

Sponsorships

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 Sponsorship.

If you have any comments or questions, please email <u>info@gswestok.org</u> 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 Esignature completed by a troop leader will not be accepted. If you have created a troop account, please contact Customer Care.

Sponsorships

If you are paying as a troop, you will need to create a Sponsorship.

Sponsorships have now been set up so that payment method assigned may only be charged when a registration has been processed using your Sponsorship.

1. Click on the Burger Menu (the 3 lines in the top left corner), then click "Sponsorships."

X MY ACCOUNT + RESERVATIONS MAKE & PAYMENT	girl scouts western oklahoma	Troop Leaders: Most events new have a Treop Registration Option (eachdes Campe)! This option lefs you resurve spaces for 5 days so parente can register. You can also choose to let parents or the troop pay registration fees. Instructions to be uploaded to the Document Center soon!
DOCUMENT CENTER	E RESERVATIONS DONATIONS MAKE A PAYMENT	전 1 및 2
MESSAGE CENTER	My Registrations	Welcome, Primary Sign Out
	NEW REGISTRATION	
	EXPLORE EVENTS	
	Registration History	
	Current Registrations 👻	

2. Select "Purchase a code to distribute."

RESERVATIONS	DONATIONS	MAKE A PAYMENT		
Sponsorship	s			
Troop Leaders:				
To pay for Troop Registrations with troop funds, you will need to use a Sponsorship for your troop. Instructions will be posted to the Document Center soon!				
Make a payment u	sing a code			
Purchase a code to	distribute			
View claims made	against my codes			

3. Enter the following:

- a. **Enter Desired Code.** We recommend "(Troop #) (Event) (\$ troop pays)."
- b. **Enter Expiration Date.** This should be set for 5 days after the date of creation. We do not recommend setting expiration dates for longer than 5 days.
- **c.** Enter the \$ amount individual is allowed to use on their registration. This is the amount the troop will cover.
- d. Set individual claim limit. Options are:
 - i. No limit on use.
 - ii. 'x' uses per individual
 - iii. 'x' uses per family
 - *It is highly recommended to use 'x' uses per individual and set to 1.* This will allow individuals to only use your code 1 time.

e. **Set the total claims limit.** This is the total \$ amount your troop is willing to spend, typically [(# of spaces) x (event fee covered by troop)].

Sponsorships			
Select the date after which t	this code will no longe	er be valid.	
Enter Desired Code:	UUATT7YV		
	6 characters min		
	Only letters and numb The code is not case se	ers Insitive	
Expiration Date:	mm/dd/yyyy		
Individual Claim Amount:	\$ required	US Dollar	~
	If the individual being s	sponsored is allowed to	
Individual Claim Limit:	No limit on use	~	
TUICLE			
Total Claims Limit:	\$		
	ADD TO	CART	

- f. Click "Add to Cart."
- 4. **Proceed to the payment page to complete the sponsorship.** There is an option to apply payment to the payment method as claims are made against the sponsorship. Just select the "Min. payment: \$0.00" option on the payment screen.

Sharing with your Troop

Share the Sponsorship Code via email or troop communication platform with troop members who wish to register for the event. They will have 5 days from the creation of the Sponsorship Code to register for the event.

Reviewing Sponsorship Claims

You can access the sponsorship and view claims against sponsorships on your account.

To access the sponsorship:

1. Click on the Burger Menu (the 3 lines in the top left corner), then click "Sponsorships."

X MY ACCOUNT + RESERVATIONS MAKE & PAYMENT	girl scouts western oklahoma	Troop Leaders: Most events now have a Troop Registration Option (excludes Camps)/ This option lefts 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 scont
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	My Registrations	Welcome, Primary Sign Out
	NEW REGISTRATION	
	EXPLORE EVENTS	
	Registration History	

2. Click "View claims made against my codes."

RESERVATIONS	DONATIONS	MAKE A PAYMENT		
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Sponsorship	S			
Troop Leaders:				
To pay for Troop Registrations with troop funds, you will need to use a Sponsorship for your troop. Instructions will be posted to the Document Center soon!				
Make a payment using a code				
Purchase a code to	distribute			
View claims made	against my codes]		

3. Select the sponsorship code you wish to review.

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Му	Sponsorship Codes		Welcome,	Primary	Sign Out
⊠ s	Show current codes only				
202	5				
Co	ode			Claimed	Amount
10	OOtest				\$0.00

4. You will be shown the registrant name and event for which they registered.