

2023 Fall Product Program Troop Information Guide

Important Dates: Mark Your Calendar!

September 25th

Leader access to M2 Online System (M2OS) begins

September 29th

Online opens & Paper Order Card sales begin

October 22nd by 11:59 PM

Caregiver deadline for entering order card items in M2OS, and sending a copy/picture of Paper Order Card

October 25th by 11:59 PM

Deadline for Troops to check and enter any missing girl orders in M2OS

Online Girl-Delivery items should not be re-entered

October 26th at 11:59 PM

Online Girl-Delivery orders end

November 14th – 22nd

You will be notified by your Service Unit Product Manager of the time and place to pick up products

November 15th at 11:59 PM

All online sales end

November 16th at 11:59 PM

Last day to enter girl reward choices in M2OS

December 4th

Caregivers turn money in to Troop

December 5th

Outstanding Balance Forms due

December 7th

ACH Email sent to Troops

December 12th

ACH Sweep



Getting Started

1. After you receive your email invitation to the M2 site, click the link to get set up.
2. Create your Me2® avatar and send Parent/Adult Email Campaign (PAEC) email to girls with the link to create their own Me2 avatar. Be sure girls know how they can earn their Me2 Personalized Patches.
3. Distribute order cards and money envelopes to girls after the permission form is signed.

Fall Product Program links

- Leaders: www.gsnutsandmags.com/admin
- Caregivers: www.gsnutsandmags.com/gsmw
- Email customer@gsnw.org for more materials



OWN YOUR magic

Key Terms for Fall Product Program

- ▶ **Me2 Avatars:** girls AND leaders will love creating their own virtual likenesses with billions of combinations and options! The Me2 Avatar will then be added to the two Personalized Patches that can be earned with the criteria listed below.
- ▶ **Care to Share:** is a program where treats can be purchased by customers to benefit our local military. When girls receive three (3) or more \$6 donations, they will earn a special Care to Share patch. The Council will order the products and deliver to our military bases in Montana and Wyoming.
- ▶ **Online Girl-Delivery Orders:** a customer can order nut/candy items online using a credit card and have them delivered to their home by a Girl Scout. By choosing girl-delivery, local customers can avoid shipping charges.
- ▶ **Caregiver Order Entry:** caregivers may enter their girl's paper orders through M2OS. Troops then have access to enter/edit orders.

Earn Personalized Patches

In the Fall, girls and leaders who create Me2 avatars and meet specific criteria will earn a patch with their very own virtual likeness on it. During Cookies, girls and leaders have yet another opportunity to earn an avatar patch — even if they did not earn the Fall Patch! Not only are there billions of options to create your avatar, but you can choose your outfits and accessories. See the online site or the Paper Order Card for more details. **Don't miss out on these one-of-a-kind patches!**



Fall Personalized Patch

For girls to earn:

1. Create a Me2 avatar and send 18+ emails
2. Use the "Share My Site" function in the M2 system to ask friends and family for support
3. Sell 3+ magazines and 50+ candy/nuts

For leaders to earn:

1. Create a Me2 avatar
2. Send Parent/Adult Email Campaign (PAEC)
3. Have \$1850+ total Troop sales

Cookie Crossover Patch

For girls to earn:

1. In the Fall, girls create their Me2 avatar and send 18+ emails during the Fall Program
2. During the 2024 Cookie Program, sell 350+ packages of cookies

For leaders to earn:

1. In the Fall, create a Me2 Avatar and have \$350 total Troop sales
2. During the 2024 Cookie Program, have a 350+ Troop Per Girl Average (PGA)



OWN YOUR magic

Troop Instructions for Using the M2 Online System (M2OS)

If you haven't received an email invitation to access the M2OS site, please visit www.gsnutsandmags.com/admin and click on forgot password. If you need assistance, please contact your SU Product Manager or email customer care@gsmw.org.

Step 1 – Set Up System Access to M2OS and Update Contact Information

- You will receive an email invitation from M2 that explains how to access the site and get started. Once set up in M2OS, you will have access to your Troop Dashboard. The Troop Dashboard allows you to manage your Troop, send messages to your girls, enter or edit Paper Order Card sales for girls, verify reward choices and view reports. (Council will preload girl information into the system for all registered girls.)
- Girls may launch their online store on September 29th and begin their Paper Order Card selling that same day. If there is a girl in your Troop whose name does not appear in M2OS, they should visit www.gsnutsandmags.com/gsmw with their caregiver to register and enter her information.

Step 2 - Add Girl Orders into M2OS

- Caregivers may enter their girl's Paper Order Card totals into M2OS. The deadline for caregivers to enter all paper orders for their girl is October 22nd at 11:59 PM. **DO NOT enter Online Girl-Delivery items.** Those items as well as all other online sales are automatically added to the girl's order in M2OS.
- The leader must enter any orders not entered by caregivers into M2OS by 11:59 PM on October 25th. To add girl orders from the Troop dashboard: Choose Paper Order Entry > Click on the row with the girl's name > Enter her total nut/candy items by variety from her order card. **Click Update.**
- Rewards are automatically calculated. Caregivers/girls and leaders may view the rewards earned online in M2OS. If there are choices/size options, these selections should be finalized in M2OS by November 16th at 11:59 PM.
- Once a girl has earned her Personalized Patch, it will be submitted to the patch vendor. Patches can take 8-12 weeks to be produced and will be sent to the address entered into the system during the setup process. During the registration process, girls will be given a choice for the background of her patch. She can also choose what accessories and clothing her avatar is wearing. Be sure that girls know patches will be submitted when earned, so they should be comfortable with their choice before completing the registration process.

Step 3 - Submit Nut/Candy Order

- Since order information is automatically transferred, there is no submit button. If changes are needed after October 25th at 11:59 PM, contact your SU Product Manager or customer care@gsmw.org immediately for assistance.

Step 4 - Product Delivery

- Your SU Product Manager will provide a date, time, and location to pick up nuts and candy. Please count and inspect product before signing for them.
- **Once you sign for the products, you AND your troop are financially responsible to turn in all necessary money.** Have caregivers count and sign for product they receive. **Any time money or product exchanges hands, complete a receipt!**

Step 5 – Payment for Nut/Candy Order

- Caregivers should turn money in to the Troop no later than December 4th. Any Outstanding Balance Forms should be submitted to Council by December 5th. On December 7th, Troops will receive an email from gsmwaccounting@gsmw.org with the amount to be swept. On December 12th, Council will sweep Troop accounts for the full balance due to Council.

Reminders

If your Troop chooses to take checks, be sure to have a phone number and driver's license number listed on the check. We recommend you only take checks from people you know and are comfortable contacting if there is a problem. **Orders over \$200 should be paid in cash or by credit card. Council WILL NOT reimburse NSF checks in excess of \$200 or that are deposited 30+ days from the written check date.**

M2 Customer Service

Phone: 800.372.8520

Email: question@gsnutsandmags.com

GSMW Customer Care

Website: www.gsmw.org/fallprogram

Email: customer care@gsmw.org

Phone: 406.252.0488

Service Unit Support

Service Unit Product Manager

Name: _____

Phone: _____

Email: _____