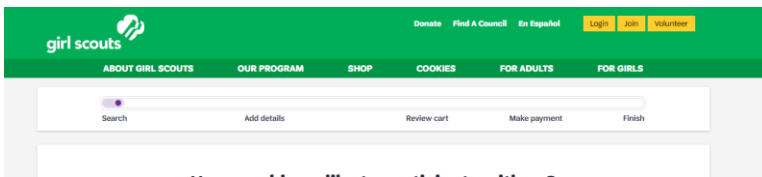


Registering Your Team for their Robotics Program Level

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.



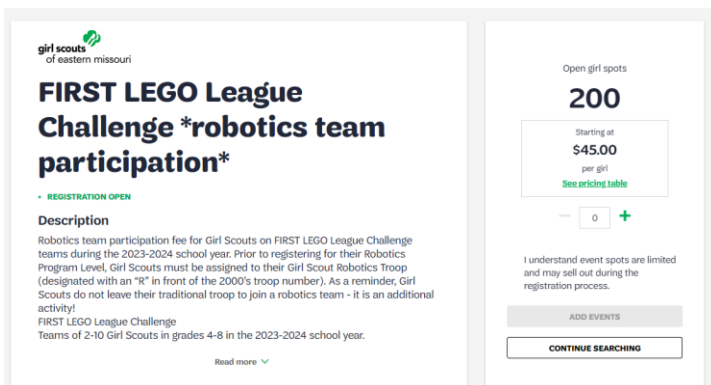
Step 3 – Click on the link below to send you directly to your program level or search for the program using that title. If you try searching using our zip code of 63146 but it shows you in the ‘ocean’ with no results, just refresh the page. We are going to use the Challenge level for this example.

[FIRST LEGO League Discover *Robotics team participation*](#)

[FIRST LEGO League Explore *Robotics team participation*](#)

[FIRST LEGO League Challenge *Robotics team participation*](#)

[FIRST Tech Challenge *Robotics team participation*](#)



Step 4 – Choose the number of Girl Scout spots to reflect the number of Girl Scouts in your team who are participating in that level of programming. Then click ‘Add Events’.

The screenshot shows the registration page for the FIRST LEGO League Challenge robotics team participation. On the left, there is a description of the event, including the registration fee of \$45.00 per girl and a link to the pricing table. On the right, there is a section for selecting the number of spots, currently set at 200, with a starting price of \$45.00 per girl. Below this, there is a green 'ADD EVENTS' button and a grey 'CONTINUE SEARCHING' button.

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

The screenshot shows the 'Add your details' and 'Your Cart' sections. The 'Add your details' section includes a dropdown for '1. GIRL', the event name, event date, and event time. Below this, there is a section for 'Assign attendees' with a dropdown for 'Please select' and a list of attendees. The 'Your Cart' section shows the event name, the number of girls, the outstanding balance, and the total amount.

Step 6 – For ‘Girl #1’ make sure you select ‘Troop’ then ‘member’ under ‘Assign Attendees’. This will allow you to choose the girl members that are registered in your troop. (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.

The screenshot shows the 'Assign attendees' and 'Dietary restrictions' sections. The 'Assign attendees' section includes a dropdown for 'Please select' and a list of attendees. The 'Dietary restrictions' section includes a dropdown for 'Dietary restrictions' and a text box for 'Special Circumstances'. Below this, there is a section for 'Choose payment options' with a checkbox for 'Credit Card' and a checkbox for 'Apply for Financial Aid'. At the bottom, there is a green 'SUBMIT MEMBER DETAILS' button and a 'Remove participant' link.

*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 coach, you do not have the option to choose financial assistance for your participants. If you would like to do that, please have their caregivers register them individually or you can call the Answer Center at 314.400.4600 or answercenter@girlscoutsem.org.

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

The screenshot shows the 'Add your details' and 'Your Cart' sections. The 'Add your details' section has a progress bar at the top with steps: Search, Add details, Review cart, Make payment, and Finish. The 'Add your details' section has a form with a dropdown menu for 'Council' and a 'REVIEW CART' button. The 'Your Cart' section shows the items in the cart: 1. FIRST LEGO League Challenge 'robotics team participation' for \$45.00. The total amount is \$45.00. There is a note at the bottom: 'Please note that Membership fees are non-refundable. *Council fees help power amazing experiences for girls in your community and are non-refundable.'

Step 8 – The next page will ask you to agree to the ‘Girl Scout Promise and Law’ and then you can ‘Add Payment Details’ on the next page.

The screenshot shows the 'Prepare a girl for a lifetime of leadership' and 'Girl Scout Promise and Law' sections. The 'Prepare a girl for a lifetime of leadership' section has a form with a dropdown menu for 'Council' and a 'WHERE YOUR DONATION GOES' section. The 'Girl Scout Promise and Law' section has a text area for the 'Girl Scout Promise' and a text area for the 'Girl Scout Law'. There is a checkbox for 'I agree to the Girl Scout Promise and Law (required)'. At the bottom, there is an 'ADD PAYMENT DETAILS' button.

Your Girl Scout has now been registered for the 2023-2024 Girl Scout Robotics Season!

The screenshot shows the 'Success! Your purchase is complete.' confirmation page. It includes a message: 'Please allow a few minutes for your transaction to reflect in your account. In the meantime, review your order below and then customize your settings by clicking Manage My Account below.' The 'Payment confirmation' section shows the order number #10495243 and the total amount \$45.00. The 'Order details' section shows the items in the order: 1. FIRST LEGO League Challenge 'robotics team participation' for \$45.00. The total amount is \$45.00. There is a 'Print receipt' button.

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 troop.