

Family- Quick tips for M2OS

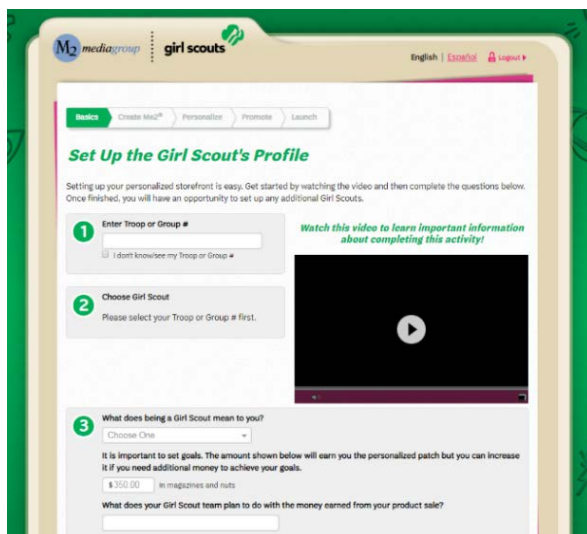
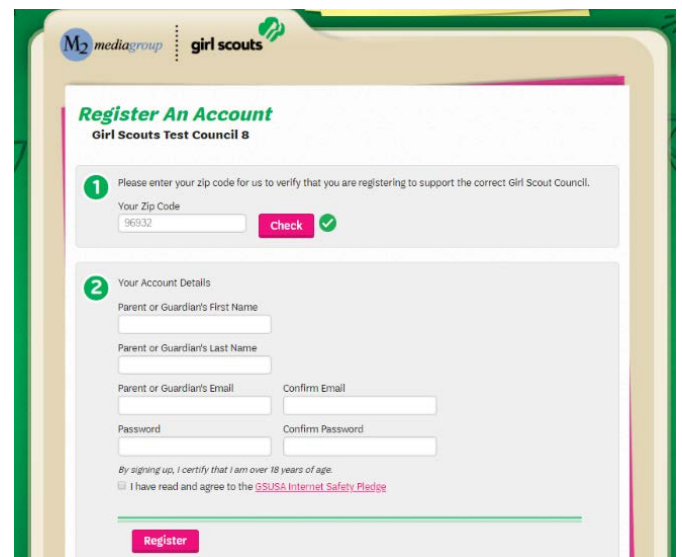
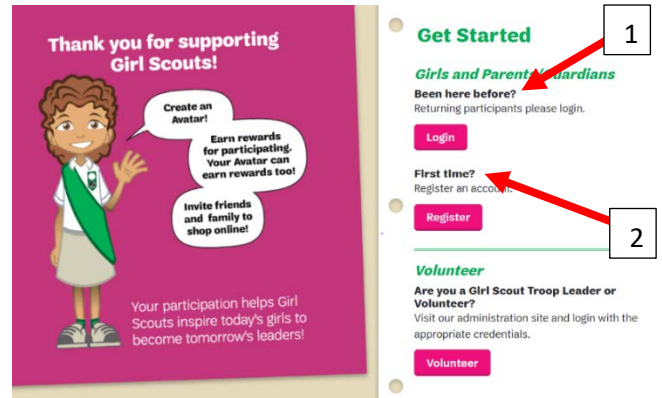
Before the Sale

The options that follow will be available to families and girls starting on Go Day.

Register: You can register your girl for the Fall Product Program by visiting www.gsnutsandmags.com/gscolonialcoast.

Create Account

1. **For Returning Users:** If you have used M2OS in a previous program.
 - o Click *Login* and enter your existing username and password on the next screen
2. **For New Users:**
 - o Click *Register*. You will be asked to verify your zip code on the next screen.
 - o Provide the additional information requested to finish registering your girl's account.

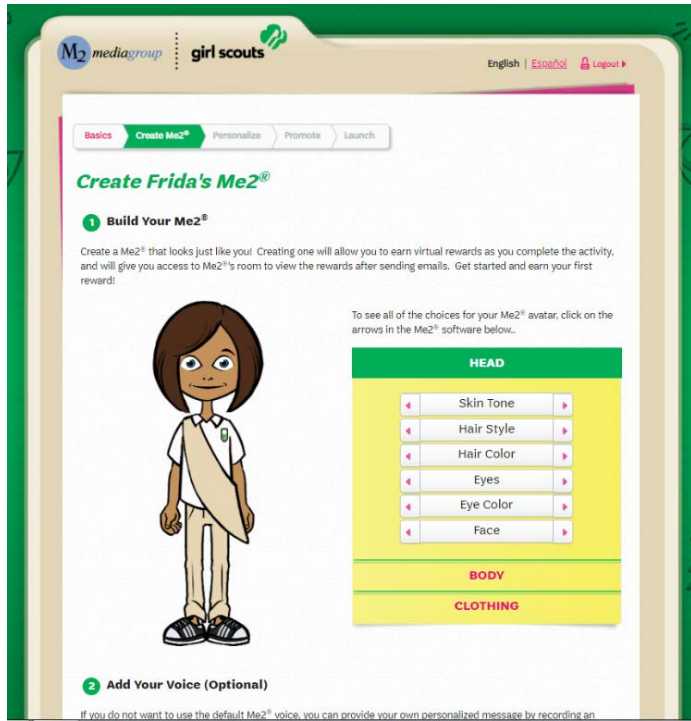


Profile:

- Your girl's Personalized Storefront is only accessible to friends and family who are sent the personalized link.
- Set up your girl's profile. This is the information that will be used to create her Personalized Storefront, where friends and family can shop online for nuts/candy and magazines.
- Make sure to fill out all the information so customers know who they are supporting and why she is selling fall product!
- You are unable to edit your girl's name, but you can enter a nickname.

Create Avatar:

- It's time for your girl to create her Avatar! This is the image that will be associated with her account that she can make to look like just like her!
- The avatar can be updated anytime.
- Your girl can add a voice recording talking about why she's selling Fall Product and what her goals are. Friends and family visiting her Personalized Storefront will be able to watch her avatar speak the message she recorded!



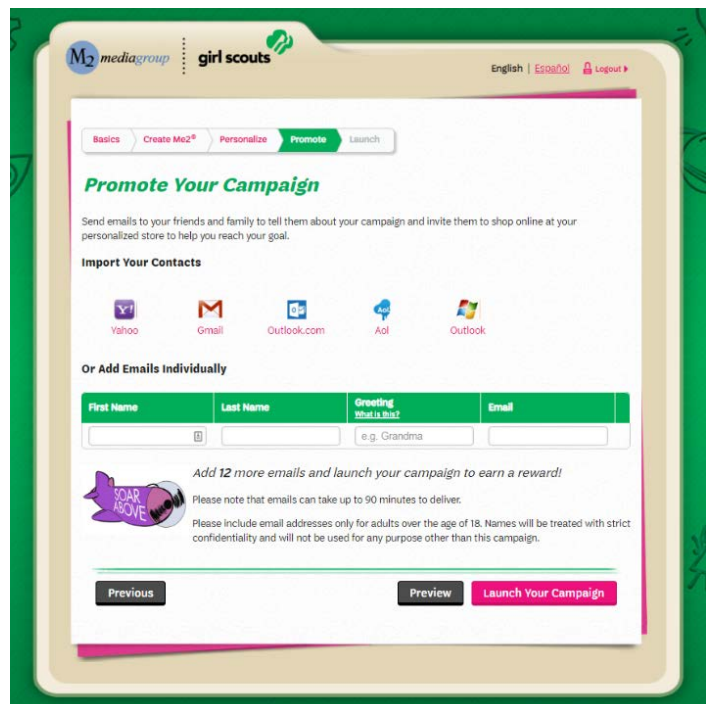
Personalize:

- Upload a photo and/or a video of your girl sharing her goals and explaining how she will use the funds from the program.
- Pro Tip: Girls who upload photos and/or videos to their storefronts sell more items!

Promote:

- Share your girl's storefront with family and friends.
- Send 15 emails to become eligible for the crossover patch!
- You can import contacts from the email provider you use, or you can enter them individually.
- You can also promote your girl's campaign on your personal page on Facebook, Twitter or other social site
- Click *Launch Your Campaign* – and you've done just that!

Note: You must enter at least one email to proceed to the next step



Earn a Personalized Patch!

- Enter your girl's personal preferences and shipping information for her personalized patch [1].
- To earn the Fall Personalized Patch, a girl must:
 - Create her Avatar
 - Send 15+ emails
 - Sell \$250+ in items online

During the Sale

- There are three primary ways a sale is made:
 - Girls take nut/candy order card sales using the paper order card.
 - Girls send the personalized link to the customer. Customer selects *Girl Delivery*, places an order for nuts/candy and/or magazines and pays online. You will need to connect with these customers to arrange delivery.
 - Girls send the personalized link to the customer. Customer selects *Shipped to Me* and places an order for snacks and/or magazines online that will be shipped directly to them
- Take note of the unique code that appears as you are setting up the account, and later near the top of the girl dashboard [2].
 - Customers can use this code to make sure that their purchases are credited to the correct girl.
 - If a customer says they need a special code to enter the girls online store, this is the code you should send them.
- After sending out emails and promoting your girl's sale on social media, you can keep track of the orders from the girl's campaign headquarters (home page).
- There are many other fun ways girls can promote their sale available on the Girl Dashboard! Girls can...
 - Create a video and upload it to their personalized store front
 - Print business cards that include a link and their Personalized Storefront code



- Girls can edit their Avatar, look at fun virtual rewards earned during the sale in their avatar's room and view the physical rewards earned from their sales up to that point, and view/edit their Personalized Patch under the "Fun Stuff" bar
 - Be sure to hit the **Update** button after making changes. If you click the **Return to Dashboard** button before clicking **Update**, your recent changes will not be saved

Fun Stuff



Parent or Guardian's Information



Share on Social Media



Your Girl Scouts



Add Another Participant



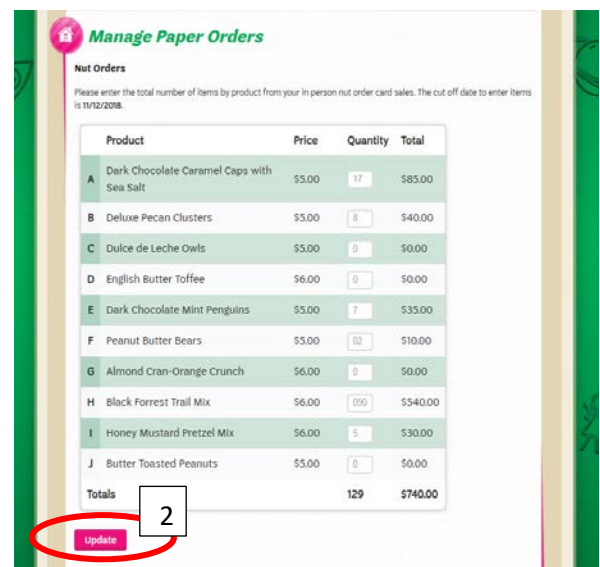
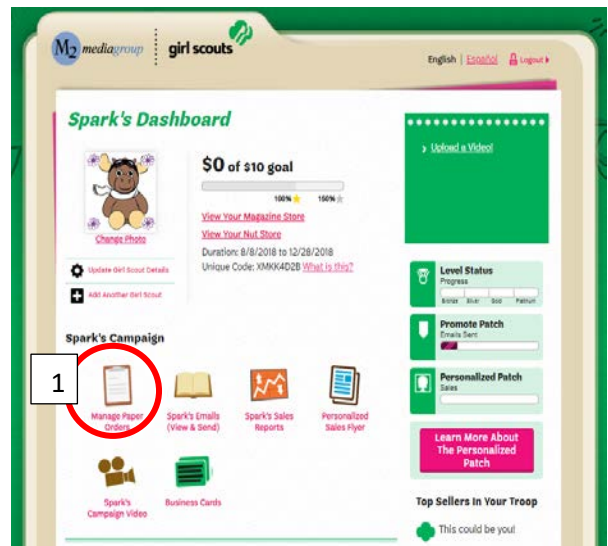
Update Profile

- If you have multiple girls participating in Fall Product Program use the 'Your Girl Scout' button to switch between them.

After the Sale

Order card sales and reward choices must be entered by the end of the last day of order card sales (dates are listed in the Family Guide).

- Enter Order Card Sales:** If your girl has taken orders with the order card, enter them on the Manage Paper Orders [1] page
 - Online sales will be added to your girl's account automatically.
 - Enter the totals from the bottom of the girl's snack order card for each item.
 - The deadline to enter orders is 11:59pm (EST).
 - Your Troop Fall Product Coordinator can also add order card sales for you.
- Click *Update* [2] to save this information. You can come back to update it any time before the girl order deadline.
- Select Reward Choices:** If your girl reaches a reward level with a choice, you can make that choice by clicking the *Physical Rewards* icon in the "Fun Stuff" section.
- Your Troop Fall Product Coordinator will let you know when you can pick up product for order card and girl deliver orders.



Finances

- Do not collect payment from the customer until product is delivered for order card sales. Checks are payable to GSCCC.
- Payment for direct ship and online order for girl delivery were made online. Do not collect payment for these sales options
- Payment for magazines are made online too.

Deliveries

- On the dashboard, click on the girl's *Sales Reports*
- Use the different tabs to view the girl's sales including: All Sales, Magazine Sales, Nut Order Card totals, and Online Nuts Girl Delivered
- If the girl has order card sales, she will use the order card to make those deliveries
- For any online orders for girl delivery, click on the *Online Nuts Girl Delivered* tab
 - You will see the customer, customer email, and the orders.
 - When you scroll down, you will see an option to print a report with all the order information.
 - If you are not willing or able to deliver an online girl deliver order contact M2 Customer Service prior to the girl order entry deadline.

Need help?

M2 Customer Service

1-800-372-8520

question@gsnutsandmags.com