RISE UP

2021 FALL PRODUCT PROGRAM GUIDE FOR TROOP COORDINATORS & SERVICE UNIT DIRECTORS

girl scouts
of central california
south

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CONTACT INFORMATION

Girl Scouts of Central California South

Phone: (800) 490-8653 For regular hours and after hour emergencies

Email: customercare@girlscoutsccs.org

Fall Product Service Unit Director:_____

Phone: _____

Email: _____

Fall Product Troop Coordinator: _____

Phone: _____

Email: _____

M2 Website: www.gsnutsandmags.com/gsccs

M2 Username/Email: _____

M2 Password: _____

Product Delivery Date, Time and Location

Service Unit/Troop Pick-up Day: _____
<div align="center">(Date and Time)</div>

Location: _____
<div align="center">(Address)</div>

Girl Pick-up Day: _____
<div align="center">(Provided by Fall Product Troop Coordinator—Date and Time)</div>

Location: _____
<div align="center">(Address)</div>

CALENDAR

SEPTEMBER 2021	
Month of September	**Fall Product Program Materials Shipped to Service Unit Directors** • Service Unit Directors distribute to Troop Coordinators • Troop Coordinators to distribute to girls **Service Unit Directors and Troop Coordinators complete the Participation and Financial Agreement Form** • Form link available on GSCCS website www.girlscoutsccs.org **Service Unit Directors, and Troop Coordinators Complete Training** **Service Unit Directors and Troop Coordinators receive "Welcome" email for early access to M2**
September 25 & 26 September 27—30	**NEW! Fall Product Kick-Off Events—In-Person** **NEW! Fall Product Rally Week—Virtual and At-Home**
OCTOBER 2021	
October 1	**Fall Product Program Begins—Presale Order Cards and Online Orders Start** • Girls allowed access to M2 and begin setting up online stores and sending emails to friends and family • Girls begin taking orders using order cards
October 15	**In-Lieu of Recognitions Agreement form due to Council.** Form available on GSCCS Website
October 25	**Pre-Sale Order Cards End, Online Sales Continue** • Girls continue with online sales
October 19-26	**Troop Coordinators able to Enter/Adjust Orders for Girls in M2—Locked out Oct. 27 at 8:59pm** • Troop Coordinators verify all girl order cards have been entered correctly into M2 • Troops order any extra product for Booths
October 23-27	**Service Unit Directors able to Enter/Adjust orders for Girls/Troops In M2—Locked out Oct. 28 at 8:59pm**
October 27	**Girl Delivery Online Orders for Nut and Chocolates Ends** • Direct Delivery online orders for nut/chocolates and magazines continue **Service Unit Directors Verify Product Delivery Address in M2**
NOVEMBER 2021	
November 12-17 Product Delivery	• **Order Cards, Online Girl Delivery and Extra Product Orders Delivered to Service Unit Directors** • Service Unit Director receives, sorts and distributes products to Troop Coordinators • Troop Coordinator receives, sorts and distribute products to girls: parents/guardians
November 17	**Boothing and Lemonade Stands Begin**
November 25-26	**GSCCS Holiday—Fresno and Bakersfield Council Offices and Gold Mine Stores Closed**
DECEMBER 2021	
December 1	**Fall Product Program Ends at 8:59pm** • Final day for Booths and Lemonade Stands • Final day of online orders for magazines and direct shipped nuts/chocolates—M2 online store closes at 8:59pm
December 4	**Troop Coordinators Locked out of M2 at 8:59pm** • Troop Coordinators verify Girl Rewards Orders have been placed in M2 **Parent Delinquency Forms Due to Council.** Form available on GSCCS Website
December 8	**Service Unit Directors locked out of M2 at 8:59pm** • Service Unit Directors verify Troop Reward Orders have been placed in M2
December 9	**ACH Balance Due to Council (100%)**
JANUARY 2022	
Rewards Delivered to Service Unit Directors Service Unit Directors distribute to Troop Coordinators Troop Coordinators distribute to girls **Rewards Delivered to Council Coordinators** Council Coordinators distribute to Juliettes	

Dear Girl Scout and Parent/Guardian,

Welcome and thank you for your participation in the 2021 Fall Product Program! This is a fun and rewarding experience for the Girl Scouts of Central California South. With your help, girls learn that they can do anything they set their minds to.

In addition to being a great opportunity for the troop to earn funds for the start of the 2021-2022 Girl Scout year, Fall Product Program is an important learning opportunity that teaches girls valuable life skills she will use for years to come. Your leadership is an important component to ensuring that girls experience and learn the "5 Skills" at the core of the Fall Product Programs.

We have also improved our DocuSign process, it started with the 2020/2021 Product Program season, to allow a 1-time submission of the Parent/Guardian Product Program(s) Participation and Financial Agreement form for each of your Girl Scout to participate in the Product Programs. This form will be on file and maintained to allow her to participate in any Product Program at our Council (including the Fall Product and the Girl Scout Cookie Program) as long as she is a registered Girl Scout in good standing and meets the Product Programs eligibility requirements. If you have multiple Girl Scouts, please fill out a separate form for each girl. Your Girl Scout(s) still have the choice to participate in each Product Program season. We encourage you to print or save a copy of the completed form for your records. Your Girl Scout(s) 2020/2021 DocuSign is valid going forward, unless otherwise stated and a resubmission is requested by Council.

Do not go nuts! This guide is designed to assist you with all aspects of the Fall Product Program. It is a reference to help you with Girl Scouts of Central California South's policies, procedures and resources.

We appreciate you so much and are here to support you!

-The Product Programs Team
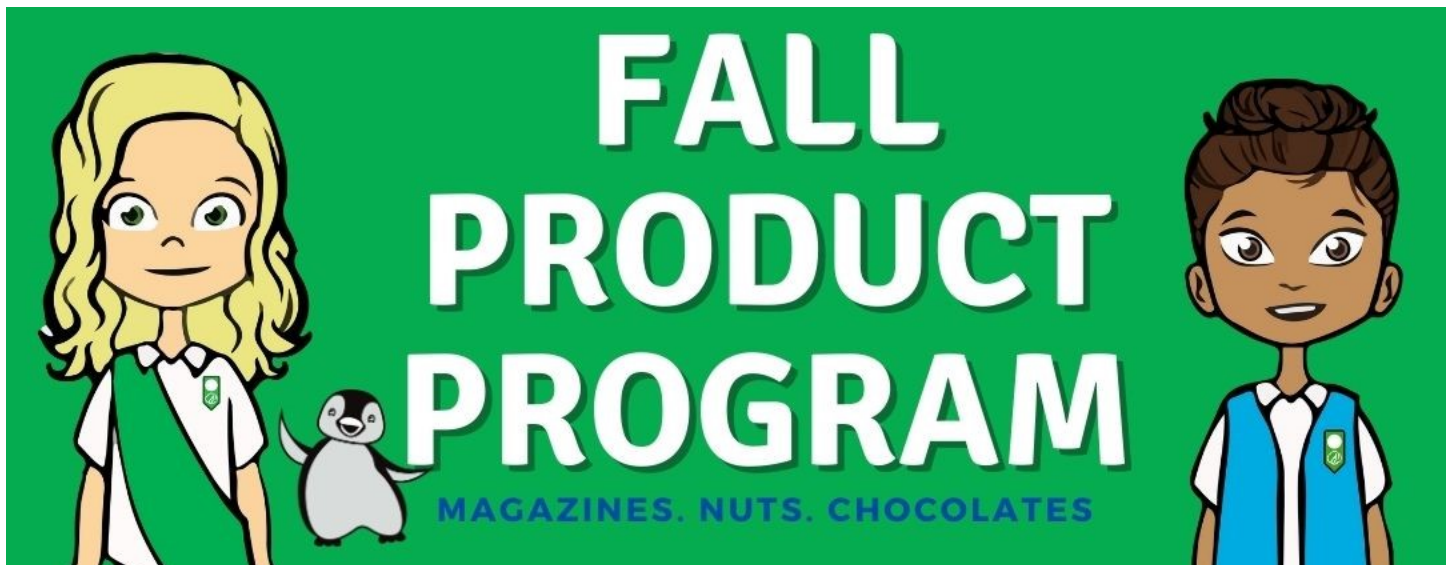
What is the Fall Product Program?
The Fall Product Program is comprised of nuts, chocolates and magazines. All components have an online option to purchase products. The nuts and chocolates can also be pre-ordered on an order card for girls to deliver. Troops and girls can choose to participate in the sale via order card, online or both.

Benefits of Participating
The Fall Product Program is an excellent way to earn start up proceeds for your troop to use during the Girl Scout year to fund your activities and projects. Troops may purchase crafts and programming supplies and older girl Troops can make needed deposits for future plans. The Fall Product Program enables Troops to get an early start on reaching their goals.

The Fall Product Program is the beginning platform for the Girl Scout Entrepreneurship Program. Girls learn how to set a goal, budget the costs, create a marketing plan and then go out and make it happen. The Fall Product Program teaches girls valuable life lessons and to believe in themselves.

2021 Fall Product Program Theme is "RISE UP"
The 2021 Fall Product Program provides girls with an opportunity to "Rise Up" while learning more about the Emperor Penguin

2021 Fall Product Program Mascot is the EMPEROR PENGUIN
Fun Facts about the Emperor Penguin. They are the largest of all living penguin species and breed annually diving the Antarctic winter, June through August. During this time, temperatures can drop as low as –76F with winds as high as 124 mph. They can dive to a depth of 1,800 feet and hold their breath for up to 22 minutes! Their aerodynamic bodies and strong flippers make them excellent swimmers,. Reaching speeds of 7.6 mph. Colonies of adults and chicks work together to huddle for warmth. 5,000 or more tightly packed adults and chicks shuffle around, so each takes a turn on the outside of the huddle where it scold.

The product program is an integral part of a Girl Scout's journey toward leadership, learning and developing the 5 Skills:

Terms to Know as Applicable to the Fall Product Program:
- **Juliette**—an individual Girl Scout that is not associated with a troop or whose troop is not participating
- **Troop Coordinator**—designated person in a troop who manages the program
- **Service Unit Director**—designated person in a Service Unit who assists Troop Coordinators
- **ACH**— the process of Council electronically depositing and collecting payments to and from troop bank accounts
- **"M2" Media Group**—online platform used for sales of nuts, candies and magazines
- **Direct Delivery**—online orders shipped to customer from Trophy Nut
- **Girl Delivery**—items ordered online and delivered by girls
- **Combined Sales**—total of all nuts, candies and magazines sold in person and online
- **Nut Bucks**— Council owned incentive reward, starts at $5 increments, and accumulative up to $500 MAX. Nut Bucks can be used for Goldmine retail purchases; GSCCS, Service Unit and troop activities; GSCCS membership and more. Nut Bucks have no cash value, and cannot be redeemed for cash.

Plan your Fall Product Program using these Five Skills

GOAL SETTING

Girls learn how to set goals and create a plan to reach them.

Start your Fall Product Program this year with a troop discussion on the importance of setting goals. Work on both a troop goal as well as individual goals for each girl. Troops may talk about the troop goal first, keeping in mind the activities that everyone would like to do this year and how much money will be needed. Next, troops may talking about how each girl can contribute to the troop goal by setting her own individual goals and working hard to reach them. Have your Troop fill in the chart and record their progress throughout the program to help the Troop track to reach each goal. Downloadable Goat Char on the council website.

The Fall Product Program is comprised of nuts, chocolates and magazines. All components have an online option to purchase products The nuts and chocolates can also be pre-ordered on an order card for girls to deliver. Troops and girls can choose to participate in the sale via order, online or both.
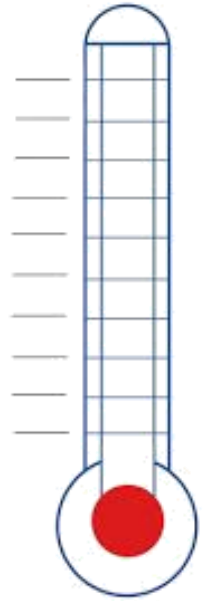
DECISION MAKING

Girls learn to make decisions on their own and as a team.

During the program, there will be many decisions for the girls to make that will guide them toward reaching their goal. To start, they will need to decide which friends and family to contact and how best to contact them: in person, by phone or email, text messages, or on social media.

What actions should they take to maximize their results after that? The M2 system provides easy steps, with the help of a parent or guardian, to give their avatar a voice with their own personal message, upload a photo or video, or share on social media. Have each girl answer the questions below and note which decisions each one will make (or has made) when marketing their own program. Discuss and share ideas.

How will you contact your potential customers?

☐ In person   ☐ Phone call   ☐ Text message
☐ Email   ☐ Social media   ☐ Send a note

Will you use any online tools in the M2 system to get the word out?

☐ Create a video   ☐ Give your avatar a voice   ☐ Hand out business cards

MONEY MANAGEMENT

Girls learn to create a budget and handle money.

Throughout the program, encourage the girls to check their progress frequently. Sales reports are available on the dashboard for individual girls and at the troop level. Use the reports to calculate troop proceeds, then add in any sales from nut cards to see how close everyone is to reaching their individual goals and the troop goal.

PEOPLE SKILLS

Girls find their voice and build confidence through customer interactions.

There are so many ways for the girls to communicate with their friends and family about the Fall Product Program: social media, phone calls, emails, text messages, and in person. Have the girls think about what products each potential customer might like that she could recommend to them.

Encourage her to find her voice and it will help build confidence every time she talks to someone new about the program. Have each girl create a form using the form below as a guide.

List of Potential Customers				
Name of Person	Ideas/Suggestions	Method of Contact (In person, phone call, text message, email other?	Did you Follow Up? (Yes/No)	Did you say Thank You? (Yes/No)

BUSINESS ETHICS

Girls learn to act ethically, both in business and life.

As the girls prepare to ask friends and family to support their efforts in the Fall Product Program, encourage them to contact their potential customers respectfully and in a timely manner. They should plan to share why the troop is earning money and what the troop intends to do with the proceeds earned. Any questions they are asked should be answered honestly and thoughtfully.

Also, a "thank you" goes a long way. Each girl should make sure to say thank you to the people who took time out of their day to support them. Customers need to know that they are appreciated when they make a purchase that benefits the girl and her troop. Have each of the girls prepare for their part in the program by completing each of these activities:

• Create a list of plans for the proceeds that she can share with her supporters
• Create her own note cards, stationery, or personalized email to say thank you to her supporters

Go Nuts and Stay Safe!

Show you're a Girl Scout
- ♥ Use Buddy System, **girls never sell alone!**
- ♥ Wear a membership pin, uniform or Girl Scout apparel to identify yourself as a Girl Scout
- ♥ Be considerate, wash/sanitize hands between customers, and stay 3-6 feet apart from others
- ♥ Sanitize frequently touched objects such as phones, order cards, pens etc.
- ♥ Be prepared for emergencies and always have a plan for safeguarding money
- ♥ Follow current CDC COVID-19 guidelines on https://www.cdc.gov

Never
- • Never enter a home while selling product
- • Never enter the vehicle of a stranger
- • Never enter a yard if there is a dog or closed gate/fence
- • Never accept food or beverages while selling
- • Never sell door to door after dark

Be Street Wise
- ⟲ Do not sell in front of any establishment girls cannot legally enter or patronize
- ⟲ Always follow safe pedestrian practices
- ⟲ Be aware of traffic when unloading products and passengers from vehicles
- ⟲ Adults must be present at all times when taking orders, selling or delivering products
- ⟲ Never lose sight of your Girl Scout

Protect Privacy
- ☒ Never share a Girl Scout's last name, phone number or address
- ☒ Always protect privacy by not sharing a customer's personal information

Online Safety
- ∗ Girls should always be supervised while online
- ∗ Never publish a girl's last name, phone number or address
- ∗ Never post a girl's M2 online store link on a **3rd party resale site** (Ebay, Amazon, Craigslist, Facebook Marketplace etc.,)
- ∗ Posts about the Fall Product Program can be made on your social media sites and shared by family and friends.
  An example is as follows: *"Hi, my daughter is participating in the Girl Scout Fall Product Program. To help support their troop activities this year, their selling nuts, candies and magazines. If you are interested in helping, please see the* link *provided."*
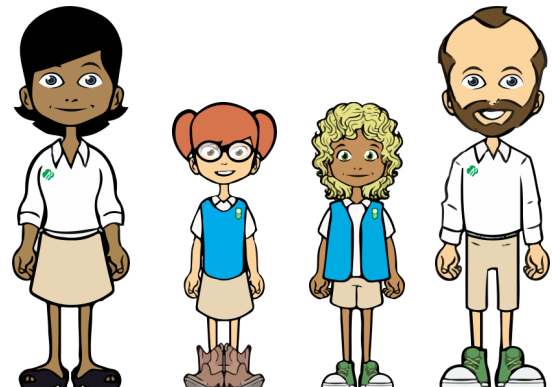
Money Handling

⇒ No bill larger than a $20.00 may be taken
  * If a troop takes a bill larger than a $20.00 and it is a counterfeit, Council will not reimburse the troop
⇒ Keep money secure at all times- Daisies cannot handle money

Check Handling

Checks that are taken as a form of payment must have the following written on check: *(see example check)*

Your Name	**Persons Information**
123 Main St Somewhere, US 10111	Date **Month/ Date / Year**
PAY TO THE ORDER OF	**Girl Scouts of Central California South** $ **Amount**
	Amount in Word Form *example: Forty and 00/00* DOLLARS
Your Bank 456 Main St Somehwere, US 10111	
MEMO **Troop # / Girl Name**	**Persons Signature**
|:123456789 |:	1001001234 0141

⇒ First and last name of the person who wrote the check
⇒ Phone number
⇒ Address
⇒ Driver license number
⇒ Date
⇒ Check Pay To: Girl Scouts of Central California South or GSCCS
⇒ Memo: Troop Number and/or Girl Name
*Please note that if a check does not clear the bank and the information above is not on the check, Council will not reimburse the troop.

Product Delivery

⇒ Service Units and Troops are financially responsible for all product ordered
⇒ Council will not accept any product returns, unless damaged
⇒ Reach out to other Service Units, Troops and Council's Customer Care for help with excess product
⇒ Remember there are no cupboards, order extra product for booths/lemonade stands

Storage

⇒ Product should not be stored directly on the ground
⇒ Product must be kept in a temperature controlled environment
⇒ Chocolate items will begin to melt at 77° degrees
⇒ Do not leave product in a car, Council will not reimburse for stolen product

Receipt, Receipt, Receipt

⇒ Never accept or transfer product without a detailed receipt
⇒ Once you accept and sign a receipt for product, you are financially responsible for it
⇒ Anytime money or product changes hands, both parties should have a signed receipt

Adjustments cannot be made without a corresponding receipt that shows the correct transaction.

Rewards and Nut Bucks

⇒ Rewards are automatically calculated. Parent/girl need to enter rewards selections into M2 . If no selections are made, the default item will be selected
⇒ Personalized patches will be mailed directly to the Girl Scout using the address provided in the M2 system. Make sure your address is entered and correct
⇒ Nut Bucks are a GSCCS Council owned incentive reward, and not managed by the M2 system
⇒ Nut Bucks are cumulative based on combined sales (nut order card, online sales and magazine sales)

WAYS TO PARTICIPATE

There are 3 ways to participate… choose them all or just the ones you want!

1)   In-Person Sales

Girls receive an order card with pictures, descriptions, cost per item, and information; such as gluten free products, kosher etc. for nuts and candies available.

Customers not wishing to purchase products have the option to donate $5.00 toward care to share. The girl will receive credit for the donation and Council will donate the products to a local charity. Always collect the Care to Share donation payment at time of order. This option is also available online.

How to Use the Order Card

Record items that customers wish to order. Explain that products will be delivered by the Girl Scout in November. Be sure to fill out the order card completely. Payment may be collected at time of order (whenever possible) or at time of delivery.

2)   Online Store Orders

The online platform used for the Fall Product Program is called M2 Media Group. This platform allows girls to enter product ordered on the order card, set up a store, track online orders and more.
To take orders online a girl must set up their own personalized online M2 store. All orders and payments online will be automatically credited to the girl.

For magazines, a customer can only order and pay though the girls online M2 store. Magazine orders will be delivered directly to the customer. A customer orders, renews, and pays for a subscription in the online store.

For nuts and chocolates with the **direct delivery** option, the customer orders, pays and product is shipped directly to customer.

For nuts and chocolates with the **girl delivery** option, the customer orders, pays online and product is delivered by girls. Online girl delivery orders are automatically added to a girl's order in M2 and delivered with order card orders to their Service Unit Director.

3)   Booths and Lemonade Stands

A booth takes place in front of a business, with the permission of the store owner. Drive-thru boothing is permitted, however, only adults may approach vehicles. Boothing may not take place in streets or medians.

A lemonade stand is an individual stand located on residential property that is owned by the parent/guardian or by someone they know. Individual Girl Scouts and Juliettes may host a lemonade stand with adult supervision at all times.

Troops, and Juliettes will need to secure their own booth locations, Council does not secure booths for Fall Product. All booths must be marked with Girl Scout signage. If a location requests a Certificate of Insurance (COI), please contact Customer Care at (800) 490-8653 or by email at customercare@girlscoutsccs.org.

To secure a booth, contact the store owner/manager and establish a time and date your Girl Scout/Troop will be there. Bring plenty of product, a table for showcasing items, a cashbox with change, and Girl Scout signage to display at your booth. On day of activity, check-in with the store owner/manager to inform them you have arrived and to receive any special instructions from store management.

Product	Sale Type	Money Collections	Delivery to Customers
Nuts and Chocolates	In-Person	♦ Girls collect money from customers ♦ Parents/Troops enter orders into M2 by deadline ♦ Girls turn in money to troop	Girl Delivery to customers
	M2 Online Girl Delivered	♦ Girls create a store in M2 and send emails to friends and family ♦ Customers pay online for **girl delivery** ♦ Orders/payments automatically credited to girls	Girl Delivery to customers
	M2 Online Direct Ship	♦ Girls create a store in M2 and send emails to friends and family ♦ Customers pay online for **direct ship** ♦ Orders/payments automatically credited to girls	Direct Shipped to customers (1-2 weeks standard delivery after order processing; customers have options for expedited shipping)
Magazines	M2 Online Only	♦ Girls create a store in M2 and send emails to friends and family ♦ Customers pay online ♦ Orders/payments automatically credited to girls	Direct Shipped to customers (6-8 weeks standard delivery time after order processing)

TROOP COORDINATORS GUIDE

The role of the Troop Coordinator is to manage the Fall Product Program for the troop. You will be the main point of contact for parents and girls. In addition, follow the guidelines, due dates and abide by the Girl Scout Law and Promise at all times.

In order to participate, all Troop Coordinators must
1) Be a background checked, GSCCS registered member for 2021-2022 membership year
2) Owe no money to Council
3) Ensure Troop Financials for 2020-21 have been turned in, if the troop was active at any time from June 1, 2020 to June 30, 2021.
4) Have a completed Troop Coordinator Participation and Financial Agreement Form for the 2021-22 year (DocuSign link located on GSCCS website www.girlscoutsccs.org)
5) Provide Troop bank account and routing number for ACH withdrawal

Duties and Responsibilities:
- Complete Troop Coordinator Fall Product Program training provided by Council
- Complete set up as Troop Coordinator in M2
- Adhere to important due dates and deadlines (see Calendar p.4)
- Verify Troop banking information in M2
- Receive program materials* from Service Unit Director and distribute to participating girls
- Instruct Parents/Guardians to complete necessary product program training
- Verify roster of participating girls are correctly entered in M2
- Verify Girl/Troops orders are entered/updated in M2
- If Troop/girls are planning on booth or host lemonade stands, order the "Extra Product" in M2
- Receive ordered product from Service Unit Director and verify count before distributing to girls
- Distribute ordered products to girls, verify product counts and have parents sign the receipt for product
- Collect all funds from girls and deposit into Troop bank account, issue individual receipts for funds collected. *Never accept a payment without providing the parent with a receipt!*
- Submit Parent Delinquency forms to Council (forms located on GSCCS website www.girlscoutsccs.org)
- Enter/verify reward selections for girls are in M2
- Receive rewards from Service Unit Director and verify counts
- Distribute rewards to girls

For any discrepancies with materials, products or rewards, contact your Service Unit Director immediately

* Program Materials
Troop materials provided and Girl sellers packets to be distributed prior to beginning of the Fall Product Program.
♦ 2021 Fall Product Program Guide for Troop Coordinators and Service Unit Directors
♦ Money and/or Product Receipt booklet (2 per troop)
♦ Girl Fall Product Program Sellers Packet—ONE PER PARTICIPATING GIRL
   ⇒ 2021 Fall Product Program Guide for Girls and Families (available for download online)
   ⇒ Chocolates/Nut Order Card
   ⇒ Money Envelope
   ⇒ M2 Informational Flyer

Rewards & Nut Bucks
♦ Girls are eligible to earn rewards and patches as well as Nut Bucks
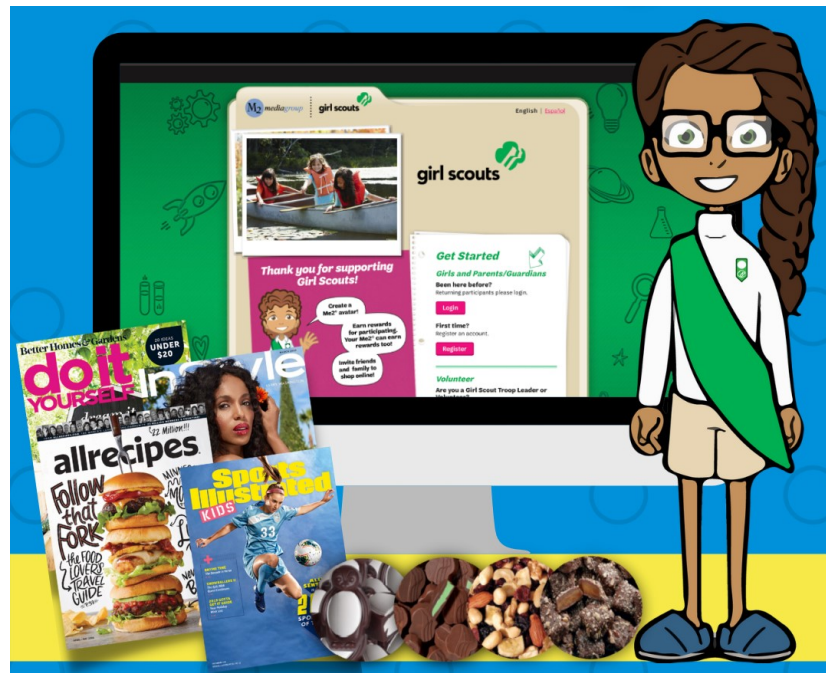
Welcome to the M2 Media Group, the online platform for the Fall Product Program.

You will receive an email invitation to set up your administrative level access to the M2 online system. Your access email will prompt you to create a password to access your M2 Volunteer account.

- You will be prompted to complete certain account information, as applicable - watch a short system training video, enter a mailing address, create your Avatar, and send access emails to the participants in your Troop. You will be able to see a list of pre-uploaded girls. If any girls are not pre-loaded please remind them to fill out the parent/guardian participation and financial form. Once approved they will be added to your Troop roster.

- Girls can launch their accounts on October 1, 2020. Please note that the system will not accept any early participant activity; girls must wait until the sale launch date. Participants can enter their own paper orders into their accounts through October 26th. If they do not enter their orders, you will need to do so for them.

Adding Girl Orders into M2 system
- Parent/Guardians will work with Troop Coordinators to enter the Girls' order cards items into M2. Juliettes will work with Council Coordinators.
- Parents should not enter products that were ordered online by customers for "girl delivery", as orders are automatically entered into the M2 system.
- Troop Coordinators must enter any orders not entered by parents into M2 system.
- Choose Paper Order Entry from your dashboard.
- Click the girl's name to edit/enter orders.
- **DO NOT enter online Girl Delivered products.** Enter her total nut/chocolates items by variety from her **order card.**
- Click "Update." Make sure the totals match the order card
- There is no submit button! Orders are transmitted for fulfillment automatically after the cutoff date.

Product Delivery and Distribution
- Coordinate with your SU Director to pick up your troop's nut/chocolates items.
- Print a delivery ticket for each girl's order from your dashboard. As you distribute items to each girl, have their parent count and inspect items and sign the delivery ticket for your records.
- If you do not have access to a printer for the "Delivery Ticket" printouts, use the product receipt booklets provided in your materials packet to give to parent/guardians at product pick-up.

Troop Banking
- Payment is collected at the time of ordering or at time of delivery.
- Deposit all money into your troop bank account frequently and keep all receipts!
- Amount owed to GSCCS will be deducted via an ACH withdrawal
- Amount due is calculated automatically in the M2 system
- Find balance due by clicking the "Banking and Payments" link on your Troop dash-board. You will see an overview of all sales and proceeds information for your troop. The "Reports" link shows even more detail. View the Troop Orders Report or download your troop's delivery ticket and toggle on financial information for another view.

Rewards & Nut Bucks
- Rewards are automatically calculated. Parent/girl will need to enter rewards selections into M2 when applicable. If no selections are made, the default item will be selected.
- Verify girls have selected desired rewards where applicable. If no choice is made, the default item will be selected.
- Personalized patches will be mailed directly to the Girl Scout using the address provided in the M2 system. Make sure the address is entered and correct.
- Nut Bucks are a product of GSCCS Council, and not managed by the M2 system. Nut Bucks will be distributed by Troop Coordinator or by GSCCS Council Coordinator for Juliettes.
- Individual Girls have the opportunity to earn "Nut Bucks". Nut Bucks are accumulated by Combined Sales (nuts, chocolates and magazine orders combined). There are several ways to use the Nut Bucks.

Tips!
* Parents/guardian hand-in money collected from In-Person sales to Troop Coordinator in a timely manner.
* All funds collected must be deposited into the Troop's bank account. Never hold onto large amounts of money, deposit quickly.
* Money for all online orders shows as already paid to council and final ACH will be adjusted for the troop to earn proceeds on these sales.
* *If* a girl does not turn in money at the scheduled time, contact her parent/guardian immediately.
* Keep the Service Unit Director informed of all contact attempts and document the information.
*

M2 mediagroup | girl scouts

View in Español

girl scouts

Thank you for supporting Girl Scouts!

Create an Avatar!

Earn rewards for participating. Your Avatar can earn rewards too!

Invite friends and family to shop online!

Your participatio... Scouts inspire t... become tomorr...

Get Started

Girls and Parents/Guardians

Been here before?
Returning participants please login.

Login

First time?
Register an account.

Register

M2 Homepage can be viewed in Spanish and in English
"View in Español"
"View in Ingles"

girl scouts | M2 Media Group

View in Inglés

girl scouts of central california south

Thank you for supporting Girl Scouts!

Create an Avatar!

Earn rewards for participating. Your Avatar can earn rewards too!

Invite friends and family to shop online!

Your participation helps Girl Scouts inspire today's girls to become tomorrow's leaders!

Comience

Niñas y Padres/Tutores

¿Ha estado aquí antes?
Participantes que regresan por favor ingresen.

Iniciar Sesión

¿Primera vez?
Registrar una cuenta.

Registrarse

Voluntario
¿Usted es un Líder de Tropa de las Girl Scouts o un Voluntario?
Visita nuestro sitio de administración e inicia sesión con las credenciales apropiadas.

Voluntario

Scan Me!

Check out the step by step guide to creating your new account, your personalized Avatar and managing users, navigating the troop coordinator dashboard and more.

Website

Go to www.gsnutsandmags.com/gsccs .

Get Started—Volunteer

Click on the **Volunteer** button

Manage your Campaign
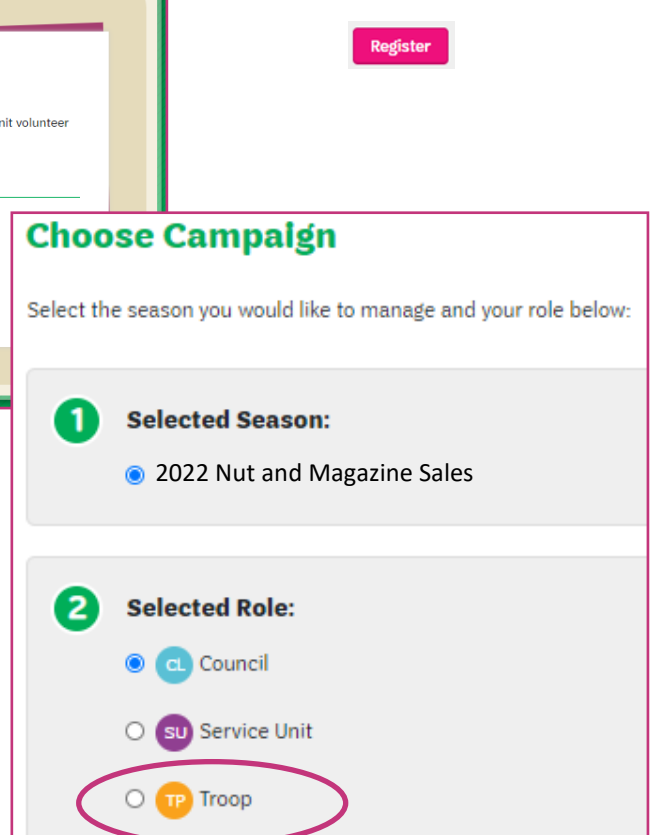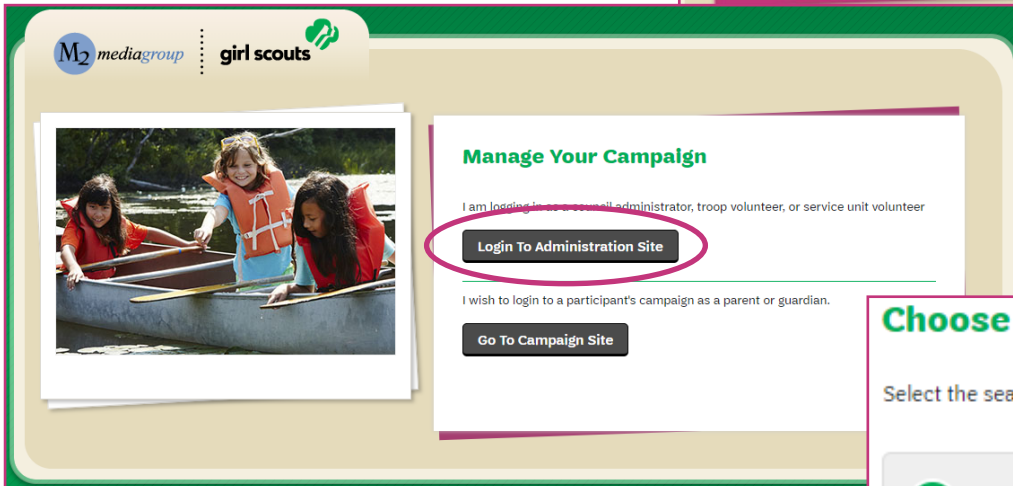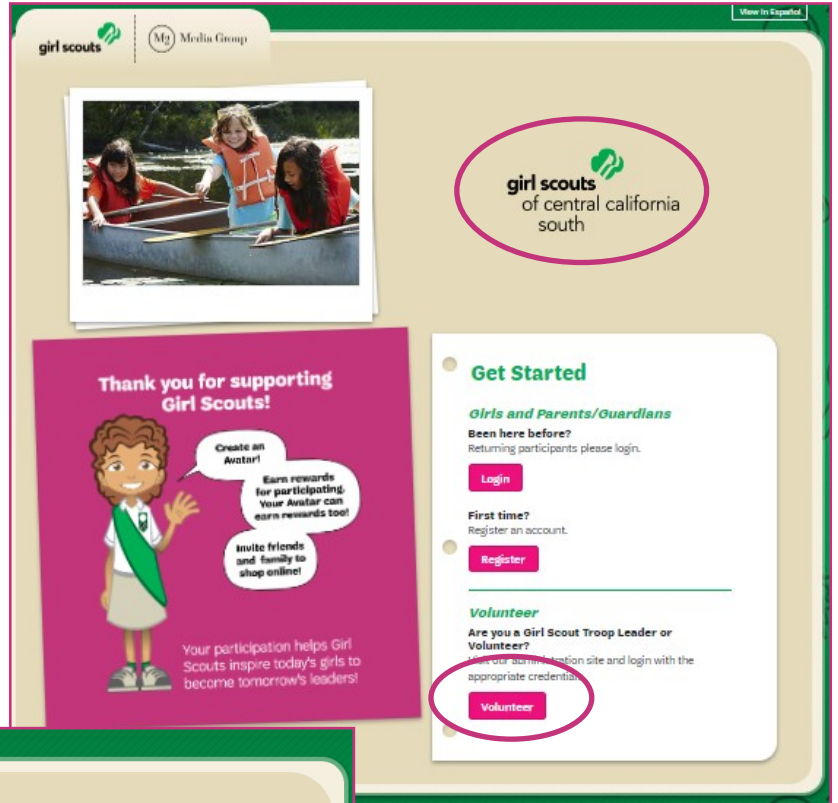
Select the Login to Administration Site

Create account details.
The password you choose is required to have:

- **6** characters or more
- contain at least one **uppercase** letter
- contain one **lowercase** letter
- and one **numeric** digit

Choose your Campaign

❶ Selected Season

❷ Select Role: Troop Coordinator

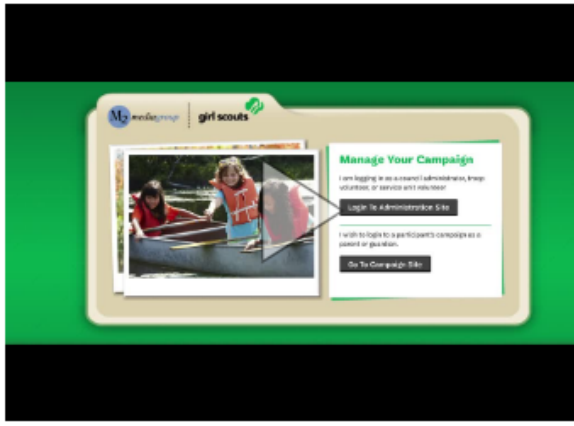**M2 Customer Service**

Hi!
Our friendly customer service representatives are ready and waiting to answer all of your Fall Product Program questions!

question@gsnutsandmags.com
(800)-372-8520

We're happy to help!

Before You Begin

You will be prompted to watch a video, once completed you will be able to continue to the site approximately 10 minutes after the video has finished playing.
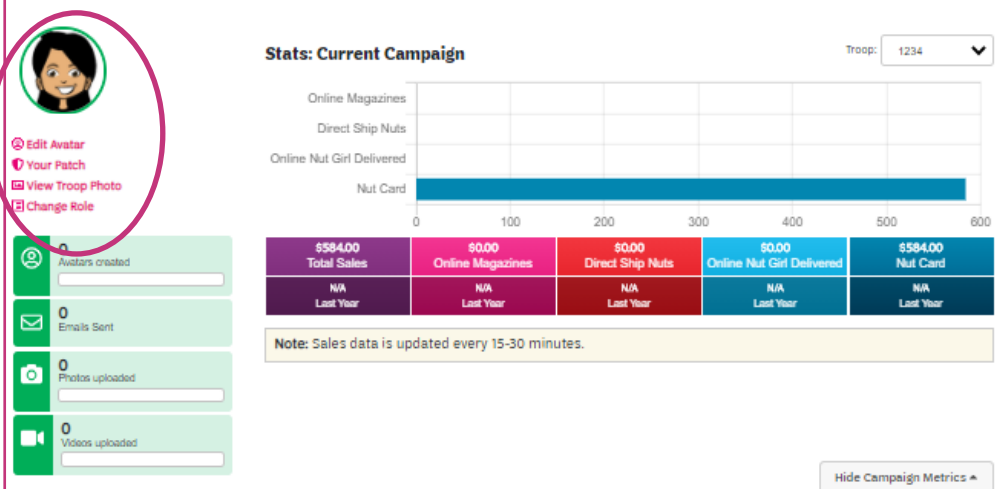
The next following steps (can skip and do at a later time)

- Parent and Guardian email blast
- Create an Avatar

Campaign Metrics board. Gives a quick overview of sale progress for your Service Unit. The board shows 'Total Sales, Online Magazines, Direct Ship Nuts, Online Nut Girl Delivered and Nut Card orders.

"Hide Campaign Metrics" button to collapse metrics board.

Create/Edit your Avatar

Create an Avatar that looks just like you! Using the arrows to see all the choices for creating your avatar. You will be prompted to do this when registering your account.

You can "edit your avatar" on the main dashboard at any time during the program.

To see all the choices of the avatar by selecting each category and making selections.

Your Patch

Preview your personalized patch creation and add your shipping address. Your personalized patch, if earned will be mailed to the address provided. If you would like to update your avatar, you will need to so after confirming address.

View Troop Photo

Be sure to check often, as each girl creates their avatar.

Change Roles

If you are a Troop Coordinator as well as a Service Unit Director, you can toggle between both of your roles by clicking on the dropdown menu next to the "TP" button in the upper right-hand corner of your homepage.

SU Service Unit   TP Troop

CAMPAIGN SETUP

Familiarize yourself with the Troop homepage, main Dashboard. The **Bottom Half** of the page has links to all other pages within the operating system.

There are 5 main categories: **Campaign Setup", "Manage System Users, Financials and Reporting, Product Management** and **Rewards and Patches.**

Campaign Setup
- Parent and Guardian Email Blast
- Default Storefront Video
- Training Video
- Video Instructions

Manage System Users
- Send messages
- Manage Troops & Girl Scouts
- Manage Admin Users

Financials & Reporting
- Banking & Payments
- Reports
- Troop Summary / Amount Due Report

Product Management
- Paper Order Entry
- Manage Extra Products

Rewards & Patches
- Reward Opt-Out
- Rewards
- Personalized Patches

Parent and Guardian Email Blast

Add parent/guardian email addresses in order for them to receive the instructions on how to participate.

View Email
A pre—generated email is populated and ready to view.

Add Contacts
Import contacts from
- Yahoo
- Gmail
- Outlook.com
- AOL
- Address book

Or add emails individually.

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: 1234

[View Email] [Add Contacts]

First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Lauren	Mcfarland	laumcfarland@gmail.com	☐	⟳	●	⊗
Christina	Stonehocker	stonehocker2017@yahoo	☐	⟳	●	⊗

[Update]

Status Key
● Opened ○ Didn't open ● Sent ● Delivered ▲

Default Storefront Video

Select Troop Video:

200000

Want to replace this video?

Select a video on your computer to use for your campaign.

[Choose File] No file chosen

Videos can take up to 10 minutes to be processed.

Upload

Default Storefront Video
Upload a personalized video parents will see upon registering an account to be used on your campaign.

Training Video
Training video provided by Council. Once complete you will be prompted to enter the site.

Video Instructions
Review the video instructions. Topics include: How to Make a Video for Friends and Family to View, Sample Script and Safety information.

Send Messages

Send Messages
Send messages to participants, volunteers, and members of this campaign.

Encourage Participate in the program and help them with tips and reminders during the sale! Use the M2 system to send emails to Participates. Email Templates Types include
- Announcements
- Participates with missing patch action
- Participates with missing rewards action
- Participates who have not sent emails
- Participates who have sent less than 15 emails
- Participants with sales
- Thank You

Each template has a "*tips*" for subject line and "*tips*" for the body of the text.

Emails

Type: Announcement

Troop: 200000

Subject:

Tip: Try using an email subject like this "*Girl Scout Product Program Announcement*"

Message:

Tip: This is the body of our participant announcement email message. Thank You, Girl Scouts

Manage Troops and Girl Scouts

Troops
Review all information. Troop list can be printed.
Filter your search by using the **Search Tools**
- Troop level (Daisy—Ambassador)
- Bonus (none/Reward Opt-Out)
- Product Pick (All, Complete, Incomplete)

Girl Scouts
Review all information. **Filter** your search by using the **Search Tools**
- Status (Launched/Not Launched)
View Girl Scout

Manage Troops & Girl Scouts
Manage Troops & Girl Scouts for this council.

Troops | Girl Scouts

Manage Your Troop Numbers
Manage Troop Information for this council.

Search Tools

Troop #	Service Unit	Troop Level	Bonus
		Choose	Choose

« « 1 » »

Click the "+" menu to access a...

Troop
+ 1234

"+"
Click for additional details
Troops:
- View Sales Report
- Manage Extra Product
- View Payments
- Manage ACH
- View troop Photo
Girl Scout:
View Girl Scout

View Girl Scout
Girl Scout Name: Kaitlyn Askelson
Registered on: 08/05/2020
Campaign launched on: 08/05/2020
Guardian Name: Marilyn Askelson
Guardian Email: measkelson@yahoo.com

Service Units | Troops | Girl Scouts

Manage Your Girl Scouts
Manage Girl Scout information for this council.

Search Tools

Troop #	Girl Scout Name	GSUSA #	Status
			Choose	Filter Reset

« « 1 2 3 4 5 » »

Click records below to view more information. Click the "+" menu to access additional features.

Girl Scout Name	Troop #	Service Unit	GSUSA Number	Status
+ Christi Baker	200002	469 Island Rider	5467387465	Launched
+ Elizabeth Banks	200002	469 Island Rider	3334445553	Not Launched

Manage Your Users
Manage administrative accounts for this ca...

| | Logged In | 94 |
| | Not Logged In | 44 |

"+"
Click for additional details
- Reset Password
- Temporary Password

Search Tools

General	Logged In Status	
Search	All	Filter Reset

Click rows to view account details. Hovering over user role icons will show what service units or troops that user is associated with.

« « 1 2 3 4 5 ... » »

Name	Role(s)	
+ Kendra Allen Last Login: 8/26/2020 11:04:59 AM Watched Training Video: No	TP	☒

Manage Your Users
Review all information.
ADD User by providing an email address. [Add User]
To **DELETE User**, select the "X".
To **Export User List** into an Excel file select 'Export To Excel'.
By hovering over the Role icons will show additional information for each user.

Filter your search by using the **Search Tools**
- Logged in Status (Logged in/Not Logged In)

[Export To Excel] [Filter] [☒]

Paper Orders

Manage paper orders for this campaign.

Service Unit: 1
Troop: 1234

Note: Paper orders may take up to 30 minutes to appear on your sales reports.

Click rows to edit paper orders.

Scout	GSUSA Number	Email	Nut Sales Qty	Nut Sales Sales
Bonnie Brownie	123456789	✉	2	$13.00
			0	$0.00
			100	$560.00
			2	$11.00
			0	$0.00

Add Girl Scout

Add Paper Order

Please enter the Girl Scout's name

Girl Scout First Name

Girl Scout Last Name

Cancel | Submit

View Paper Order ✕

Scout Info
Troop: 1234
Participant: Brownie, Bonnie
GSUSA ID: 123456789

Nut Orders
Troop and SU Leaders: Please enter the orders that girls have received in person.

	Product	Price	Qty	Total
A	Honey Roasted Peanuts	$5.00	0	$0.00
B	Hot Cajun Crunch Mix	$5.00	0	$0.00
C	Fruit Slices	$5.00	0	$0.00
D	Peanut Butter Bears	$6.00	1	$6.00
E	Dark Chocolate Caramel Caps with Sea Salt	$7.00	1	$7.00
			Total Sales	$13.00

Manage Extra Products ✕

1 Select the Troop to order "Extra Products" for:
Troop: 1234

2 Select Extra Products:
The quantities below represent the number of "Extra Products" that will be ordered for **Troop 1234**. You may alter these values at any time by changing the number of units and clicking on "Save".

Product	Extra Stock (Units)
Honey Roasted Peanuts	0
Hot Cajun Crunch Mix	0
Fruit Slices	0
Peanut Butter Bears	0
Dark Chocolate Caramel Caps with Sea Salt	0

Paper Order Entry

Manage paper order for the campaign. Select the Troop by using the dropdown menu.
Note: Paper orders may take up to 30 minutes to appear on the sales reports.

Add Girl Scout

Add Paper Order

Enter Girl Scouts First Name and Last name to add new record. Click on **Submit.**

Submit

View Paper Order

Click on the rows to **EDIT** paper orders. Enter/Update the Girls orders from **nut order card**.
Click **Update** to save transaction.

Update

Manage Extra Product

To order "extra" product to be delivered to the delivery site for the Service Unit.

❶ **Select Troop**
Use the dropdown menu to find Troop number

❷ **Select Extra Product**
The quantities represent the number of "extra products" that will be ordered. You may alter these values at any time (**before due date**) by changing the number of units per product.
Click **Save**

Save

Banking and Payments

Manage banking and payment for the campaign.

Troop Payments—Service Unit

View all payments for the Troop. **Filter** your search by using the **Search Tools**

- Troop (number)

Click on a Troop # for additional details.

Manage ACH for Troop

Enter the ACH details for the Troop. **Save ACH.**

- Bank Name
- Routing Number
- Account Number

Delete ACH— it cannot be UNDONE.

Banking and Payments

Manage banking and payments for this campaign.

Service Unit

Troop Payments - Service Unit 1

View all payments for your troop(s).

Service Unit: [1]

Search Tools ⊗

Search by Troop

[Search] **Filter** Reset

"+"
Click for additional details.
- Manage ACH

Click rows to view payments for a particular Troop.

Troop #	Gross Sales	$ Collected Online	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
＋ 1234	$584.00	$0.00	$104.00	$480.00	$0.00	$480.00

Troop Deposits

View payments made by this troop to the council

Date	Bank Name	Chec...		Deposit

Manage ACH

Manage ACH For Troop 1234 ✕

Enter the ACH details for this troop.

Bank Name
[Test Bank]

Routing Number
[111111111]

Account Number
[***4567]

Cancel | **Save ACH** | Delete ACH

Girl Scout Payments

View Girl Scout payments for this troop.

Search Tools ⊗   Add Girl Scout Payment

Search by Participant

[Search] **Filter** Reset

Click rows to view girl scout payment information. Click the "+" menu to access additional features.

Girl Scout	Payments Due Troop	Payments Made	Balance
＋ Bonnie Brownie	$13.00	$0.00	$13.00

Add Girl Scout Payment ✕

① Select the Girl Scout you will be recording
Girl Scout
[Bonnie Brownie ▾]

"+"
Click for additional details.
- Add Girl Scout payment

② Record the payment details:

Amount | Payment Date | Form of Payment
[$] | [🗓] | [Select Form of Payment ▾]

Comments
[   ]

Cancel | **Record Payment**

Troop Deposits

View Payments made by this Troop to Council

Girl Scout Payments

View Girl Scout payments for this Troop. **Filter** your search by using the **Search Tools**

- Participant

Click on a Girl Scout + for additional details.

Troop Payments—Girl Name

View all Girl Scout Payments from an individual Girl Scout. For each girl "**Add Girl Scout Payment**".

Click on a Girl Scout to view payment details.

Add Girl Scout Payment

❶ Select the Girl Scout using the drop down menu

❷ Record the payment details. Enter **Amount $**, select **Payment Date** and select **Form of Payment** from the drop down menu: **Check, Cash, Credit**. Add **Comments** (if

Record Payment

Reports

View financial and special reports for this campaign. All reports can be printed, downloaded into PDF file and exported into an excel file. Reports can also be emailed as pdf or excel format. **Filter** your search by using the **Search Tools**

- Troop

Sales data is updated every 15-30 minutes.

*Tip: At the end of the Fall Product Program, download **Troop Summary Report** for end of year financials. Download reports as necessary for Girl product and rewards distributions.*

- All Sales
- Magazine Sales
- Direct Ship Nuts
- Nut Order Card
- Online Nuts GIRL Delivered

- Special Reports (additional reports listed)

Downloadable Excel reports:
⇒Service Unit, Troops and Girl Scout Reports

- Summary Report

Reports

View financial and special reports for this campaign.

| 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 - 200000

	Qty	Total
Online Magazines	0	$0.00
Direct Ship Nuts	0	$0.00
Nut Order Card	1,042	$5,689.00
Online Nuts Girl Delivered	0	$0.00
Total Sales	**1,042**	**$5,689.00**

Troop:

[200000 ▼]   [Search Tools ▼]

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

Click rows to drill down report.

"+"

Click for additional details.
- Girl Scout Summary Report
- Online Magazine Sales
- Online Nuts
- Nut Order Card

Participant	Emails	Magazines		Nuts		Total
		Qty	Sales	Qty	Sales	
➕ Traci Cherrington (Hulk) 99993638696	0	0	$0.00	0	$0.00	$0.00
➕ Izzy Cole 754321908765	1	0	$0.00	0	$0.00	$0.00

Rewards Opt-Out

Review rewards options for Troop. Click **Update** to save changes. **Once TURNED OFF—cannot be reinstated.** To "opt-out" of recognitions, submit In Lieu of Recognitions Agreement form. *Downloadable form on the Council website> Cookies+>Fall Product Programs> Guides, Forms & Activities menu.*

Rewards

Manage Earners
Filter your search by using the **Search Tools**

- Status (All/Missing)

View Earner

Shows all recognitions earned per girl. Click **Update** to save changes.

Personalized Patches

Manage personalized patches for Participant. Patches mailed directly to address provided in M2.
Personalized Patch –Manage Earners
View Status for details:

- In production at patch company—no action items
- Action Required: Participant—needs avatar to be created

Reward Opt-Out ✕

Please check your council's guidelines to see if your troop is eligible to forfeit rewards for additional proceeds. If you are eligible and your troop has decided to take additional proceeds, please turn off rewards below. Once they are turned off, they cannot be reinstated.

Troop 1234

Physical rewards are enabled for this troop.
If you would like to turn off physical rewards, slide the toggle to the left. Once off, you will not be able to reinstate them.

Troop 20000

Physical rewards are enabled for this troop.
If you would like to turn off physical rewards, slide the toggle to the left. Once off, you will not be able to reinstate them.

View Earner ✕

Travis Sammons (Troop 1234)

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.

Rewards Earned

Reward	Options
Large Sloth Plush Sloth Plush Animal	
Bravely Be You Patch Bravely Be You	
Trust Your Strengths Patch Trust Your Strengths	

Cancel Update

Personalized Patch

Manage personalized patches for this campaign.

Earners

Manage Earners

Search Tools ▾

⚠ **Action Required**

« ‹ 1 › »

Click records below to view more information.

Service Unit	Troop	Email	Name	Status
248 Palmetto	200000	✉	Jane Doe Participant	In production at patch company
248 Palmetto	200000	✉	Hunter Fernandes Participant	⚠ Action required

SERVICE UNIT DIRECTORS GUIDE

SERVICE UNIT DIRECTOR

The role of the Service Unit Fall Product Program Director is to coordinate the Fall Product Program for your Service Unit and be the main point of contact for the Troops. In addition, follow the guidelines and due dates and to abide by the Girl Scout Law and Promise at all times.

In order to participate, all Service Unit Directors must
1) Be a background checked, GSCCS registered member for 2021-2022 membership year
2) Owe no money to Council
3) Ensure SU Financials for 2020-21 have been turned in if the SU was active at any time from June 1, 2020 to June 30, 2021.
4) Have a completed Service Unit Director Participation and Financial Agreement Form (link located on GSCCS website www.girlscoutsccs.org)
5) Provide SU bank account and routing number for ACH deposit of proceeds

Duties and Responsibilities
- Notify Council that you are the SU Director for 2020 by emailing customercare@girlscoutsccs.org
- Complete Service Unit Director Fall Product Program training provided by Council
- Complete M2 set up as SU Director (next page)
- Adhere to important due dates and deadlines
- Verify SU banking information in M2
- Provide SU address for delivery of materials, products and rewards
- Receive (shipped from Ashdon Farms) and distribute program materials* to Troop Coordinators
- Instruct Troop Coordinators to complete all necessary product program training
- Verify all participating troops have Troop Coordinators and are in M2
- Verify Troop orders are entered/updated in M2 see important dates (p.4)
- Receive product and verify counts before distributing to troops
- Distribute products to Troop Coordinators and have them verify count and sign receipt
- Receive recognitions and verify counts before distributing to troops

For any discrepancies with materials, products or recognitions, contact customer care immediately at (800) 490-8653 or email customercare@girlscoutsccs.org

* Program Materials
Troop materials provided and Girl sellers packets to be distributed prior to beginning of the Fall Product Program.
- ♦ 2021 Fall Product Program Guide for Troop Coordinators and Service Unit Directors
- ♦ Money and/or Product Receipt booklet (2 per troop)
- ♦ Girl Fall Product Program Sellers Packet—ONE PER GIRL
    - ⇒ 2021 Fall Product Program Guide for Girls and Families (available for download online)
    - ⇒ Chocolates/Nut Order Card
    - ⇒ Money Envelope
    - ⇒ M2 Informational Flyer

Rewards & Nut Bucks
- ♦ Girls are eligible to earn the Girl Scout recognition patches and items listed as well as the Nut Bucks.

You will receive an email invitation to set up your administrative level access to the M2 online system. Click the link included in the email to set your password. You will be prompted to complete certain account information, as applicable - watch a short system training video, enter a mailing address, and create your Avatar.

∗ Verify your troops are listed in M2. If you have any missing Troops, make sure the Troop Coordinator has completed the participation and financial agreement form.

Monitor Troop Orders and Submission
- Remember, do not enter products that were ordered online by customers for "girl delivery" as all online orders are automatically entered and listed in the M2 system.
- Remind Troop Coordinators they must enter any product orders not entered by parents in M2
- Service Units make final corrections/adjustments (see p. 4 important dates)
  - To add to girl orders
  - From the dashboard click Paper Order Entry
  - Click the girl's name
  - Enter the additional products from her order card and click "update"

Delivery of Products
- Enter your service unit's location for product and reward delivery. Product delivery locations are your choice. Ensure you have approval if using a church, business or any public place.
- You will be notified of your delivery time by agent or Council. At that time, include any information that may be helpful to the delivery agent. You must be present to receive and sign for nut and chocolates items. Post Office Boxes are not accepted.
- When the delivery agent arrives, review the delivery ticket. Carefully count and then count again to ensure you have received the correct quantities of each product ordered, and the order matches the delivery ticket. You should not receive any extras.
- Sign the agent's delivery ticket stating that you have received the products listed. The agent will give you a copy for your records.
- Log into www.gsnutsandmags.com/gsccs and click Delivery Tickets from your SU dashboard.
- Print two copies of each troop's delivery ticket to use when sorting orders. When reading the delivery ticket, be mindful of cases versus units, since troops purchase by units and shipments will be packaged both in cases and units. Also, remind troops that the delivery ticket will include any product that was ordered online by customers as a girl delivery item.
- Sort products into troop orders and attach the appropriate Delivery Ticket to each troop's order.
- Contact your troops with the delivery date, time and location. When setting troop pickup times, ensure you have ample time to sort the items before troops arrive.
- When the troops arrive to pick up their products, instruct each troop to count and recount their order before signing the delivery ticket. By signing the Delivery Ticket, the troop agrees to the quantities ordered and received and are financially responsible for those products. Have troops sign both copies at pickup, retain one and give one to troop.

Rewards and Nut Bucks
- Rewards will ship to the SU Director address entered into M2 and will be delivered in January 2022. **Note:** The rewards delivery address can be different than product delivery address. Prior to sorting recognitions, confirm order and packing slip match.
- Sort recognitions by troop and contact your troops with the delivery date, time and location.   Rewards are automatically calculated. Parent/girl will need to enter rewards selections into M2 when applicable. If no selections are made, the default item will be selected.
- Nut Bucks are a product of GSCCS Council, and not managed by the M2 system. Nut Bucks will be distributed to Service Unit Director for Troop distribution. Troops to distribute to girls. Juliettes are managed by GSCCS Council.

M2 Homepage can be viewed in Spanish and in English "View in Español" "View in Ingles"

Scan Me!

M2 HOW-TO GUIDE

Welcome to the M2 Media Group, our new online platform for the Fall Product Program. Check out the step by step guide to creating your new account, your personalized Avatar and setting up your online store.

Website

Go to www.gsnutsandmags.com/gsccs .

Get Started—Volunteer

Click on the **Volunteer** button

Manage your Campaign
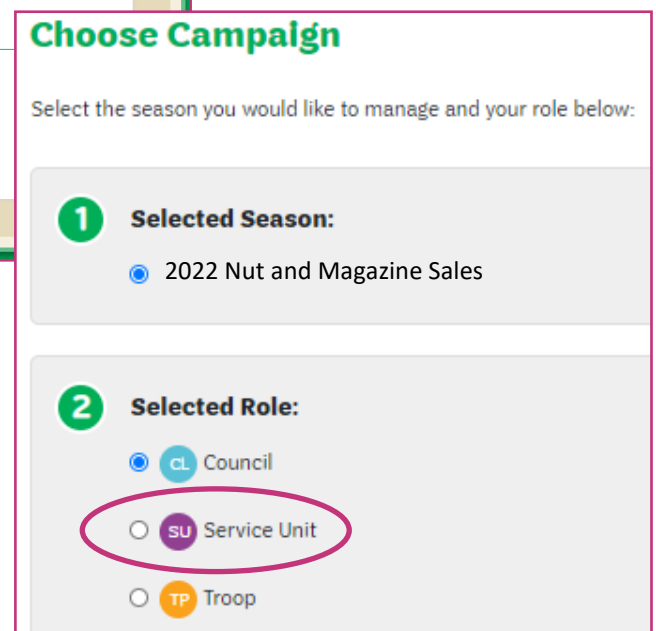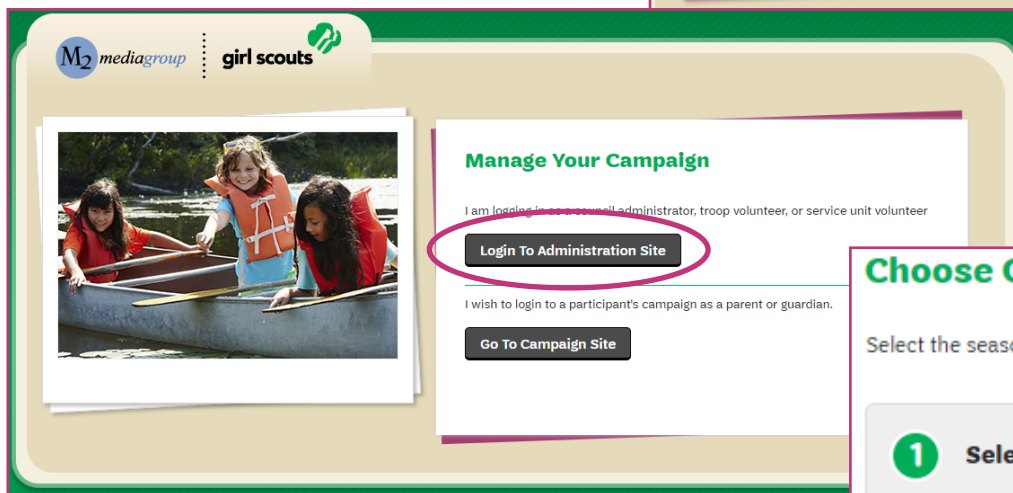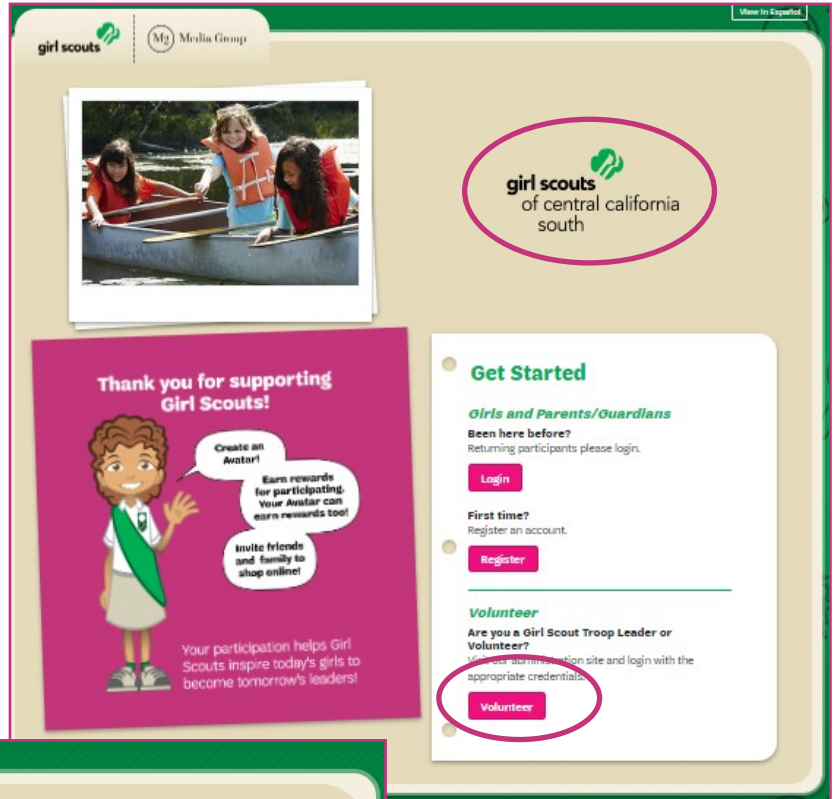
Select the Login to Administration Site

Create account details.
The password you choose is required to have:

- **6** characters or more
- contain at least one **uppercase** letter
- contain one **lowercase** letter
- and one **numeric** digit

Choose your Campaign

❶ Selected Season

❷ Select Role: Service Unit

M2 Customer Service

question@gsnutsandmags.com
(800)-372-8520

Before You Begin

You will be prompted to watch a video, once completed you will be able to continue to the site approximately 10 minutes after the video has finished playing. The next following steps will be to provide the delivery information for products and rewards.
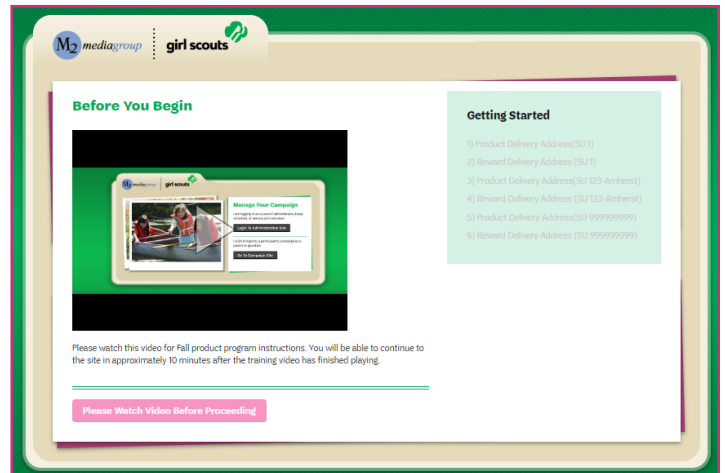
Service Unit 1

Initial set up for Service Unit information and addresses. Be sure to get permission and approval if you are using a church, business or any public place.

❶ **Product Delivery Address**

Products are delivered to the Service Unit Directors.

❶ **Rewards Delivery Address**

Rewards are delivered to the Service Unit, and can be a different address from the product delivery.

❷ **Special Instructions**

Add gate codes, if dogs are on premises, special hours, or any pertinent information for the driver at time of delivery that is beneficial.

Create your Avatar

Create an Avatar that looks just like you! Using the arrows to see all the choices for creating your avatar. You will be prompted to do this when registering your account.

You can "edit your avatar" on the main dashboard at any time during the program.

To see all the choices of the avatar by selecting each category and making selections.

Your Patch

Preview your personalized patch creation and add your shipping address. Your personalized patch, if earned will be mailed to the address provided. If you would like to update your avatar, you will need to so after confirming address.

Change Roles

If you are a Service Unit Director as well as a Troop Coordinator, you can toggle between both of your roles by clicking on the dropdown menu next to the "SU" button in the upper right-hand corner of your homepage.

HEAD

◄	Skin Tone	►
◄	Hair Style	►
◄	Hair Color	►
◄	Hair Highlight	►
◄	Eyes	►
◄	Eye Color	►
◄	Face / Masks	►

BODY

| ◄ | Type | ► |
| ◄ | Shape | ► |

CLOTHING

◄	Top	►
◄	Bottom	►
◄	Shoes	►
◄	Accessories	►

SU Service Unit   TP Troop

Familiarize yourself with the Service Unit homepage, main Dashboard.

The **Top Half** of the page is the Campaign Metrics board. It gives you a quick overview of sale progress for your Service Unit. The board shows 'Total Sales, Online Magazines, Direct Ship Nuts, Online Nut Girl Delivered and Nut Card orders. The Campaign Metrics can also be hidden by selecting the "Hide Campaign Metrics" button

The **Bottom Half** of the page has links to all other pages within the operating system.

There are 4 main categories "**Manage System Users, Financials and Reporting, Product Management** and **Rewards and Patches.**

⊗ Edit Avatar
⊗ Your Patch
⊞ Change Role

⊕	0 Avatars created
✉	0 Emails Sent
⌾	0 Photos uploaded
🎥	0 Videos uploaded

Stats: Current Campaign

Service Unit: 1

Online Magazines
Direct Ship Nuts
Online Nut Girl Delivered
Nut Card

-1.0 -0.8 -0.6 -0.4 -0.2 0 0.2 0.4 0.6 0.8 1.0

| $0.00 Total Sales | $0.00 Online Magazines | $0.00 Direct Ship Nuts | $0.00 Online Nut Girl Delivered | $0.00 Nut Card |
| N/A Last Year | N/A Last Year | N/A Last Year | N/A Last Year | N/A Last Year |

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

"Top Half"

Hide Campaign Metrics ▲

Campaign Setup	**Manage System Users**	**Product Management**
⊞ Troop Training Video	✉ Send messages	▤ Paper Order Entry
	▤ Manage Service Unit, Troops & Girl Scouts	💼 Manage Extra Products
	👥 Manage Admin Users	
		Rewards & Patches
"Bottom Half"	**Financials & Reporting**	▣ Personalized Patches
	🏦 Banking & Payments	
	⣿ Reports	
	◼ Troop Summary / Amount Due Report	

Send Messages

Encourage Troops to participate in the program and help them with tips and reminders during the sale! Use the M2 to send emails to Troop Coordinators.

Email Templates Options include

- Has participates with missing rewards actions
- Logged In
- Messages
- Not logged in
- Missing patch action
- Troop with sales

Each template has a "*tips*" for subject line and "*tips*" for the body of the text.

Manage Service Unit, Troops and Girl Scouts

Service Unit

Review all information. Make sure the Product Delivery and Reward Delivery Site has been provided. If NO information provided, there will be a <u>exclamation point means attention required</u>. Click on the exclamation point icon and edit the information.

Troops

Review all information. **Filter** your search by using the **Search Tools**

- Troop Level (Daisy—Ambassador)
- Bonus (None/Rewards Opt Out)
- and Product Pick up (Complete/Incomplete)

Girl Scouts

Review all information. **Filter** your search by using the **Search Tools**

- Status (Launched/Not Launched)

Manage Your Users

Review all information. **ADD User** by providing an email address. To **DELETE User**, select the "X". To **Export User List** into an Excel file select 'Export To Excel'. By hovering over the Role(s) icons will show additional information for each user.

Filter your search by using the **Search Tools**

- Logged in Status (Logged in/Not Logged In)

Paper Orders

Manage paper orders for this campaign.

Service Unit: 1
Troop: 1234

Note: Paper orders may take up to 30 minutes to appear on your sales reports.

Click rows to edit paper orders.

Scout	GSUSA Number	Email	Nut Sales Qty	Sales
Bonnie Brownie	123456789	✉	2	$13.00
Zoe krause (Zoe)	99993735331	✉	0	$0.00
			100	$560.00
			2	$11.00
			0	$0.00

Add Girl Scout

Add Paper Order

Please enter the Girl Scout's name

Girl Scout First Na[me]

Girl Scout Last Na[me]

Cancel   S[ave]

View Paper Order ✕

Scout Info
Troop: 1234
Participant: Brownie, Bonnie
GSUSA ID: 123456789

Nut Orders
Troop and SU Leaders: Please enter the orders that girls have received in person.

	Product	Price	Qty	Total
A	Honey Roasted Peanuts	$5.00	0	$0.00
B	Hot Cajun Crunch Mix	$5.00	0	$0.00
C	Fruit Slices	$5.00	0	$0.00
D	Peanut Butter Bears	$6.00	1	$6.00
E	Dark Chocolate Caramel Caps with Sea Salt	$7.00	1	$7.00
			Total Sales	$13.00

Manage Extra Products ✕

1 **Select the Delivery Site to order "Extra Products" for:**

Delivery Site:
(123-Amherst) ▾

2 **Select Extra Products:**
The quantities below represent the number of "Extra Products" that will be ordered for **Delivery Site (123-Amherst)**. You may alter these values at any time by changing the number of units and clicking on "Save".

Product	Extra Stock (Units)
Honey Roasted Peanuts	0
Hot Cajun Crunch Mix	0
Fruit Slices	0
Peanut Butter Bears	0
Dark Chocolate Caramel Caps with Sea Salt	0

Cancel   Save

Paper Order Entry

Manage paper order for the campaign. Select the Troop by using the dropdown menu. *Note: Paper orders may take up to 30 minutes to appear on the sales reports.*

Add Girl Scout

Add Paper Order

Enter Girl Scouts First Name and Last name to add new record. Click on **Submit.**

Submit

View Paper Order

Click on the rows to **EDIT** paper orders. Enter/Update the Girls orders from **nut order card**. Click **Update** to save transaction.

Update

Manage Extra Product

To order "extra" product to be delivered to the delivery site for the Service Unit.

❶ **Select Delivery Site**
Use the dropdown menu to find location

❷ **Select Extra Product**
The quantities represent the number of "extra products" that will be ordered. You may alter these values at any time (**before due date**) by changing the number of units per product. Click **Save**

Save

Banking and Payments

Manage banking and payment for the campaign.

Troop Payments

View all Troop payments for all Service Unit(s).
Filter your search by using the **Search Tools**

- Type (Service Unit/Troop)

Click rows to view Troop payments for a particular Service Unit.

Troop Payments

View all Troop Payments for all Service Unit(s).

Search Tools ⊗

Search for	Type		
Search	Service Unit ▾	**Filter**	Reset

Click rows to view troop payments for a particular Service Unit.

Service Unit	Gross Sales	$ Collected Online	Total Proceeds & Bonuses
1	$584.00	$0.00	$104.00

Troop Payments—Service Unit

View all Troop payments for this Service Unit.
Filter your search by using the **Search Tools**

- Troop (number)

Click on a Troop # for additional details.

Troop Payments - Service Unit 1

View all Troop Payments for this service unit.

Search Tools ⊗

Search by Troop		
Search	**Filter**	Reset

Click rows to view payments for a particular Troop. Click the "+" menu to access additional features.

Troop #	Gross Sales	$ Collected Online	Total Proceeds & Bonuses	Total Owed	Total Payments	Balance
1234	$584.00	$0.00	$104.00	$480.00	$0.00	$480.00

Troop Payments - Troop 1234

Troop Deposits

View payments made by this troop to the council

Date	Bank Name	Check/Deposit/Ref#	Comments	Deposit
		No results returned		

Girl Scout Payments

View Girl Scout payments for this troop.

Search Tools ⊗

Search by Participant		
Search	**Filter**	Reset

"+"

Click for additional details.
- Add Girl Scout payment

Add Girl Scout Payment

Click rows to view girl scout payment information. Click the "+" menu to access additional features.

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Bonnie Brownie	$13.00	$0.00	$13.00

Troop Payments—Troop Number

Troop Deposits

View Payments made by this Troop to Council

Girl Scout Payments

View Girl Scout payments for this Troop. **Filter** your search by using the **Search Tools**

- Participant

Click on a Girl Scout + for additional details.

Troop Payments - Bonnie Brownie

View all Girl Scout Payments from this Girl Scout.

Click rows to view girl scout payment

Date	Form of Payment

Add Girl Scout Payment ✕

① Select the Girl Scout you will be recording a payment for:
Girl Scout
[Bonnie Brownie ▾]

② Record the payment details:
Amount | Payment Date | Form of Payment
$ | 📅 | Select Form of Payment ▾
Comments

Cancel | Record Payment

Troop Payments—Girl Name

View all Girl Scout Payments from an individual Girl Scout. For each girl "**Add Girl Scout Payment**".
Click on a Girl Scout to view payment details.

Add Girl Scout Payment

❶ Select the Girl Scout using the drop down menu

❷ Record the payment details. Enter **Amount $**, select **Payment Date** and select **Form of Payment** from the drop down menu: **Check, Cash, Credit**. Add **Comments** (if applicable). Click on **Record Payment** to save transaction.

Record Payment

Reports

View financial and special reports for this campaign. All reports can be printed, downloaded into PDF file and exported into an excel file. Reports can also be emailed as pdf or excel format. **Filter** your search by using the **Search Tools**

- Troop

Sales data is updated every 15-30 minutes.

*Tip: At the end of the Fall Product Program, download **Service Unit Summary** for end of year financials. Download reports as necessary for Troop product and rewards distributions.*

- All Sales
- Magazine Sales
- Direct Ship Nuts
- Nut Order Card
- Online Nuts GIRL Delivered

- Special Reports (additional reports listed)

Downloadable Excel reports:

⇒Service Unit, Troops and Girl Scout Reports

⇒Product Inventory Reports

- Summary Report

🖨 **Print Report**   📄 **Download PDF**   📊 **Export Excel**

✉ | Email Recipient | PDF ⌄ | **Email Report**

Reports

View financial and special reports for this campaign.

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

Service Unit Report

📊 **All Sales : Current Campaign**

Service Unit Report - 248 Palmetto

	Qty	Total
Online Magazines	0	$0.00
Direct Ship Nuts	0	$0.00
Nut Order Card	2,400	$13,919.00
Online Nuts Girl Delivered	0	$0.00
Total Sales	2,400	$13,919.00

Service Unit:

248 Palmetto ⌄   Search Tools ⊗

Search by Troop

[_____]   **Filter**   Reset

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

Click rows to drill down report.

| Troop | Magazines | | Nuts | | Total |
	Qty	Sales	Qty	Sales	
20000	0	$0.00	0	$0.00	$0.00
55555	0	$0.00	0	$0.00	$0.00
200000	0	$0.00	1,042	$5,689.00	$5,689.00

Personalized Patches

Manage Earners

Manage personalized patches for Volunteer and Participant. Patches mailed directly to address provided in M2.

Filter your search by using the **Search Tools**

- Roles (Participant/Troop Volunteer)
- Status (Action Required/To be sent to Production/in production at Patch Company)

View Status for details:

- In production at patch company—no action items
- To be sent for production—preview patch, edit address and make updates. **Save** all updates.
- **Action Required:** Participant—needs avatar to be created
- **Action required**: Troop Volunteer—needs avatar to be created

Rewards

Service Unit Directors cannot make reward selections for Girls. Individual Girl recognitions can be accessed from Troop Coordinators and Parents dashboard only.

Manage Earners

Search Tools ⊗

⚠ **Action Required**

Troop #	Name	Role	Status		
		All	All	Filter	Reset

« « 1 » »

Click records below to view more information.

Service Unit	Troop	Email	Name	Status
248 Palmetto	200000	✉	Jane Doe Participant	In production at patch company
N/A	N/A	✉	Mike Donnarumma Troop Volunteer	To be sent for production
248 Palmetto	200000	✉	Hunter Fernandes Participant	⚠ Action required
N/A	N/A	✉	Sally Leader Troop Volunteer	⚠ Action required

SERVICE UNIT DIRECTOR NOTES

REWARDS

2021 FALL PRODUCT PROGRAM

Rise Up Patch	**2021 Penguin Patch**	**Penguin Iceberg Patch**	**Care to Share Patch**	**Visualize Patch**
Send 18+ emails	12+ nut/chocolate items	2+ magazines	5+ Care to Share items	Upload a video in M2

$100+ combined sales
Penguin Necklace
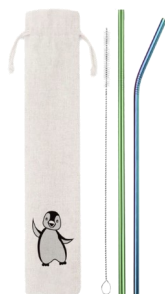
$150+ combined sales
Headband **OR** Penguin Pen

$250+ combined sales
Penguin Charm & Bracelet **OR** Penguin Straw Set

$350+ combined sales
Friendship Bracelet Kit **OR** Baby Penguin Plush

$400+ combined sales
NUT BUCKS

Nut Bucks are cumulative. Receive $5 in Nut Bucks for every $50 sold up to the MAX of $500 Nut Bucks

OR

OR

OR

$500+ combined sales
Rise Up t-Shirt **OR** Tie-Dye Kit

$750+ combined sales
Adult Penguin Plush **OR** Clipboard Set & Bluetooth Shower Speaker

$1,000+combined sales
Good Vibes Light **OR** Critter Creek Wildlife Station Donation

$1,250+ combined sales
Penguin Slumber Bag **OR** WWF® Adopt-a-Penguin Kit and lapel pin

$1,500+ combined sales
Zoo Lights & Dinner with CEO at California Living Museum **OR** Fresno Chaffee Zoo

Size: 68.8" x 25.5"

OR

OR

OR

OR

OR

assorted colors

assorted patterns

World Wildlife Fund. WWF® Adoption Kit includes: 5" x 7" formal adoption certificate, 5" x 7" full-color photo of your species, a species spotlight card and a personalized acknowledgment letter.

Theme Patches

The 3 Theme patches can fit together to form a scene!
To Earn
- Sell 12+ Nuts /Chocolates units
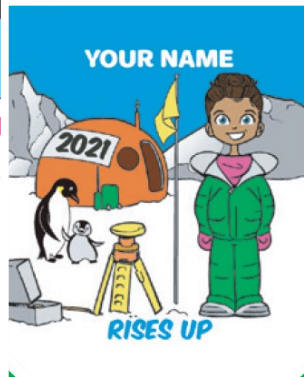- Sell 2+ Magazine items
- Enter 18+ emails

Ancillary Patches

Care to Share Patch
- With 5+ Care to Share items

Visualize Patch
- Upload a Video in M2

Fall Personalized Patch

Girls can choose from two backgrounds! Choose either the ship or the research dome for your earned patch. Girls get to choose from two snowsuits colors too! Patch comes with personalized avatar and first name on it.
To Earn
- Create your avatar in M2
- Send 18+ emails
- Sell $275 in total combines sales (Nuts/Chocolates and Magazine)

Troop Coordinators will earn an Avatar Patch if their troop total is $1,000+
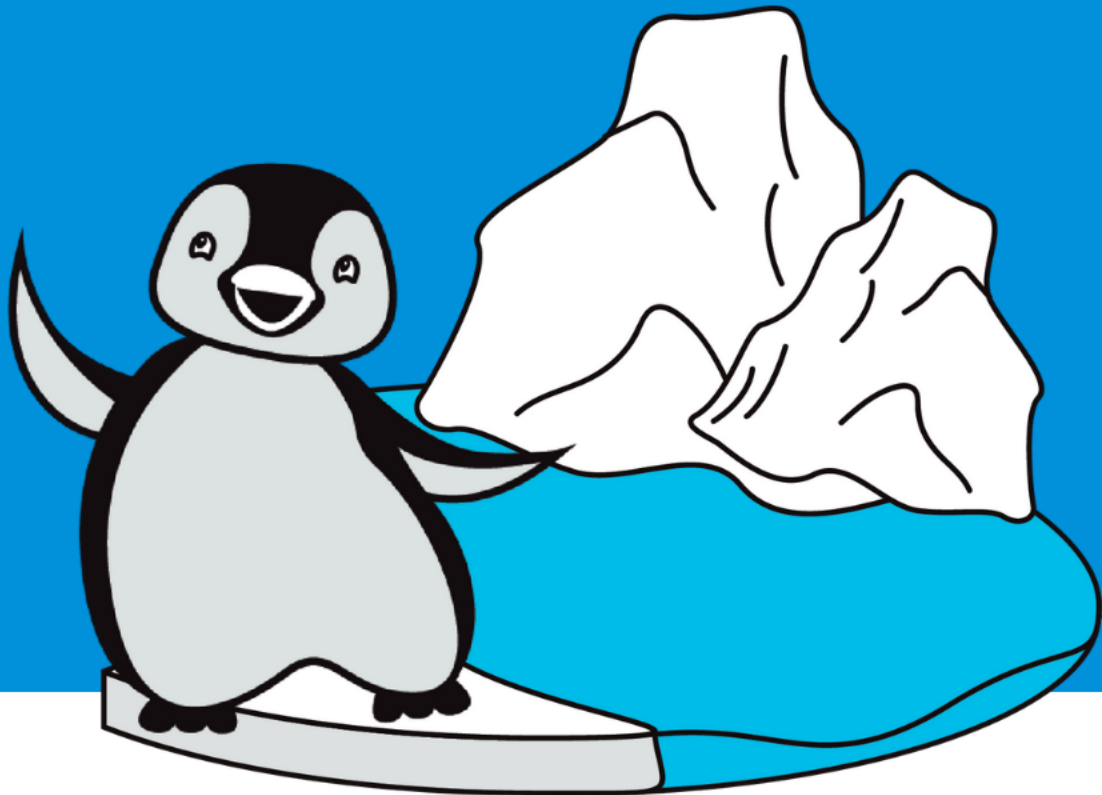
Girl Scout Cookie Crossover Personalized Patch

Patch comes with personalized avatar and first name on it.
To earn the fall & cookie crossover patch:
- Create your avatar in M2 (2021 Fall Product)
- Send 18+ emails (2021 Fall Product)
- Sell **325+** packages of cookies during the 2022 Girl Scout Cookie Program

girl scouts
of central california south