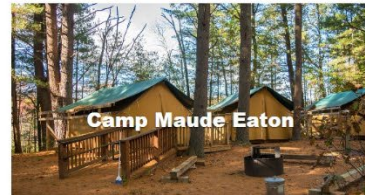
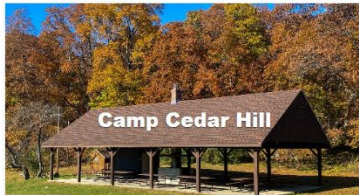
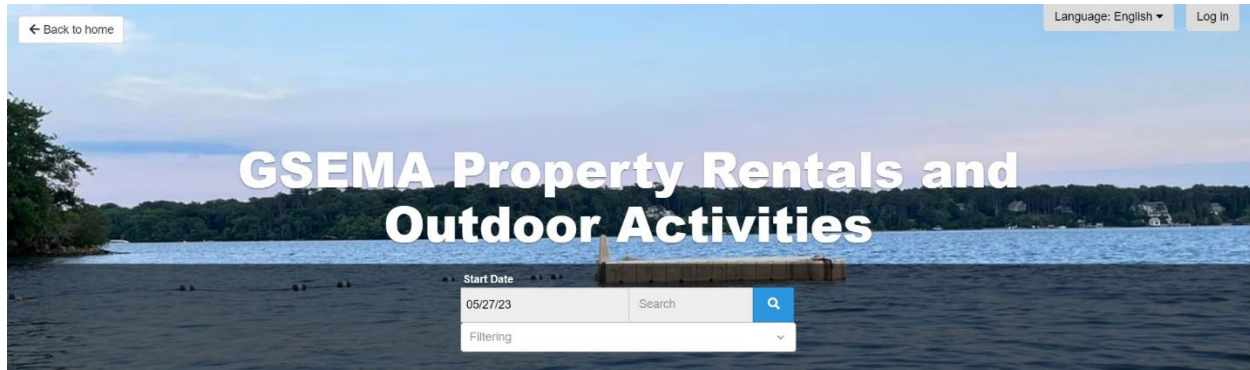
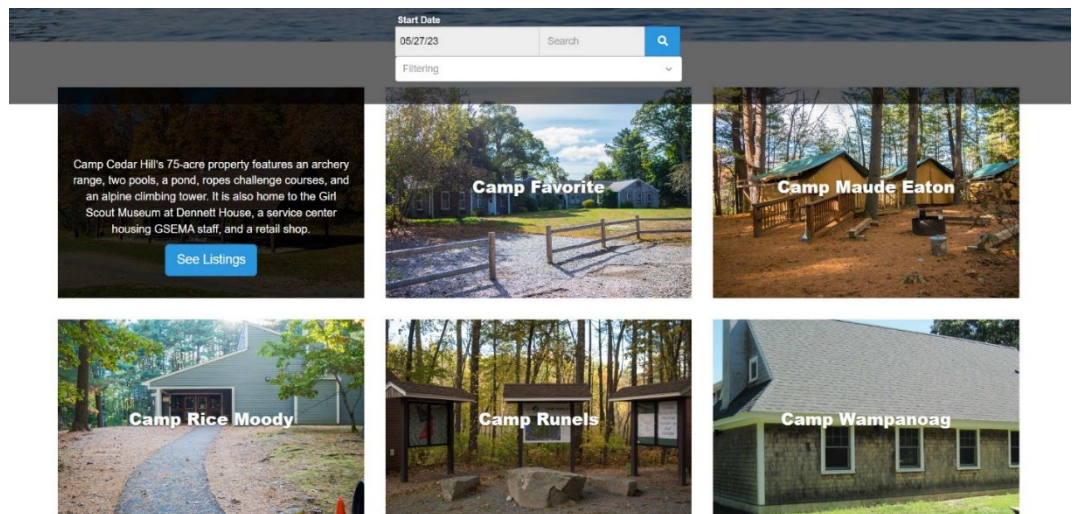


Checkfront Instruction Guide

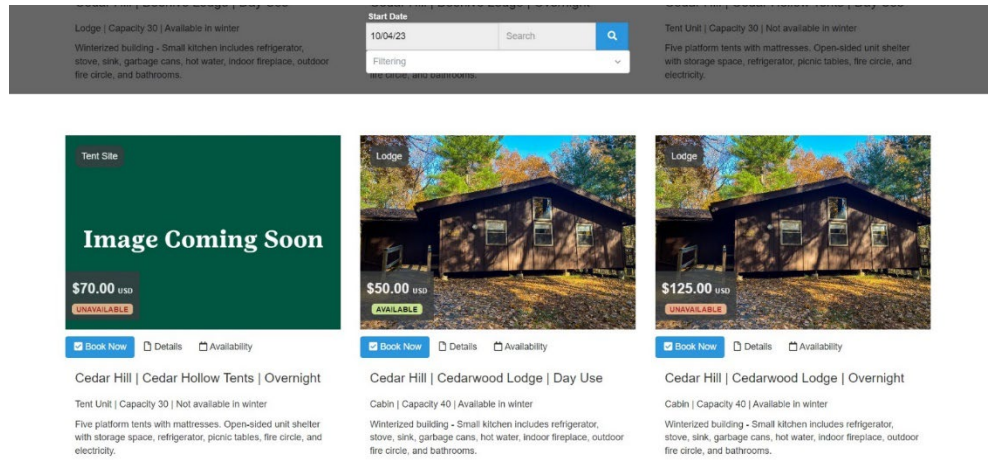
Welcome to Checkfront, GSEMA's new property reservation and outdoor activity booking software. This guide will help you in booking a site on one of our properties or an outdoor activity for your group.



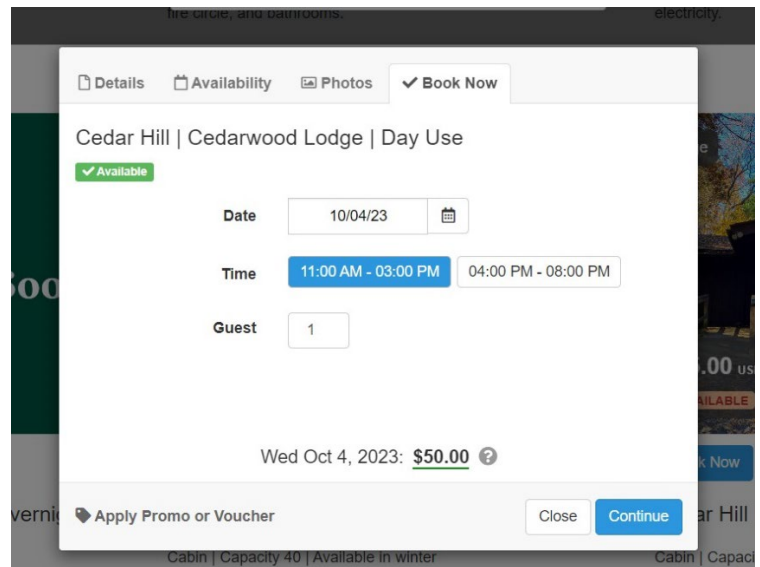
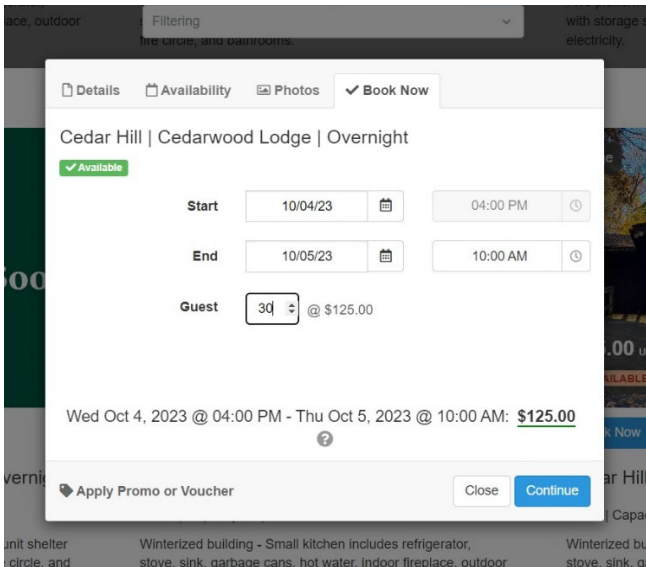
When you get to the front page of Checkfront, you will see boxes at the top that allows you to enter when you would like to start your reservation. You do not need to put a date here. If you're looking for a specific site, you can search for it in the Search box. There is also a filter drop down that allows you to filter your search by lodge site, tent site, or activity based on Girl Scout level.



Each property has its own page. To view a brief description of each property, hover over the picture with your mouse if using a computer or click on the picture if using a mobile device. To view the sites and activities available at the property of your choice, click on **See Listings**.



After clicking on **See Listings** you will see the Day Use and Overnight Use for the sites, as well as the Outdoor Activities that are available on that property. There are Day Use options if you're just looking to go to the property for the day or Overnight options for most of the sites if you would like to stay overnight. Overnight option begins at 4 PM (if you would like to come earlier in the day, please add in the Day Use 11 AM-3 PM slot for your arrival day). Please choose the time you would like to leave for the overnight option, for example 2 PM. You can choose multiple days for the overnight option, for example Friday 4 PM to Sunday 1 PM. To book a site or activity, click on **Book Now**.



Once you click on Book Now, a box will pop up where you put in your start and end times for Overnights or select the available Day Use or activity time slot. For overnights, put in your start and end time. End time must be 10 AM the next day or later. Sites will show as available until all the hours are used up for that day so some days may show as available, but it's because 2-4 PM has not been used so it really is not available. Enter the number of guests that will be staying at the site or the number of people that will be participating in the activity. To add to your cart, click on **Continue**.

gsema Girl Scouts of Eastern Massachusetts Language: English Log In Secure Online Booking

← Back to home

Create Booking

When you are ready to proceed please fill out your details below to confirm your booking.

[+ Add to Booking](#) [Clear All](#)

Item	Rate	Amount
Cedar Hill Cedarwood Lodge Day Use Wed Oct 4, 2023 11:00 AM	Guest: 1 Qty: 1 @ \$50.00	\$50.00
		Sub-Total: \$50.00
		Total (USD): \$50.00
		Payment due (50% Deposit) \$25.00

Thank you for taking your group camping! Please read below for important information.

- All GSEMA Troops/Groups: please review the [GSUSA Safety Activity Checkpoints](#) for Girl/Adult ratios required for your activity and for certifications and safety requirements.
- Two Trained Adults are required for an overnight on any GSEMA property – one with [Troop Camping Training](#) and one with current First Aid/CPR certification (offered through council).
- Sites fill up fast! You can reserve a camp site pending training. Indicate the course date you have registered for on the rental form or on-line registration. Training should be done 6 weeks prior to your camping trip.
- GSEMA Troops who book a 3 night overnight (unless it is a three night trip with one night being a Federal Holiday) must complete the Extended Trip Packet found on [gsema.org](#) under Forms.
- Please email all copies of certifications not taken through GSEMA to customer-care@gsema.org if you have not already done so.

Additional information for NON-GSEMA groups, schools, and organizations

- A fee of \$25 per out-of-council troop and \$50 per non-profit will be added onto invoices after

Once you click on **Continue**, it will take you to your cart/booking page. To add more items to your cart, click on + **Add to Booking** or to clear your cart, click on **Clear All**. You can edit items in our cart by clicking on the pencil image next to the title of the item you've added to your cart. Once you have added all sites and/or activities to your cart, proceed to read the important information on the page and then scroll down to fill in the booking form.

← Back to home **gsema** Girl Scouts of Eastern Massachusetts Language: English Log In Secure Online Booking

Please fill out the following information:

First and Last Name *

Email *

Phone *

Girl Scout Troop or Service Unit Number *

Billing Address *

City *

State *

Zip Code *

Brief Description of Person for Description

After completing information in the booking form, click on **Continue**. This will take you to the payment page. Currently the only form of payment the system takes at the time of booking is credit or debit card. If you can only pay with a check, please contact customercare@gsema.org to assist with the booking. After completing payment, you will receive an email with information about your site, as well as a copy of the receipt. Instructions for creating an account with Checkfront will also be in that email. After creating an account, to log-in visit GSEMA's Checkfront site and click on **Log-in** on the top right corner.

Please contact customercare@gsema.org with any questions. They are available Monday-Friday, 8:30 AM-5 PM.