

Quick Guide for Troops:

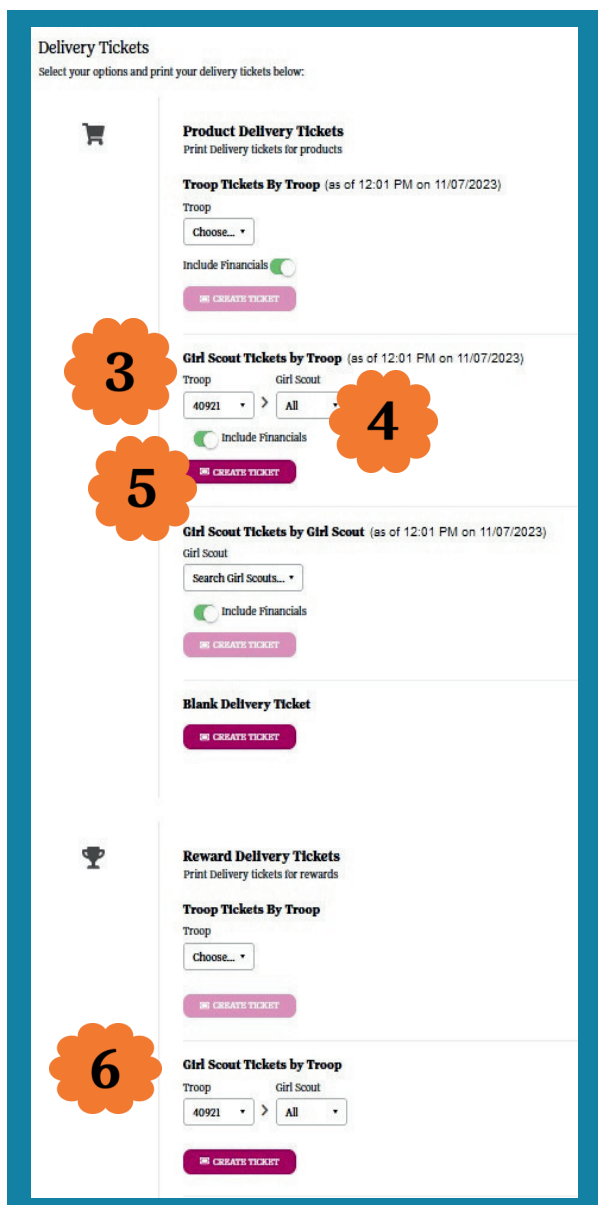
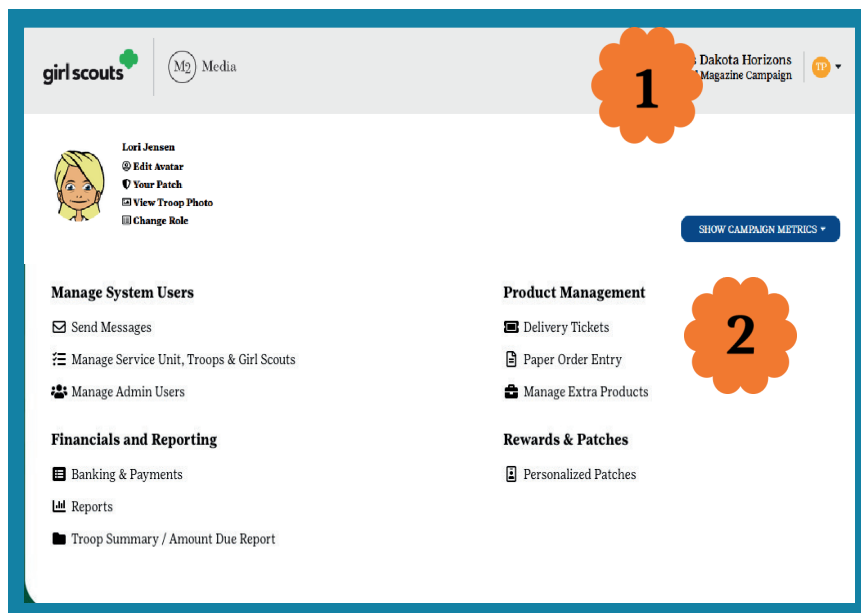
Printing Delivery Tickets for Nuts & Rewards

BRAVE.
FIERCE.
FUN!

Printing Delivery Tickets in M2 for your Girl Scouts/Families is an easy way to see what is part of each girls order and help the Troop sort products accordingly.
Follow the steps below in M2 to print Delivery Tickets for your Troop!

Starting at the Troop Dashboard:

- 1 Ensure you are in the correct troop if you have several troops.
- 2 Click **Delivery Tickets** option under **Product Management** (This option will not appear until orders have been submitted by council)



- 3 Scroll to Girl Scout Tickets by Troop under Product Delivery Tickets
- 4 Select: Troop: your troop # and Girl Scout: all
- 5 Create Ticket- this will create a PDF that you can print for sorting products for each girl in the troop

Delivery Tickets for Rewards:

- 6 Repeat steps 3,4,& 5 under Reward Delivery Tickets.

Remember!

Count & Recount:

First count upon receiving products & rewards from the Service Unit AND again when passing out to girls/families!

Receipts:

Make sure to fill out a receipt for Girl Scout Families to sign or have them sign the Delivery Ticket, give Families a copy.