

# 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](mailto:info@gswestok.org) or call 405-528-4475.

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### 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.

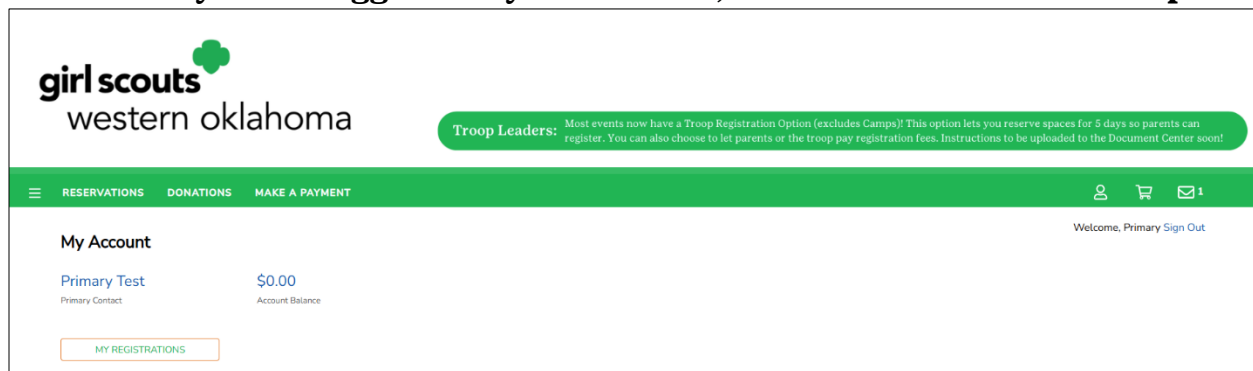
# Group Preorders

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.

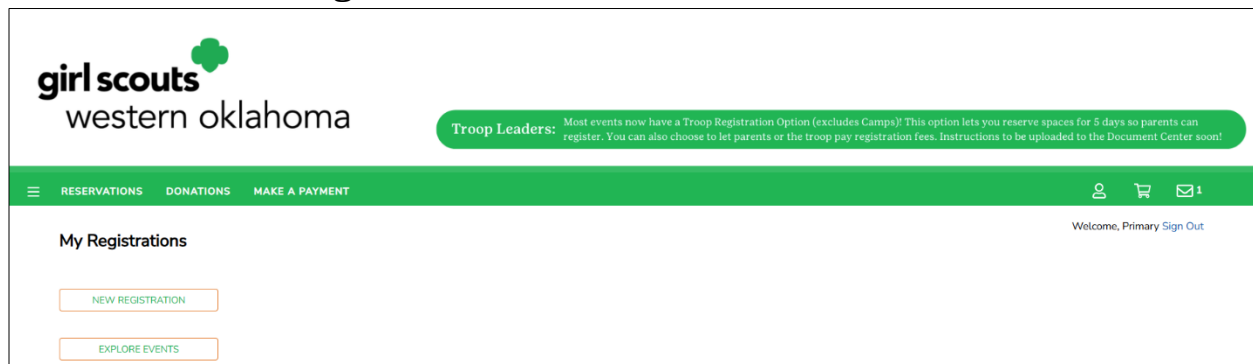
## How to Create a Group Preorder

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.

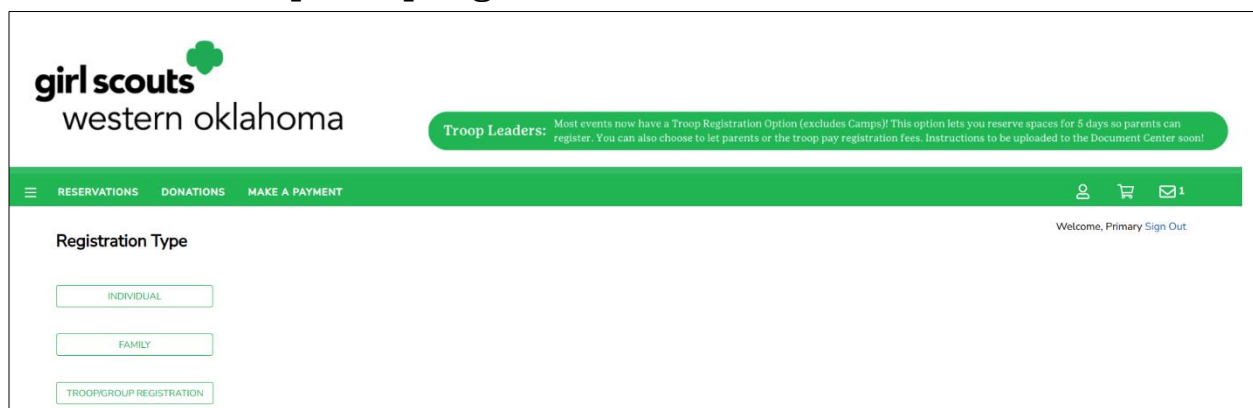
1. Once you are logged into your account, click **Reservations** in the top left.



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 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. A green callout box for 'Troop Leaders' provides information about the Troop Registration Option. The main content area is titled 'How to make a group preorder' and includes a sub-header 'How to make a group preorder'. Below this, there is a list of steps: 1. Indicate reservation quantities, 2. Create reservation blocks (with sub-steps a, b, and c), and 3. Check out. A 'BEGIN' button is located at the bottom of the steps.

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. Group preorders can only be set up for 2 or more spaces.

The first screenshot shows the 'Indicate reservation quantities' form. It includes a green navigation bar with 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. The form title is 'Indicate reservation quantities'. Below the title, it says 'Indicate the number of spaces you would like to reserve'. There is a text input field for 'Total spaces to reserve:' with the value '5'. Below this, it shows 'Maximum group size: 117' and 'Minimum group size: 2'.

The second screenshot shows the same form, but with additional fields for 'Male spaces to reserve:' and 'Female spaces to reserve:'. The 'Male spaces to reserve:' field is empty, and below it, it says '0 male spaces available'. The 'Female spaces to reserve:' field has the value '5', and below it, it says '198 female spaces available'. At the bottom of the form, there is a 'NEXT' button and a 'Back' link.

7. **Click “Next.”**

## 8. Click “Next.”

## 9. Create reservation blocks.

### What are registration blocks?

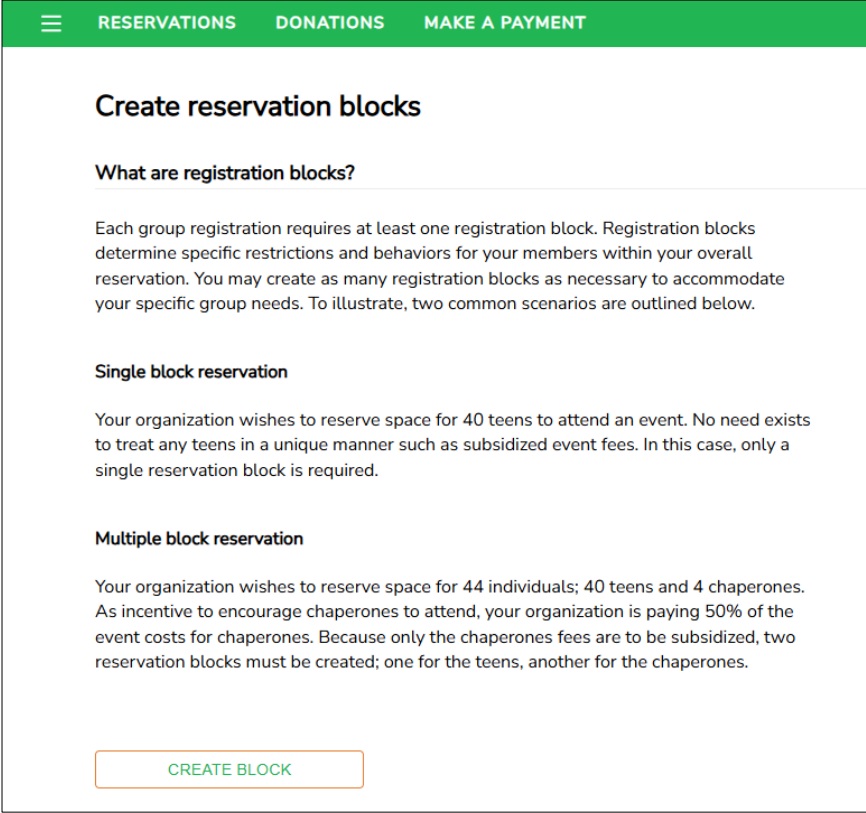
Each group registration requires at least one registration block. Registration blocks determine specific restrictions and behaviors for your members within your overall reservation. You may create as many registration blocks as necessary to accommodate your specific group needs. To illustrate, two common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

A screenshot of a web application interface for creating reservation blocks. At the top is a green navigation bar with a hamburger menu icon and three links: 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. Below the navigation bar is a white content area with the title 'Create reservation blocks'. Underneath the title is a section titled 'What are registration blocks?' which contains a paragraph explaining that registration blocks determine specific restrictions and behaviors for members within an overall reservation. Below this are two examples: 'Single block reservation' and 'Multiple block reservation', each with a paragraph describing a scenario. At the bottom of the content area is a green button labeled 'CREATE BLOCK'.

## 10. Click “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).**”

**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. We recommend clicking no at this point.

**14. Click “Next.”**

**15. When you reach the request to subsidize, please select “No.”** Once group preorder is made, a sponsorship can be made to share with your troop for payment options.

**16. 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 a web interface with a green header bar containing a menu icon and the links 'RESERVATIONS', 'DONATIONS', and 'MAKE A PAYMENT'. Below the header, the title 'Create reservation blocks' is centered. There are two input fields: 'Minimum Age:' and 'Maximum Age:'. At the bottom, there is a green 'NEXT' button and a blue 'Back' link.

**17. 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.**

This screenshot shows the 'Create reservation blocks' form with data entered. The header bar is the same. The title 'Create reservation blocks' is on the left, and 'Welcome, Primary Sign Out' is on the right. Below the title, there is a table with three columns: 'Code', 'Age', and 'Contribution'. The first row has the code '100BDK', age '6 - 99', and contribution 'None'. Below the table, there are two buttons: 'CREATE ANOTHER BLOCK' and 'NEXT'.

| Code                             | Age    | Contribution |
|----------------------------------|--------|--------------|
| 100BDK<br>8U9QXRQ (Not required) | 6 - 99 | None         |

**18. Click “Complete Order” if you have no more registrations to complete.**

This registration will now show in your Registrations as a **Group Preorder**.

The screenshot shows the 'My Cart' page. The header bar is the same. The title 'My Cart' is on the left, and 'Welcome, Primary Sign Out' is on the right. Below the title, there is a message 'Review your order for accuracy.' and a 'COMPLETE ORDER' button. Below this, there are links to 'Add additional reservations' and 'Add Troop Sponsorship Code or Discount Code'. At the bottom, there is a table showing the cart items.

| Item                                                                              | Price   |
|-----------------------------------------------------------------------------------|---------|
| (Group Preorder) Badge Discovery Kits - Girl Scouts Birthday Badge Discovery Kits | \$ 0.00 |

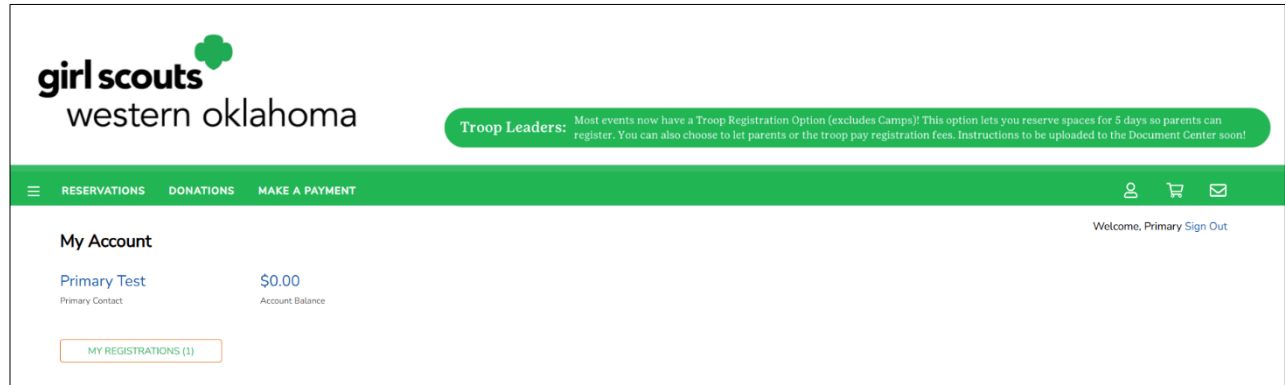
Girl Scouts Western Oklahoma 3/4/2025 - 2/28/2026

# Reviewing Your Group Preorder

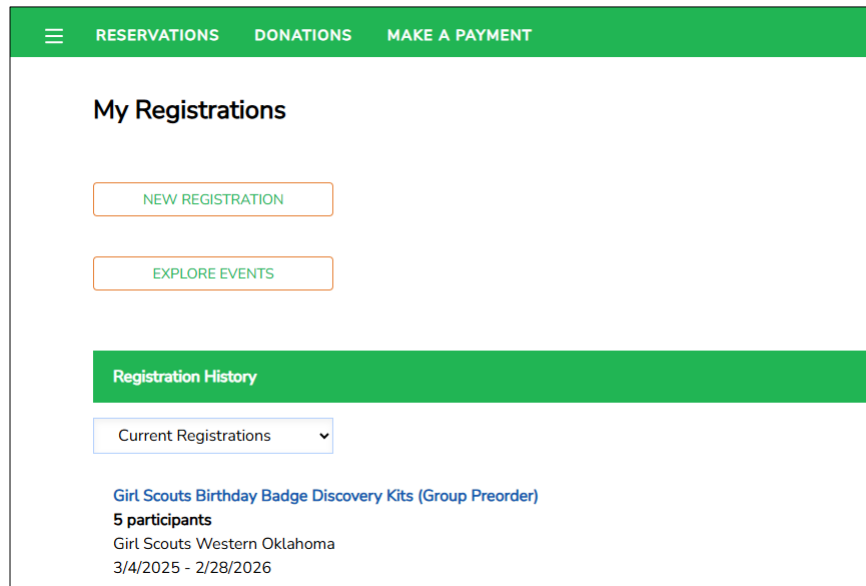
You can find the Group Preorder link under your reservations.

## To access the Group Preorder:

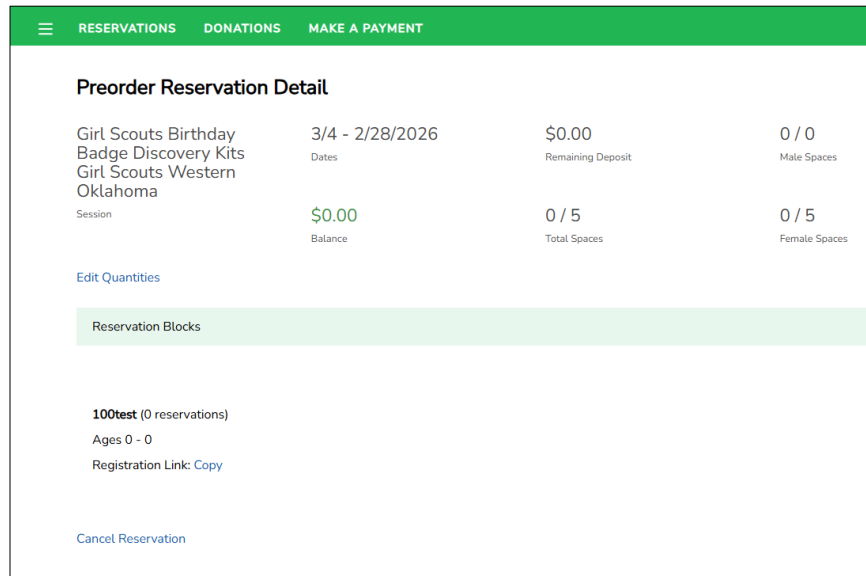
### 1. In your account, click “My Registrations.”



### 2. Click the registration name.



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



The screenshot shows a web application interface with a green header bar containing a menu icon and three tabs: RESERVATIONS, DONATIONS, and MAKE A PAYMENT. Below the header, the page is titled "Preorder Reservation Detail". It displays reservation information for "Girl Scouts Birthday Badge Discovery Kits" in "Oklahoma". The dates are "3/4 - 2/28/2026", the remaining deposit is "\$0.00", and there are "0 / 0" male spaces. The session is "Session", the balance is "\$0.00", there are "0 / 5" total spaces, and "0 / 5" female spaces. A link "Edit Quantities" is present. Below this is a section titled "Reservation Blocks" with a light green background. Underneath, it shows "100test (0 reservations)" for "Ages 0 - 0". A "Registration Link: Copy" link is provided. At the bottom, there is a "Cancel Reservation" link.

| Preorder Reservation Detail                                                     |                                         |                                            |                                       |
|---------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------|---------------------------------------|
| Girl Scouts Birthday<br>Badge Discovery Kits<br>Girl Scouts Western<br>Oklahoma | 3/4 - 2/28/2026<br><small>Dates</small> | \$0.00<br><small>Remaining Deposit</small> | 0 / 0<br><small>Male Spaces</small>   |
| Session                                                                         | \$0.00<br><small>Balance</small>        | 0 / 5<br><small>Total Spaces</small>       | 0 / 5<br><small>Female Spaces</small> |
| <a href="#">Edit Quantities</a>                                                 |                                         |                                            |                                       |
| Reservation Blocks                                                              |                                         |                                            |                                       |
| 100test (0 reservations)                                                        |                                         |                                            |                                       |
| Ages 0 - 0                                                                      |                                         |                                            |                                       |
| Registration Link: <a href="#">Copy</a>                                         |                                         |                                            |                                       |
| <a href="#">Cancel Reservation</a>                                              |                                         |                                            |                                       |

## 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.