

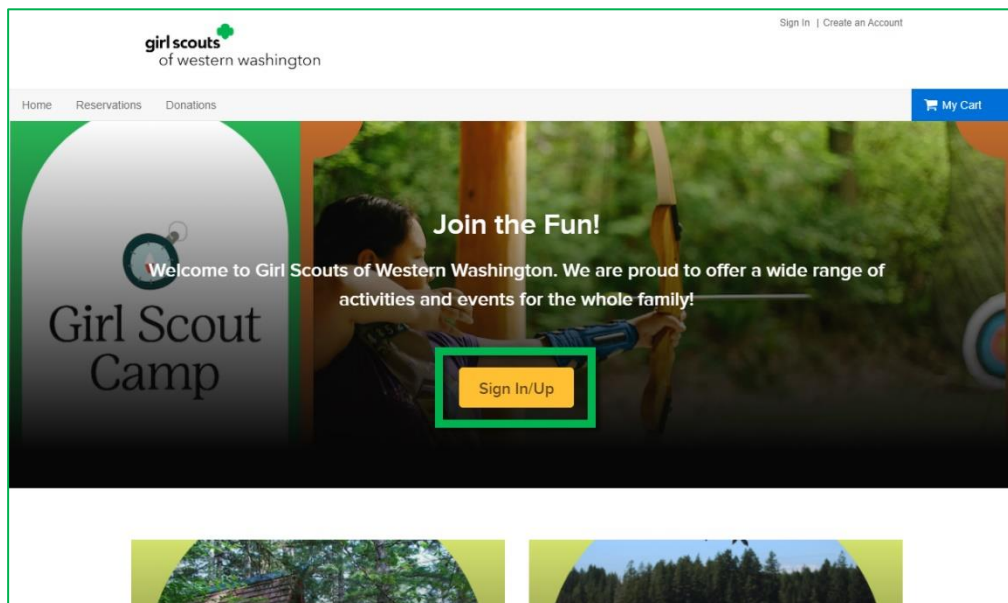
Customer Facing Process

How to Create an Account

If you are registering your child for an activity, please use your own information when filling out the online registration account request form, NOT your child's information. Once you have an online registration account, you will have the opportunity to add family members.

If you'd rather view the availability calendar before creating an account, click on Reservations in the upper left portion of the screen. This way, you can see what is available before signing up with an account.

1. From the Home page, click on **Sign In/Up**



2. Under the Sign in button, you will see Don't have an account? Click **Join**.

Sign in

*Email address (Required)

*Password (Required)

[Forgot your password?](#)

Sign in

[Don't have an account? Join](#)

3. Enter your email address and click **Next**.

Enter your email address

*Email address (Required)

daisy1860@yahoo.com

Next

Already have an account? [Sign In](#)

4. Enter the **required information**, marked with an asterisk:

- a. First Name
- b. Last Name
- c. Date of birth
- d. Country
- e. Password
- f. Confirm Password

5. If you'd like marketing emails, check the box for **Yes! Please email me the latest news and information**.

6. Check the second box to accept the **Girl Scouts of Western Washington Terms of Use** and to acknowledge **My Privacy Rights** for our site reservation system.

7. Check the third box to accept the **Terms of Use**, the **Copyright Policy**, and to acknowledge **My Privacy Rights** for our site reservation system.

8. Click **Next**.

Sign up

* is for required fields.

Email address
daisy1860@yahoo.com [Change](#)

*First name
Juliette

*Last name
Gordon Low

*Date of birth
October 31 1960

*Country
United States

*Password
.....

Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters.

*Confirm password
.....

Yes! Please email me the latest news and information.

By creating an account, I accept the [Terms of Use](#) of girlscoutsww and I am aware of [My Privacy Rights](#).

By creating an account, I accept the [Terms of Use](#), [Active Network's Copyright Policy](#) and I am aware of [My Privacy Rights](#).

Back **Next**

Already have an account? [Sign In](#)

9. Enter the **required information**, marked with an asterisk:
- a. Gender
 - b. Customer Type – *If you are a current Girl Scout member, choose Member. If you do not have a current Girl Scout membership, choose Non-Member*
 - c. Street Address
 - d. City
 - e. State
 - f. Zip Code
 - g. Phone
 - h. Home Phone

10. If you'd like marketing mail, check the box for **Yes! Please mail me the latest news and information.**

11. Check the box indicating **I'm not a robot.**

12. Click **Submit.**

13. The next screen will let you know your Active account has been created and show your login name (this is the email address you used to sign up). You will receive an email to activate your account from Girl Scouts WW Reservation Team. The subject will be "New account activation."

- a. Remember to check your junk or spam folder or filters if you do not receive the verification email within five minutes of creating your account.
- b. If you do not see your verification email after checking your spam or junk folder, please contact the council at 800-541-9852 or CustomerCare@GirlScoutsWW.org

14. Open your email (the one you used to create your account). Open the email from Girl Scouts Reservation Team.

15. In the email, click the **Activate Now** button.

16. This will take you back to the reservation site with a sign in screen. Enter your **email address and password.**

17. Click **Sign in.**

18. You will be taken to your account home page.



How to Add Family Members to your Account

From your account page, click on Manage Family Member(s). Then, click on **+ Add family member**, fill out the required information, and click **Submit**.

