

## Using the Girl Guides SA Website to pay membership fees and register for events.

### Girl Guides SA Login

Girls have their own login to the Girl Guides SA website where they can pay membership fees and register and pay for State Events that are happening.

Below are details about how to access the 'My GGSA' functions on the website. All you will need is your daughter's membership number and their date of birth. Please remember to set a new password once you have logged in with these details.

### Getting started...

Go to [www.girlguidessa.org.au](http://www.girlguidessa.org.au) (please note, to experience the full functionality of the new site, if using internet explorer as your web browser, we recommend upgrading to internet explorer version 10 or above.)

Your member record continues to be accessed through the 'My GGSA' tab on the website homepage.

All Girl Guides South Australia Members have a six digit member number, which you will use to log into your member record.

### Logging in...

You can log in from the home page by clicking the 'log in' button or choosing the locked 'My GGSA' tab



To log in, use your 6 digit membership number as your **username**.

Your default **password** is your date of birth entered as **ddmmyyyy**. We advise you to log in immediately and change your password. Once you are logged in, you can change your password through the 'change password' link on the bottom left hand corner of the 'My Details' tab.

### Sign In

Username

Password

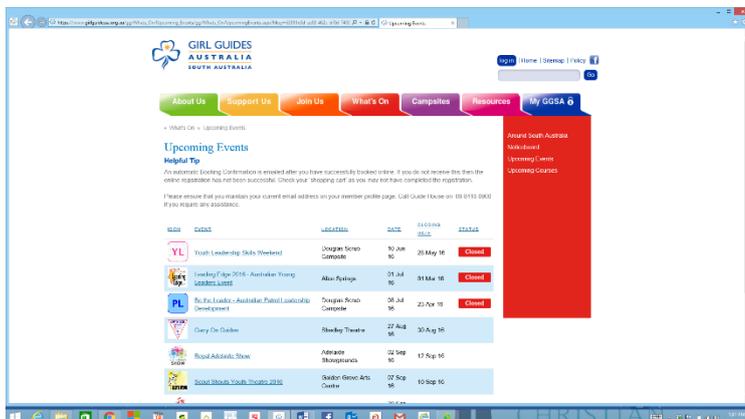
Remember me on this computer

Forgot [my password](#) or [my username](#)

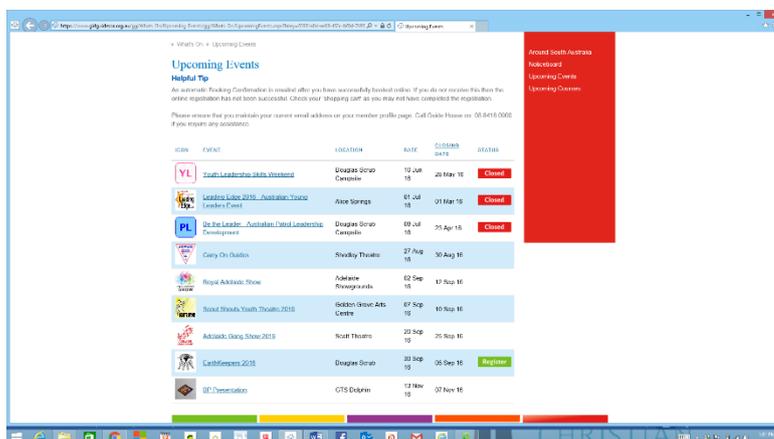
[Create a new account](#)

# Registering for an event.

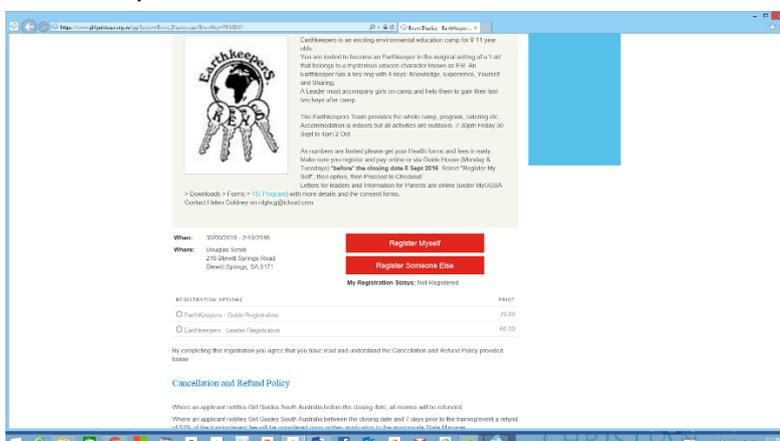
1. Go to the red “What’s On” tab.
2. Click on the Upcoming Events link and then the



3. Green register button for the appropriate event.



4. This will then take you to a page that has the ability to “Register Myself” (meaning register your daughter) (you will need to scroll down the page to find it)



5. Click on the red register myself box. Follow any other instructions on the page in regard to the registration process. You are also able to make any changes or updates to your daughter’s details at this point.

6. Proceed to checkout where you can pay for the event with Mastercard or Visa

Contact: Helen Coulburn on rdg4kgp@icloud.com

When: 30/03/2016 - 29/03/2016  
Where: Douglas Scrub, 235 Oswald Springs Road, Oswald Springs, SA 5171

[Cancel My Registration](#)  
[Register Someone Else](#)

My Registration Status: Registered pending checkout  
[Edit registration information](#)

ITEMS	QUANTITY	PRICE	TOTAL
Leadership - Leader Kingsthorpe	1	70.00	70.00
Leadership - Leader Kingsthorpe	1	60.00	60.00

By completing this registration you agree that you have read and understand the Cancellation and Refund Policy provided below.

**Cancellation and Refund Policy**

Where an applicant notifies Girl Guides South Australia before the closing date, all monies will be refunded.  
Where an applicant notifies Girl Guides South Australia between the closing date and 7 days prior to the commencement of a refund of 50% of the transaction fee will be considered upon written application to the appropriate State Manager.  
Where an applicant notifies Girl Guides South Australia in the 7 days prior to a commencement a refund will be made.  
Where a commencement is cancelled by Girl Guides South Australia, all monies will be refunded.

[Proceed to Checkout](#)

7. Once you have completed your credit card details please remember to Submit order. You must click this button for the registration to be processed.

Shopping Cart

ITEM	QUANTITY	PRICE	TOTAL	
Leadership 2016	1	60.00	60.00	<a href="#">Remove</a>

[Update](#)

Cart Charges

Item Total	60.00
Shipping	0.00
Handling	0.00
<b>TRANSACTION GRAND TOTAL</b>	<b>60.00</b>

Payment Details

Payment Method:  MasterCard

Card Number:

Name on Card:  Required

Expiration Date:  01  2016

CSC:

Card Address: 8 Crooked Drive, ADLIFE CYCLE PARK SA 5159  
[Choose another address](#)

Event and Training course registrations are not complete unless full payment is received prior to the due date.  
All transactions are processed in Australian Dollars (AUD).

[Submit Order](#)

8. There is also the ability to send an email to another email address other than the one you have registered with Girl Guides SA. This comes up once you have submitted the order. Please send it to your Leader as this will help us keep track of who has registered.