girl scouts
in the heart
of pennsylvania

Online Property Reservations Instructions

You may want to print this page before beginning.

After clicking on the E-Council link:

- Select "Properties"
- Enter the date range you are interested in
- **Select usage type (Day=no overnight, Overnight=1 overnight, Weekend=Both Friday & Saturday overnight)**
- Select at least one unit (you can check units individually, check all units, or check all units at a specific property)
- Click on check availability (a calendar will appear showing what is available)
- Click on the date and property or unit you are interested in to reserve it
- You will be prompted for your information to request a site
- For the "Notes" section: **TYPE YOUR ARRIVAL AND DEPARTURE TIMES AND ANY OTHER IMPORTANT INFORMATION**
- For the "Certifications Turned In" section: please enter the name of the certificate holder
- The "Dates Turned In" section is for office use (training dates for these individuals will be turned in with your Troop Trip Application)
- **The "Equipment Requested" and the "Items for Approval Turned In" sections are for office use only**
- In the "Fees" section, select Council (GSHPA members) or "Non-Council" (Outside non-profit groups) from the drop-down menu under unit fees
- Security deposits are required at time of registration - you may also opt to pay in full
- Click "Submit" and you will be prompted for your credit card information
- Enter the security deposit amount or total fee amount in the "Deposit Due" box **(DO NOT TYPE A DOLLAR SIGN ($) IN "DEPOSIT DUE" BOX OR WE WILL BE UNABLE TO PROCESS YOUR REQUEST)**

After submitting your information, you will get a message thanking you for your reservation request. Your credit card will be charged at this time. After your request has been processed by GSHPA, **you will receive a separate confirmation as soon as your reservation is approved.** In the event the property you requested is unavailable, we will contact you to schedule another date or issue a refund.