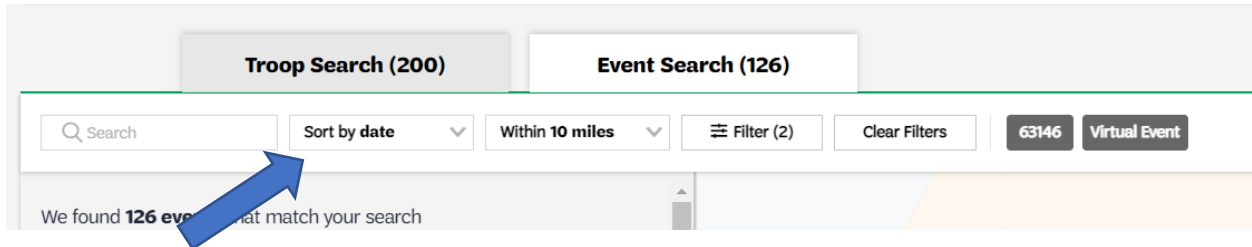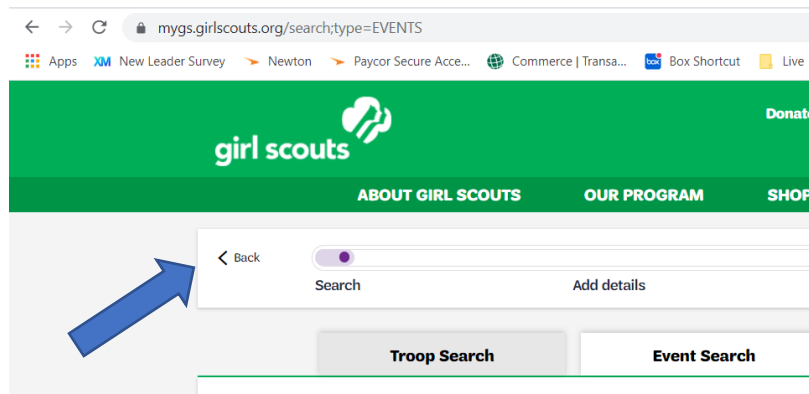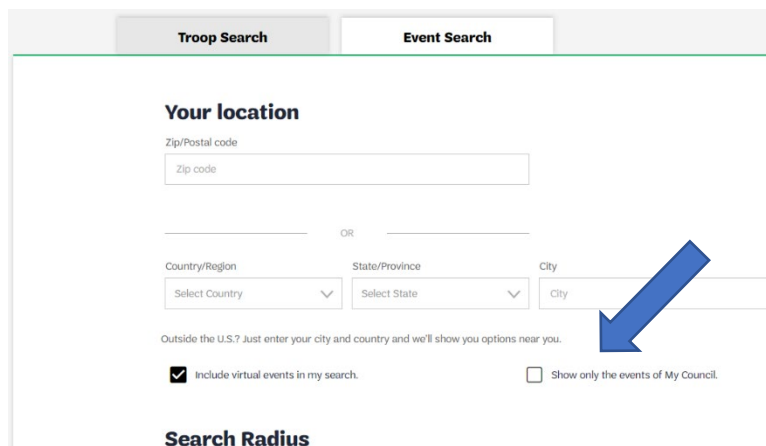# gsEvents Tips and Tricks

- Search by council Zip Code (63146) and select a radius of 90 miles.
- Before using the keyword search function, select the Program Level to provide better results.
- Programs are sorted by name but you can change to date on the top bar

- Use the back button in the gsEvents platform instead of the back button on the search engine.

- For registering your member for multiple programs, go through to 'submit member details' then hit the back button in gsEvents to return to your search and add more programs
- Programs from other councils will show up unless you choose to limit the search to our council. You can find this option with the filter options.

- Southern Illinois does NOT allow out of council members to register for their programs.
- Leaders and Assistant Leaders will see the option to register their troop or household once they choose a program.

Assign attendees

Please select who will be attending the event. Only household and troop members who meet the event criteria will be shown.

Please select: ◯ My household   ⦿ My troop member

Troops	∨

Attendees	∨

- Here are some causes if you are a Leader or Assistant Leader and you do not see the option to register your troop:
    - If your background check is expired and needs to be renewed – follow the link emailed to you to complete your background check
    - Your membership isn't renewed for the current Girl Scout year – reregister for another great year
    - You have multiple roles within the troop – call the Answer Center
- When selecting troop girls to register they will show up active (currently registered) or inactive (needs to renew) in the system.
- Currently there is a bug in the system that provides Financial Aid as an option for troop leaders when registering their troop. PLEASE DO NOT use. This will be fixed and not offered as an option.
- There is a disclaimer on camp programs that states *only 1 troop can sign up for each time slot* for the following programs – Hoofprints, Pony Tales, Climbing Wall, Zipline and High Ropes. When looking at these programs there may be openings posted but only 1 troop can have that slot.