

Fall Product Reward Distribution Tip Sheet

1. Navigate to Delivery Tickets

- From your dashboard, go to **Product Management**
- Click **Delivery Tickets**

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

2. Locate the Reward Delivery Tickets Section

- At the top of the page, you'll first see **Product Delivery Tickets**
- Scroll down to the bottom of the page to find the **Reward Delivery Tickets section**



Reward Delivery Tickets

Print Delivery tickets for rewards

Troop Tickets By Troop

Troop

Choose... ▼

CREATE TICKET

Girl Scout Tickets by Troop

Troop

4392 ▼

Girl Scout

> All ▼

CREATE TICKET

Girl Scout Tickets by Girl Scout

Girl Scout

Search Girl Scouts... ▼

CREATE TICKET

3. Choose Your Ticket Type

There are three types of reward delivery tickets available:

- **Troop Tickets by Troop**
 - Shows all rewards the troop should receive as whole
- **Girl Scout Tickets by Troop**
 - Enter your **troop number** in the search field
 - Leave **the Girl Scout dropdown set to "All"**
 - Click the **pink "Create Ticket" button** (it activates once a troop is selected)
 - This will download individual tickets for **each Girl Scout in your troop**
 - *Use this option if you want to see which rewards go to which participant*
- **Girl Scout Tickets by Girl Scout**
 - Search for and download a ticket for **one specific Girl Scout**

Important Notes

- The **"Create Ticket" button will remain grayed out** until a troop number is entered and selected
- Once selected, the button will become active, allowing you to download the ticket(s)