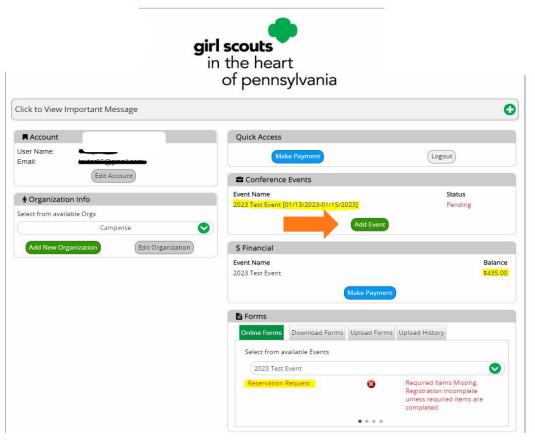# Creating a New Reservation

🍀 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.

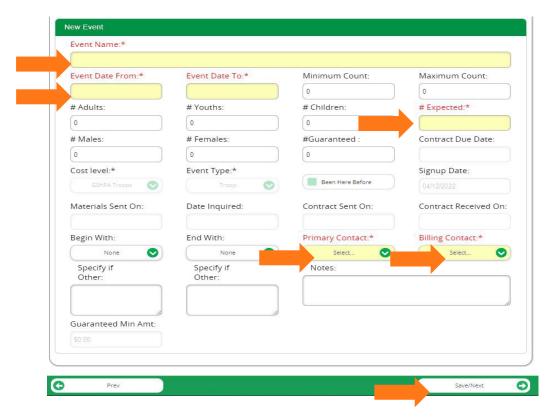2. Creating an Event/Reservation:

- 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	CSV- Camp Small Valley
100 Camp Archbald Road	88 Hemlock Road
Kingsley PA 18826	Halifax PA 17032
CHV- Camp Happy Valley	CFH- Camp Furnace Hills
50 Girl Scout Road	300 C Project Drive
Fairfield PA 17320	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
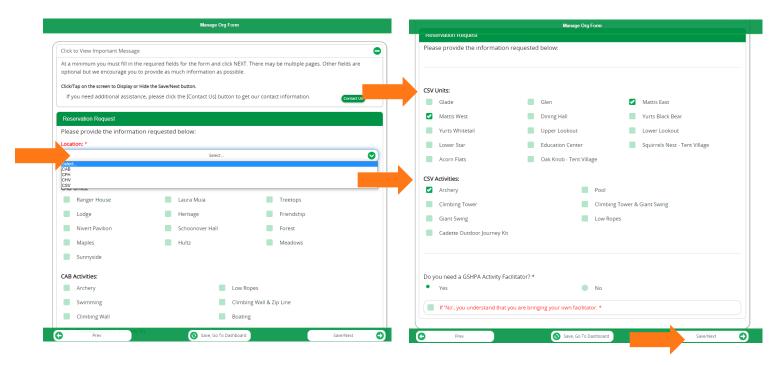- New Event will now show on your user dashboard
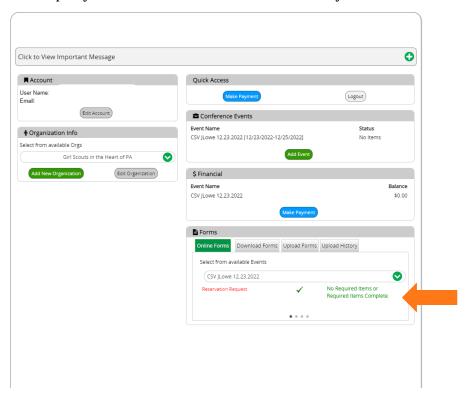

3. Selecting desired units:
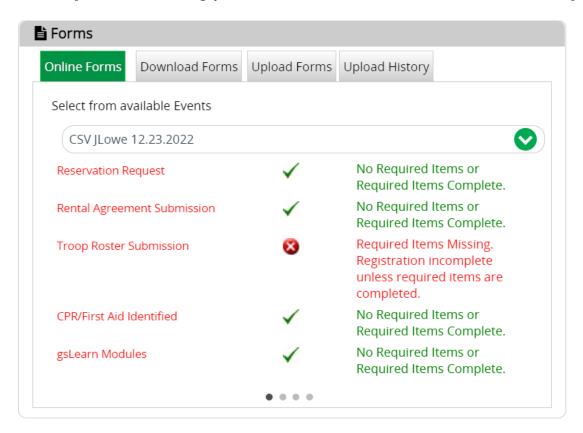   - Forms Section. Click on the reservation request in red ink.

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

Click to View Important Message

At a minimum you must fill in the required fields for the form and click NEXT. There may be multiple pages. Other fields are optional but we encourage you to provide as much information as possible.

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

Reservation Request

Please provide the information requested below:

Location: *

Select...

Select...
CAB
CFH
CHV
CSV

CAB Units:

Ranger House	Laura Muia	Treetops
Lodge	Heritage	Friendship
Nivert Pavilion	Schoonover Hall	Forest
Maples	Hultz	Meadows
Sunnyside		

CAB Activities:

Archery	Low Ropes
Swimming	Climbing Wall & Zip Line
Climbing Wall	Boating

Prev | Save, Go To Dashboard | Save/Next

Reservation Request

Please provide the information requested below:

CSV Units:

Glade	Glen	☑ Mattis East
☑ Mattis West	Dining Hall	Yurts Black Bear
Yurts Whitetail	Upper Lookout	Lower Lookout
Lower Star	Education Center	Squirrels Nest - Tent Village
Acorn Flats	Oak Knob - Tent Village	

CSV Activities:

☑ Archery	Pool
Climbing Tower	Climbing Tower & Giant Swing
Giant Swing	Low Ropes
Cadette Outdoor Journey Kit	

Do you need a GSHPA Activity Facilitator? *

● Yes   ○ No

If 'No', you understand that you are bringing your own facilitator. *
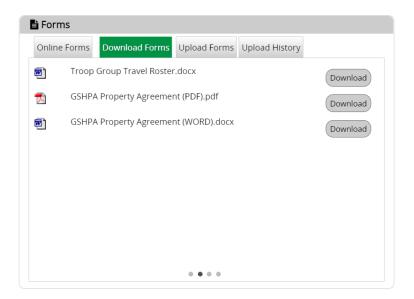
Prev | Save, Go To Dashboard | Save/Next

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.
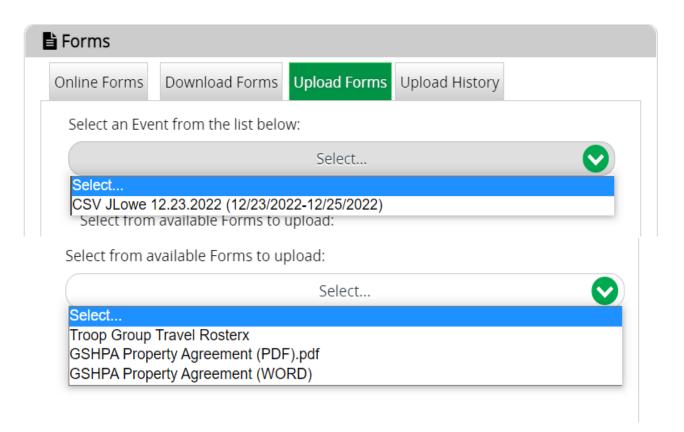
Click to View Important Message

Account

User Name:
Email:

Edit Account

Organization Info

Select from available Orgs

Girl Scouts in the Heart of PA

Add New Organization | Edit Organization

Quick Access

Make Payment | Logout

Conference Events

Event Name	Status
CSV JLowe 12.23.2022 [12/23/2022-12/25/2022]	No Items

Add Event

$ Financial

Event Name	Balance
CSV JLowe 12.23.2022	$0.00

Make Payment

Forms

Online Forms | Download Forms | Upload Forms | Upload History

Select from available Events

CSV JLowe 12.23.2022

Reservation Request	✓	No Required Items or Required Items Complete.

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.
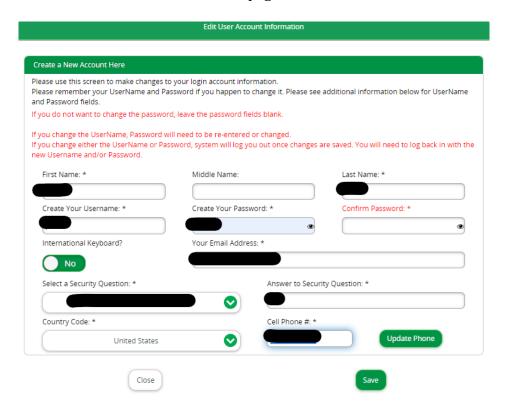

10. Upload History: This tab will show uploads that have been submitted for review.
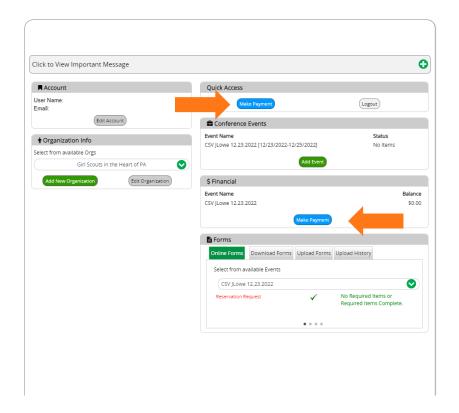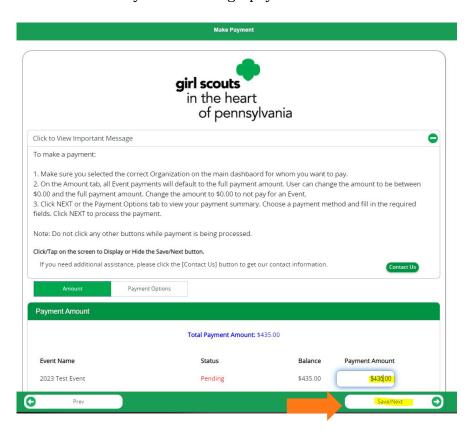
Other Tips for Campwise

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.