

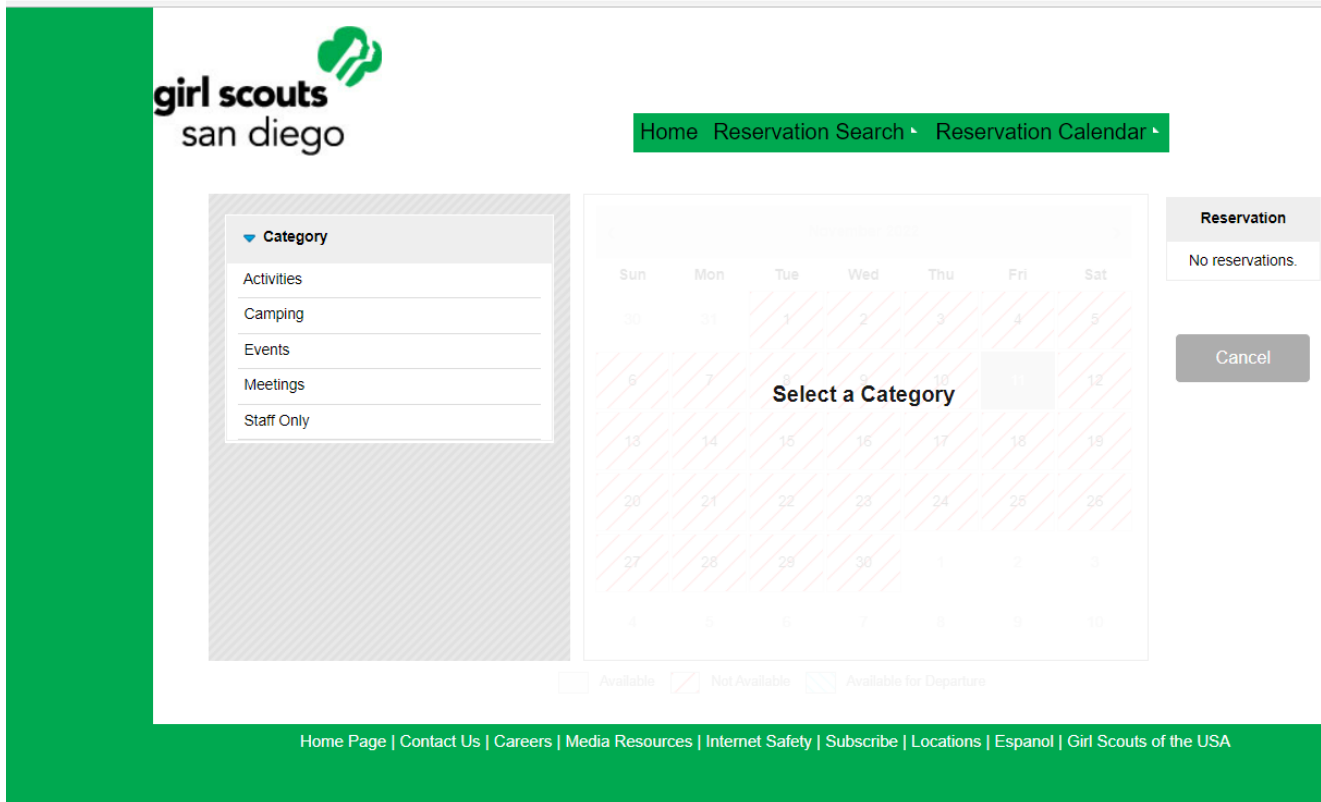
## How to Reserve GSSD Property & Assets

**Step 1: visit our Locations web page** ([sdgirlscouts.org/locations](https://sdgirlscouts.org/locations)) and choose the link for the property you wish to reserve.

**Step 2 (image below): select your category from the left side column.**

- Activities: archery ranges, slingshots, fishing, canoeing, etc.
  - Note: request Challenge Course or Adventure Zone [here](#).
- Camping: cabins or lodges where overnights are permitted.
- Events: rarely used.
- Meetings: classrooms or spaces not used for overnights. You may need to try different options for the Leadership Center rooms, depending on availability.
- Staff Only: assets—like the council van—that may only be booked by staff.

<https://sdgirlscouts.doubleknot.com/Registration/ReserveFacility.aspx?orgkey=3490>



girl scouts san diego

Home Reservation Search Reservation Calendar

Category

- Activities
- Camping
- Events
- Meetings
- Staff Only

Reservation

No reservations.

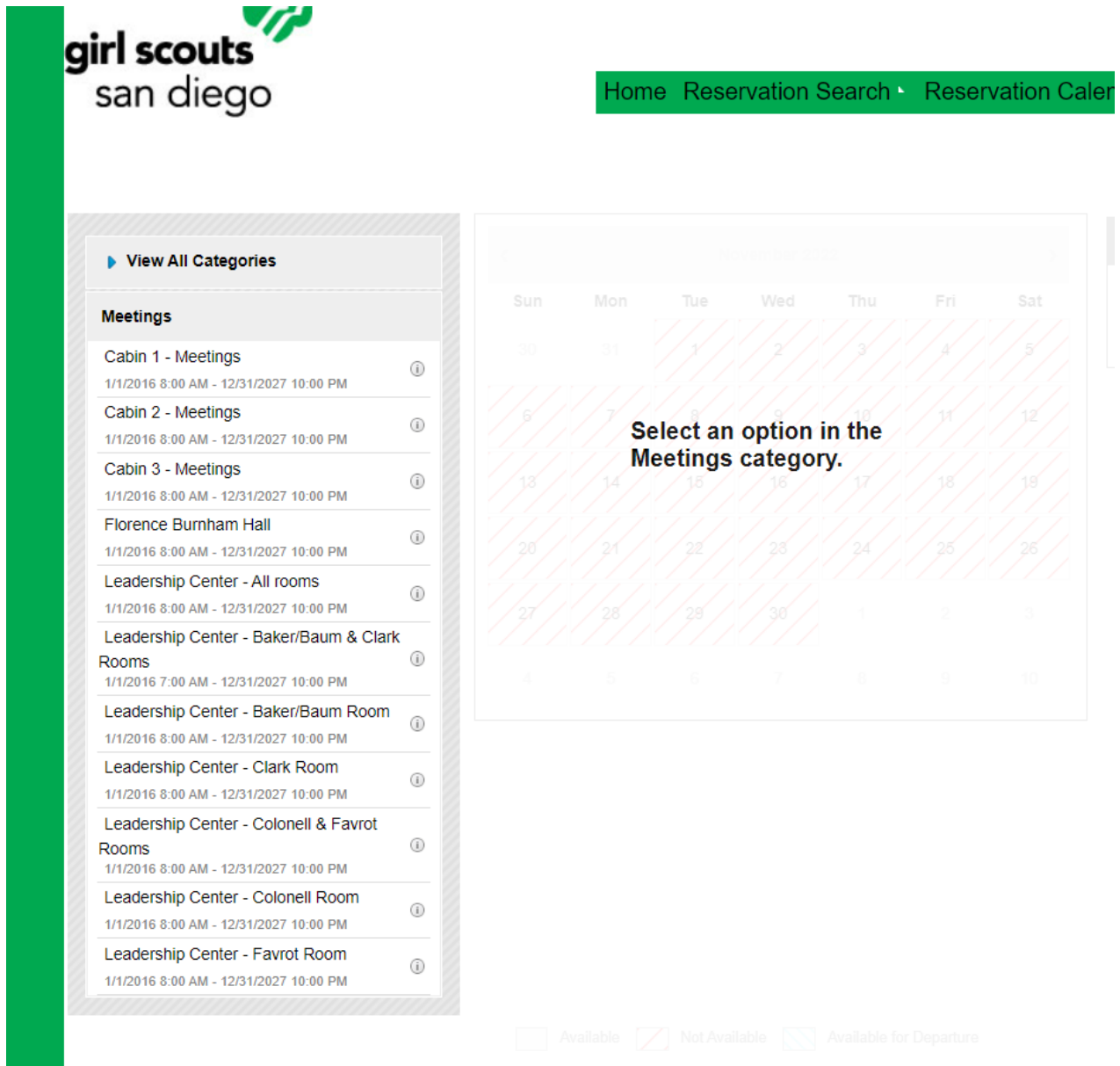
Cancel

Available Not Available Available for Departure

Home Page | Contact Us | Careers | Media Resources | Internet Safety | Subscribe | Locations | Espanol | Girl Scouts of the USA

### Step 3: view your options.

After selecting your category, rooms or assets will appear. Click the one you want.



**girl scouts**  
san diego

Home Reservation Search Reservation Calendar

**View All Categories**

**Meetings**

- Cabin 1 - Meetings  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Cabin 2 - Meetings  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Cabin 3 - Meetings  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Florence Burnham Hall  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Leadership Center - All rooms  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Leadership Center - Baker/Baum & Clark Rooms  
1/1/2016 7:00 AM - 12/31/2027 10:00 PM
- Leadership Center - Baker/Baum Room  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Leadership Center - Clark Room  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Leadership Center - Colonell & Favrot Rooms  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Leadership Center - Colonell Room  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM
- Leadership Center - Favrot Room  
1/1/2016 8:00 AM - 12/31/2027 10:00 PM

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Select an option in the Meetings category.

Available Not Available Available for Departure

### Step 4: choose your date(s).

After selecting the room or asset, choose the date you want. Select your start and end times on the list to the right. Click on the red "RESERVE" button, and make sure your selection is shown in the far right column. Book another room or date, if desired, or select "CHECKOUT."

**Note:** camping options are from 3 p.m. on the first day, until 2 p.m. on the last day. Instead of hours, you'll choose full days. Click "RESERVE" and "CHECKOUT" as above.

The screenshot shows the Girl Scouts San Diego reservation system. On the left is a list of meeting rooms, with "Leadership Center - Clark Room" selected. The main area features a calendar for November 2022, where the 17th is highlighted. To the right of the calendar is a time selection menu with 8:00 AM selected. On the far right, a reservation summary shows the selected room and date, with a prominent red "CHECKOUT" button and a grey "Cancel" button below it. A legend at the bottom indicates that grey squares represent available dates, red diagonal lines represent unavailable dates, and blue diagonal lines represent dates available for departure.

**girl scouts san diego**

Home Reservation Search Reservation Calendar

View All Categories

**Meetings**

- Cabin 1 - Meetings
- Cabin 2 - Meetings
- Cabin 3 - Meetings
- Florence Burnham Hall
- Leadership Center - All rooms
- Leadership Center - Baker/Baum & Clark Rooms
- Leadership Center - Baker/Baum Room
- Leadership Center - Clark Room**
- Leadership Center - Colonell & Favrot Rooms
- Leadership Center - Colonell Room
- Leadership Center - Favrot Room

November 2022

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27	28	29	30	1	2	3
4	5	6	7	8	9	10

Time

- 8:00 AM
- 9:00 AM
- 10:00 AM
- 11:00 AM
- 12:00 PM
- 1:00 PM
- 2:00 PM
- 3:00 PM
- 4:00 PM
- 5:00 PM
- 6:00 PM
- 7:00 PM
- 8:00 PM
- 9:00 PM
- 10:00 PM

**Reservation**

Leadership Center - Clark Room  
11/17/2022 8:00 AM - 9:00 AM

**CHECKOUT**

Cancel

Available Not Available Available for Departure

### Step 5: Choose your price group:

- Troop and service unit meetings up to two hours: choose “Staff & Approved No-Charge Rentals”
- Other troop and service unit reservations: choose “Girl Scouts San Diego Members”
- Staff, choose “Staff & Approved No-Charge Rentals”

The screenshot shows the 'PRICE GROUP' selection screen on the Girl Scouts San Diego website. The page header includes the logo and navigation links: Home, Reservation Search, and Reservation Calendar. A user is logged in, with a cart containing 1 item and a subtotal of \$50.00. The main content area is titled 'PRICE GROUP' and contains a navigation bar with buttons for Price Group, Group, Participants, Forms, and Cart. Below this is a section titled 'Please select one of the price groups below' with a list of radio button options:

- ADMIN ONLY - Encampment
- ADMIN ONLY For Profit/Corporate Groups
- ADMIN ONLY GSSD Approved Community Partners & GSUSA Affiliates
- ADMIN ONLY Nonprofit Outside Groups
- Girl Scouts San Diego Members
- Staff & Approved No-Charge Rentals

At the bottom of the selection area are 'Go Back' and 'Continue' buttons. The footer contains links for Home Page, Contact Us, Careers, Media Resources, Internet Safety, Subscribe, Locations, Espanol, and Girl Scouts of the USA.

**Step 6: Continue the steps to check out.** At the end, make sure to hit checkout, and "Complete Order." Look for a confirmation email in your inbox.

**Have questions, or need to cancel?** Email [propertyreservations@sdgirlscouts.org](mailto:propertyreservations@sdgirlscouts.org) with your request. Changes and cancellations must be done manually by our team.

CM:kc  
PGO-0014W 11/27/23