Day Camp

Geographic Location

- EARN A BADGE
- Supplement Your Journey

*It's time to register for camp!*

Click on the camp name under GEOGRAPHIC LOCATION to the left of your screen to find your sessions and register

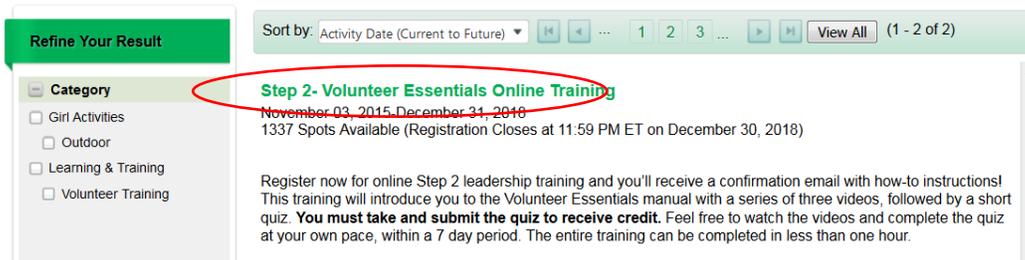
If you have any questions, please contact us at 215-564-2030 or email us at [memberservices@gsep.org](mailto:memberservices@gsep.org)

Featured

- [Bring a Friend Patch](#)
- [Step 2: Volunteer Essentials Online Training](#)

## To register for programs, trainings, & events:

1. Browse through the offerings or type the title into the search bar- a list will generate with available options
2. Click the green title of the option you want



3. Click **Register Now** at the bottom of the description
4. Repeat to add other trainings, programs, or events to your cart.
5. From your shopping cart, click **Checkout >**
6. Select to make a donation or select "Not at this time". Click **Continue**
7. Confirm items in your cart. Add any payment information required.
8. Click **Process My Order**
9. Congrats! You successfully registered for a training, event, or program.

## Important Notes:

- New Leader Step Trainings are completed online and have rolling registration. An automatic email confirmation is sent upon registration, containing instructions for completion.
- All other trainings have deadlines and closure dates - typically 3 days prior to the training date. Confirmation emails will be sent approximately 2 days prior to the training, confirming date, time, location, and any other pertinent information. \*Basic Outdoor Skills and Medic First Aid/CPR Blended close and confirmation emails are sent 7 days prior.
- Programs and events typically close between 1 week to 3 days prior. Confirmation emails will be sent after the registration closes.

Still have questions?

Email [memberservices@gsep.org](mailto:memberservices@gsep.org)