

Using Campwise gshpa

This tip sheet explains how to create an account in Campwise for the first time, upload forms, and pay on a reservation!

If you want to reserve a camp, please call 717-233-1656 or email memberservices@gshpa.org

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

or

[Conference Login Page](#)

Creating a New Account in Campwise

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.

Contact Us

Need to make a payment? Login Here

Username:

Password:

LOGIN


Forgot Username? Forgot Password?

Reload App

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

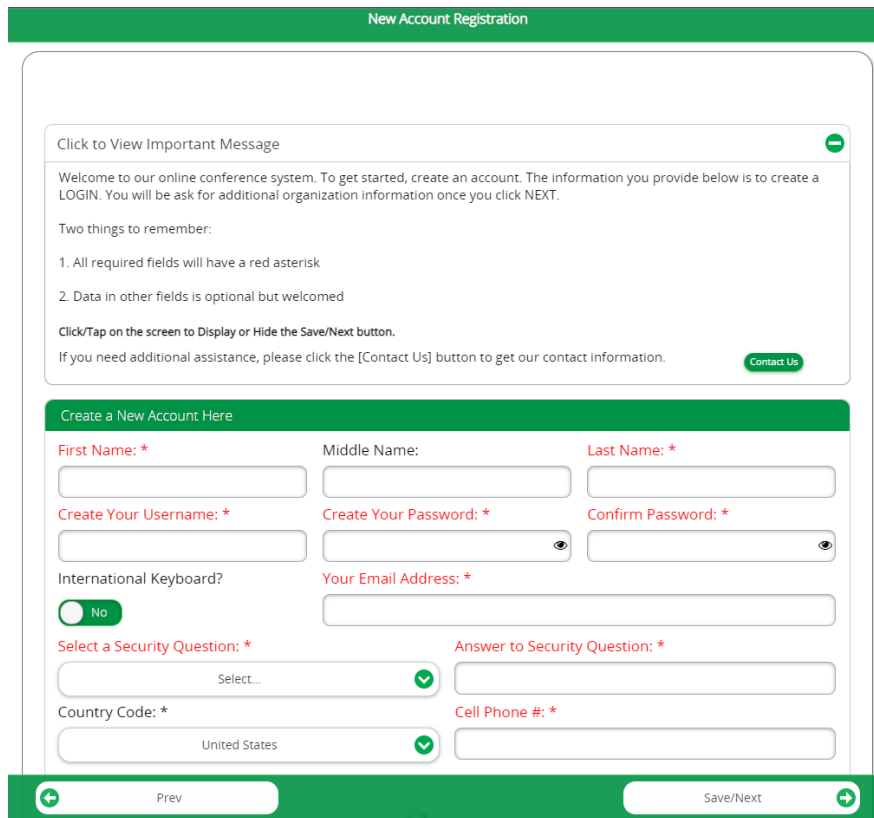
Create a new account. An account will enable you to:

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



Create New Account

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 ask 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 ☐ Yes

Your Email Address: *

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

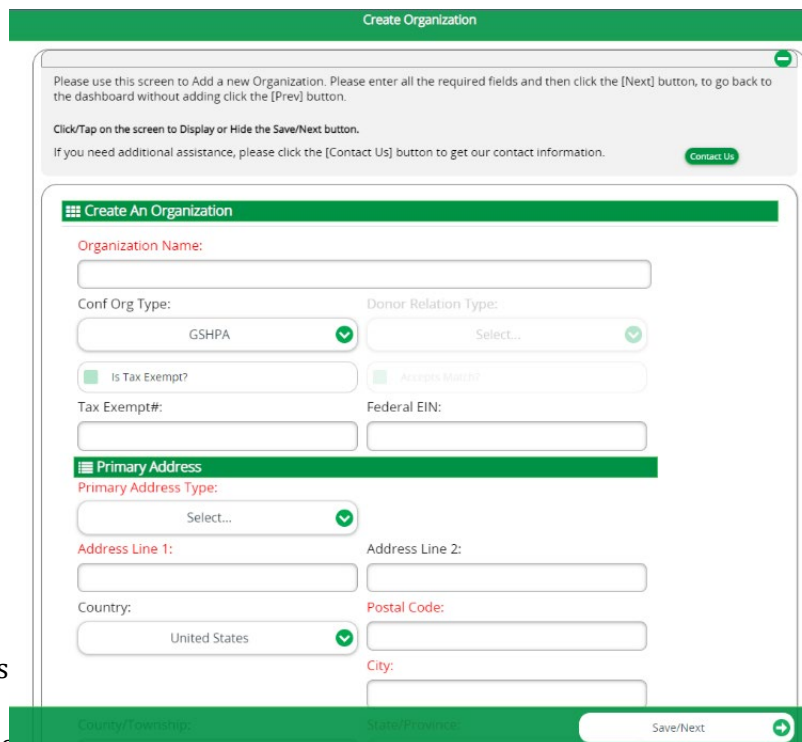
Country Code: * Cell Phone #: *

United States ☒

Prev Save/Next

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

- Organization is the Troop Number, Service Unit number, Family Name, Business, etc
- Organization Type: The default organization type is GSHPA. This applies to troops and service units. All other organizations will select from dropdown choices.
- Fill in address details.
- 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: GSHPA ☒ Donor Relation Type: Select... ☒

Is Tax Exempt? ☐ Accepts Money? ☐

Tax Exempt#: Federal EIN:

Primary Address

Primary Address Type: Select... ☒

Address Line 1: Address Line 2:

Country: United States ☒ Postal Code:

City:

Country/Township: State/Province: Save/Next

4. This page is section.

- Account, Your Personal Record, Address, Contact details, etc.

information found in each

- 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.

The screenshot displays the user interface for "girl scouts in the heart of pennsylvania". At the top, there is a header with the logo and a notification bar that says "Click to View Important Message". Below the header, the interface is divided into several sections:

- Account:** Contains fields for "User Name:" and "Email:", along with an "Edit Account" button. An orange arrow points to this section.
- Organization Info:** Features a "Select from available Orgs" dropdown menu, a "Campwise" status with a green checkmark, and buttons for "Add New Organization" and "Edit Organization". An orange arrow points to this section.
- Quick Access:** Includes a "Make Payment" button and a "Logout" button.
- Conference Events:** Displays a table with columns for "Event Name" and "Status". The event "2023 Test Event [01/13/2023-01/15/2023]" is listed with a "Pending" status. An "Add Event" button is present. An orange arrow points to this section.
- \$ Financial:** Shows the "Event Name" as "2023 Test Event" and the "Balance" as "\$435.00". A "Make Payment" button is located below the balance.
- Forms:** Includes tabs for "Online Forms", "Download Forms", "Upload Forms", and "Upload History". Under "Online Forms", there is a "Select from available Events" dropdown with "2023 Test Event" selected. Below this, a "Reservation Request" button is highlighted with a red "X" icon and a message: "Required Items Missing. Registration incomplete unless required items are completed." An orange arrow points to this section.

Uploading forms

1. Once GSHPA 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.
2. 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 a web interface titled 'Forms'. It has four tabs: 'Online Forms' (selected), 'Download Forms', 'Upload Forms', and 'Upload History'. Below the tabs is a dropdown menu labeled 'Select from available Events' with 'CSV JLow 12.23.2022' selected. A table lists requirements for this event:

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.

3. 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. It lists three documents available for download:

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

4. 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 from available Forms to upload:

Select...

Select...

Troop Group Travel Rosterx

GSHPA Property Agreement (PDF).pdf

GSHPA Property Agreement (WORD)

5. 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

Editing your account

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?

Your Email Address: *

Select a Security Question: *

Answer to Security Question: *

Country Code: *

Cell Phone #: *

Update Phone

Close

Save

Making a Payment

1. 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.

2. Select which reservation you are making a payment towards and the amount. 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 dashbaord 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

3. 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 dashbaord 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: *

Expiration Month: *

Expiration Year: *

Name on Card: *

Card #: *

Sec. Code: *


E-mail Receipt?

Email Receipt To: *

Amount: \$0.00

Prev

Save/Next



Click to View Important Message

Amount

Payment Options

Payment Options

Total Payment Amount: \$435.00

Credit

eCheck

Check Type:

Routing #: *

Name On Check: *

Check #: *

Account #: *

E-mail Receipt?

Email Receipt To: *

Amount: \$435.00

Prev

Save/Next