

To reserve your Green Space at any of our camp properties, Camp Kiwanis, Camp Tapawingo or Camp Widjiwagan please go **to** <u>www.getyourgirlpower.org</u> and follow the steps:

- Select Camps
- Click on Property Rental
- Select the Property you would like to rent
- Click on the drop down menu in the Category field
- Select Day Use
- Select the day for your reservation
- Click on the drop down menu in the Duration field
- Select 1 day
- Click on Search

Each location will have multiple troop spaces to reserve, you can click on the more button to learn where the space will be, the restroom location and where you are to park.

## Please make sure the name of day of the facility name matches the name of the day on the calendar you are reserving. The system does not default to a day of the week.

When everything looks correct, you can then click on the reserve button. This will direct you to complete the online reservation form with a series of questions. At the end of the reservation, you will need to click on the complete reservation button to finish the process. If you do not select this button, your reservation is not confirmed.

After the reservation is complete, you will automatically receive a general confirmation letter. Please verify the dates are correct. If not, please contact our customer care team at 888-623-1237 or **customercare@girlscouts-gsci.org** to modify or cancel your reservation.

## Service Center Rentals - Green Space

To reserve your Green Space at one of our four service centers that will have rentals, Bloomington, Decatur, Peoria or Springfield please go to <u>www.getyourgirlpower.org</u> and follow these steps:

- Select Camps
- Click on Property Rental
- Select the Property you would like to rent
- Click on the date in the calendar you want to reserve a time

Each location will have multiple troop spaces to reserve, you can click on the more button to learn where the space will be, the restroom location and where you are to park.

Please make sure the name of day of the facility name matches the name of the day on the calendar you are reserving. The system does not default to a day of the week.

When everything looks correct, you can then click on the reserve button. This will direct you to complete the online reservation form with a series of questions. At the end of the reservation, you will need to click on the complete reservation button to finish the process. If you do not select this button, your reservation is not confirmed.

After the reservation is complete, you will automatically receive a general confirmation letter. Please verify the dates are correct. If not, please contact our customer care team at 888-623-1237 or <a href="mailto:customercare@girlscouts-gsci.org">customercare@girlscouts-gsci.org</a> to modify or cancel your reservation. Closer to the time of your reservation you will receive a more detailed confirmation.