

Registering using Group Preorders & Sponsorships

Parents!

Our new registration system has new features that allow your Troop Leaders to provide you with a way to process registrations as a troop or using Troop Funds! Your Troop Leader may share one or both of the following items:

- A **Group Preorder** lets the troop leader reserve spaces for events.
- **Sponsorships** let the troop leader set up a payment code (much like a discount code) to be applied to your cart during registration.

You do not need a Group Preorder to use a Sponsorship, and you do not need a Sponsorship to place a Group Preorder.

These instructions will walk you through how to register with a Group Preorder and apply a Sponsorship Code. To follow these steps, you will need information from your Troop Leader, which should be provided via your troop’s communication platform.

Please note:

- **If you have not registered for an event since February 2025, you will need to create an account.**
- **You will only need to add a family member one time to your account.** Only add a person if you have not already added them to your account.
- **For other account information, please see our FAQ in the [Document Center](#).**

If you have any questions, please email info@gswestok.org or call 405-528-4475.

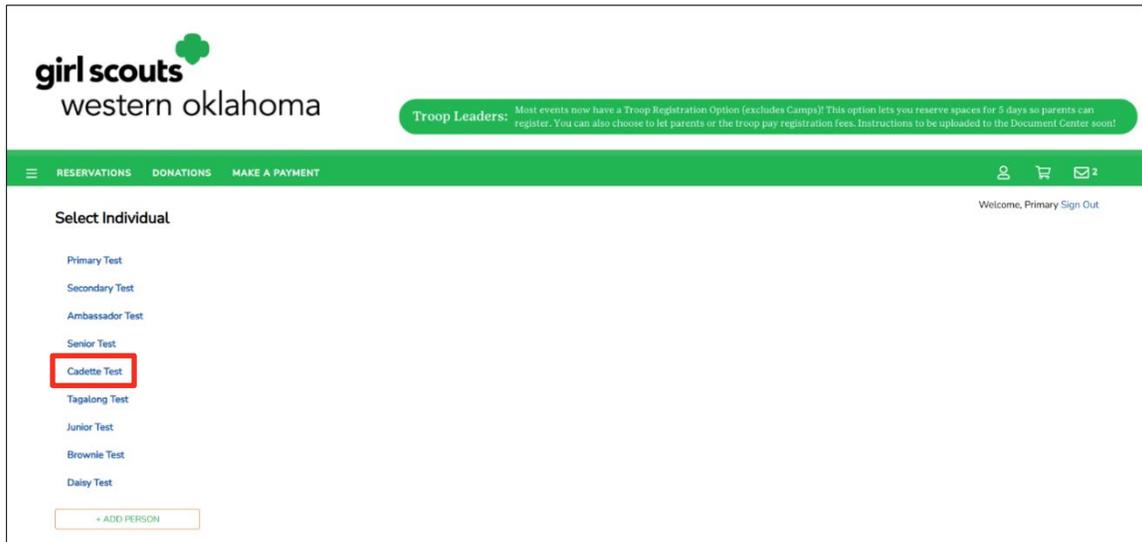
Contents

Registering using a Group Preorder	2
Registering using a Sponsorship Code	3

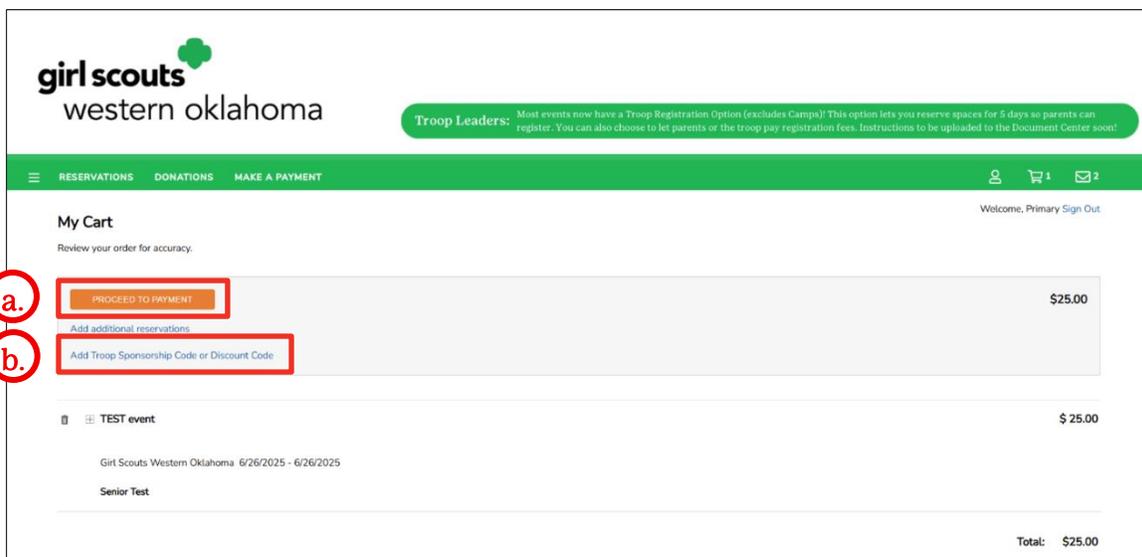
Registering using a Group Preorder

Your troop leader has shared a Group Preorder link with you. Here are your next steps to register.

1. **Click the Group Preorder link in the email from your troop leader.**
You will then be shown a list of Individuals that are eligible to attend the event.
2. **Log in. Click on the name of the person you wish to register.**



3. **Complete the registration until you reach the “My Cart” Screen.**
 - a. If you do not have a Sponsorship Code in the email from your Troop Leader, you may proceed with payment.
 - b. If you have a Sponsorship Code, please proceed to “Registering using a Sponsorship Code.”



NOTE: Each person will need to be registered using the Group Preorder link. Once you have completed the first registration, you will need to go back to the communication from your Troop Leader and click the link for each registration to be completed. Payment can be completed in 1 transaction.

Registering using a Sponsorship Code

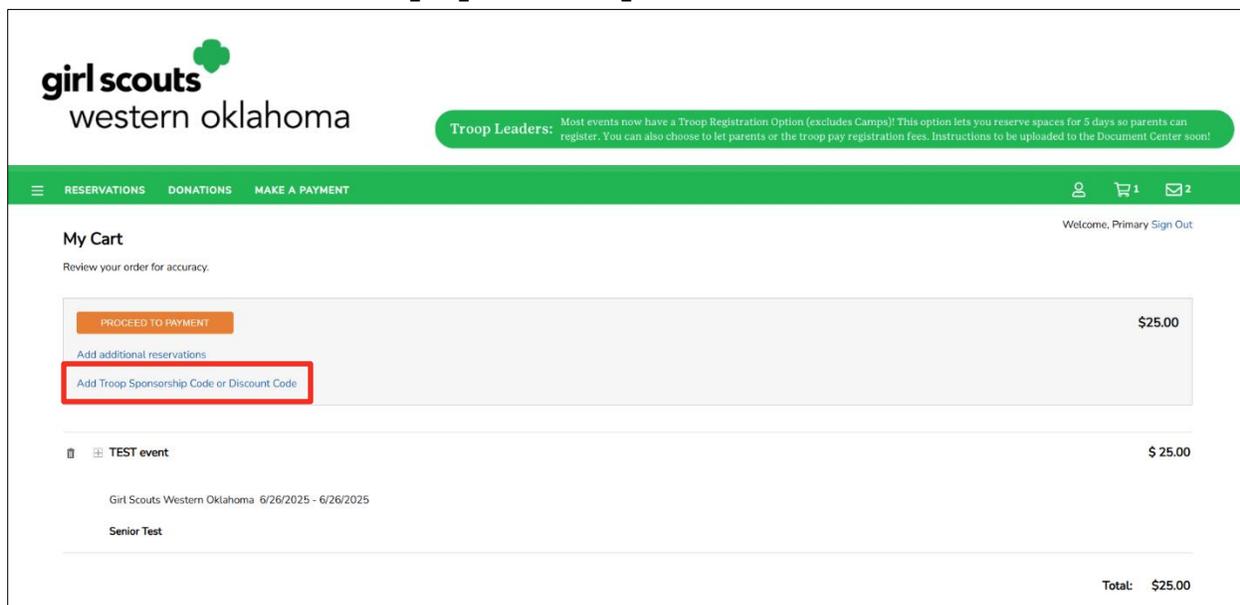
GSWESTOK has recommended that Sponsorships be set up to expire within 5 days. We highly recommend you register as soon as you receive the sponsorship code to ensure the Sponsorship Code doesn't expire.

Sponsorships are created by a Troop Leader or Troop Treasurer to allow members to pay registration fees with troop funds. The recommended naming convention is "(Troop#)(Event)." Sponsorships may be set to pay for part of a registration as discussed by the troop. Any balance will be owed will be paid by the caregiver.

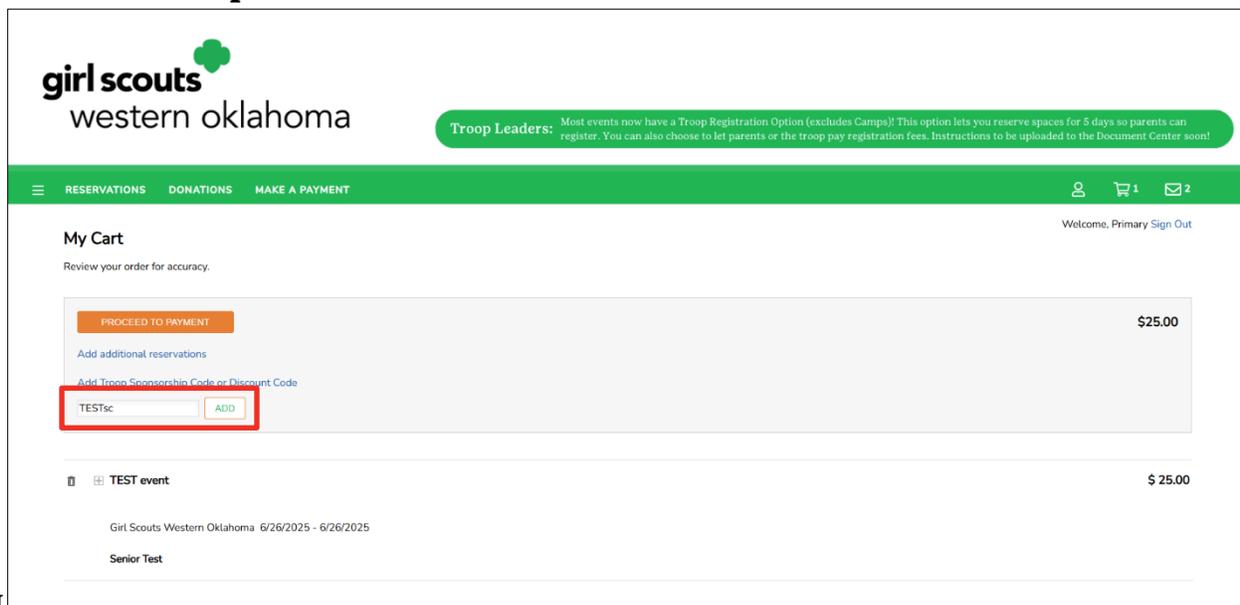
Your troop leader has shared a Sponsorship Code with you. These instructions start at the "My Cart" screen.

To apply a Sponsorship Code:

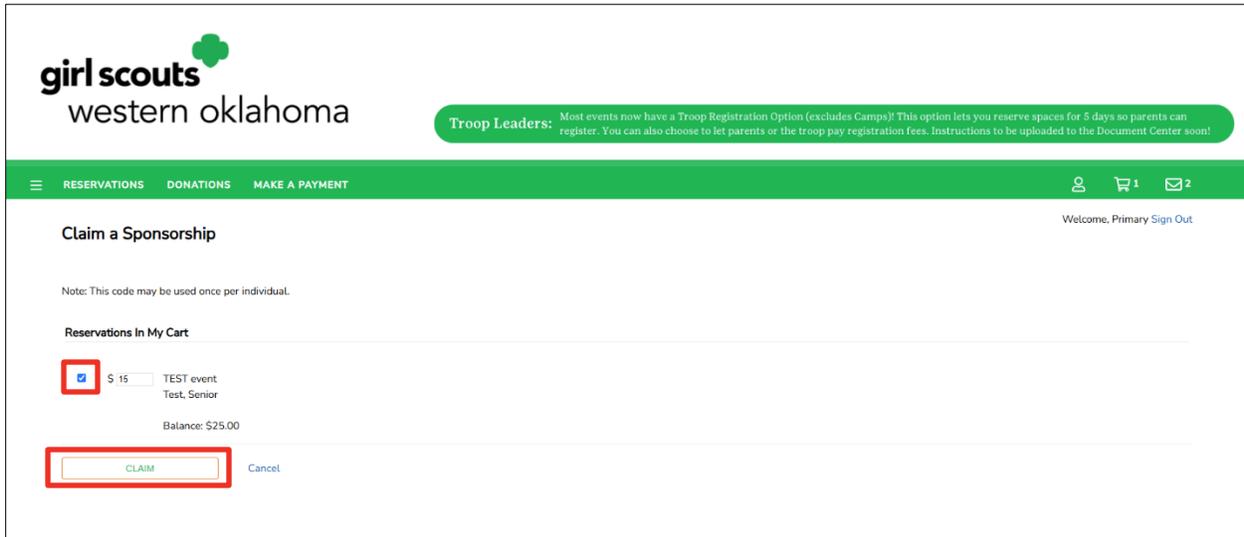
1. Click "Add Troop Sponsorship Code or Discount Code."



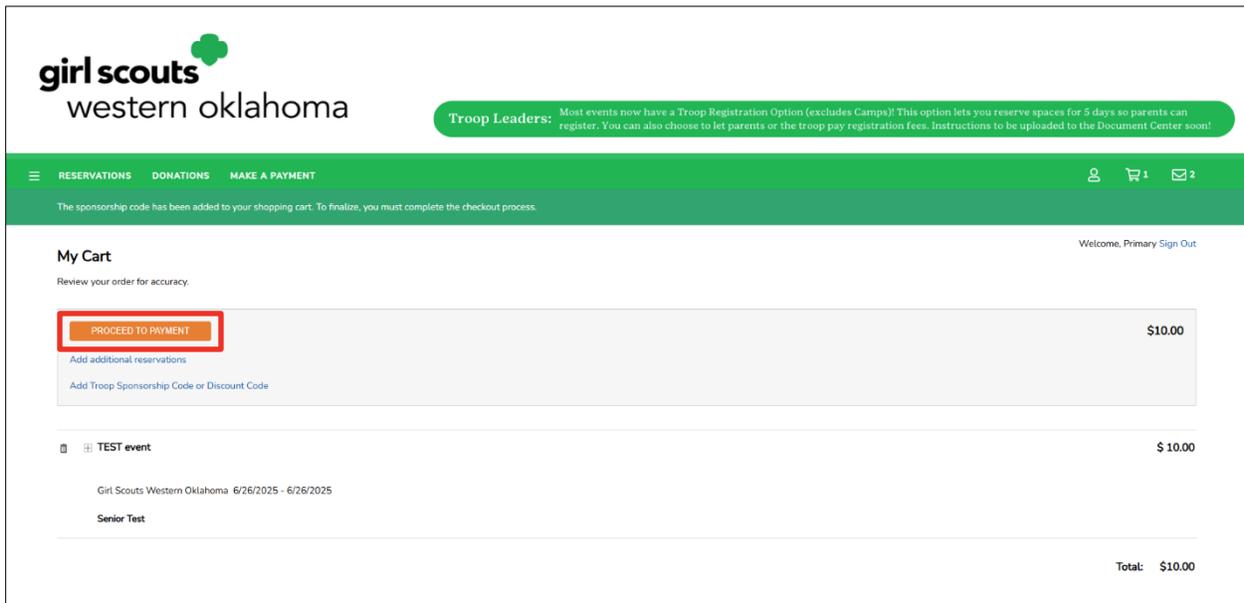
2. Enter the Sponsorship Code found in the communication from your Troop Leader and click "ADD."



3. Check the Reservation in the cart to which you would like to apply the Sponsorship Code. Click “Claim.”



4. The amount of the Sponsorship will be discounted from the event fee, leaving the remaining balance due. Click “Proceed to Payment” and complete the transaction.



The person creating the sponsorship code, typically the Troop Leader or Troop Treasurer, will be able to see all claims on their Sponsorship Code for their financials at the end of the year.