Registering Your Girl Scout for their Robotics Program Level

Step 1 – Go to our website www.girlscoutsem.org and click on the 'myGS' option at the top right.



Step 2 – Sign in to your myGS account by clicking the 'Login' button on the top right.

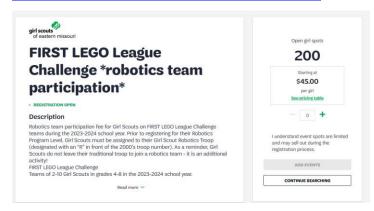


Step 3 – Click on the link below to send you directly to your program level or search for the program using that title. If you try searching using our zip code of 63146 but it shows you in the "ocean" with no results, just refresh the page. We are going to use the Challenge level for this example.

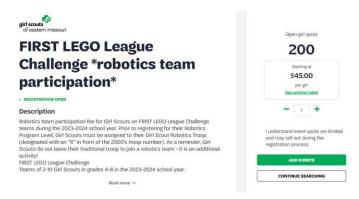
FIRST LEGO League Explore *Robotics team participation*

FIRST LEGO League Challenge *Robotics team participation*

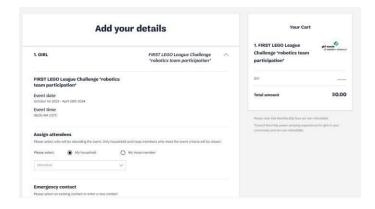
FIRST Tech Challenge *Robotics team participation*



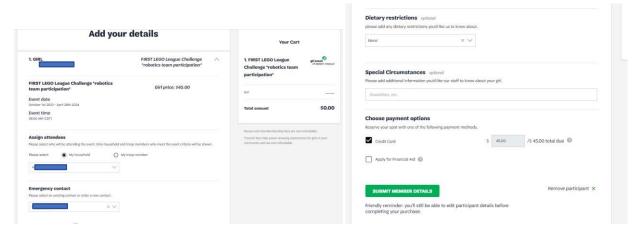
Step 4 – Choose one Girl Scout spot unless you have multiple Girl Scouts in your household who are participating in that level of programming. Then click 'Add Events'.



Step 5 – You will then be asked to provide details on who you are registering.



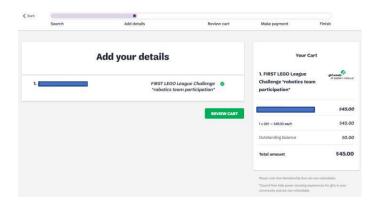
Step 6 – You will choose 'My Household' under the options of 'Assign Attendees'. This will allow you to choose your Girl Scout. (If for some reason your Girl Scout is not showing up here, please contact the Answer Center at 314.400.4600 or answercenter@girlscoutsem.org) You can then complete the remaining details for your Girl Scout, including any special circumstances, dietary restrictions and shirt sizes. Please note the shirt option is temporarily unavailable but will be fixed as soon as possible.



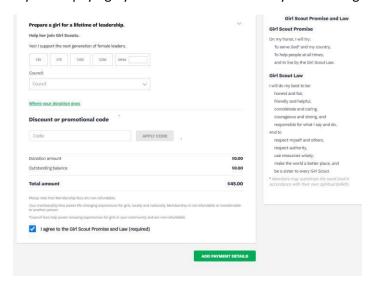
^{*}Special Circumstances should be used to indicate if the Girl Scouts has any accessibility requests while they are participating in the program.

At this time, you will also be prompted to choose your payment option. As a caregiver, you can choose the credit card option or financial assistance. For all programs between \$10 and \$50, no additional steps are needed if choosing financial assistance. It will be processed within 3-5 business days. For programs over \$50, you will need to submit a financial assistance form found HERE.

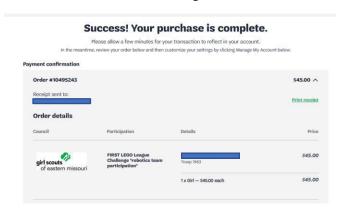
Step 7 – You will then click 'Submit Member Details' to move to the next step. If everything looks good, click 'Review Cart'



Step 8 – The next page will ask you to agree to the 'Girl Scout Promise and Law' and then you can 'Add Payment Details' if you are paying by credit card or 'Submit' if you are using financial assistance.



Your Girl Scout has now been registered for the current Girl Scout Robotics Season!



Program Confirmation

If you would like to go back and check that your Girl Scout is registered for the program down the road, you can do so by going to your account and clicking on 'My Events' on the left column. Find the 'FIRST LEGO League Challenge *Robotics Team Participation*' and click on the event. You will see a 'Print Receipt' button about half way down the page and if you click this, it will display the name of the Girl Scouts registered from your household.