

Program Registration Information

for CouncilAlignMENT

Welcome to CouncilAlignMENT!

We wanted to share with you more details of how to register for activities and programs through our new software, CouncilAlignMENT. Access CouncilAlignMENT by visiting <https://ca52.CouncilAlignMENT.org>.

You will need to login or create an account to view all activities offered through Girl Scouts of Middle Tennessee. By creating an account, you are not required to register as a Girl Scout. CouncilAlignMENT is for troop leaders, parents, volunteers and Cadette, Senior and Ambassador Girl Scouts (with parent permission).

How you find what activities and programs are available?

On your home page, go to the dark blue "Available Activities" bar. Activities shown are specific to the grade level of your child/troop. Below the bar you will see the next few activities available for your grade level. To view more activities, click on "View Calendar" at the top right corner of the "Available Activities" bar. You may view the calendar in list form as well as calendar form. To see the status of the activity, please refer to the color key at the top of the calendar page.

To Register for an Activity

To register, click on the activity in the list or on the calendar.

Decide if you are going to register as a troop or individual.

- Select **troop** if you are registering 2 or more girls from the same troop.
- Select **individual** if you are registering a single child. Our recommendation is to have the parent or guardian register their child for an activity if 1) the troop leader is not attending or 2) if the troop is not responsible for the payment of the activity.

Payment

Once you have registered and the activity has met its minimum you will receive a communication for the activity and payment status. You will have 10 days from the date you receive the payment communications to pay the balance. All balances are due prior to the activity. Unpaid balances must be resolved before you are allowed to register for another activity.



Program Registration Information

for CouncilAlignMENT (continued)

Troop Registration:

1. **Click on the activity** in the list or on the calendar. A list of registered girls, adults and adult-non-members associated with the troop will show.
2. **Select each participant** attending the activity.
3. **Select a responsible troop leader.** A responsible troop leader means you are accountable for payment and all communication pertaining to this activity.
4. **Review Fees:** After you select the participants, you will see a fee section. You will be able to view a summary of your fees.
5. **Complete Activity Questions** (if there are any)
6. **Select Contact Preference:**
 - Email: You will receive an email for communication with this activity including activity status, payment status and information packet. This email is sent to the chosen responsible troop leader.
 - Message Notification: You will receive reminders of activity status and payment status. This contact preference is viewed on your home page in CouncilAlignMENT under the "Messages" bar.
 - Text: You will receive communication reminders about activity status and payment status. Texts are sent to the mobile number of the chosen responsible troop leader.
7. **"Payment" Bar:** If this is a pre-paid event, you will be prompted to complete the payment process at this time. If not, you will receive a bill. Payments will show up in the cart of the troop leader.
8. **Click Save and Continue:** Make sure you click save and continue at the bottom.

Individual Registration:

1. **Click on the activity** in the list or on the calendar. Information for the child you are registering will appear. Please review the information and update as needed.
2. **Click the red X** (will change to a green check) in the *Girl Information* section to register your Girl Scout.
3. **Complete Activity Questions** (if there are any)
4. **Select Contact Preference:**
 - Email: You will receive an email for communication with this activity including activity status, payment status and information packet. This email is sent to the adult in charge of the girl.
 - Message Notification: You will receive reminders of activity status and payment status. This contact preference is viewed on your home page in CouncilAlignMENT under the "Messages" bar.
 - Text: You will receive communication reminders about activity status and payment status. Texts are sent to the mobile number of the adult in charge of the girl.
5. **Select or Add New Emergency Contact**
6. **Select Attending Adult**
7. **"Payment" bar:** If this is a pre-paid event, you will be prompted to complete the payment process at this time. If not, you will receive a bill. Payments will show up in the cart of the adult in charge of the girl.
8. **Click Save and Continue:** Make sure you click save and continue at the bottom.