


## What is a Pathway Pass?

A Pathway Pass is a Girl Incentive earned during a Girl Scouts of North East Ohio Product Sale. Pathway Pass values and what they can be used for are reviewed annually and publicized prior to each GSNEO Product Sale.

## How can Cookie Sale Pathway Pass be used?

A Pathway Pass can be used as payment to register for Programs designated by the Pathway Pass Flag (  ) in GSNEO communications including, but not limited to the Faces & Places Program and Training Guides, Camp Guides, supplemental flyers, mailers, E-News and gsneo.org. A Pathway Pass **cannot** be used to pay for programs that are not designated with the Pathway Pass Flag, Service Unit programs, Day Camp, Troop Camping, Annual or Lifetime memberships, purchases at GSNEO retail locations or through the online shop. A Pathway Pass is not redeemable for cash and change will not be given.


**When do Sale Pathway Passes Expire?** Pathway Passes from the Fall Product Sale expire on Sept 30 of the following year. Pathway Passes from the Cookie Sale expire December 15 of the same calendar year

## Pathway Passes are only issued electronically.

Parents/Guardians will be required to register at [gsneo.org](http://gsneo.org) to access the passes earned by their Girl Scout. Girls 13 and over may create a profile for themselves. The Pathway Pass codes will be associated with the information in the web profile; Girl name and Troop number. Please follow these website registration instructions so that you will be able to access your Girl Scout's Pathway Passes at the end of the each sale. You only need to create a profile once; Passes will be uploaded after each sale.

## Website: [gsneo.org](http://gsneo.org)


Registration on the website is for more than Pathway Passes. A parent or guardian must have a profile on the website in order to register their Girl Scout for Resident Camp and other programs as well as shop in the GSNEO online store.

**Step 1:** On the Home page, please click on  in upper right task bar (orange box). This will bring you to the *GSNEO Login and Website Registration* screen.



**Step 2:** Click **Register Now** on the right side for new Registrations. If you have previously created a profile please enter your user name and Password on the left

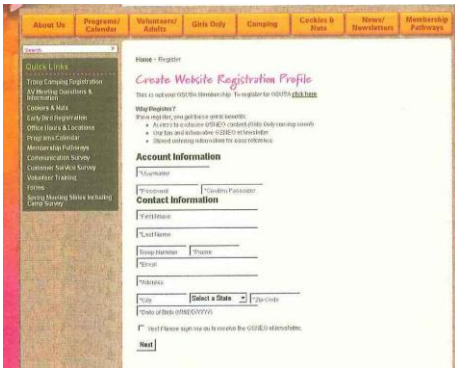


If you have already registered with the GSNEO website, please log in and click on  next to your name and continue with **Step 4** on other side of this document.

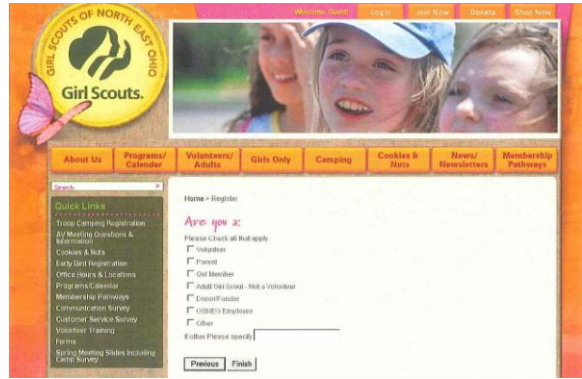
**For new Registrations:**

**Step 3:** After you click on the Register Now button, you will be asked to create your Website Registration Profile. Use your First initial and Last name as user name and please complete the required fields. You must complete the adult registration before you can link a girl to your profile.

Part 1 - Complete all required fields and select **NEXT**



Part 2 - Mark your membership status and select **FINISH**



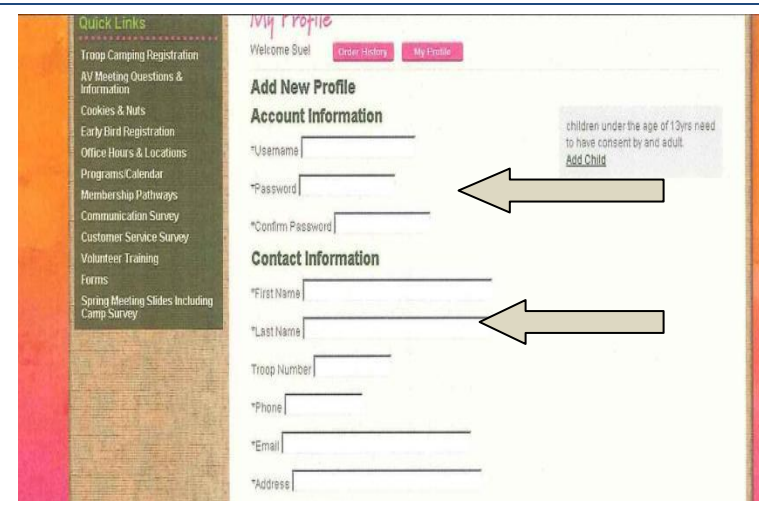
**Step 4:** Add your Girl Scout. Once you complete Part 1 and 2, you will be back on your Membership Profile. Click on the Add Girl link in the gray box on right side. You may add multiple Girl Scouts to a profile.

If you have already added your child to your profile, you will see associated profiles on the right side. Click on your Girl Scout's name to add the 5 digit troop number and her full name.



Adding new girl to your profile click **Add Child**

To add a Girl Profile, enter her name as User Name. This will create her own profile. You may use the same password as the adult log-in and completely fill in the girl information. In order to tie the adult registration to the Girl Scout for the benefit of Pathway Passes, please make sure you use the **Girl Name** and **5-digit Troop number** as your Girl Scout was registered (see below about 5 digit troop #'s). This is how your daughter is registered in the GSNEO database so do not use nicknames (Example: If she is registered for Girl Scouts as Abigail; please use Abigail for Pathway Pass registration, not Abby).



**Troop Number Note:** All troops have a 5 digit number even though your Girl Scout may only have 3 or 4 numbers on her sash or vest. The first digit indicates the Region and County you live in. If you do not know your 5 digit Troop number, the first digit is based on the County below: (For example, if the Troop is 378 and you live in Lake County, your 5 digit Troop number is 70378; if your Troop is 7745 and you live in Medina County, your 5 digit Troop number is 97745.)

- 5 - Lorain; Erie; Sandusky; Huron; Seneca
- 6 - Stark; Carroll; Tuscarawas
- 7 - Cuyahoga; Lake; Geauga
- 8 - Ashtabula; Mahoning; Trumbull; Columbiana
- 9 - Summit; Medina; Portage

**SUCCESS!** You and your Girl Scout are now registered on the GSNEO Website! Once Pathway Passes are uploaded at the end of the Product Sale, you will see a list of available Passes when you enter Program registration. These may also be printed to provide to your Troop Leader

Please also explore the rest of the website learn more about GSNEO and see how easy it is to visit our Council Shop online. Your Girl Scout can visit the **Girls Only** section coming this year. **Thank you for registering on the website and supporting GSNEO**