

Troop Key Dates

September 25th

Leader access to M2 Online System (M2OS) begins.

October 3rd

Fall Product Program begins.
Girls can sell online and with their paper order card.

October 26th by 11:59 PM

Caregivers input paper order card entries in M2OS and send a photo of their card to their troop leader.

October 29th by 11:59 PM

Troops double-check caregiver entries and input any missing orders.

Do not re-enter online orders
No late orders will be accepted.

October 30th at 11:59 PM

Online Girl-Delivery orders end.

November 18th – 25th

Service Unit (SU) Product Manager will schedule a time to pick up your troop's order.

November 19th at 11:59 PM

All online sales end.

November 20th at 11:59 PM

Reward selections due in M2OS.

December 8th

All orders should be delivered, and all money is due to the troop from caregivers.

December 9th

Outstanding Balance Forms due.

December 11th

ACH (Automatic Clearing House) email sent to troops with balance due.

December 16th

ACH sweep for 100% balance due.

2025 Fall Product Program Troop Information Guide

As a Troop Leader, you're essential to the success of the Fall Product Program. From encouraging your Girl Scouts to supporting families and submitting orders, your role helps make the program a success. Use this guide to review key dates, program details, M2OS guidance, and more!

Getting Started

Login to M2OS

Access M2OS from your email invitation.

Create Your Me2® Avatar

Create your Me2® Avatar and send the Parent/Adult Email Campaign (PAEC).
Encourage Girl Scouts to create their own Me2® Avatar so they can earn their Me2 personalized patch.

Review and Distribute Materials

Review information and distribute the caregiver guide, money envelope, and paper order card to caregivers and girls.

Troop Proceeds

Troops receive 15% of total sales which are automatically calculated in M2OS. You can view the total amount earned by selecting the "Banking and Payments" link from the Troop Dashboard. *If an entire Cadette, Senior, Ambassador (CSA) troop opts out of receiving individual rewards, the troop will receive an additional 2% in proceeds.*

Rewards

Girls can earn exciting rewards shown on the paper order card. Girl rewards are cumulative, meaning girls earn the rewards up to the sales level achieved. As orders are placed, girls can log in to M2OS to see what they have earned as well as select their reward choices.

Personalized Patches

Girls and leaders who create a Me2® Avatar have the chance to earn a personalized patch! During M2OS registration, you will be able to customize your own patch design. To receive the patch, girls and leaders must meet the criteria listed below.

Girl Scout Personalized Patch

- ☐ Create your avatar
- ☐ Send 20+ emails
- ☐ Use the "Share My Site" feature in the M2 system to ask friends and family for support
- ☐ Sell 3+ magazines and/or other online products

Leader Personalized Patch

- ☐ Create your avatar
- ☐ Send the Parent/Adult Email Campaign
- ☐ Achieve \$2000+ in total troop sales



Using the M2 Online System (M2OS)

If you do not receive an email invitation to access the M2OS site, please visit www.gsnutsandmags.com/admin and click on “Forgot your password?” If you need assistance, please contact your SU Product Manager or email customercare@gsmw.org.

Set Up System Access to M2OS and Update Contact Information

Find the email invitation from M2 on September 25th and follow the instructions to get started. Once set up in M2OS is completed, 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. *GSMW will preload girl information into the system for all registered girls.*

Girls will launch their online stores and begin selling with their paper order cards when the program officially begins on October 3rd. *If a girl in your troop is missing from M2OS, ask her caregiver to visit www.gsnutsandmags.com/gsmw to get them registered in M2OS.*



Submitting Orders into M2OS

Caregivers can enter their girl’s paper order card totals into M2OS until October 26th at 11:59 PM. Remember to NOT include online Girl Delivery items. *Girl Delivery items and other online sales are automatically added to the girl’s order in M2OS.*

The leader should double-check entries and add any missing orders by October 29th 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 that need to be made, these selections must be finalized in M2OS by November 20th at 11:59 PM.

NO LATE ORDERS WILL BE ACCEPTED.

Product Delivery

Your SU Product Manager will provide a date, time, and location to pick up product.

Count and inspect product for damage before signing a receipt for your troop’s order. **Once you receive product and sign for it, you AND your troop are financially responsible for the balance owed.**

Distribute orders to the girls in your troop. Caregivers must count and sign receipts for the product they receive. **Any time money or product is exchanged, complete a receipt!**

BRAVE. FUN!
FIERCE. FUN!



Product Payment

Customer payment for paper order card sales is collected at the time of delivery. *Troops may use the CloverGo App to collect customer card payments.*

If your troop chooses to accept checks, write a phone number and driver’s license number for the customer 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 only be paid in cash or by credit card. **Council WILL NOT reimburse NSF checks for more than \$200 or that are deposited 30+ days from the written check date.**

Financial Key Dates

- **December 8th:** All orders should be delivered and all money is due to the troop from caregivers.
- **December 9th:** Outstanding Balance Forms are due—these will not be accepted without receipts.
- **December 11th:** Automatic Clearing House (ACH) email from gsmwaccounting@gsmw.org will be sent to troops with balance due.
- **December 16th:** ACH sweep for 100% balance due. *There is only one ACH sweep for the Fall Product Program.*

M2 Customer Service

Phone: 800.372.8520

Email: question@gsnutsandmags.com

GSMW Customer Care

Website: www.gsmw.org/fallprogram

Email: customercare@gsmw.org

Phone: 406.252.0488

Service Unit Support

Name: _____

Phone: _____

Email: _____