

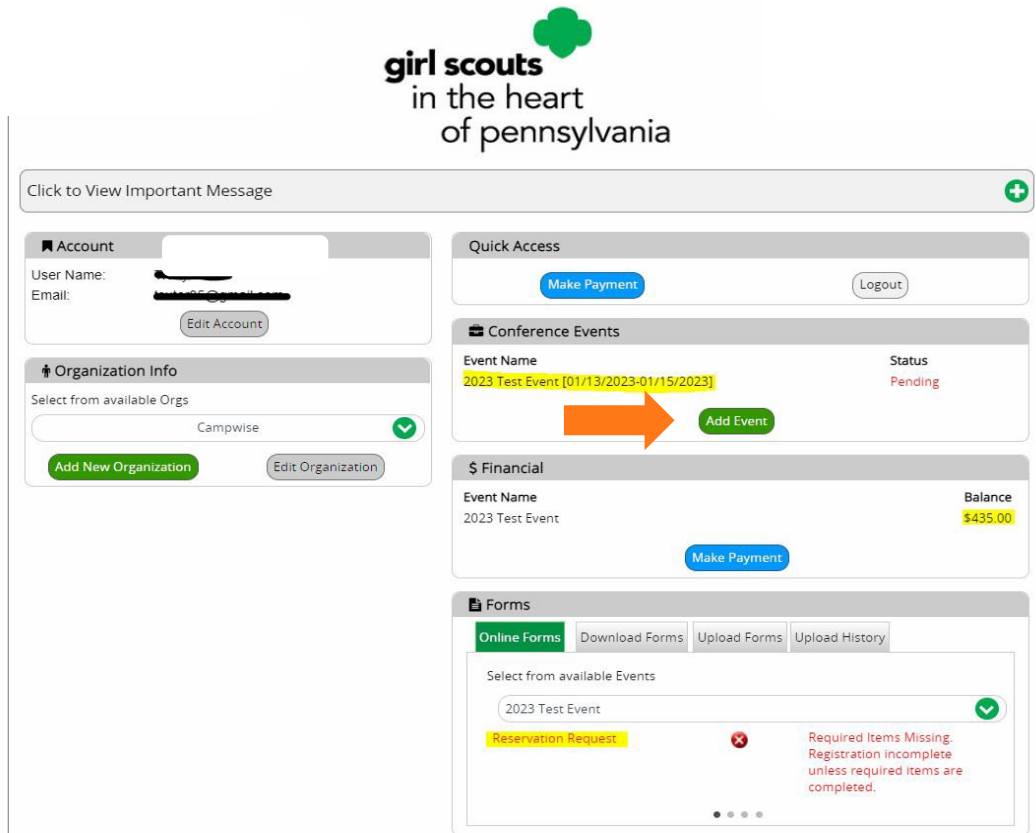
Creating a New Reservation



This tip sheet explains how to create reservations within Campwise, upload documents and make payments. Click the link below to be taken to the Campwise login page.

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

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

The screenshot shows a 'New Event' form with a green header. The form is divided into several sections with orange arrows pointing to specific fields:

- Event Name:** A text input field.
- Event Date From:** A date input field.
- Event Date To:** A date input field.
- Minimum Count:** A numeric input field.
- Maximum Count:** A numeric input field.
- # Adults:** A numeric input field.
- # Youths:** A numeric input field.
- # Children:** A numeric input field.
- # Expected:** A numeric input field.
- # Males:** A numeric input field.
- # Females:** A numeric input field.
- # Guaranteed:** A numeric input field.
- Contract Due Date:** A date input field.
- Cost level:** A dropdown menu with 'GSHPA Troops' selected.
- Event Type:** A dropdown menu with 'Troop' selected.
- Been Here Before:** A checkbox.
- Signup Date:** A date input field with '04/12/2022'.
- Materials Sent On:** A date input field.
- Date Inquired:** A date input field.
- Contract Sent On:** A date input field.
- Contract Received On:** A date input field.
- Begin With:** A dropdown menu with 'None' selected.
- End With:** A dropdown menu with 'None' selected.
- Primary Contact:** A dropdown menu with 'Select...'.
- Billing Contact:** A dropdown menu with 'Select...'.
- Specify if Other:** Two text input fields.
- Notes:** A text area.
- Guaranteed Min Amt:** A numeric input field with '\$0.00'.

At the bottom, there is a green navigation bar with 'Prev' and 'Save/Next' buttons, with an orange arrow pointing to 'Save/Next'.

3. Selecting desired units:

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

The screenshot shows a user dashboard with a grey header and a green plus icon. The dashboard is divided into several sections:

- Account:** User Name, Email, and an 'Edit Account' button.
- Quick Access:** 'Make Payment' and 'Logout' buttons.
- Organization Info:** 'Select from available Orgs' dropdown with 'Girl Scouts in the Heart of PA' selected, and 'Add New Organization' and 'Edit Organization' buttons.
- Conference Events:** A table with columns 'Event Name' and 'Status'. The event 'CSV Lowe 12.23.2022 [12/23/2022-12/25/2022]' has a status of 'No Items' and an 'Add Event' button.
- Financial:** A table with columns 'Event Name' and 'Balance'. The event 'CSV Lowe 12.23.2022' has a balance of '\$0.00' and a 'Make Payment' button.
- Forms:** A section with tabs 'Online Forms', 'Download Forms', 'Upload Forms', and 'Upload History'. Under 'Online Forms', there is a 'Select from available Events' dropdown with 'CSV Lowe 12.23.2022' selected. Below this, there is a 'Reservation Request' entry in red ink with a red 'x' icon and a message: 'Required Items Missing. Registration incomplete unless required items are completed.' An orange arrow points to this entry.

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

The image shows two sequential screenshots of a web form titled "Manage Org Form".

Left Screenshot: The form is titled "Reservation Request" and asks for information. A dropdown menu for "Location" is open, showing a list of options including Ranger House, Laura Muia, Treetops, Lodge, Heritage, Friendship, Nivert Pavilion, Schoonover Hall, Forest, Maples, Hultz, Meadows, Sunnyside, and CAB Activities (Archery, Low Ropes, Swimming, Climbing Wall & Zip Line, Climbing Wall). A "Contact Us" button is visible.

Right Screenshot: The form is titled "Reservation Request" and shows the selected options. Under "CSV Units", "Mattis West" is checked. Under "CSV Activities", "Archery" and "Climbing Wall & Zip Line" are checked. A "Save/Next" button is highlighted with an orange arrow.

- 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 image shows a user dashboard with several sections:

- Account:** User Name, Email, and an "Edit Account" button.
- Organization Info:** "Select from available Orgs" with "Girl Scouts in the Heart of PA" selected and a green checkmark. Buttons for "Add New Organization" and "Edit Organization" are present.
- Quick Access:** "Make Payment" and "Logout" buttons.
- Conference Events:** "Event Name" CSV JLowe 12.23.2022 [12/23/2022-12/25/2022], "Status" No Items, and an "Add Event" button.
- Financial:** "Event Name" CSV JLowe 12.23.2022, "Balance" \$0.00, and a "Make Payment" button.
- Forms:** "Online Forms" section with "Download Forms", "Upload Forms", and "Upload History" buttons. A table shows "Select from available Events" with "CSV JLowe 12.23.2022" selected and a green checkmark. The status is "Reservation Request" with a green checkmark and "No Required Items or Required Items Complete." An orange arrow points to this status.

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.

Forms

Online Forms | Download Forms | Upload Forms | Upload History

Select from available Events

CSV JLow 12.23.2022

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.

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.)

Forms

Online Forms | Download Forms | Upload Forms | Upload History

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

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 JLowe 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

Previous Next

Other Tips for Campwise

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

The screenshot shows a web form titled "Edit User Account Information" with a green header. Below the header is a sub-header "Create a New Account Here" and a paragraph of instructions: "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." Two red lines of text provide further instructions: "If you do not want to change the password, leave the password fields blank." and "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." The form contains several input fields: "First Name: *", "Middle Name:", "Last Name: *", "Create Your Username: *", "Create Your Password: *", "Confirm Password: *", "International Keyboard?" (with a "No" toggle), "Your Email Address: *", "Select a Security Question: *" (with a dropdown menu), "Answer to Security Question: *", "Country Code: *" (with a dropdown menu showing "United States"), and "Cell Phone #: *" (with an "Update Phone" button). At the bottom of the form are "Close" and "Save" buttons.

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

The screenshot shows a user homepage dashboard with a grey header "Click to View Important Message" and a green plus icon. The dashboard is divided into several sections: "Account" (with "User Name:", "Email:", and "Edit Account" button), "Quick Access" (with a "Make Payment" button and "Logout" button), "Conference Events" (with "Event Name" "CSV_Lowe 12.23.2022 [12/23/2022-12/25/2022]", "Status" "No Items", and "Add Event" button), "\$ Financial" (with "Event Name" "CSV_Lowe 12.23.2022" and "Balance" "\$0.00", and a "Make Payment" button), and "Forms" (with "Online Forms", "Download Forms", "Upload Forms", and "Upload History" tabs, and a "Select from available Events" dropdown menu showing "CSV_Lowe 12.23.2022" with a green checkmark and "Reservation Request" status). Two orange arrows point to the "Make Payment" buttons in the "Quick Access" and "\$ Financial" sections.

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

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.

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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... ✓

Expiration Month: *
Select... ✓

Expiration Year: *
Select... ✓

Name on Card: *

Card #: *

Sec. Code: *

E-mail Receipt? Email Receipt To: *

Amount: \$0.00

Prev Save/Next

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Click to View Important Message

Amount **Payment Options**

Payment Options

Total Payment Amount: \$435.00

Credit **eCheck**

Check Type: *
Select a Check Type... ✓

Routing #: *

Name On Check: *

Check #: *

Account #: *

E-mail Receipt? Email Receipt To: *

Amount: \$435.00

Prev Save/Next