



M2 – TROOP GUIDE

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

The GoNuts Fall Product Program begins October 1, 2020, ends December 1, 2020.

Website

Go to www.gsnutsandmags.com/gscsc .

Get Started—Volunteer

Click on the **Volunteer** button

Manage your Campaign

Select the Login to Administration Site

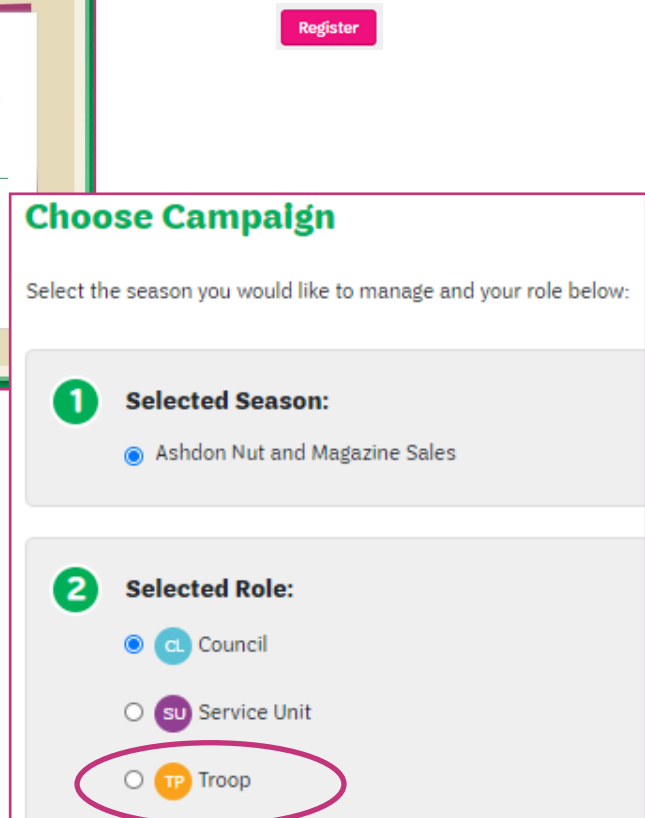
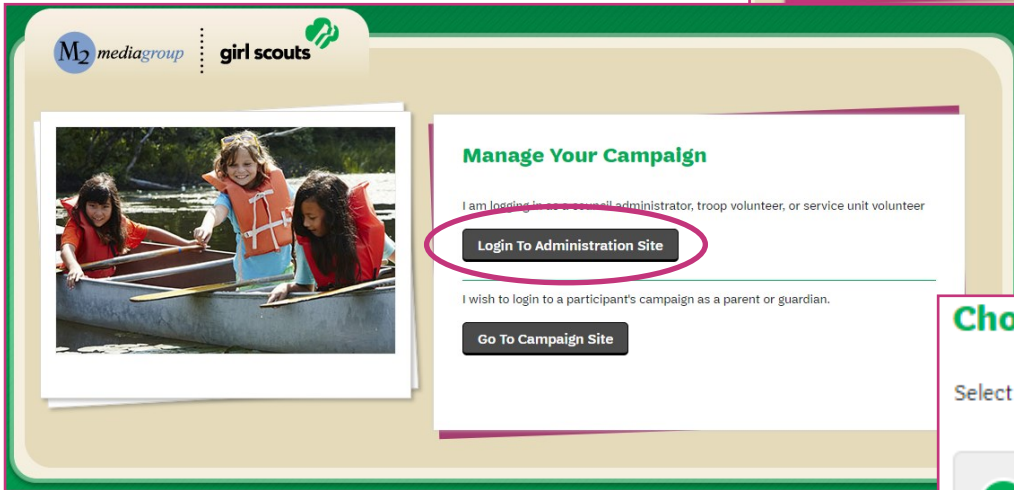
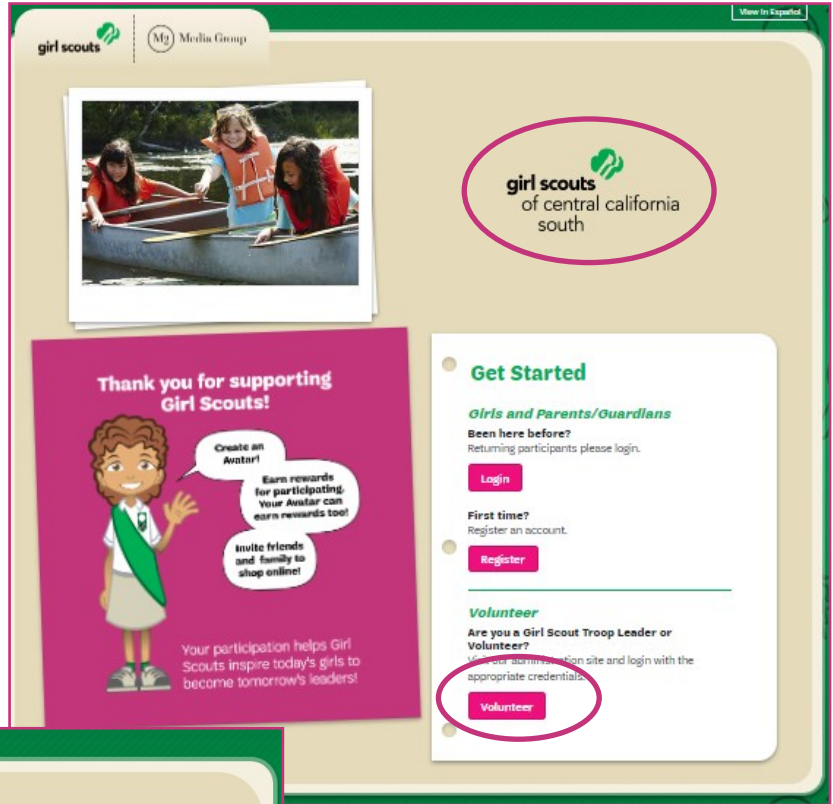
Create account details.

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

- 1 Selected Season
- 2 Select Role: Troop Coordinator



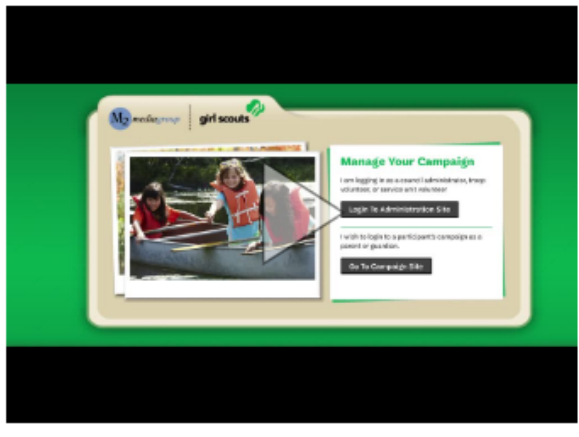
M2 Customer Service





BEFORE YOU BEGIN

Before You Begin



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.

M2 GS Test Council Ashdon

Stats: Current Campaign Troop: 1234

Online Magazines
Direct Ship Nuts
Online Nut Girl Delivered
Nut Card

\$584.00 Total Sales	\$0.00 Online Magazines	\$0.00 Direct Ship Nuts	\$0.00 Online Nut Girl Delivered	\$584.00 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.

Hide Campaign Metrics



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

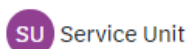
Preview your personalized patch creation and add your shipping address. Your personalized patch, if earned will be mailed to the address provided. If you would like to update your avatar, you will need to do so after confirming address.

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.





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	<input type="checkbox"/>		●	
Christina	Stonehocker	stonehocker2017@yahoo	<input type="checkbox"/>		●	

Update

Status Key

- Opened
- Didn't open
- Sent
- Delivered

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.

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.



MANAGE SYSTEM USERS

Send Messages

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

Participants

✉ Emails

Type:

Troop:

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

Send Messages

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.

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
<input type="text"/>	<input type="text"/>	Choose	Choose

« 1 »

“+”

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

“+”

Click for additional details

- Reset Password
- Temporary Password

Manage Your Girl Scouts

Manage Girl Scout information for this council.

Search Tools

Troop #	Girl Scout Name	GSUSA #	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	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 campaign.

Logged In: 94
Not Logged In: 44

Search Tools

Add User

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.

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)

Add User



Export To Excel

Filter



PRODUCT MANAGEMENT

Paper Orders

Manage paper orders for this campaign.

Service Unit: Troop:

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	Qty	Nut Sales
Bonnie Brownie	123456789		2	\$13.00
Add Paper Order			0	\$0.00
			100	\$560.00
			2	\$11.00
			0	\$0.00

Please enter the Girl Scout's name

Girl Scout First Name:

Girl Scout Last Name:

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	<input type="text" value="0"/>	\$0.00
B Hot Cajun Crunch Mix	\$5.00	<input type="text" value="0"/>	\$0.00
C Fruit Slices	\$5.00	<input type="text" value="0"/>	\$0.00
D Peanut Butter Bears	\$6.00	<input type="text" value="1"/>	\$6.00
E Dark Chocolate Caramel Caps with Sea Salt	\$7.00	<input type="text" value="1"/>	\$7.00
Total Sales			\$13.00

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

Add Girl Scout

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

Order card entries due October 27, 2020 @ 8:59 pm

Manage Extra Products

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

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	<input type="text" value="0"/>
Hot Cajun Crunch Mix	<input type="text" value="0"/>
Fruit Slices	<input type="text" value="0"/>
Peanut Butter Bears	<input type="text" value="0"/>
Dark Chocolate Caramel Caps with Sea Salt	<input type="text" value="0"/>

Manage Extra Product

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

1 Select Troop

Use the dropdown menu to find Troop number

2 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



Product delivery to Service Unit Directors week of Nov. 13-18, 2020



FINANCIALS

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

Service Unit:

Troop Payments - Service Unit 1

View all payments for your troop(s).

Search Tools

Search by Troop **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	Check/Dep	Deposit

Manage ACH For Troop 1234

Enter the ACH details for this troop.

Bank Name

Routing Number Account Number

Cancel **Save ACH** **Delete ACH**

Girl Scout Payments

View Girl Scout payments for this troop.

Search Tools

Search by Participant **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

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

1 Select the Girl Scout you will be recording

Girl Scout

2 Record the payment details:

Amount Payment Date

Form of Payment

Comments

Cancel **Record Payment**

Click for additional details.

- Add Girl Scout payment

Add Girl Scout Payment

- 1 Select the Girl Scout using the drop down menu
- 2 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

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

GoNuts Fall Product Program ends December 1, 2020

- 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:

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	Qty	Magazines		Nuts		Total
			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 & PATCHES

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+>GoNuts Product Programs> Guides, Forms & Activities menu.*

In-Lieu of Recognitions Agreement form due October 16, 2020

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

Rewards/Recognitions due December 5, 2020 @ 8:59 pm

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

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.

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

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

Som

