Girl Scouts of Southeastern Michigan

Creating & Sharing Money-Earning Events on Rallyhood

Use Rallyhood to manage your troop's money earning events using the Special Events feature! The Special Events feature offers the ability to design and create event pages that can include guest registration and multiple ticket options. Event organizers can use this tool to create, manage, promote, download reports, and set up payment processing.

1. **Have a Rally created for your troop.** Your troop must have a Rally in order to create a Special Event. To request a troop Rally, please contact volunteerexp@gssem.org.
2. **Connect your troop bank account to your troop's Rally.** Troops can connect their bank accounts to Rallyhood using Stripe to accept payment. Learn how to set up a Stripe account for use on Rallyhood by viewing the Stripe Account Set-Up demo video found in the Rallyhood Admin User Guidebook in the Links section of the GSSEM Rallyhood Success Center.
3. **Create your event.** Click on the Special Events tab of your troop's Rally to get started. Detailed instructions images may be found in the Rallyhood Admin User Guidebook.
   - Click "New" to create a new Special Event.
   - Complete the **Details** section, including the event title, event location, meeting link for virtual events (if applicable), event description, start and end time/date, and event organizer information. If your event has additional dates, you can indicate this in the Details section.
   - Complete the look of your event page with a header image in the **Images & Attachments** section. Select "New Photo" in the top left to add a header image (720 x 240px). Click the paper clip to add relevant attachments for your event.
   - Provide event ticketing information under **Tickets & Registration**. Add a ticket for each type of ticket you will offer for your event (e.g. Girl Scout registration, adult registration). Indicate the number of tickets available and their cost, then determine how Stripe usage fees will be paid; fees may be added at checkout or included in the ticket price ($0 tickets will not be charged a fee).
   - Add any additional information attendees should know about the event, including registration deadline and refund policy. Here, you can also adjust individual settings, including an event waitlist.
   - Under **Payments**, attach your Stripe account to the event for payment processing.
   - Under **Publish**, select the "Active" button, then click "Save".
4. **Manage your event.** On your event page, click the three dots beneath the header image to access registration information for your event. Here, you can add ticket information, download registration lists, and close registration.
5. **Share your event.** Share your event with other troops in your area by sharing the link to your completed event page found in your URL bar. If you would like assistance sharing to service unit Rallies, please email volunteerexp@gssem.org with your event name, Special Event URL, and a list of service units the Special Event should be shared to.