

Visit Website gswo.org

1. Visit our website at gswo.org
 - On the content banner click on **“Events”**
Here you will see a list of all the different event categories listed on the left side of the page.
You can click on each category to see full details.

OR

On the content banner click on **“MyGS”**

- You will be prompted to log in. Select the yellow **“Join”** box in the upper right corner. Scroll down and select **“Find Events”**

Finding Events

1. Discover upcoming events in a variety of ways.
 - a. **Explore Events** - use filters to narrow down your search, remember to put your zip code in and change the radius of your search. If you are looking for something GSWO specific. Select the box **“Show only the events of My Council.”** Virtual events are all listed under zip code 45242, so use that when searching!
 - b. **Event List** - events are listed by month and name. **“Advance Search”** on this page will allow you to filter options and categories.
 - c. **Event Calendar**- events are listed chronologically by date.

Registering for Events

Search

1. Locate the event that you would like to register for and click **“Register Now”** - this will take you to the event information and registration page.
2. Click on **“Register Now”**
 - a. If you have not signed into your **MyGS** account, you will be prompted to sign in before continuing with your registration.
 - b. On the left you will see a description and details of the event that you have selected.
3. On the right you will see the sign-up/shopping cart. Use the **“+” to select** the number of spots you need.
4. Click **“Add Events”**

Add Details

1. Add attendee name(s) from the drop down menu
2. Choose your payment option
3. Click **“Submit Member Details”**
3. Click **“Review Cart”**

Make a Payment

1. Enter payment and billing address
2. Click **“Submit Payment”**
3. You will now see your **payment confirmation and order#**
4. You have successfully registered for your event!

For more on how to log into **MyGS** and how to register for events visit our **GSWO YouTube channel** and watch our [MyGS Training Playlist](#). If at any point in the process you hit a snag, please contact Customer Care for Assistance at 888.350.5090 or customercare@gswo.org.

