



# In a Nutshell

Sept. 11, 2018

Troop Fall Managers

Welcome to the 2018 fall product program! Thank you for volunteering to be your troop's fall manager (TFM). These weekly emails will provide you with important updates and instructions that will guide you through the program. Archives of these emails and other resources will be available in UNIFY. Make sure to keep your TFM handbook and these emails handy to help answer questions.

If you are not the troop fall manager for your troop this year, please do not unsubscribe from this email. Contact [customer care](#) to remove you from the role in the membership system.

## UNIFY for TFMs

- [Welcome email](#)
- [What to do before UNIFY](#)
- [Getting started in UNIFY](#)

## Fall Product Program for Girls and Families

- [Girl and family training](#)
- [Getting started in UNIFY for girls](#)

## Program Tip

- [Guide Dog Patch Program](#)

## Upcoming Dates

## Fall Product Program Resources

## Meet our Products



## UNIFY for TFMs

### Welcome email

If you have submitted your Troop Fall Manager Agreement (online) you will receive your welcome email to UNIFY from [GirlScout-sale@qspgao.com](mailto:GirlScout-sale@qspgao.com) tomorrow **Wednesday, Sept.**

12. This email will include a link to create your password. If you do not receive the email and have submitted your online agreement, check your spam folder or contact UNIFY's Customer Support (877-305-4146, M-F 6 a.m.-3 p.m. PST).

If you have not completed training and submitted your online agreement, please reach out to your service unit fall coordinator or complete this [online training interest form](#).

Please note, all personal data (first/last name, troop number, etc.) was uploaded using the information provided on the Troop Fall Manager Agreement. If you are assigned to the wrong troop, please contact [product program](#) immediately.

---

### What to do before receiving UNIFY Access

- Have a family meeting.
- Ask troop leader or treasurer for bank account number and a troop roster.
- Make sure all participating girls are registered.
- Identify your troop's Take Action Project.

---

### Getting started in UNIFY

Once logged in, you will be able to:

- Design a MyCreation™ avatar.
  - Click on the MyCreation(TM) tab from the Troop Dashboard and start creating!
- Select a troop Take Action Project and view projects from other troops.
  - Click on the Take Action tab from the Troop Dashboard.
  - Select the best icon that represents your troop's Take Action Project.
  - Add a description of your Take Action Project (this information is helpful to the product program team. We may email a troop for additional information to feature their project in an upcoming media story or Connections email).
  - Click Save and Continue
  - Click View Other Troops Participating Girls and select one of the troops to see their Take Action Project.
- Verify/Edit your troop's banking information
  - Click on the Burger Menu from the Troop Dashboard.
  - Click on Financials
  - Verify the troop's last four digits of the account number.
    - Make sure to ask your troop leader in advance for this information.
    - If the troop's bank is Wells Fargo disregard the routing number.
    - If you need to edit the bank account number click on the pencil on the left slide.
  - Click Add Troop Bank if there is no bank account listed for your troop.
- Confirm all participating girls appear in UNIFY by checking the Girl Activity tab on the troop dashboard.
  - When on the Girl Activity tab from the Troop Dashboard you can see all registered girls that have been loaded into UNIFY.
    - If you are missing a girl, check with leader or family to see if she is registered.
    - If she is not, ask the family to register her, and she will be loaded the next business day.
    - If she is already registered contact [customer care@sdgirlscouts.org](mailto:customer care@sdgirlscouts.org).

Curious about what you can access in UNIFY? Check out the UNIFY Menu Options for TFMs on page 12 of your troop fall manager handbook. Don't have a handbook or need to see these steps in a video, click on the Trefoil Icon and click Program Info.



## Fall Product Program for Girls and Family

### Girl and family training

Through the fall product program girls learn five business and leadership skills that help them Lead the Way to unleash their inner Go-getter, Innovator, Risk taker, and Leader!

During the training you will need to:

- Explain the program benefits for girls, your troop, and Girl Scouts San Diego.
- Review the basic facts and standards and money management.
  - Remind families that all product ordered online by customers is paid online this year.
  - Explain the importance and process of receipting.
- Discuss UNIFY for families; parents/guardians will need to enter order card orders online.
- Make sure to provide the important dates and deadlines.
- Don't forget to collect the signed participation agreements and distribute the girl packets.

Your handbook has all the program information you will need to discuss with your families. If you need additional help explaining the benefits or ensuring your girls get the most from the fall product program, check out our tip sheet and other resources on our [website](#).

---

### Getting started in UNIFY

Registered girls will receive their welcome email from [GirlScout-sale@qspgao.com](mailto:GirlScout-sale@qspgao.com) on **Wednesday, Sept. 19**.

Once logged in, girls will be able to:

- Complete the GSUSA Internet Safety pledge.
- Personalize their MyCreation™ avatar.
- Personalize their site by explaining their troop and personal goal and upload a photo or video.
- Add customer's information and send emails; emails sent before **Monday, Sept. 24** will be held by the system and delivered when the program begins.

If families need assistance with UNIFY please direct them to call UNIFY Customer Support at 877-305-4146. They are available Monday-Friday, 6 a.m.-3 p.m. (PST).



---

## Program Tip

### Guide Dog Patch Program

In coordination with this year's fall product program theme, Lead the Way, Girl Scouts San Diego has created a new Guide Dog Patch Program. Collaborative, hands-on activities help girls in grades K-8 learn about the importance of guide dogs and how we can support them. For more information check out the [program guide](#) or ask your leader to view the resources in the Volunteer Tool Kit.

---

## Upcoming Dates

**Wednesday, Sept. 12**—UNIFY open for troops; log in to verify girls and verify/enter banking information.

**Wednesday, Sept. 19**—UNIFY open for girls/families to set up sites.

**Monday, Sept. 24**—Fall Product Program begins; UNIFY open to send emails to customers.

---



This email was sent by: **Girl Scouts San Diego**  
1231 Upas Street San Diego, CA, 92103, United States

We respect your right to privacy—[view](#) our policy.