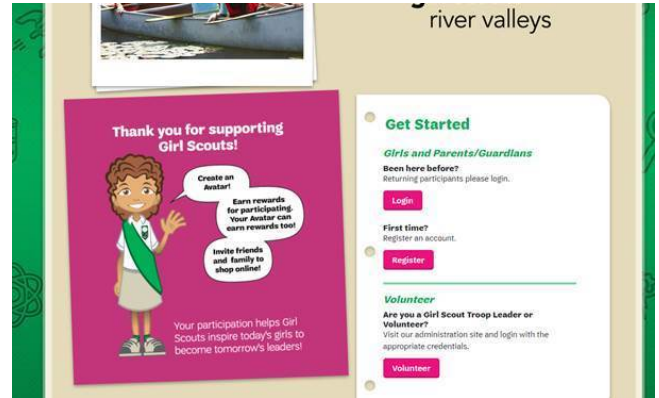


Troops - M2OS Quick Tips

Review the Family M2OS Quick Tips Guide in addition to this guide. Some of what you will need to know about the troop role overlaps with what families will also need to know. If you are in a Service Unit role, please also review the Service Unit Guide.

Before the Sale

- Click on the account registration link sent to your email to set up your account
 - If you did not receive this email, contact your Service Unit Fall Product Coordinator.
 - Note:** These instructions are for setting up your Troop account! Be sure to click the **Volunteer** button when logging in as a troop volunteer. You will need to access your girl's account separately, either through logging in or registering under **Girls and Parents/Guardians**.
- Watch training video as you log in



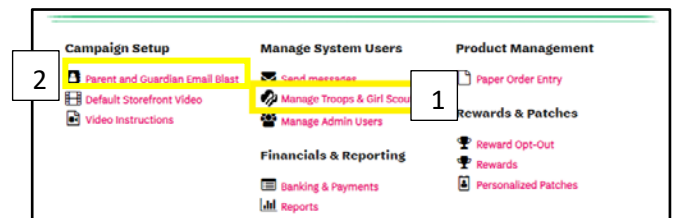
Hanna Lucas

- Edit Avatar
- Your Patch
- View Troop Photo
- Change Role

- 3 Avatars created
- 17 Emails Sent
- 0 Photos uploaded
- 0 Videos uploaded

- Create your Avatar
 - You will be prompted to do this when registering your account
 - Or you can click *Edit Avatar* on your dashboard
 - The girls in your troop will be able to see your avatar when they check out their troop's group photo in their avatar's Room!
- All currently registered girls in your troop will be uploaded in the system. If a girl is not listed, complete an Add a Girl form.

- Check that all girls currently in your troop are in M2OS by clicking *Manage Troops & Girl Scouts* [1]. You have two options (either will work, and you do not need to complete both):



- You can ask your families to register their girl account at www.gsnutsandmags.com/gscolonialcoast.

- You can send a registration email to the girl's parent/guardian from M2OS by clicking the *Parent and Guardian Email Blast* icon [2] either when you are first setting up your campaign or later from your troop dashboard

Parent and Guardian Email Blast

Please add parent / guardian email addresses in order for them to receive a link and instructions on how to participate.

Troop: 20000

View Email Add Contacts

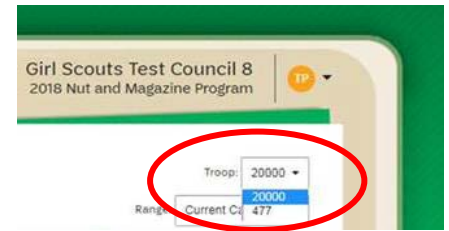
First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Tia	Callas	tcallas@prtg	<input type="checkbox"/>	<input type="button" value="Resend"/>	●	<input type="button" value="Delete"/>
Suzie	Highsoller	dhawk@psgs	<input type="checkbox"/>	<input type="button" value="Resend"/>	●	<input type="button" value="Delete"/>

Status Key

- Opened
- Didn't open
- Sent
- Delivered
- Bounced
- Queued for sending

During the Sale

- **Changing Roles:** If you have multiple troops and need to change the troop you are viewing, click the drop-down arrow next to the troop number
- **Monitoring the Sale:** Check out the Stats bar at the top of your dashboard or view specifics by clicking the reports icon
 1. To search through a long list quickly, click on [Search Tools](#) (you will see this option appear on multiple pages of M2OS)
 2. You can also sort the girl's sale by type of sale by changing the tab above the Reports screen
 3. To look at sales details for specific girls, click the plus sign next to their name (when you see these plus signs, they are a signal that there are more options available for that item)
 4. For each report, you are given the option at the bottom of the screen to Print, Download PDF, Export to Excel, or Email the Report as either a Excel or PDF



All Sales : Current Campaign
Troop Report - 20000

Range: Current Campaign

	Qty	Total
Online Magazines	0	\$0.00
Direct Ship Nuts	0	\$0.00
Nut Order Card	206	\$712.00
Online Nuts Girl Delivered	1	\$5.00
Total Sales	207	\$717.00

Participant	Emails	Magazines		Nuts		Total
		Qty	Sales	Qty	Sales	
+ [Participant]	0	0	\$0.00	76	\$0.00	\$0.00
+ Tia Calles (T)	1	0	\$0.00	0	\$0.00	\$0.00

Click rows to drill down report.

4 **Print Report** **Download PDF** **Export Excel**

✉ Email Recipient PDF **Email Report**

- **Selling:** Order card sales will need to be entered in M2OS at the end of the sale by the family or troop. Online orders are automatically populated into M2OS.
- **Promoting the Sale:** Here are some *optional* activities for girls/troops who want to take their promo skills up a notch!
 - Encourage girls in your troop to create an avatar and make a recording explaining their goals, so that their customers can hear a personalized message from their favorite Girl Scout
 - Make sure girls know about the options to make business cards and fliers on their family account.
 - Create a troop video that girls can upload to their Personalized Storefront explaining why your troop is selling and what their goals are! The default video and instructions on creating a video can be found by clicking the icons on your dashboard

Campaign Setup

- 👤 Parent and Guardian Email Blast
- 📺 Default Storefront Video
- 📺 Video Instructions

Participant

Emails

Type: Participants Missing Patch Action

Subject: [Text Box]

Tip: Try using an email subject like this "We need information to create your patch"

Message: [Text Area]

Tip: Email girls who have earned the personalized patch but have not provided an address and/or created an avatar. Sample Copy: Our records show that you have earned the personalized patch but we are missing information that we need to create it. Please login, go to "Update Girl Scout Details" and make sure all of the information is complete. Also, make sure you have created an avatar that looks just like you. Thank you for participating!

Send

Notebook

Write a note in participants' notebooks.

Posted Notes [Dates] [Delete]

You haven't posted any notes yet, why not post one now?

125 Characters Remaining

Message: [Text Box] From: [Text Box] End: [Text Box] **Post Note**

- **Messaging:** You can click the *Send Messages* icon to contact Girl Scouts and volunteers in your troop who have an account in M2OS
 - You can use the email type choices to get sample text for emails you might want to send, or you can send a completely unique email to the entire troop
 - By selecting a specific email type, you will only be sending the message to participants that fall into that category

After the Sale

- **Entering paper orders:**

- Families who are using the online system will need to enter their Girl Scout's order card sales into M2OS before the family deadline
- Troops can enter or adjust paper orders collected as needed before the troop deadline
 - Only IN PERSON order card sales need to be recorded. All online orders, including girl delivery and shipped orders will be placed automatically. You will not be able to enter orders after the troop deadline

- To add and review orders:

- Click the *Paper Order Entry* icon on the Dashboard [1]
- Locate and select the name of the Girl Scout whose order you need to add or review [2]
- Enter or adjust the quantity for each item as needed (these numbers are the cumulative totals for that girl's order card sales)

The screenshot shows the M2OS dashboard with three main navigation columns: Campaign Setup, Manage System Users, and Product Management. The 'Paper Order Entry' icon in the Product Management column is circled in red and labeled with a '1'. Below the navigation is the 'Paper Orders' section for Troop 20000, with a sub-header 'Manage paper orders for this campaign.' and a note 'Click rows to edit paper orders.' Below this is a table with columns for Scout, GSUSA Number, Email, Qty, Sales, and Nut Sales. The first row is for 'Callas, Tia (T)' and the second for 'cher, sonny'. The 'Qty' column for both rows shows '0'. A '2' is placed in a box next to the first row.

Scout	GSUSA Number	Email	Nut Sales		
			Qty	Sales	Sales
Callas, Tia (T)	111000000	✉	0	\$0.00	\$0.00
cher, sonny	99991570004	✉	0	\$0.00	\$0.00

- **Rewards:**

- After families have had the chance to review the rewards earned by their girl scout, they may be required to select one of two items. When they are finished, review these selections to make sure they are correct
 1. Under Rewards and Patches select *Rewards*
 2. Select the Girl Scout whose rewards you need to review
 3. Make changes as needed and click update to save changes
- You may want to review the status of each girl's progress for earning the Personalized Patch
 1. Under Rewards and Patches select *Personalized Patches*
 2. Select the Girl Scout whose patch status you need to review
 3. Make any changes or updates to the patch or shipment address that are needed and click save

The screenshot shows a 'Manage Earners' window with a 'View Earner' modal open for 'Tiffany Hathaway (Troop 20000)'. The modal contains a message: 'If you are selecting a reward with options of a size or additional choices, please make your selection and click update. You will then be able to make the additional choice.' Below this is a table titled 'Rewards Earned' with columns for 'Reward' and 'Options'. The 'Reward' column shows 'Soar Above Patch' and the 'Options' column shows 'Soar Above Patch'. At the bottom of the modal are 'Cancel' and 'Update' buttons.

Finances

- Á Deposit all money collected into your troop or council bank account. Click the Banking and Payments icon.
- Á You can also track girl payments from the Banking and Payments screen.
 - Á The Payments Due Troop column will update based on order card sales entered for each girl
 - Á Click on the plus sign to the left of a girl's name to add a payment to her record

Girl Scout Payments

View Girl Scout payments for this troop.

[Search Tools](#)

[Add Girl Scout Payment](#)

Click rows to view Girl Scout payments. Click the "+" menu to access additional features.

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Michele Jones	\$0.00	\$0.00	\$0.00
+ Suzy Jones	\$0.00	\$0.00	\$0.00

Troop Delivery Tickets

- Á On the M2OS dashboard, go to Delivery Tickets. (The Delivery Tickets icon will appear after the orders have been submitted to the vendor).
 - Á Under Troop Tickets, the troop should automatically appear. If you manage multiple troops, you will need to arrow down to choose another troop.
 - Á Click on *Create Ticket*. This will generate a PDF to print for your entire troop totals.
 - Á To print individual girl delivery tickets, look for the Girl Scout Tickets section. To print all the girl orders, keep the selection at "All" under the Girl Scout.
 - Á Click on *Create Ticket* to generate a PDF you can print and use to sort the orders by girl.
- Á Girl reward delivery tickets can be found under Delivery Tickets.
 - Á Under Reward Delivery Tickets, look for the Girl Scout Tickets section.
 - Á To print individual girl reward tickets, keep the selection "All".
 - Á Click on *Create Ticket* to generate a PDF you can print and use to sort the rewards by girl.

Delivery Site Ticket

Clear Lake Area Community Center (SU Amery)
Service Unit Amery

Girl Scouts of Minnesota & Wisconsin River Valleys — 2019 Nut and Magazine Sales				
Delivery Agent	Delivery Site	Comments		
Suddath Relocation Systems Of MN	Clear Lake Area Community Center (SU	Back door, Event Center		
Delivery Date	560 5th St			
11/13/2019	Clear Lake, WI 54005			
Service Unit	715-523-1866			
Amery	wendykoenig@gmail.com			
Product	Full Cases	Cases Short	Single Pieces	Pieces Short
Corp Trail Mix	0		9	
Girl Scout Tin with Mint Trefoils	0		9	
Snowman Tin with Peppermint Bark Rounds	1		1	
Warm Winter Wishes Tin with Chocolate Pretzels	0		3	
Whole Cashews	0		11	
Chocolate Covered Almonds	0		7	
Dark Chocolate Sea Salt Caramels	1		7	
Dark Chocolate Mint Trefoils	1		0	
Pecan Supremes	0		5	
English Butter Toffee	1		4	
Honey Roasted Peanuts	0		9	
Peanut Butter Monkeys	1		3	
Dulce Daisies	0		7	
Fruit Slices	0		10	
Spicy Cajun Mix	0		8	
Total	5		93	

Reports

Click on the **Reports** icon on your dashboard to view the various reports available to you: All Sales, Magazine Sales, Direct Ship Nuts, Nut Order Card, Online Nuts Girl Delivered, Special Reports, and Summary Report:

View financial and special reports for this campaign.

Reports

Show Quick Dashboard Links ▾

All Sales Magazine Sales Direct Ship Nuts Nut Order Card Online Nuts Girl Delivered Special Reports Summary Report

Troop Report

All Sales : Current Campaign

Troop Report - 54754

	Qty	Total
Online Magazines	7	\$203.00
Direct Ship Nuts	7	\$62.00
Nut Order Card	0	\$0.00
Online Nuts Girl Delivered	29	\$219.00
Total Sales	43	\$484.00

Troop: 54754 Search Tools ▾

Note: Sales data is updated every 15-30 minutes.

Click rows to drill down report.

When using the Special Reports option, you can export many useful reports to Excel. Explore the many report options available to assist you in reviewing girl orders for both nuts & magazine items as well as rewards. The Girl Scout Summary Report is very helpful to determine the amount each family owes for the girl's sales.

Need help?

M2 Customer Service

1-800-372-8520

question@gsnutsandmags.com