

BOOK A RESERVATION AT A GSEOK CAMP PROPERTY

Reservations are processed on a first-come, first-served basis through a self-service online calendar system. The online reservation calendars allow GSEOK council troops and groups bookings year-round up to 4 months in advance at any of our camp properties. (There is no lottery or waiting list for making camp property reservations.)

Follow the steps below to book a reservation at a GSEOK Camp Property:

- 1. Visit gseok.org/campreservations to get started.
- 2. Select the camp property where you would like to make a reservation.
- 3. Once you have selected the camp property click on the "Make A Reservation Link".
- 4. You will be directed to the Doubleknot reservation site. On the left side of the screen, select whether your reservation will be for day use, activity area, or overnight camping.
- 5. With your location and reservation type selected, select the date(s) you would like to reserve.
- 6. Click "RESERVE". You may be prompted to logon with your Doubleknot account. Once you logon your selection will be in your cart.
- 7. Click "Checkout".
- 8. Indicate whether you are GSEOK Troop/ Group or Out of Council Girl Scouts.
- 9. Select an existing group or new. Complete Group information.
- 10. Complete your estimated attendance for girls, tagalongs, and adults.
- 11. Select "Checkout".
- 12. Complete payment and billing information
- 13. Your reservation is not complete until payment is collected.
- 14. You will receive a confirmation email upon completion of your reservation.
- 15. Once reservations are made Troops must submit Form #585F, Request for Approval of Activity Requiring Council Permission online, along with any required certifications, at least four (4) weeks prior to the scheduled reservation.
- 16. After your 585F has been received and reviewed an approval email will be sent by GSEOK containing a gate code and other information

For additional support, contact <u>camps@gseok.org</u> or 918-749-2551.