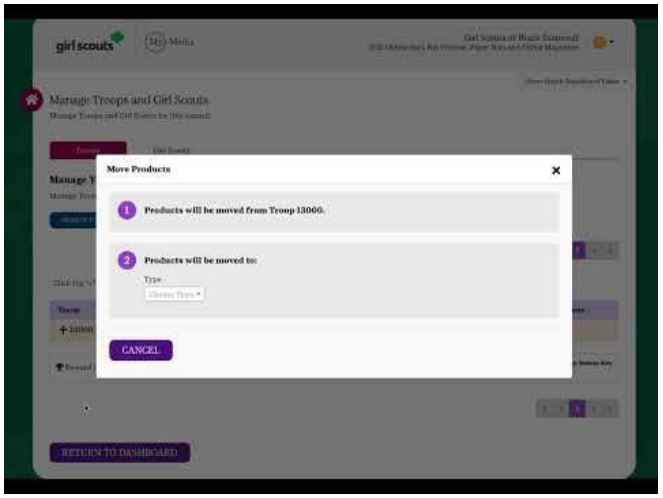
# Transfer Product Tipsheet

If your troop ordered extra products in October, you must transfer these items in M2 to each Girl Scout who sold them for them to receive rewards credit. You may also need to move product between Girl Scouts before the end of the program or add additional donation units to a Girl Scout's orders. Please see instructions below for each of these scenarios.

If you need to transfer product from your troop to another troop, please email *answercenter@girlscoutsem.org* with subject line of Troop Product Transfer for assistance.

## Transfer products to Girl Scout in M2:

1. Choose Manage Troops and Girl Scouts from the troop dashboard
2. On the troop tab, click the + next to the troop number and choose Move Products from the dropdown menu
3. Under Type select Girl Scout
4. Enter troop number
5. Select the Girl Scout's name in the drop-down box that you are moving the product to
6. Enter the quantities you want to move by variety in the Qty to Move box
7. Add comments as desired
8. Click Move Products to complete the transfer




Click on the image to watch a tutorial video on Moving Products.

## Transfer Product Between Girl Scouts:

1. Choose Manage Troops and Girl Scouts from the troop dashboard
2. Click on the Girl tab, click on the + next to the Girl Scout's name product is moving from
3. Select Move To, then select the Girl Scout's name in the drop-down box that you are moving the product to
4. Enter the number of products you want to move by variety
5. Add comments as desired
6. Click Move Products to complete the transfer
7. Allow 15-20 minutes for the products and rewards to update

## Adding Additional Donation Items

If your troop or a Girl Scout in your troop sold in-person additional Project Thank You items for donation, please email *answercenter@girlscoutsem.org* with Additional Project Thank You Items subject and the quantity sold by Girl Scout to have them added to your troop's order. Include your troop number, Girl Scout's name, and the number of in-person donation items they sold. Once they are entered, they will appear in the Girl Scout's totals in M2.

girl scouts of eastern missouri