

2024 Fall Product Program Troop Information Guide

Important Dates: Mark Your Calendar!

September 23rd

Leader access to M2 Online System (M2OS) begins

September 27th

Online opens & Paper Order Card sales begin

October 20th by 11:59 PM

Caregiver Paper Order Card entry in M2OS and a copy or picture of order card due to Troop

October 23rd 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 24th at 11:59 PM

Online Girl-Delivery orders end

November 12th – 20th

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

November 13th at 11:59 PM

All online sales end

November 14th at 11:59 PM

Last day to enter girl reward choices in M2OS

December 2nd

Caregivers turn money in to Troop

December 3rd

Outstanding Balance Forms due

December 5th

ACH Email sent to Troops

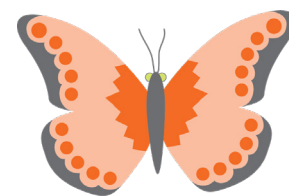
December 10th

ACH Sweep



Getting Started

1. After you receive your email invitation to M2OS click the link to set up.
2. Create your Me2® avatar and send Parent/Adult Email Campaign (PAEC) message to girls with the link to create their own Me2 avatar. Be sure girls know how they can earn their Me2 Personalized Patches.
3. Review the Fall Product information with caregivers and distribute the girl materials including:
 - ▶ Caregiver Information Guide
 - ▶ Money Envelope
 - ▶ Paper Order Card



Fall Product Program Links

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

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 \$7 donations, they will earn a special Care to Share patch. The Council will order and deliver the products 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. 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 M2OS to ask friends and family for support
3. Sell 3+ Mags and More items and 50+ nuts/candy

For leaders to earn:

1. Create a Me2 avatar
2. Send Parent/Adult Email Campaign (PAEC)
3. Have \$2,000+ total Troop sales

Cookie Crossover Patch

For girls to earn:

1. In the Fall:
 - ▶ Girls create their Me2 avatar
 - ▶ Send 18+ emails
 - ▶ Use the "Share My Site" function in M2OS
2. During the 2025 Cookie Program, sell 375+ packages of cookies

For leaders to earn:

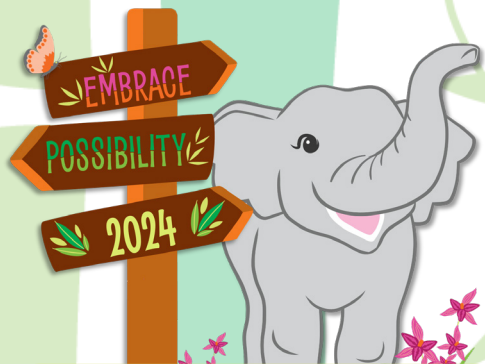
1. In the Fall, create a Me2 avatar and have \$375+ total Troop sales
2. During the 2025 Cookie Program, have a 375+ Troop Per Girl Average (PGA)



Troop Proceeds

Troop proceeds are 15% of total sales and are automatically calculated in M2OS. Troops can view the total amount earned by selecting the Banking and Payments link from their Troop dashboards.

REMINDER: CSA Troops may opt-out of rewards as a Troop to receive an additional 2% in proceeds!



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 27th 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 20th 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 October 23rd at 11:59 PM. 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 14th at 11:59 PM.
- ▶ Once a girl has earned her Personalized Patch, it will be automatically submitted to the patch vendor. Patches can take 8-12 weeks to be produced and will be sent to the address entered in the system during the setup process. During the registration process, girls will be given a choice for the background of their patch. They can also choose what accessories and clothing the avatar is wearing. Be sure that girls know patches will be submitted when earned, so they should be comfortable with their design 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 23rd 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 the 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 the 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 2nd. Any Outstanding Balance Forms should be submitted to Council with receipts by December 3rd. On December 5th, Troops will receive an email from gsmwaccounting@gsmw.org with the amount to be swept. On December 10th, 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: _____