

SHORT & SNAPPY: Event Registration & Navigation

What is a Short and Snappy?

- It's a short interactive group discussion provided at a Service Unit (SU) meeting for volunteers to share at the troop level.
- Any Service Unit team member, interested volunteer, or learning facilitator may guide a Short and Snappy (S&S).
- Ideas for presentation: One person can facilitate to a group, or small groups can present an assigned section to the room.

Objectives

- Volunteers will learn tips for navigating the event calendar and registering for an event..
- Supply volunteers with information to distribute to parents to help them register.

Activity

Test your knowledge!

1. How do you navigate to the Event Calendar?
2. How do you navigate to the Event Search?
3. What do you use to view events coming up in 3 months?
4. How do you search for skating events?
5. How do you search for events for Cadettes?

Answers:

1. Hover over the "Discover" tab and select "Event Calendar"
2. Hover over the "Discover" tab and select "Event Search"
3. From the Event Calendar, use the arrows above the calendar to move forward
4. From the Event Search, use the text box to type "skating"
5. From the Event Search, use the "OR Use the Advanced Search" link and select "Cadettes"

Resources

[Girl Scouts of Southern Illinois website](#)

[Event Calendar](#)

[Event Search](#)

[MyGS Login](#)

Adventure Is Out There

Girl Scouts of Southern Illinois offers a wide variety of programs for our members, both girls and adults. We want to make sure you maximize your potential for adventure, so here is how you can learn more about upcoming events and even register for them!

1. The Event Calendar- This is an easy way to browse and see the upcoming programs we have available from month to month. To navigate here, visit our website, www.gsosi.org, and hover over the "Discover" tab. Under the "Activities" section, click the "Event Calendar." You can use the arrows to browse month to month, and you can click on an event to learn more and even register for it.
2. Event Search- Is there a particular type of event you're looking for, such as a training or day at the aquarium? Use the event search option to find your interests. Visit our website and hover over the "Discover" tab. Under the "Activities" section, click the "Event Search." you can enter a search word or use the advanced search options to hone your results. Click "view results" to see a list of events that match your search.
3. MyGS- You can use the "find events" option in MyGS to create a search. After selecting the option, enter your zip code and relevant search information to see what is available near you. Then click "event details" on an event to learn more and register.

Let's Sign Up

After choosing an event from either the Event Calendar or Event search, you can register directly from the site by clicking "register now." You will be redirected to the registration page. Select the number of girl and adult spots you wish to purchase and click the green "log in" button to sign into your MyGS portal. Once you have signed in, you can modify your registration details. You will need to select an existing member from your household, troop, or register a new contact, and you will also need to provide an emergency contact for the registrant. You will then select your payment option, select "submit member details," and proceed to payment before entering your payment information and submitting your registration. You will receive a confirmation screen upon completion.