**The Hong Kong Girl Guides Association**

**Leader Training Scheme (Level 2-5)**

**Registration Guidelines and Course Regulations**

**Registration Notes:**

1. All applicants should have fulfilled the course requirements and apply before the deadline on GGMS-OCRS
2. All applicants will be determined on a first-come, first-served basis. No reserve quotas are provided.
3. Applicants should check the admission list on their own on GGMS-OCRS.
4. Once the application has been accepted, transferring courses and refund application will not be accepted.
5. Unless under bad weather situation or having insufficient applications lead to course cancellation, all paid fee will not be refunded.
6. All course fee or quota are not allowed to transfer to the others.
7. If the course is cancelled due to insufficient applicants, the Association will notify the applicants before the course commence. They would be offered to join another course or arrange course refund.
8. Unless any emergencies, participants must attend the course on time according to the location, date and time listed.
9. The Training Department will send a Course Reminder Memo to all participants via email at least one week before the course commence.
10. All participants must read, understand and agree to all the contents contained in this document, and declare that the information filled in the registration form are complete and accurate.
11. In response to the changes of the pandemic, the deliver mode of the course might be changed according to the needs of the content. Course refund would be arranged in case the course to be cancelled. Please pay attention to the latest announcement of the Association.

All eligible applicants should have hold a GGMS account, you may register the course in the below method:

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| **Application Method** | **Payment Method** |
| Complete the registration directly through GGMS-OCRS (<https://ggms.hkgga.org.hk/GGMS/>) | Credit Card |

Note: As all applications are subject to approval by the office, it will take approximately one working day when eligible applications are confirmed.

After that, the system will automatically send an email to the applicant, and she is required to complete the payment process within 96 hours after the email is sent, otherwise the system will automatically cancel the registration. Applicants must pay attention to the information in the email box.

GGMS User Tutorials: (Note: Videos are in Chinese with English subtitles)

Current Member Registration: <https://www.youtube.com/watch?v=XkUBEk6CdEI>

OCRS : <https://www.youtube.com/watch?v=7Xaaa24aorA>

More tutorials and information on GGMS: <https://www.hkgga.org.hk/en/content/ggms/about>

If you have any difficulties using GGMS account, please do not hesitate to contact us at 23596803.