

### **How do I register for a program?**

Girl Scouts of Montana and Wyoming strives to make registering for programs as streamlined and efficient as possible. Registration is on a first-come, first-served basis. Registration forms can be found at [www.gsmw.org/events](http://www.gsmw.org/events). A girl is not considered registered until a registration form is received with payment. Registrations must be received by the council by the registration deadline.

Most of our event registrations use Doubleknot. If you do not have an account, you can create one for your family upon registration. We recommend using the email address and password for your MyGS account. Troop Leaders: You should already have a Doubleknot account using your email address used for MyGS. This account is already linked to your troop girls and leaders.

### **Does my payment need to be sent in with my program registration form or can I send it later?**

Payment must be made at the time of registration. You will not be registered for a program until payment is received.

### **Can I register after the deadline?**

We encourage girls to register before the deadline to secure space at the program. Programs are filled on a first come, first served basis. If the minimum number of participants has not been met by the registration deadline the program may be canceled.

### **What should I do if I have registered for a program but cannot attend?**

Please notify GSMW at 406-252-0488 as soon as possible if you are unable to attend the program. Organizations that GSMW partners with need prior notification to prepare for the accurate number of participants. In addition, programs may have waiting lists, so notifying us you are aware of being unable to attend allows us time to register additional participants.

### **Are refunds available for program fees?**

Program fees are non-refundable unless the council receives written cancellation notice before the registration deadline. Program fees will be refunded if the program is cancelled. Participants who do not show up for a program will forfeit the registration fee.

### **Do you have Girl Scout Gift Cards to use to help pay for your program fee?**

If you'd like to use them to pay for part of your council sponsored program, complete the form below and we'll process your payment for you. If you need to pay the remaining amount via a credit card, please contact GSMW at 406-252-0488 once you've submitted the redemption form. [Gift Card Redemption Form >](#)

### **When will I receive confirmation information?**

Program confirmation with details on location, what to bring, and other important information will be sent by the Member Experience Manager who is running the program via email shortly after the registration deadline.

**How can I find age specific programs on the website?**

Go to [www.gsmw.org/events](http://www.gsmw.org/events) to review a list of programs by date. You can use the Advanced Search at the top of the Event List page to select a keyword, date range, program level, or category of events.

**Do adults need to register and pay for programs?**

Some adults are needed at each program to meet Girl Scout safety guidelines. We ask that you register if you are available to help supervise or if you plan to participate as an adult with your child when the option is available. Only adults who are registered Girl Scouts may serve as a supervising adult. We encourage all adults to register as a Girl Scout member when participating with their Girl Scout. Some programs are geared for girls to attend with adults and at times there may be fees for adults to participate.

**What happens if I am put on a waiting list?**

When registering online, it will show that you are on the waitlist. If on a waitlist, the Member Experience Manager in charge of the program will notify you if you become active for the program and payment should be made at that time.

**Are the activities available only to Girl Scouts?**

Programs are open to all girls in grades K-12. Girls who are currently not registered members of Girl Scouts will need to become a member if required. The membership fee is an annual payment and gives girls access to all Girl Scout programs October 1 through September 30. Participation in programs and activities is limited to girls, unless otherwise noted.

**Can tag-alongs or siblings come along to a program?**

Tag-alongs and siblings may only attend programs designated for families. If an emergency occurs and a sibling must be brought along, the parent and sibling will be asked to wait in a separate area. Program supplies and food are for registered girl participants.

**How will I learn about new programs?**

New programs are being added throughout the membership year. Be sure to check [www.gsmw.org/events](http://www.gsmw.org/events) frequently for the latest program updates.

**What do I do if I want to be a program aide at a program?**

Girls who have completed program aide training are welcome to help out at programs if the program and location allow for this. Please contact us at 406-252-0488 so we can inform the GSMW Member Experience Manager that you want to help.

**What if I arrive late to a program?**

Program participants are expected to arrive by the program start time. All programs will start within 5 minutes of the scheduled start time. All girls are expected to be picked up by the scheduled departure time.

**What is the permission form that each girl needs to bring to every program?**

The Activity/Health Permission Card is a mandatory form that girls must bring to every Girl Scout program. This form will have emergency contact information on it as well as emergency medical information. If girls are coming to a program with their troop, the troop leader is responsible for bringing this card with them. If a girl comes without her troop leader she must bring the parent copy.