

Product Sales Managers (PSM) Checklist

- August 15–October 2:** Meet with Troop Co-leaders in your Membership Area to train and distribute materials OR, on September 26, host the Badgerland Fall Fundraiser webinar training in your Membership Area. Collect Troop Product Sale Coordinator Agreements! Once Troops are trained, Council will upload Troops and girls into Unify so that their online sales can begin. In person sales do NOT start until October 2.

- Prior to October 1:** Set up your troops on the UNIFY Ordering System.

- Log onto <https://girlscouts.qspgao.com/Badgerland>. Enter your credentials that you received in your welcome email. If you didn't receive a welcome email, please contact Customer Care: 800.236.2710.



- Add the troops in your community to the website. To add a troop click the “Troops” button, then click the “Add Troop” box. Fill in information and click “Save.”



- After a troop is saved, click on “**Add User.**” This step allows troops access to UNIFY. You will need the troop contact's first and last name, address, phone, and email address. Click “Save.” The new user will receive a welcome email with their login credentials.

- Prior to October 20:** Verify troops have entered their bank data on UNIFY Ordering System.

- Log on to UNIFY.

- Click on the “Menu” button and then choose financials. Click on “Troop Banks” to verify the troop has entered the routing number and bank account number as shown on the Troop Product Sales Coordinator agreement. If it is missing or incorrect, enter the routing number and bank account number, then click “Save.”

- October 2–20:** Girl Scouts take orders and collect money.

- October 21:** Girl orders and money due to troop co-leaders.

- October 23:** Girl orders are entered into <https://girlscouts.qspgao.com/Badgerland> by the Troop Product Coordinator.

- October 23:** Troop orders are due to you. Troops turn in two copies of the Reports (Nuts/Candy & Mags; Recognitions) from UNIFY (keep one copy for when product is delivered).

- Check to make sure all troop orders are accurately entered on <https://girlscouts.qspgao.com/Badgerland>. This includes the product orders *and* the reward orders.

Before October 25:

- Create Troop Packets.** Clip together by troop: 1 copy of the computer printout **Troop Nuts/Candy & Mags** report (keep one copy for your records), 1 copy of the computer printout **Troop Recognitions** report (keep one copy for your records).
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- Create your community packet to be turned in to a Girl Scout Service Center by October 25.** Place in a large envelope, bag or box:
 - One printed copy of your computerized *Campaign Sales by SU* report.** Click the “Reports” icon at the top. In the “Service Units Report” box, click “Campaign Sales by SU” (Adobe report).
 - Troop Packets**
 - October 25: Service Unit packets due to a Girl Scout Service Center.** Drop off your community order to a Girl Scout Service Center **on or before** Friday, October 25. If you are mailing your order, please mail by Wednesday, October 23.
 - November 11–15:** Receive nut products from delivery agent. Count all of the inventory **before** you sign for them! Sort troop orders. Use your copy of the **Nuts/Candy & Mags** report the troops turned in to assist in the sort. Have the person picking up the troop order sign this form at the bottom.
 - Week of November 11:** You will receive your rewards shipment via FedEx. Once you’ve received your entire Membership Area reward order, inventory and separate rewards for each troop, then distribute. To help with sorting, use your copy of the **Recognitions** report from Troop Co-leaders. Either have the Troop Product Sale Coordinator or a Troop Co-leader come to your home to pick up the rewards *or* distribute at the next Membership Area meeting if they come after initial order pick up.

Questions? Contact the Product Sales Team:

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Thank you for your commitment to Girl Scouts!