girl scouts of wisconsin southeast

How to Make a Build-A-Bear Party Booking on RecDesk

1. Open Girl Scouts of Wisconsin Southeast's RecDesk website HERE.
2. Navigate to the "Build-A-Bear" facility on the GSWISE RecDesk website. You can go to the properties list and filter by the "Build-A-Bear" facility option to find it.
3. Select the "Reserve" option under "Build-A-Bear – MCRSC."
4. The site will bring up a booking calendar with available dates. Select which date you would like your booking on.
5. Type in a description of use and your total group size (including both girls and adults).
6. Select which time slot and booking option you would like, and then select the base $45 room rental fee.
7. Select the "# of Girls Making a Bear" option under add-ons and note the number of girls making a bear for your booking.
    a. If you would like, you can also select "# of Girls – Vest" and note the number of girls making a bear once again to include a vest for each girl's bear for an additional charge.
8. Select "Add to cart."
9. The next screen will show your reservation.
    a. You will not owe any money until GSWISE approves your booking request. Once approved, you will be sent an invoice, which will be immediately due in order to secure your booking slot.
10. After securing your booking slot, you will be taken to a webpage with the required forms for your booking.
    a. Here, you will be able to select which kind of bear you would like your guests/troop to receive.
        i. For Basic Bear bookings: Lil Brownie or Lil Pudding Bear
        ii. For Girl Scout Cookie Bear bookings: Thin Mints, Trefoil, or Coconut Caramel Bear.
    b. You will also be able to input your contact information and more booking details, including anything additional we need to keep in mind, like allergies.
    c. Finally, you will be asked to sign a facility use agreement with booking terms and conditions.
11. Select "I Have Completed All Forms" once every form has been filled out.
12. Finally, continue to check out. When you see the "Checkout Complete" screen, your booking will be completed and sent over to us for approval. You will also receive an email confirming your booking.