

Group Preorders

Troop Leaders!

Our new registration system, has 2 new features designed with Troop Leaders in mind! A **Group Preorder** lets you reserve spaces for events. And **Sponsorships** let you set up a payment code for parents to apply to their 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 set up a a Group Preorder.

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

Contents

Group Preorders	2
Reviewing Your Group Preorder	7
Sharing with your Troop	8

Please note:

- As a leader, you will be unable to use any group preorder links or sponsorships set up on your account. If you need to register you or your family for the event, you can register without using these steps, using your troop debit card.
- **It is highly discouraged to set up a troop account.** We now have forms attached to accounts that must be signed by a parent. Parent E-signature completed by a troop leader will not be accepted. If you have created a troop account, please contact Customer Care.

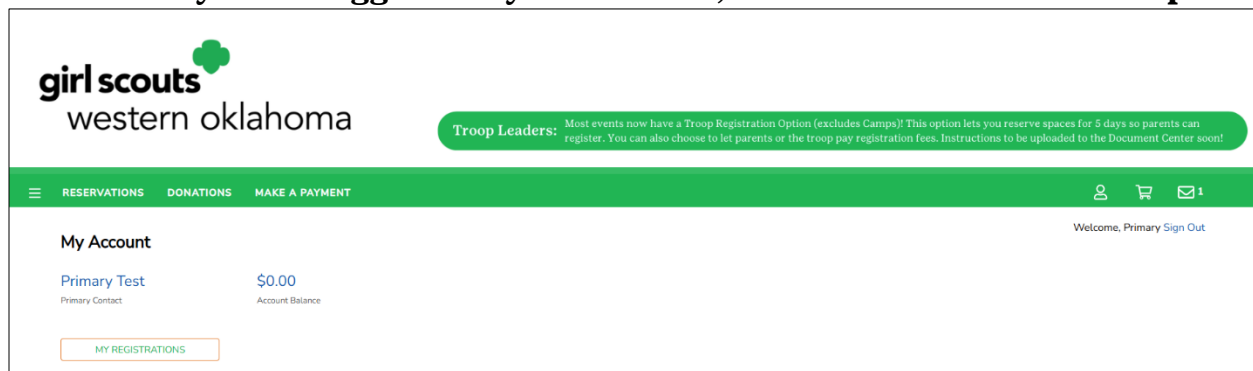
Group Preorders

Most events now have a Troop Registration option called a **Group Preorder** (excludes Spring Break & Summer Camps). This option lets you reserve spaces for 5 days so parents can register as they can. A Group Preorder should only be used on events you attend. **Please do not use Group Preorders for registrations where you purchase items (like our Badge Discovery Kits).** You can also choose to let parents or the troop, or both pay registration fees. Just follow the steps below.

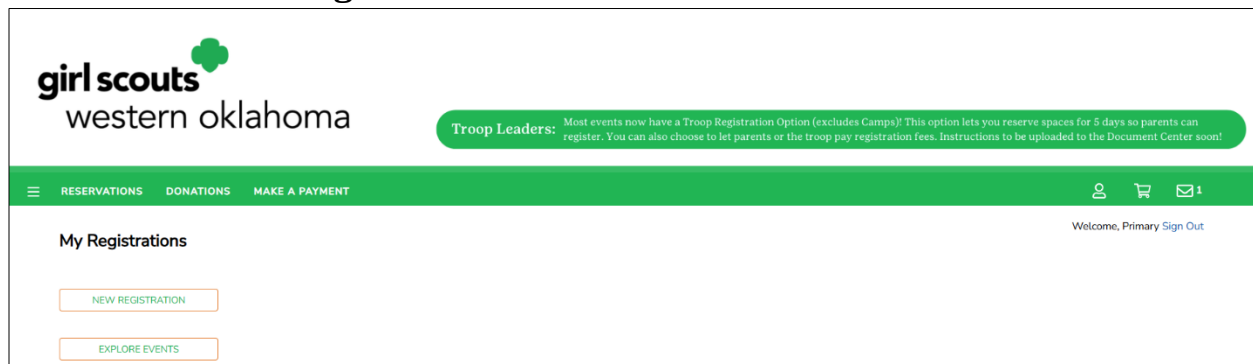
How to Create a Group Preorder

The information listed below outlines the steps for placing a group preorder reservation, which allows a troop leader to reserve a block of spaces for 5 days.

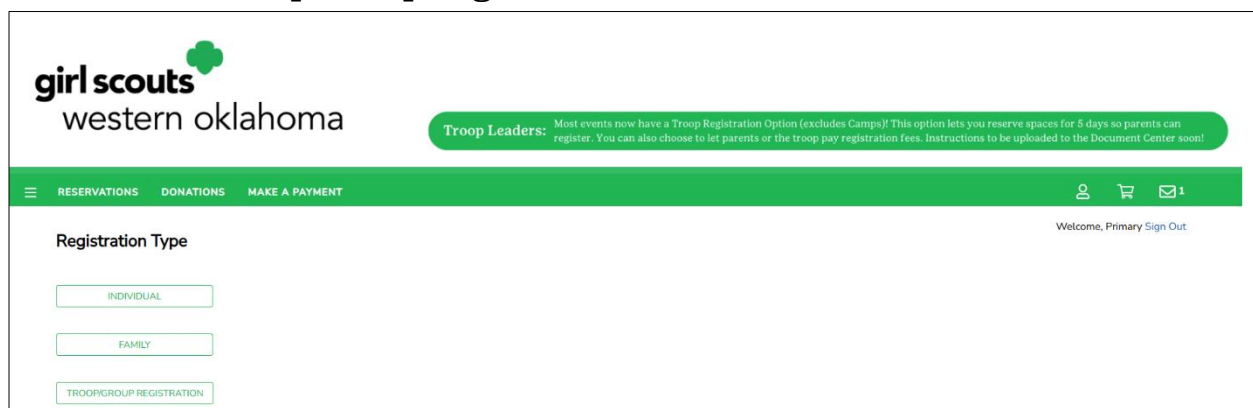
1. Once you are logged into your account, click **Reservations** in the top left.



2. Click “New Registration.”



3. Click “Troop/Group Registration.”



4. **Select the event for which you would like to reserve spaces.** Only events with the Group Preorder option added will be listed.
5. **Click 'Begin' to proceed.**

The screenshot shows the Girl Scouts Western Oklahoma website. The header includes the logo and a green navigation bar with links for RESERVATIONS, DONATIONS, and MAKE A PAYMENT. A green banner for Troop Leaders is visible. The main content area is titled 'How to make a group preorder' and includes instructions on how to place a reservation. A 'BEGIN' button is at the bottom.

girlscouts
western oklahoma

Troop Leaders: Most events now have a Troop Registration Option (excludes Camps)! This option lets you reserve spaces for 5 days so parents can register. You can also choose to let parents or the troop pay registration fees. Instructions to be uploaded to the Document Center soon!

RESERVATIONS DONATIONS MAKE A PAYMENT

Welcome, Primary [Sign Out](#)

How to make a group preorder

The information listed below outline the steps for placing a group preorder reservation. Please review the steps and then click 'Begin' to proceed.

- 1. Indicate reservation quantities**
You will need to indicate the number of individuals for which you are reserving space. Additionally, you will be asked to provide a break down of males and females.
- 2. Create reservation blocks**
 - a. Provide a short description**
A short description will assist your members in selecting the appropriate reservation block.
 - b. Create codes**
You will be asked to indicate if your members should be required to enter a 'code' to claim a reservation spot. If yes, you will also have the opportunity to customize this code.
 - c. Specify subsidy information if any is appropriate.**
- 3. Check out**

[BEGIN](#)

6. **Indicate reservation quantities.** You will need to indicate the number of individuals for which you are reserving space. Additionally, you will be asked to provide a breakdown of males and females.
7. **Click “Next.”**

The screenshot shows the 'Indicate reservation quantities' form. It has a green header with navigation links. The form asks for the number of spaces to reserve for males and females. The 'Male spaces to reserve' field is empty, and the 'Female spaces to reserve' field contains the number '5'. Below each field, the available spaces are shown: '0 male spaces available' and '198 female spaces available'. At the bottom, there are 'NEXT' and 'Back' buttons.

RESERVATIONS DONATIONS MAKE A PAYMENT

Indicate reservation quantities

Indicate the number of spaces you would like to reserve

Male spaces to reserve:

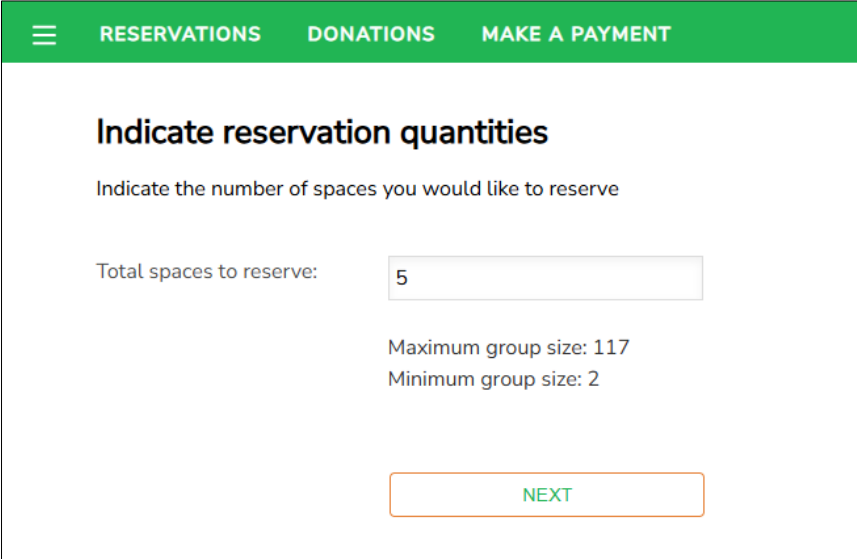
0 male spaces available

Female spaces to reserve:

198 female spaces available

[NEXT](#) [Back](#)

8. Click “Next.”



The screenshot shows a web interface with a green header bar containing a menu icon and three links: RESERVATIONS, DONATIONS, and MAKE A PAYMENT. Below the header, the main content area is titled 'Indicate reservation quantities'. Under this title is the instruction 'Indicate the number of spaces you would like to reserve'. A label 'Total spaces to reserve:' is followed by a text input field containing the number '5'. Below the input field, two lines of text provide constraints: 'Maximum group size: 117' and 'Minimum group size: 2'. At the bottom of the form is a large orange button with the text 'NEXT' in green.

9. Create reservation blocks.

What are registration blocks?

Each group registration requires at least one registration block. Registration blocks determine specific restrictions and behaviors for your members within your overall reservation. You may create as many registration blocks as necessary to accommodate your specific group needs. To illustrate, two common scenarios are outlined below.

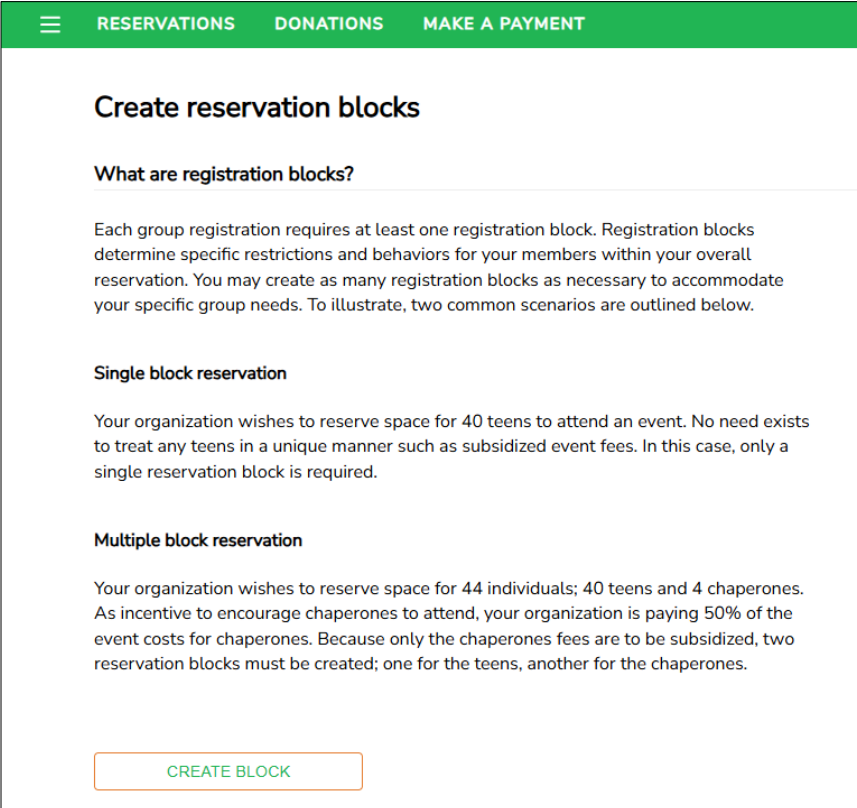
- **Single block reservation**

Your troop wishes to reserve space for 20 individuals to attend an event, all at the same price.

- **Multiple block reservation**

Your organization wishes to reserve space for 24 individuals: 20 girls and 4 chaperones. As incentive to encourage chaperones to attend, your troop is paying 50% of the event costs for chaperones. Because only the chaperones fees are to be subsidized, two reservation blocks must be created: one for the girls, another for the chaperones.

10. Click “Create Block.”



RESERVATIONS DONATIONS MAKE A PAYMENT

Create reservation blocks

What are registration blocks?

Each group registration requires at least one registration block. Registration blocks determine specific restrictions and behaviors for your members within your overall reservation. You may create as many registration blocks as necessary to accommodate your specific group needs. To illustrate, two common scenarios are outlined below.

Single block reservation

Your organization wishes to reserve space for 40 teens to attend an event. No need exists to treat any teens in a unique manner such as subsidized event fees. In this case, only a single reservation block is required.

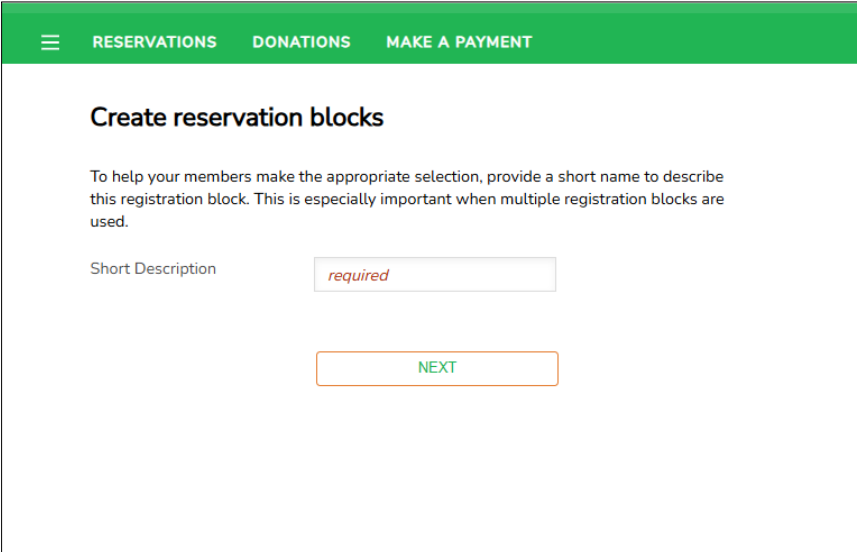
Multiple block reservation

Your organization wishes to reserve space for 44 individuals; 40 teens and 4 chaperones. As incentive to encourage chaperones to attend, your organization is paying 50% of the event costs for chaperones. Because only the chaperones fees are to be subsidized, two reservation blocks must be created; one for the teens, another for the chaperones.

CREATE BLOCK

11. Provide a short description.

A short description will assist your members in selecting the appropriate reservation block. We recommend using “**(Troop #) (event descriptor).**”



RESERVATIONS DONATIONS MAKE A PAYMENT

Create reservation blocks

To help your members make the appropriate selection, provide a short name to describe this registration block. This is especially important when multiple registration blocks are used.

Short Description required

NEXT

12. Click “Next.”

13. Create codes.

You will be asked to indicate if your members should be required to enter a 'code' to claim a reservation spot. If yes, you will have the opportunity to customize this code.

The screenshot shows a web interface with a green header bar containing a menu icon and the links 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. The main content area is titled 'Create reservation blocks'. Below the title, it asks 'Should your members be required to enter a code to claim a reserved spot:'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom, there is a green 'NEXT' button and a blue 'Back' link.

14. Click “Next.”

15. Indicate Minimum & Maximum Age that can use this block, if needed.

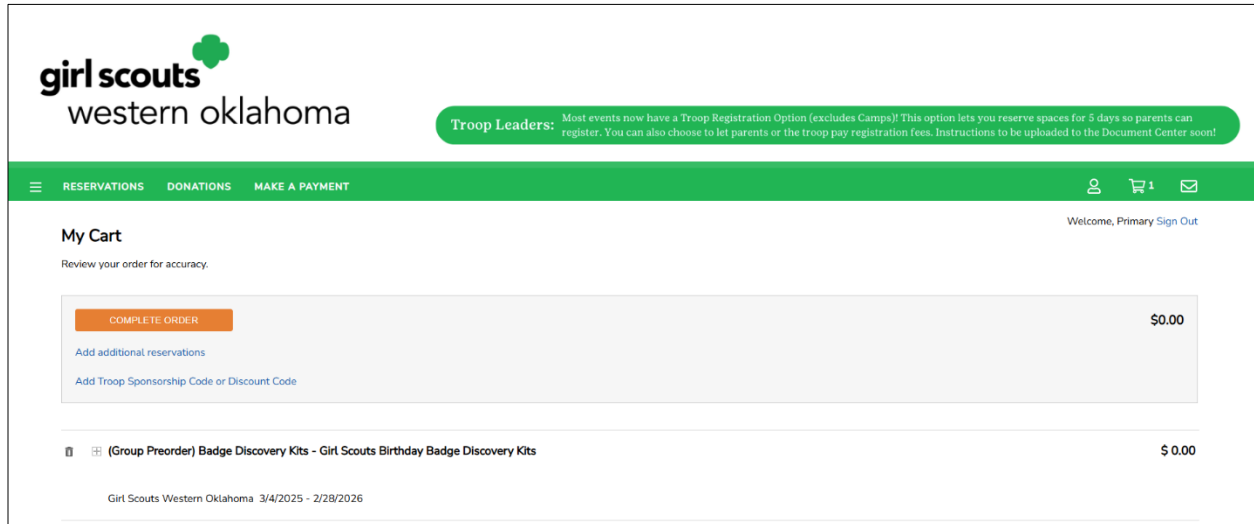
You can just click “Next” to continue if age does not need to be indicated.

The screenshot shows the same web interface as before, but now with two input fields for 'Minimum Age:' and 'Maximum Age:'. The 'NEXT' button is still green and the 'Back' link is still blue.

16. Click “Next” to add the block to your cart or click “Create Another Block” if you need another block for different pricing levels paid by troop.

The screenshot shows the final step of the form. It displays the 'Code' as '100BDK' with a sub-code 'BJI9QXRQ (Not required)'. The 'Age' is set to '6 - 99' and the 'Contribution' is 'None'. There are two buttons at the bottom: a green 'CREATE ANOTHER BLOCK' button and a grey 'NEXT' button. In the top right corner, there is a user profile icon, a shopping cart icon, and an envelope icon, along with the text 'Welcome, Primary Sign Out'.

17. Click “Complete Order” if you have no more registrations to complete.
This registration will now show in your Registrations as a **Group Preorder**.

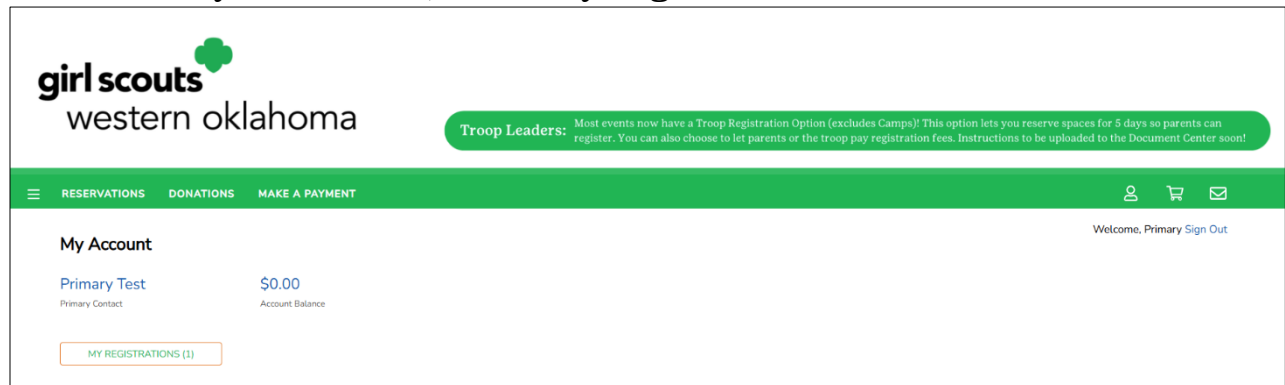


Reviewing Your Group Preorder

You can find the Group Preorder link under your reservations.

To access the Group Preorder:

1. In your account, click “My Registrations.”



2. Click the registration name.

The screenshot shows the 'My Registrations' page. At the top is a green navigation bar with a menu icon and links for 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. Below the navigation bar, the page title 'My Registrations' is displayed. There are two buttons: 'NEW REGISTRATION' and 'EXPLORE EVENTS'. A green section titled 'Registration History' contains a dropdown menu set to 'Current Registrations'. Below this, a registration entry is shown for 'Girl Scouts Birthday Badge Discovery Kits (Group Preorder)' with 5 participants, organized by Girl Scouts Western Oklahoma, for the dates 3/4/2025 - 2/28/2026.

3. Click “Copy” next to Registration Link. This is the link you will provide to the troop members.

The screenshot shows the 'Preorder Reservation Detail' page. It features a green navigation bar with a menu icon and links for 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. The page title is 'Preorder Reservation Detail'. Below the title, a table displays reservation details:

Girl Scouts Birthday Badge Discovery Kits Girl Scouts Western Oklahoma	3/4 - 2/28/2026 <small>Dates</small>	\$0.00 <small>Remaining Deposit</small>	0 / 0 <small>Male Spaces</small>
<small>Session</small>	\$0.00 <small>Balance</small>	0 / 5 <small>Total Spaces</small>	0 / 5 <small>Female Spaces</small>

Below the table is a link 'Edit Quantities'. A green section titled 'Reservation Blocks' contains a reservation entry for '100test (0 reservations)' with ages 0 - 0. The 'Registration Link' is shown with a 'Copy' button. At the bottom is a 'Cancel Reservation' link.

Sharing with your Troop

Share the Group Preorder link via email or troop communication platform with troop members who wish to register for the event.

Please note: Group Preorders do not expire. Once all members are registered, please edit quantities if the option is available to ensure space for all members who wish to participate.