

## How to Register Online for GSSEF Programs/Events – Revised November, 2009

If you have any questions – please contact Keneitha Monroe, Program Registrar at 561-427- 0192 or email [kmonroe@gssef.org](mailto:kmonroe@gssef.org) for assistance.

### Select Program/Event for Registration

- Go to Interactive Program & Events Calendar (Programs and Events) – programs are sort able by many filters including month and grade level.
- Select the program/event for registration.
- Click the Register button at bottom of page.
- An online registration screen will appear - Register Now as the Header.
- All areas of the registration form will need to be completed.

### Adult Contact Information Section

- The Adult completing the Adult Contact information will receive all confirmation materials and is expected to be the on-site adult contact with girls at program/event.
- Complete all areas of Adult Contact Information and please click/check the following box –the Council’s cancellation and refund policy. If this box is not clicked on/checked – Registration will not occur and red text error message will be seen at top of page.

### Special Dietary or Medical Needs Section

- If there are special dietary or medical needs for any of the girls or adults in your troop – please contact the designated Staff person on the form for assistance.

### Troop Information Section and Non-Troop Information

- If registering as a Troop, please complete the Troop Information Fields – Grade Level drop down menu -choose appropriate grade level. And also insert Troop Number in the applicable field.
- If you are not affiliated with a Troop, you can skip these fields.

### Participant Information Section

- For each registrant/participant, please click on the words Add This Participant.
- Adult Contact on form must also register.
- A list of participants that you have added will appear above the Add This Participant and within the box-ruled Participant Information section.

### Payment Information Section and Registration Record Information

- The next section is Payment Information – select credit card/ debit card name and fill in the required information. There will be another field that requests your 3 digit code found on the back of your credit or debit card. After you have completed the requested Payment Information – click on the Register button.
- Once a credit card/ debit card payment is accepted – you will see a Registration Record screen.
- The Registration Record screen’s information will be your GSSEF registration record/receipt. It will have the registration ID, status, name, list of participants, and billing amount. It will also have a Registration acknowledgement along with additional program registration information from GSSEF and a link to council’s cancellation and refunds policy link. YOU MAY EITHER SAVE THIS SCREEN (so you can print it out later) to your computer OR PRINT IT OUT FOR YOUR RECORDS.
- You will quickly receive an email from our merchant credit card services provider –Authorize.net with payment acceptance - the billing summary will be included in the email along with the description(program name) – PLEASE SAVE FOR YOUR RECORDS. If credit card is declined, then a text message will appear at top of screen and you will not have a Registration Record Screen appear.

Your payment and personal information is safe-guarded. Our Gateway Payment Provider, Authorize.net’s Secure Sockets Layer (SSL) software is the industry standard. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read over the internet.

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