

## SERVICE UNIT- & TROOP-HOSTED EVENTS ON THE GSGLA ONLINE CALENDAR

The Communications GO Team has been granted access to the GSGLA online calendar, and is now taking listings for council-wide service unit- and troop-hosted events on the GSGLA's online calendar.

## General info

SU and troop events that are open for council-wide registration may be posted on the GSGLA online calendar. These events will be under the category "Service Unit/Troop hosted Event." Please let your leaders and parents know that they should look under this new heading to find these types of events. Keep checking for events to be added.

All troops and service units who wish to have their council-wide event advertised on the GSGLA online calendar should check the box requesting it on the new <u>2014 Special Events Money Earning e-form</u>.

Note: Any events open for council-wide registration that were previously approved may use this email, gsglacalendar@gmail.com, to request inclusion on the calendar.

## Instructions to access the service unit-/troop-hosted events on the GSGLA online calendar:

Go to the GSGLA home page at <a href="http://www.girlscoutsla.org">http://www.girlscoutsla.org</a>
Click on the Activities & Events tab at the top of the page
Click Calendar on the drop-down menu
Click on the box showing Program Events to bring up the drop-down menu
Click on Service Unit/Troop-hosted Event
Click on the Start Search button

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You may now view the online calendar and look at Service Unit and Troop hosted events. The name and email of the specific event director will be provided as well as information about the event.

You will sign up through the Event Director - NOT on the GSGLA website.