

# Fall Product Reward Distribution Tip Sheet

- Troop leaders can download reward delivery tickets from their dashboard by clicking on Delivery Tickets (under Product Management).

HIDE CAMPAIGN METRICS ^

## Campaign Setup

- 📄 Parent/Adult Email Campaign
- 📄 Default Storefront Video
- 📄 Training Video
- 📄 Video Instructions

## Manage System Users

- ✉ Send Messages
- 👤 Manage Troops and Girl Scouts
- 👤 Manage Admin Users

## Financials and Reporting

- 📄 Banking and Payments
- 📄 Reports
- 📄 Troop Summary/Amount Due Report

## Product Management

- 📄 Delivery Tickets

## Rewards and Patches

- 🏆 Rewards
- 📄 Personalized Patches

- When you click the link you will see Product Delivery Tickets at the top. Scroll past those tickets.
- At the bottom of the page, you'll see Reward Delivery Tickets. These are split into three types: Troop Tickets by Troop, Girl Scout Tickets by Troop, and Girl Scout Tickets by Girl Scout.



### Reward Delivery Tickets

Print Delivery tickets for rewards

#### Troop Tickets By Troop

Troop

CREATE TICKET

#### Girl Scout Tickets by Troop

Troop

Girl Scout

CREATE TICKET

#### Girl Scout Tickets by Girl Scout

Girl Scout

CREATE TICKET

- **The first type, if downloaded, will give you all the rewards the troop should have received.**
- **The second type allows you to type in your troop number, and then download all the tickets for each individual participant by leaving the Girl Scout drop down on "All".**
- **The third type allows you to search for a specific participant's delivery ticket and download only that one ticket.**
- **If you want to know what rewards go to which participant, you should download the second type. Also, until a troop number is typed in, the pink "Create Ticket" button is grayed out. Once a troop is selected (by typing the number in and then clicking on it), the button lights up and can be clicked on to download the tickets.**