

# Creating a New Reservation



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: initials 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

CSV- Camp Small Valley  
88 Hemlock Road  
Halifax PA 17032

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

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

The 'New Event' form contains the following fields and sections:

- Event Name:** \* (Yellow highlight)
- Event Date From:** \* (Yellow highlight)
- Event Date To:** \* (Yellow highlight)
- Minimum Count:** 0
- Maximum Count:** 0
- # Adults:** 0
- # Youths:** 0
- # Children:** 0
- # Expected:** \* (Yellow highlight)
- # Males:** 0
- # Females:** 0
- # Guaranteed:** 0
- Contract Due Date:**
- Cost level:** \* (GSHPA Troops)
- Event Type:** \* (Troop)
- Been Here Before:** ☐
- Signup Date:** 04/12/2022
- Materials Sent On:**
- Date Inquired:**
- Contract Sent On:**
- Contract Received On:**
- Begin With:** (None)
- End With:** (None)
- Primary Contact:** \* (Select...)
- Billing Contact:** \* (Select...)
- Specify if Other:**
- Notes:**
- Guaranteed Min Amt:** \$0.00

Navigation: Prev | Save/Next

### 3. Selecting desired units:

- Forms Section. Click on the reservation request in red ink.

The dashboard layout includes:

- 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: CSV JLowe 12.23.2022 [12/23/2022-12/25/2022]
  - Status: No Items
  - [Add Event](#)
- Financial**
  - Event Name: CSV JLowe 12.23.2022
  - Balance: \$0.00
  - [Make Payment](#)
- Forms**
  - [Online Forms](#) | [Download Forms](#) | [Upload Forms](#) | [Upload History](#)
  - Select from available Events: CSV JLowe 12.23.2022
  - Reservation Request** (Red ink)
  - Required Items Missing: Registration incomplete unless required items are completed.

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

The first screenshot shows the 'Manage Org Form' with a 'Reservation Request' section. It includes a 'Location' dropdown menu, a grid of checkboxes for units (e.g., Ranger House, Laura Muia, Treetops), and a grid of checkboxes for activities (e.g., Archery, Low Ropes). The second screenshot shows the same form with selections made (e.g., Mattis West, Archery) and a 'Save/Next' button highlighted at the bottom right.

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.

The screenshot shows the user dashboard with sections for Account, Organization Info, Quick Access, Conference Events, Financial, and Forms. The 'Forms' section is expanded, showing a 'Reservation Request' for 'CSV JLow 12.23.2022' with a green checkmark and the text '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.

The screenshot shows the 'Forms' section of the Campwise portal. At the top, there are four tabs: 'Online Forms' (highlighted in green), 'Download Forms', 'Upload Forms', and 'Upload History'. Below the tabs, a dropdown menu shows 'Select from available Events' with 'CSV JLow 12.23.2022' selected and a green checkmark icon. The main content area displays a checklist of requirements:

Requirement	Status	Details
Reservation Request	✓	No Required Items or Required Items Complete.
Rental Agreement Submission	✓	No Required Items or Required Items Complete.
Troop Roster Submission	✗	Required Items Missing. Registration incomplete unless required items are completed.
CPR/First Aid Identified	✓	No Required Items or Required Items Complete.
gsLearn Modules	✓	No Required Items or Required Items Complete.

At the bottom of the checklist, there are four dots, with the first dot being filled, indicating the current page.

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.)

The screenshot shows the 'Download Forms' tab selected in the 'Forms' section. The tabs at the top are 'Online Forms', 'Download Forms' (highlighted in green), 'Upload Forms', and 'Upload History'. The main content area lists three downloadable files:

File Name	Action
Troop Group Travel Roster.docx	Download
GSHPA Property Agreement (PDF).pdf	Download
GSHPA Property Agreement (WORD).docx	Download

At the bottom of the list, there are four dots, with the first dot being filled, indicating the current page.

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.

Forms

Online Forms

Download Forms

Upload Forms

Upload History

Select an Event from the list below:

Select...

Select...  
CSV JLow 12.23.2022 (12/23/2022-12/25/2022)

Select from available Forms to upload:

Select...

Select...  
Troop Group Travel Rosterx  
GSHPA Property Agreement (PDF).pdf  
GSHPA Property Agreement (WORD)

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

Forms

Online Forms

Download Forms

Upload Forms

Upload History

Date Uploaded	Event	Form Name
No forms available for selected criteria		

Showing 0 to 0 of 0 entries

PreviousNext

## Other Tips for Campwise

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

Edit User Account Information

Create a New Account Here

Please use this screen to make changes to your login account information. Please remember your UserName and Password if you happen to change it. Please see additional information below for UserName and Password fields.

If you do not want to change the password, leave the password fields blank.

If you change the UserName, Password will need to be re-entered or changed.

If you change either the UserName or Password, system will log you out once changes are saved. You will need to log back in with the new Username and/or Password.

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: \*

United States

Cell Phone #: \*

Update Phone

Close

Save

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

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  
CSV JLowe 12.23.2022 [12/23/2022-12/25/2022]

Status  
No Items  

Add Event

Financial

Event Name  
CSV JLowe 12.23.2022

Balance  
\$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.

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

**Make Payment**

girl scouts in the heart of pennsylvania

Click to View Important Message

To make a payment:

1. Make sure you selected the correct Organization on the main dashboard for whom you want to pay.
2. On the Amount tab, all Event payments will default to the full payment amount. User can change the amount to be between \$0.00 and the full payment amount. Change the amount to \$0.00 to not pay for an Event.
3. Click NEXT or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields. Click NEXT to process the payment.

Note: Do not click any other buttons while payment is being processed.

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

Amount Payment Options

**Payment Amount**

Total Payment Amount: \$435.00

Event Name	Status	Balance	Payment Amount
2023 Test Event	Pending	\$435.00	\$435.00

Prev Save/Next

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

**Make Payment**

Click to View Important Message

To make a payment:

1. Make sure you selected the correct Organization on the main dashboard for whom you want to pay.
2. On the Amount tab, all Event payments will default to the full payment amount. User can change the amount to be between \$0.00 and the full payment amount. Change the amount to \$0.00 to not pay for an Event.
3. Click NEXT or the Payment Options tab to view your payment summary. Choose a payment method and fill in the required fields. Click NEXT to process the payment.

Note: Do not click any other buttons while payment is being processed.

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

Amount Payment Options

**Payment Options**

Total Payment Amount: \$0.00

Credit eCheck

Card Type: \*  
Select...

Card #: \*

Expiration Month: \*  
Select...

Expiration Year: \*  
Select...

Sec. Code: \*

Name on Card: \*

E-mail Receipt? ☒

Amount: \$0.00

Prev Save/Next

girl scouts in the heart of pennsylvania

Click to View Important Message

Amount Payment Options

**Payment Options**

Total Payment Amount: \$435.00

Credit eCheck

Check Type: \*  
Select a Check Type...

Check #: \*

Routing #: \*

Account #: \*

Name on Check: \*

E-mail Receipt? ☒

Email Receipt To: \*

Amount: \$435.00

Prev Save/Next