

How To Participate in the Fall Product Program: Troop Checklist

___ Be Product Program Ready.

- Be a **registered** Girl Scout **Volunteer**, with approved **background check**, for the current Girl Scout Membership year. You **must** have the **Troop Fall Product Program Manager** role assigned to you in MyGS to have access to your Troop M2 Media Dashboard.
- In order to be Product Program ready, you **must** have two (non-related and background checked) volunteers assigned to the Troop Leadership role in MyGS.
- For Troops with less than 5 registered girls in grades K-5 and/or less than 3 registered girls in grades 6-12, you may continue to participate in upcoming Product Programs IF you are open in the Troop Catalog. To verify, call Customer Care at 1-888-689-1912.

___ **Check MyGS.** Ensure that all your Girl Scouts are accounted for in your Troop MyGS account. Council automatically uploads the MyGS roster to the M2 system in August. Verify that your parents have opted in to receive emails via the MyGS site, to receive the registration confirmation email.

___ **Complete Product Program Manager Agreement.** Click this link here - [2024-2025 Product Program Manager Agreement Form](#). If you are a Troop Fall Product Program Manager and/or a Service Unit Product Program Manager, you will complete the same form. Note that you only have to complete one form for both the 2024-2025 Cookie Program and the 2024 Fall Product Program!



___ **gsLearn 2024 Fall Product Training.** Training must be completed to gain admin access to the M2 system. Go to your MyGS account for access to all our training.

___ **Submit the Troop/SU ACH Form.** Click this link here - [2024-2025 Product Program Banking Authorization Form \(Troop/SU ACH\)](#). This form must be completed by Troop/SU account holder. Form must only be completed once for the current Girl Scout Membership Year, unless your banking information has changed.



___ **Ask your Service Unit Product Program Manager about our weekly reports!** Each week your Service Unit Product Program Manager receives an updated account on all JotForm submissions. If you are curious if all your parents have submitted the proper paperwork or are wondering why you do not have admin access to M2 Media, contact your Service Unit Product Program Manager. You can find additional information as well as digital manuals and order cards by visiting our website at [Girl Scouts of Historic Georgia - Fall Product](#).