

Creating a New Account in Campwise



This tip sheet explains how to create an account in Campwise for the first time.

[Http://cwngui.campwise.com/Customer/gshpa/browser-check-conf.html](http://cwngui.campwise.com/Customer/gshpa/browser-check-conf.html)

1. Click Create Account.

Click to View Important Message 

Welcome to our online conference system. To get started, you will need an online account. If you have your login UserName and Password you can login now. If you do not have your account login information, contact camp to get your login details.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information. 

Need to make a payment? Login Here

Username: 

Password: 

 LOGIN

[Forgot Username?](#) [Forgot Password?](#)

New User. Create A New Account using Create New Account button

Create a new account. An account will enable you to:

- > Make a payment
- > View event details
- > Fill out forms
- > View attendees

 

2. Complete all required fields marked with an *asterisk.

New Account Registration

Click to View Important Message

Welcome to our online conference system. To get started, create an account. The information you provide below is to create a LOGIN. You will be asked for additional organization information once you click NEXT.

Two things to remember:

1. All required fields will have a red asterisk
2. Data in other fields is optional but welcomed

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Create a New Account Here

First Name: * Middle Name: Last Name: *

Create Your Username: * Create Your Password: * Confirm Password: *

International Keyboard? No

Your Email Address: *

Select a Security Question: * Answer to Security Question: *

Country Code: * Cell Phone #: *

United States

Prev Save/Next

3. Creating an Organization: Fill in the following fields:

- a) Organization is the Troop Number, Service Unit number, Family Name, Business, etc
- b) Organization Type: The default organization type is GSHPA. This applies to troops and service units. All other organizations will select from dropdown choices.
- c) Fill in address details.
- d) Click Save/Next and account will be created.

Create Organization

Please use this screen to Add a new Organization. Please enter all the required fields and then click the [Next] button, to go back to the dashboard without adding click the [Prev] button.

Click/Tap on the screen to Display or Hide the Save/Next button.

If you need additional assistance, please click the [Contact Us] button to get our contact information.

Contact Us

Create An Organization

Organization Name:

Conf Org Type: Donor Relation Type:

GSHPA Select...

Is Tax Exempt? Accepts Material

Tax Exempt#: Federal EIN:

Primary Address

Primary Address Type:

Address Line 1: Address Line 2:

Country: Postal Code:

United States City:

Save/Next

4. This page is your User Homepage. The descriptions below show the type of information found in each section.
- Account: Your Personal Record, Address, Contact details, etc.
 - Organization is the Troop Number, Service Unit number, Family Name, Business, etc.
 - Your personal record can be attached to multiple organizations (Troops).
 - Organization Type: Default is GSHPA
 - Conference events: Events are your reservations.
 - Financial: Shows any remaining balances owed.
 - Forms: You are able to upload all your documents for your reservations here.
 - Reservation Request is for indicating desired units for new reservations.

