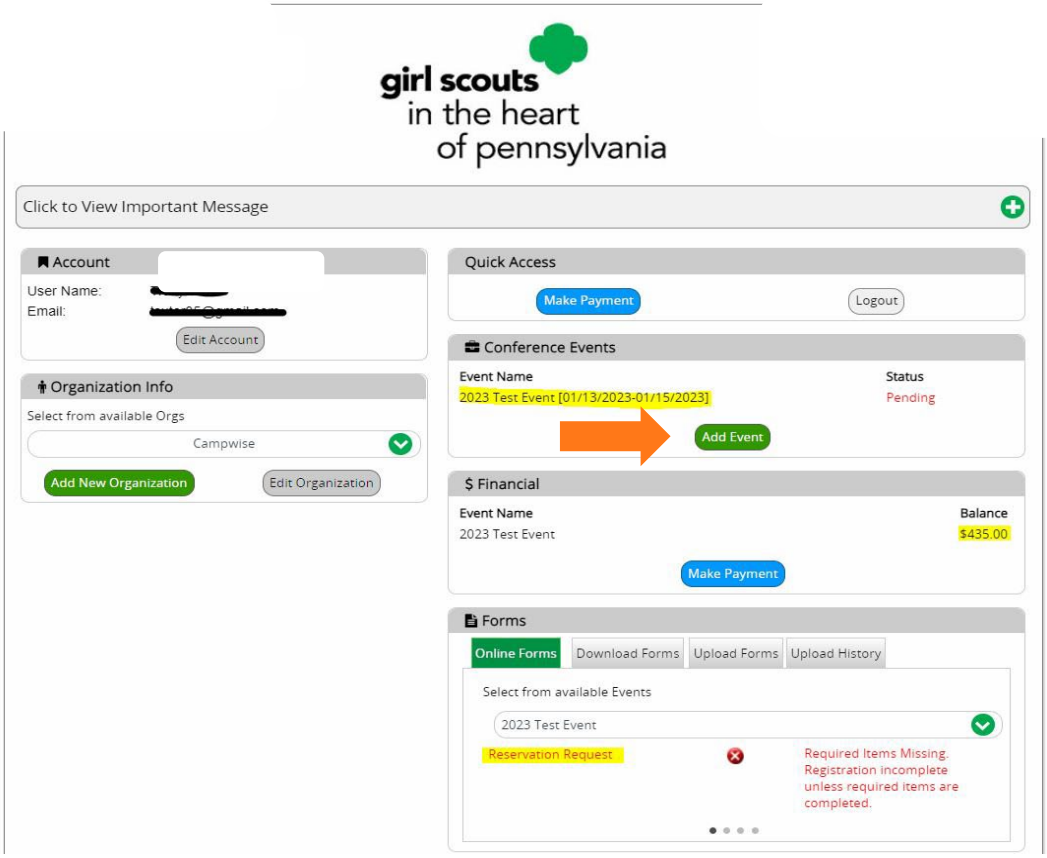
Creating a New Reservation

gshpa

This tip sheet explains how to create reservations within Campwise, upload documents and make payments.

Http://cwngui.campwise.com/Customer/gshpa/browser-check-conf.html

1. To make a new reservation, select Add Event.



2. Creating an Event/Reservation:

- The naming scheme for events in Campwise is as follows: initals of desired camp, name of person making the reservation and the date of arrival.
  EX. CHV JSmith 12.23.22.

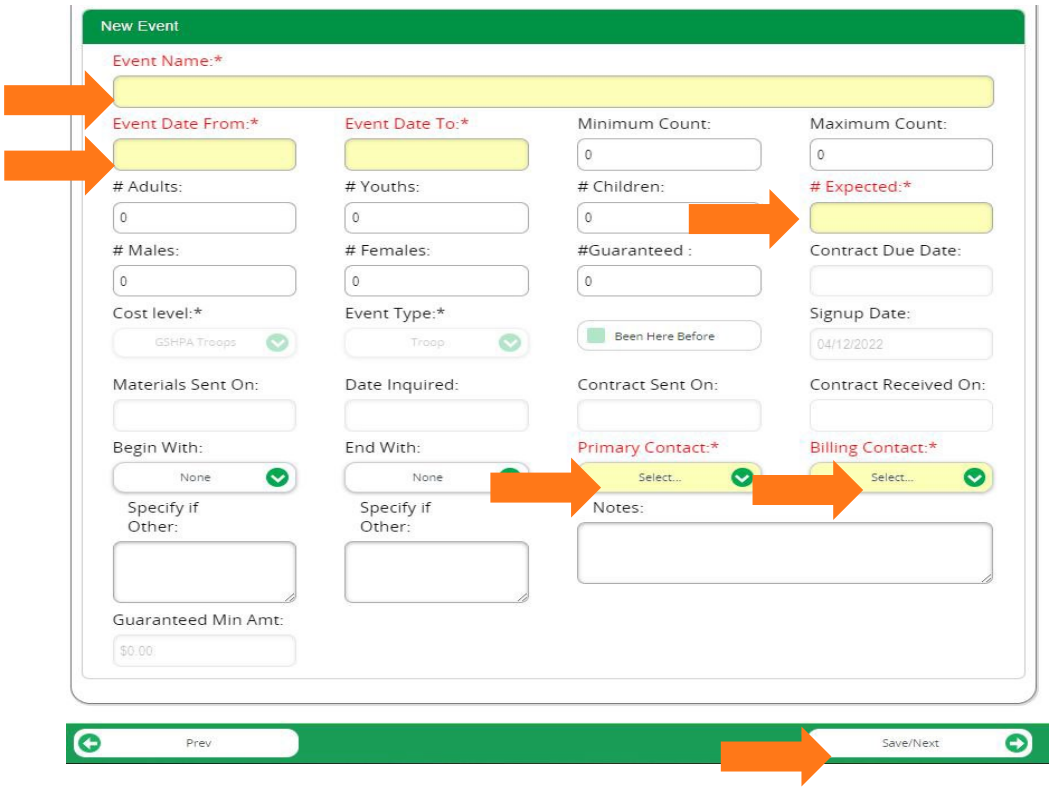
CAB- Camp Archbald
100 Camp Archbald Road
Kingsley PA 18826

CHV- Camp Happy Valley
50 Girl Scout Road
Fairfield PA 17320

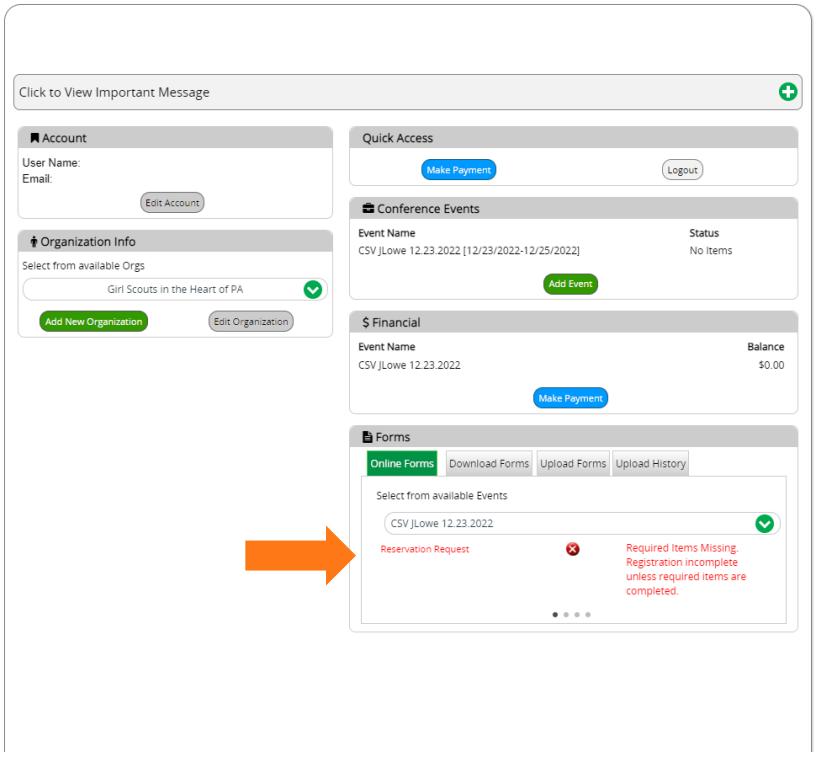
CSV- Camp Small Valley
88 Hemlock Road
Halifax PA 17032

CFH- Camp Furnace Hills
300 C Project Drive
Denver PA 17517

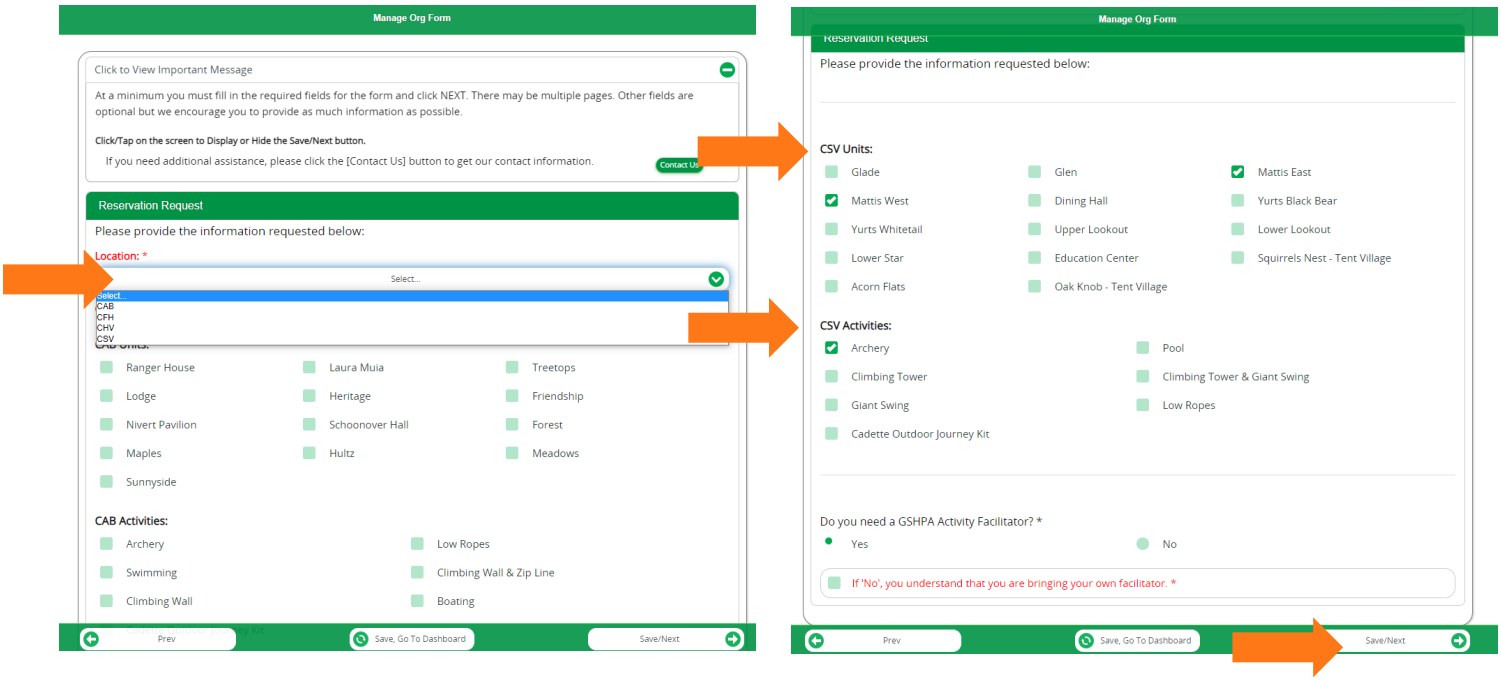
- Fill in desired travel dates, expected number of people, and contact for the reservation from the drop-down menu. **Note you have not selected your desired units yet. This step comes after the event creation.**
- Click Next
- New Event will now show on your user dashboard



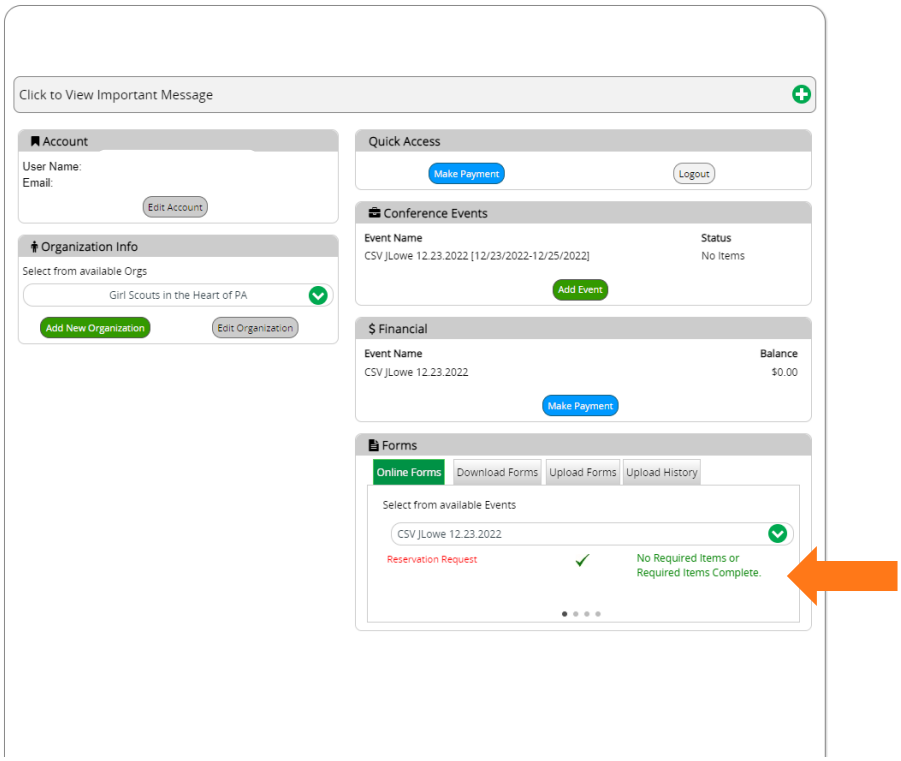
3. Selecting desired units:
    - Forms Section. Click on the reservation request in red ink.



4. Select location (camp), units, and activities. This is your official inquiry to see if the reservation is available and can be accepted.

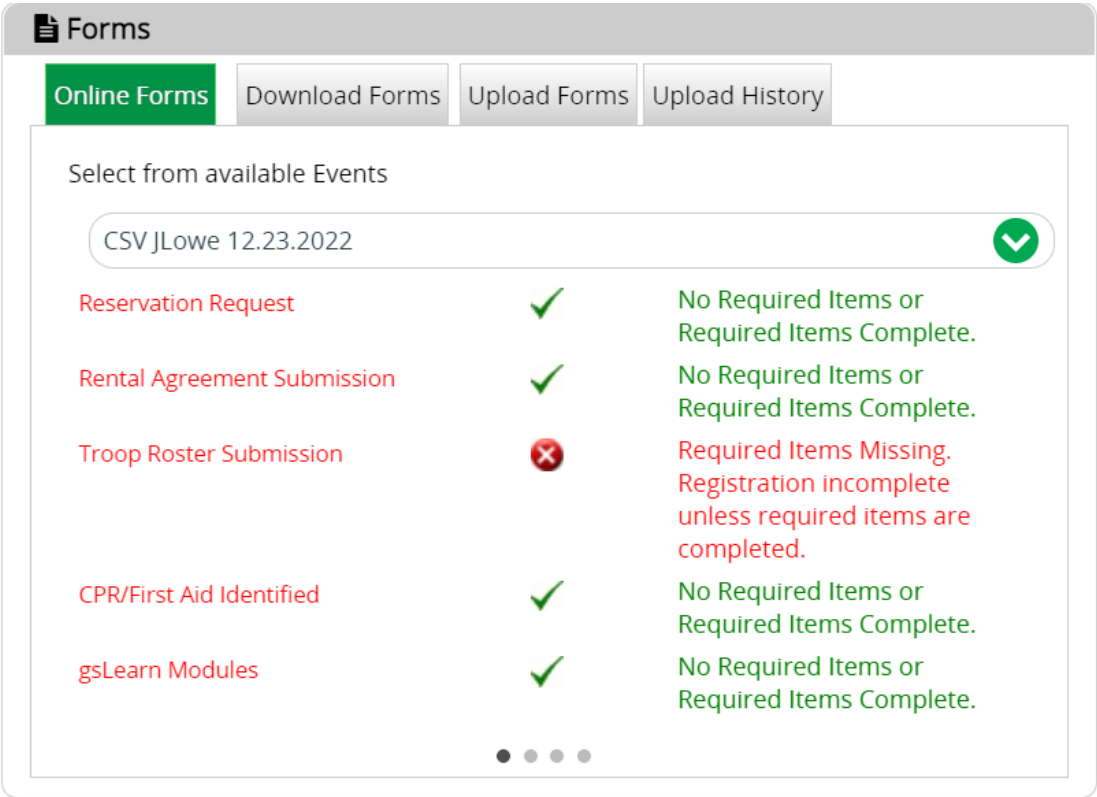


5. Once your reservation request is submitted you'll return to the user dashboard and the reservation request will be checkmarked in green. The green checkmark indicates you have made a successful inquiry and GSHPA Property Reservations will be in contact shortly.

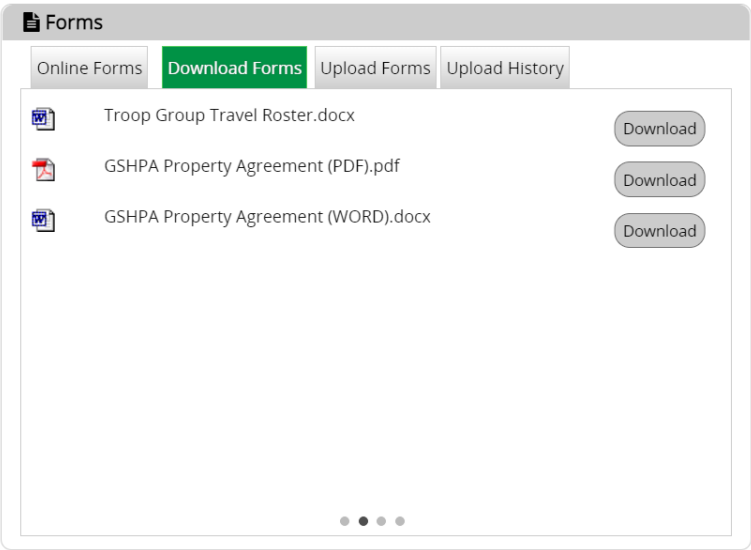


6. Once GSHPA receives the inquiry or reservation request and confirms availability, the units and activities will be added to the reservation. Your reservation will then have a balance and you will be notified via email. Your deposit of 25% must be paid within 7 days to hold your reservation.

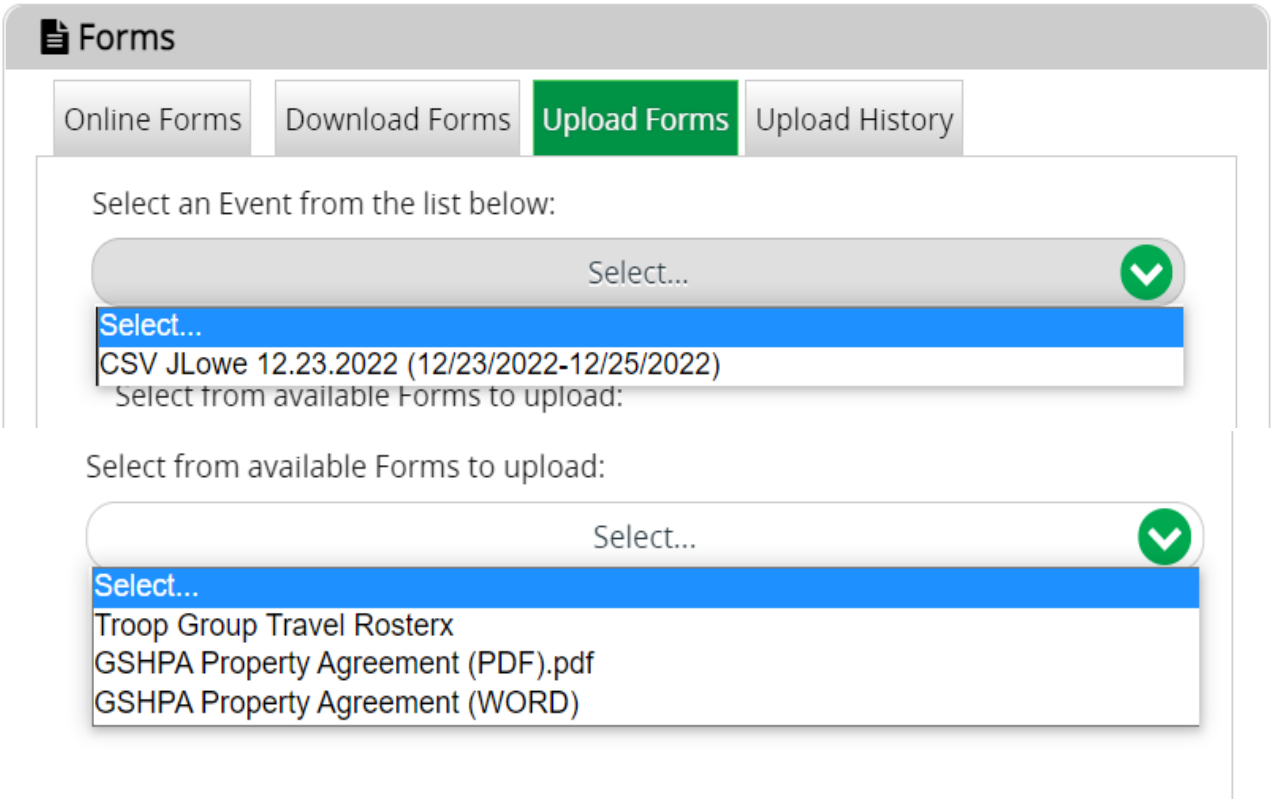
7. Forms Section: Campwise includes a portal where required documents can be uploaded and downloaded for users. This section will provide you with a checklist of documents and requirements.
    - When a requirement has been completed, the green checkmark will appear.
    - If a requirement is missing, you will see a red circle with an X until it has been completed.



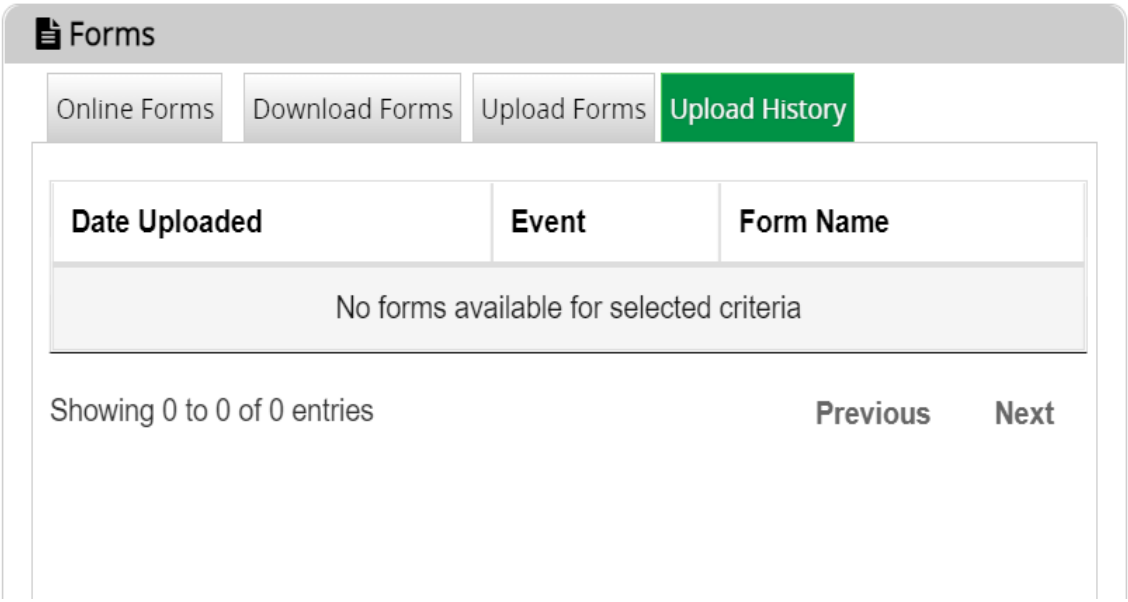
8. Download Forms Tab: This section will have a troop roster and rental agreement for you to download and complete. (Only Girl Scout groups have to complete the troop roster.)



9. Upload Forms Tab: For each event, you will need to upload your documents. First, select which event you're adding forms from the drop down menu to and then the forms.

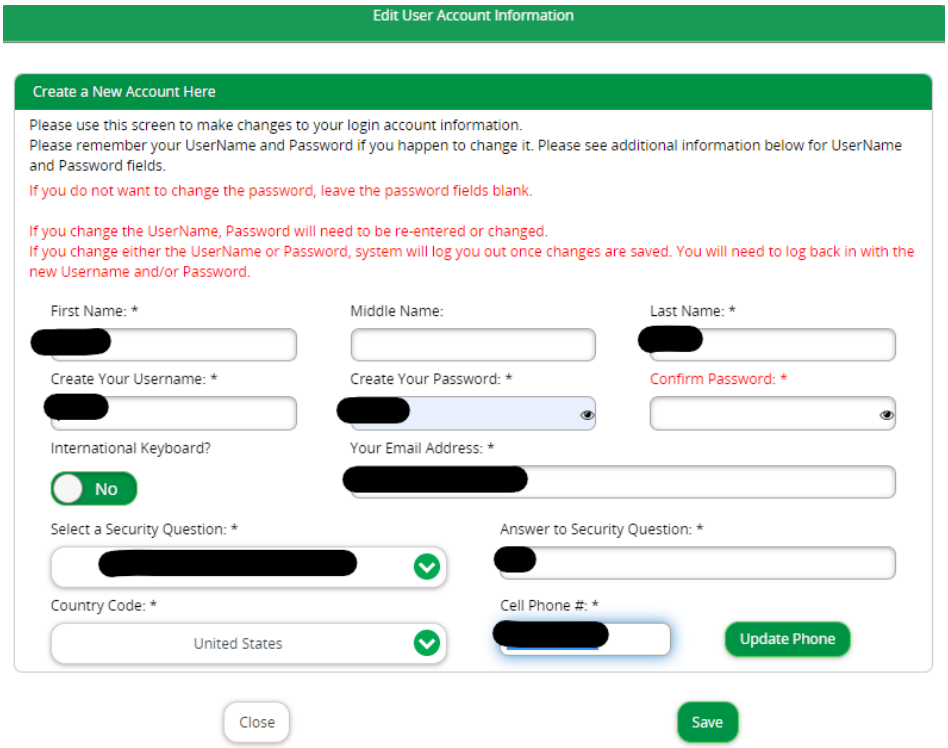


10. Upload History: This tab will show uploads that have been submitted for review.

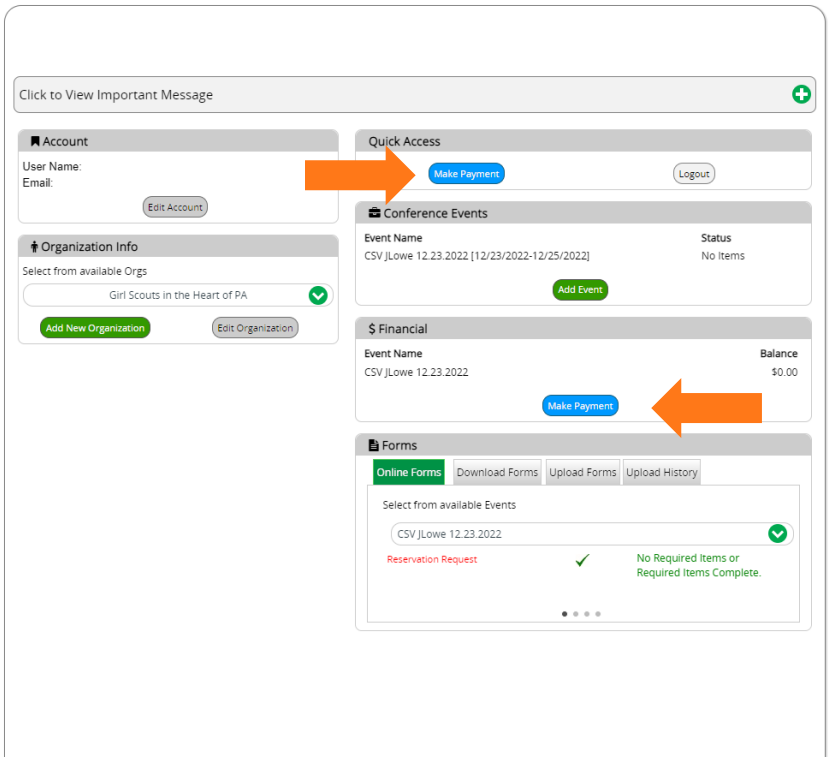


Other Tips for Campwise

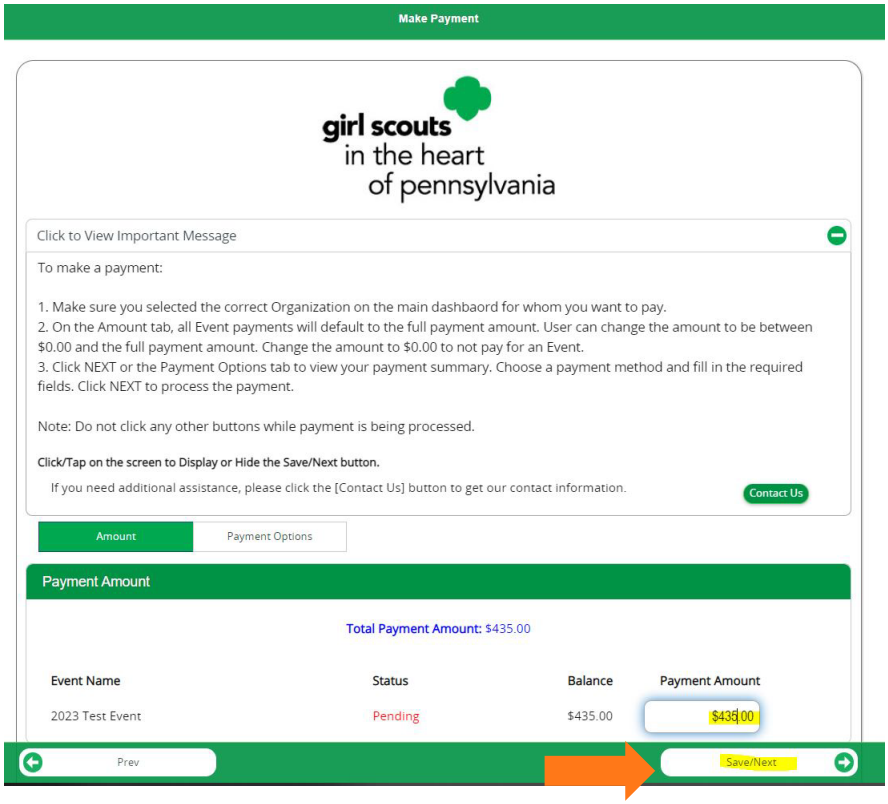
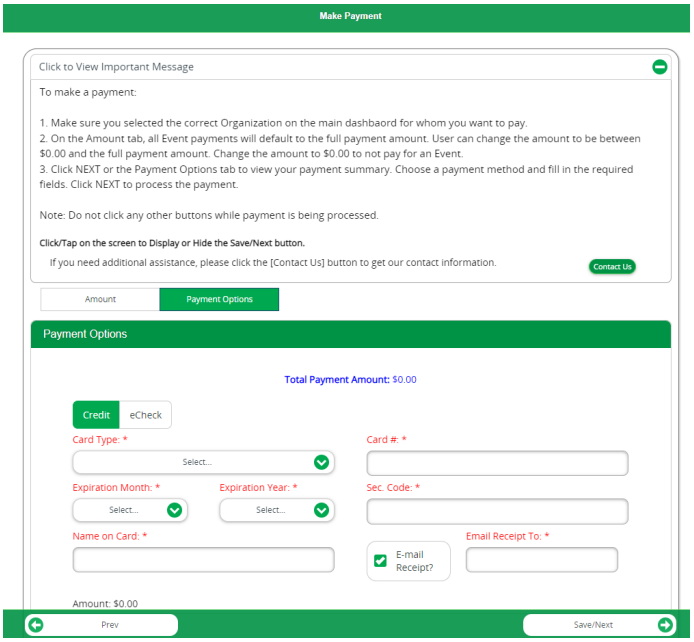
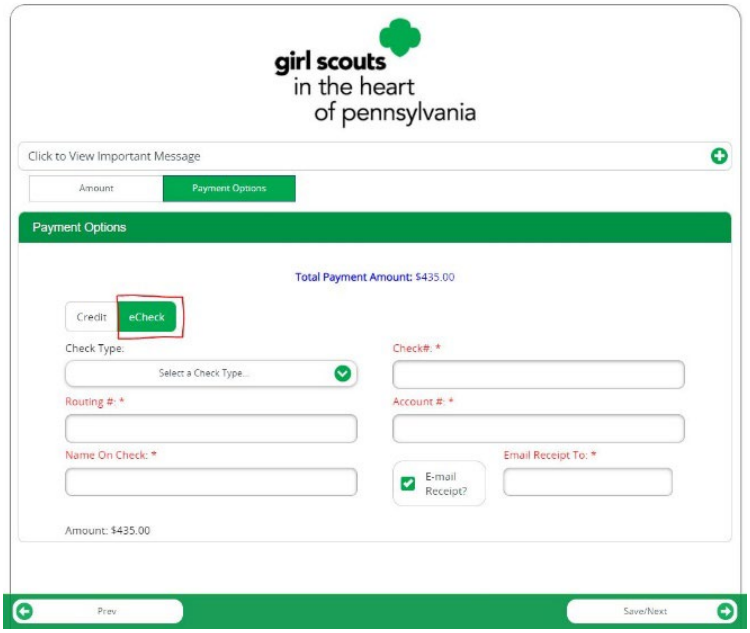
1. To edit account details: Visit the user homepage. Edit account. Save.



2. Making a payment: Visit the user homepage. Select Make payment.



3. Select which reservation you are making a payment towards and the amount. Click Save/Next.



4. Select Credit Card or ECheck. Click Save/Next.