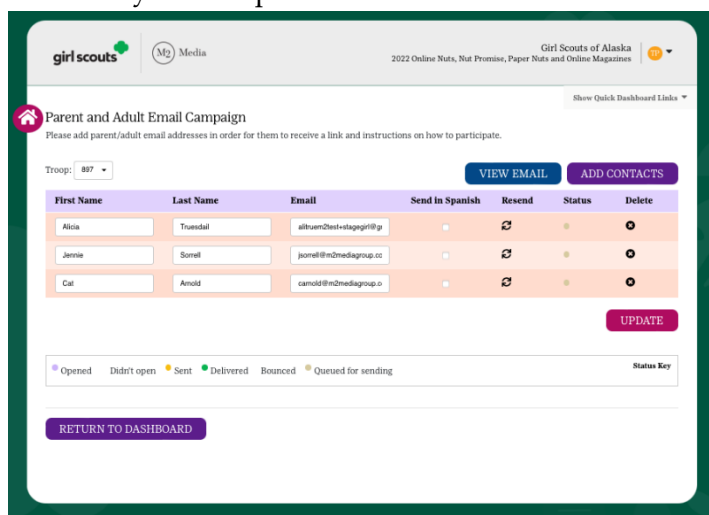
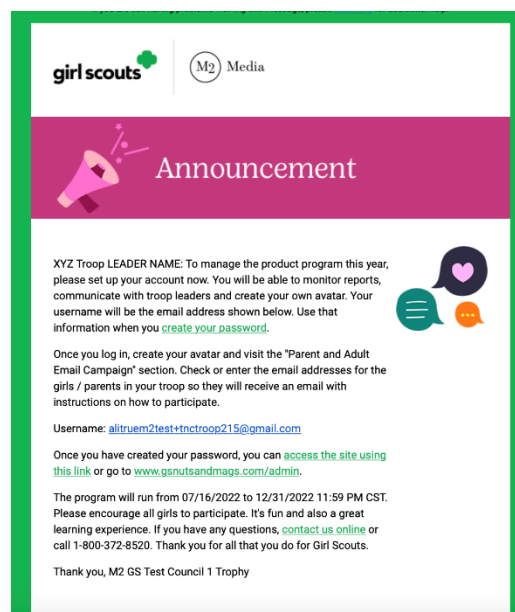


Troop Admin M2OS Quick Tips

Before the Sale

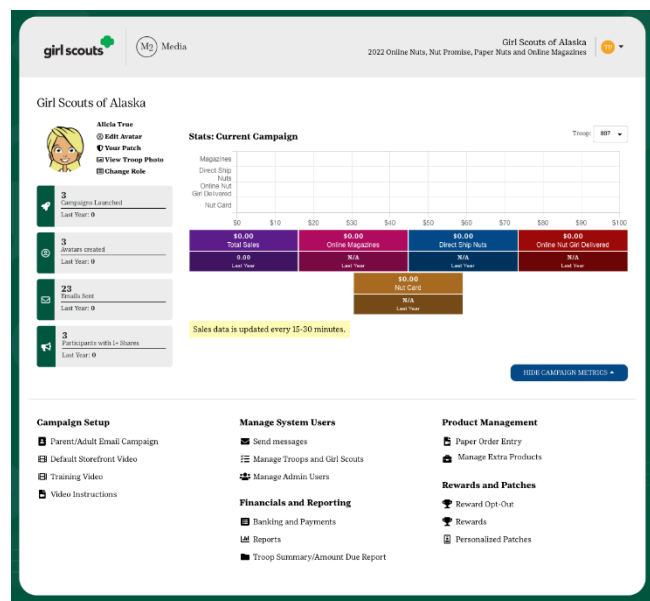
- Click on the account registration link sent to your email and set up your account.
 - If you do not receive this email, contact your SU Fall Product Manager.
- Watch training video after you login, this is a required video you must watch the entire thing, less than 5 minutes.
- All currently registered girls in your troop will be uploaded into the system. If a girl is not listed, remind the family to renew their membership.
- After viewing the troop training, you will be prompted to send the Parent/Adult Email Campaign.
 - Review the list of Girl Scouts
 - Confirm caregiver email address is correct
 - Once confirmed, click send and continue. A launch email will be sent to the Girl Scouts in your troop on October 1.



- Create your Avatar
 - You will be prompted to do this when registering your account.
 - Or you can click Edit Avatar on your dashboard.

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 your stats on your troop dashboard, you can see last year's stats as well.
 - Manage System Users:
 - Manage Troops and Girl Scouts shows you the list of Girl Scouts in the system.
 - Send message: This allows you to send encouraging messages to Girl Scouts participating in Fall Product.
 - Financials and Reporting:
 - You can view financials and reporting by clicking on banking and payments, reports or troop summary/amount due report.
 - Product Management:
 - Paper Order entry allows you to enter any missing Girl Scout's orders.
 - Manage Extra Products allows you to enter and manage any extra product the troop would like to order. Please note, troop is financially responsible for the extra product.
 - Rewards and Patches:
 - Reward Opt-Out allows Cadettes, Senior, Ambassador troops or a troop mixed with Cadettes, Senior, Ambassador can opt out of rewards and earn extra proceeds.
 - Rewards allow you to make any reward selections for Girl Scouts in your troop.
 - Personalized Patches lets you see the status of Girl Scouts in your troop and if they earned a personalized patch.



After the Sale

- Entering paper orders:
 - Caregivers have until Monday, October 12 to enter their Girl Scout's paper orders.
 - Reminder caregivers do not need to enter in the orders received through online Girl Delivery; those are already in the system.
 - Troop Fall Product Managers have until Tuesday, October 13 to enter any missing orders or update existing orders in the system.

- To add and review orders:
 - Click the Paper Order Entry icon on the dashboard
 - Locate and select the name of the Girl Scout whose order you need to add or review.
 - Enter or adjust the quantity for each item as needed.
- Rewards:
 - Caregivers have until November 3 to make any reward selections in the system.
 - You may want to review the status of each Girl Scout's progress for earning Personalized Patch.
 - On the dashboard click on Personalized Patch
 - Select the Girl Scout whose patch status you need to review.
 - Make any changes or update to the patch or shipment address and click save.

Troop Delivery Tickets

- On the M2OS dashboard, go to Delivery Tickets. This option will appear after the nut, and candy orders have been submitted to the vendor.
 - If you manage multiple troops, you will need to use the arrow to choose which troop.
 - Click on Create Ticket. This will generate a PDF to print for your entire troop totals.
 - To print individual Girl Delivery Tickets, look for the Girl Scout ticket section and select all Girl Scouts and hit Create Ticket.

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
Sudasth 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	Fall Cases	Cases Short	Single Pieces	Pieces Short
Gorp Trail Mix	0		9	
Girl Scout Tin with Mint Trefolls	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 Trefolls	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	

GSCTX no longer provides receipt books for Fall Product, troops should be using the delivery ticket printout from M2OS and have caregivers verify their order, sign and each receive a copy of the ticket.

Reports

- Click on the report icon on your dashboard to view various reports available to you. Most reports can pull in PDF or Excel.

**Need help? Contact your Service Unit Fall Product Manager first! OR M2 Customer Service
800-372-8520 or support.gsnutsandmags.com**