

Girl Scouts – Heart of Central CA  
Team Creation & Registration

Hello Girl Scout Troop Leaders!

The Point West Rotary Club Foundation is very excited to partner with your Girl Scout Council in the aiding your Girl Scouts achievement of a Bicycle Badge while having fun and helping foster kids at 2017 Lunar Lunacy Ride on June 23, 2018.

There are two ways to set up your Troop's Team. Remember Troop Teams with 4 or more registered members will receive a customized Lunar Lunacy Ride event t-shirt with your Troop number!

Troop Leaders need to create an Eventbrite login for themselves---many of you may already have an Eventbrite login account. Here are the steps.

From your internet browser:

1. <https://www.eventbrite.com/e/2018-lunar-lunacy-ride-tickets-42699897543>
2. Click on TICKETS
3. Two options appear on your screen
  - a. Individuals
  - b. Team
4. Select **Team**
5. Select **Create Team**
6. Enter Team Name as Girl Scout Troop # YOU MUST USE TROOP # in the name of team or else we will not have the ability to keep your troop t-shirt information separate from other troops.
  - a. Ie: Girl Scout Troop #9999
7. **Optional** Team Password
  - a. You do not need to create a password, but that means anyone looking to register can join your team. We suggest you create a password (BUT you MUST share it in the email invitation you will send out to your troop members.
8. Select **CREATE TEAM**
  - a. There are two options: You can always return to register, but going to the page and creating
    - i. Register
    - ii. View Team Page
9. Select **Register**
  - a. **There is only one type of team ticket "Team-Early Bird (ends 4/15/18) for you @ \$30.00.**
    - i. **If you wait to register/buy tickets until after 4/15/18 the cost goes up to \$40.00**
10. **Enter the # of tickets you personally wish to purchase for yourself**
  - a. By purchasing your ticket, you become the team captain and you will have access to a link to VIEW your Team Page where you can send automated email or copy the link to your troop's team page and create your own email.
  - b. When registering you will also need to answer t-shirt questions.
11. Send out email invitation to each of your troop members REMEMBERING to include the password if you created one.

If you have questions please contact [amy@daffodiljill.com](mailto:amy@daffodiljill.com)