

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

## Contents

<b>Sponsorships</b> .....	2
<b>Sharing with your Troop</b> .....	3
<b>Reviewing Sponsorship Claims</b> .....	4

### Please note:

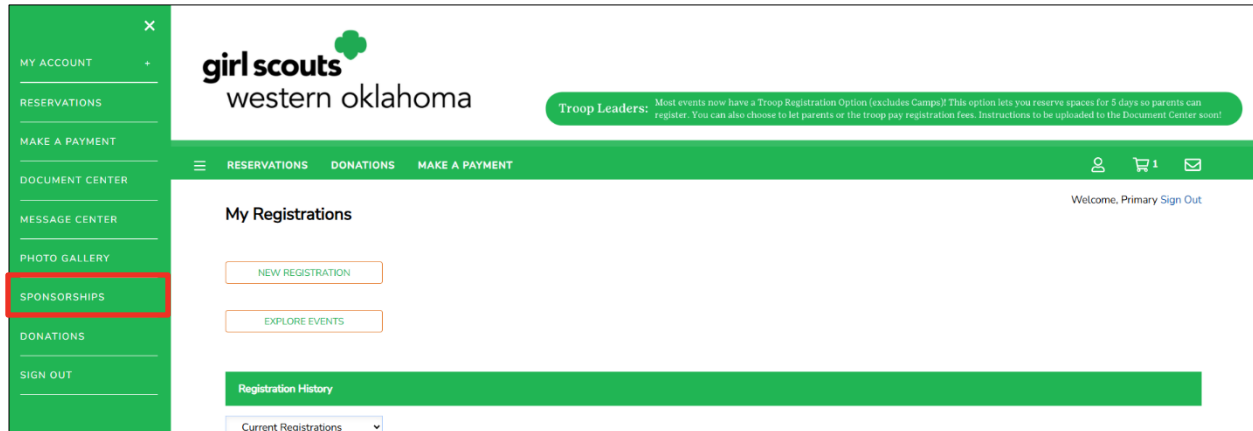
- As a leader, you will be unable to use any group preorder links or sponsorships set up on your account. If you need to register you or your family for the event, you can register without using these steps, using your troop debit card.
- **It is highly discouraged to set up a troop account.** We now 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.

# Sponsorships

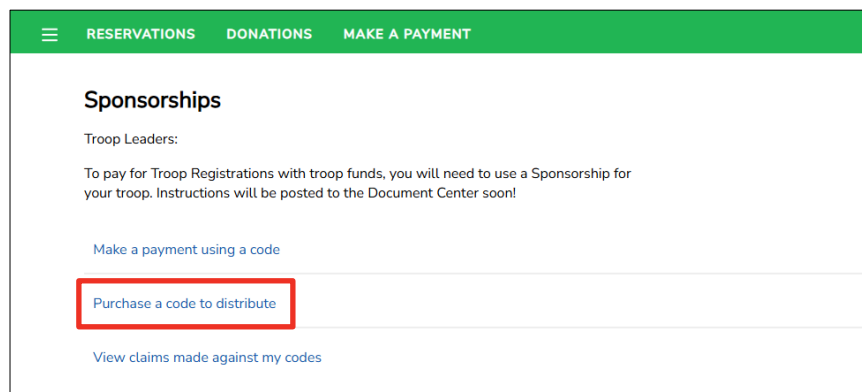
**If you are paying as a troop, you will need to create a Sponsorship.**

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.”**



2. **Select “Purchase a code to distribute.”**



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 this code will no longer be valid.

Enter Desired Code:   
6 characters min  
Only letters and numbers  
The code is not case sensitive

Expiration Date:

Individual Claim Amount: \$  US Dollar  
If the individual being sponsored is allowed to enter the value of the sponsorship, enter '0.'

Individual Claim Limit: No limit on use

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

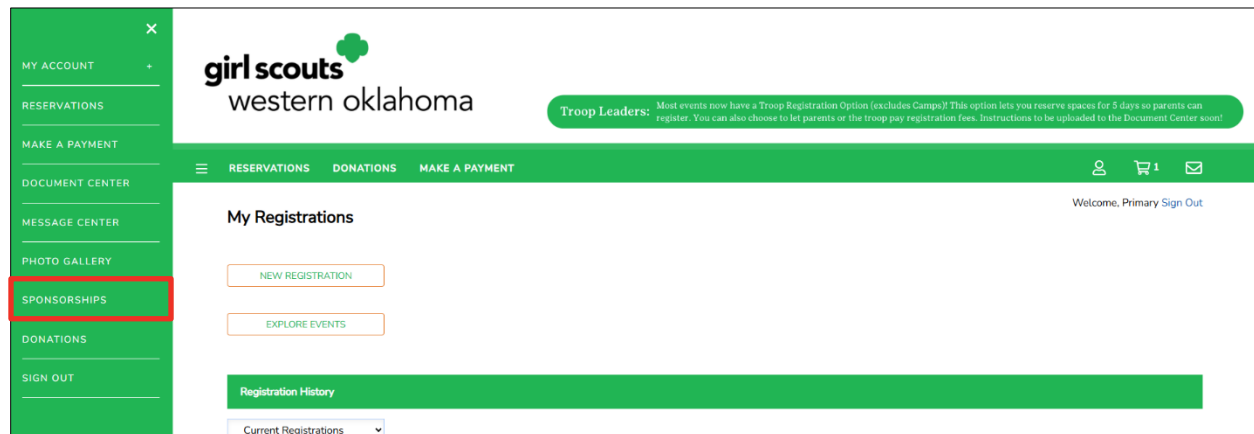
**Share the Sponsorship Code via email or troop communication platform with troop members who wish to register for the event.** They will have 5 days from the creation of the Sponsorship Code to register for the event.

# Reviewing Sponsorship Claims

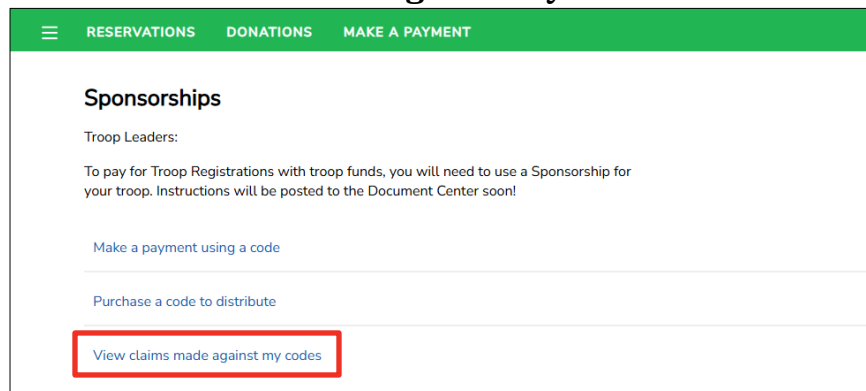
You can access the sponsorship and view claims against sponsorships on your account.

**To access the sponsorship:**

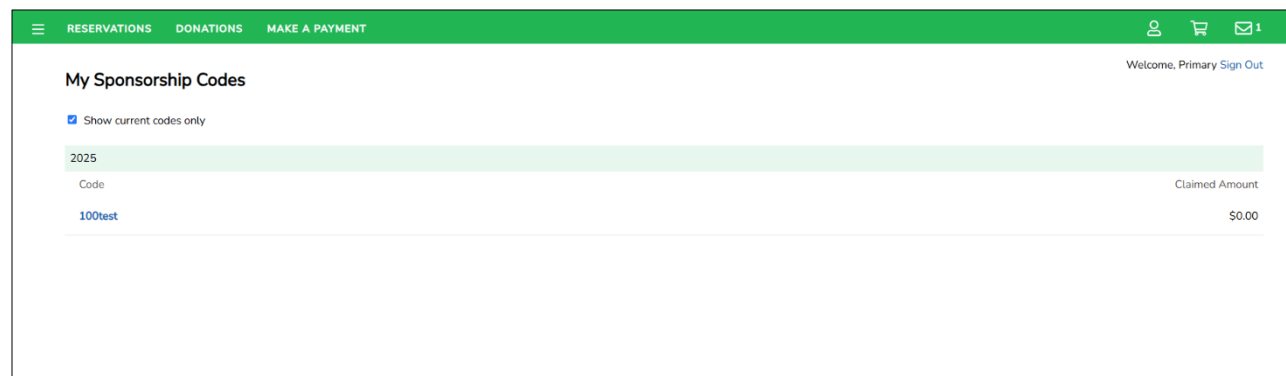
1. Click on the Burger Menu (the 3 lines in the top left corner), then click “Sponsorships.”



2. Click “View claims made against my codes.”



3. Select the sponsorship code you wish to review.



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