



Fall Product Program Family M2 Operating System Guide

Go Day!

On Saturday, **Sept. 9**, families can help girls register their account at www.gsnutsandmags.com/gSCO under their troop number. An email with log-in instructions will be sent out to Girl Scout families.

If you don't receive an email, simply follow the instructions below.



Register/Sign-in:

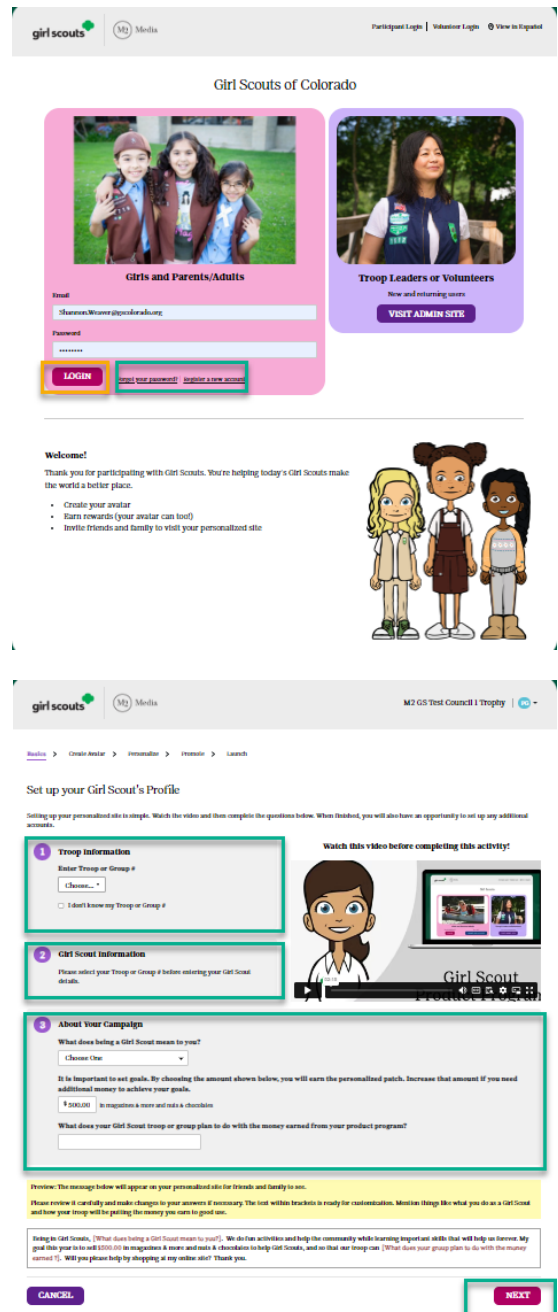
- Go to www.gsnutsandmags.com/GSCO
- Girl Scouts 13 years old and older can use their own email address to register a new account or sign-in as a returning participant.
- Girl Scouts *under the age of 13* need to use a parent/caregiver's email address to register.
- If your Girl Scout participated in the program last year, she (you) can log-in with the same email address as your user name, and password.

Create Account:

- Verify your ZIP code when prompted to access the Girl Scouts of Colorado M2 council site.
- You will be prompted to provide some additional information to finish registering your account.
- The password you choose is required to be at least six characters or more, and it must contain at one uppercase and one lowercase letter, and one numeric digit.

Profile:

- Girls will enter their name and answer a few questions. If they go by a different name than their given name, they are not able to edit their name, but they can enter a nickname to be used for their avatar and their personalized patch.
- Information entered here is used to create the Girl Scout's personalized M2 storefront. Friends and family who shop for nuts, candy, and magazines will see the details she shared, including her goals during the Fall Product Program and why they are important to her.



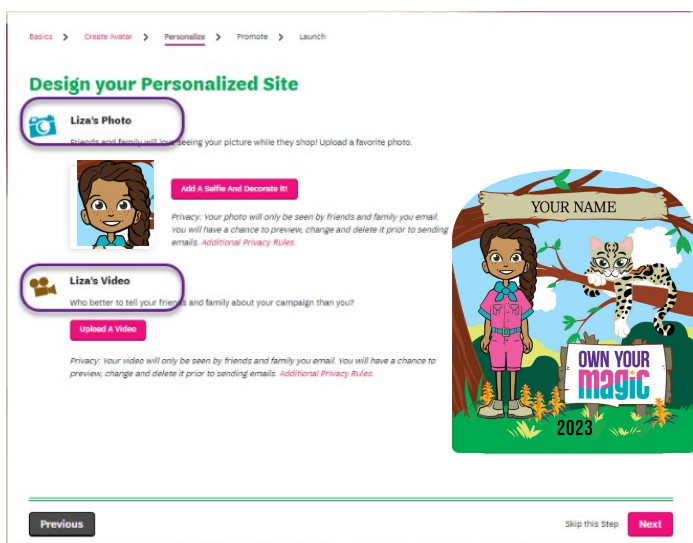
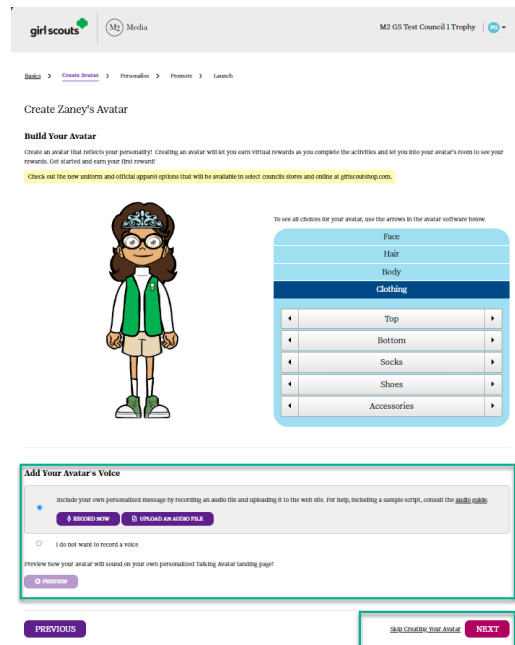
- Your Girl Scout's personalized storefront is only accessible to the people that she sends emails to and/or shares the link to her storefront with.
- Caregivers/families can help younger girls through the steps below. Older girls can set up shop themselves!

Create (or Update) Avatar:

- Girl Scouts can create their own avatar to look just like them!
 - Girls have lots of options to choose from when creating their avatar!

Personalize:

- Girls can upload a photo of themselves and decorate it. If girls don't upload a photo, their avatar is used instead (as default).
- As she moves through the online set-up creating her storefront, she earns virtual rewards that she can view in her avatar's room. She can also see a "photo" of all the girls and volunteers in her troop as their avatars!
- **Make and Upload a video** - On the dashboard in M2, you will find a Video Instructions link, providing internet safety tips as well as a sample script.



- Help your girl practice what she wants to say about being a Girl Scout and what her goals are.
- If a girl uploads a video to her storefront, her customers will see that video. A personal video message is more impactful to customers, especially family and friends.
- If a girl does not add her own video, her customers will either see a troop video, if the troop chooses to create a group video, or the (default) video available.

Note: Girls can also record a message for their avatar instead of creating a video. There are options for girls to make their own business cards and doorhangers on the M2 dashboard too!

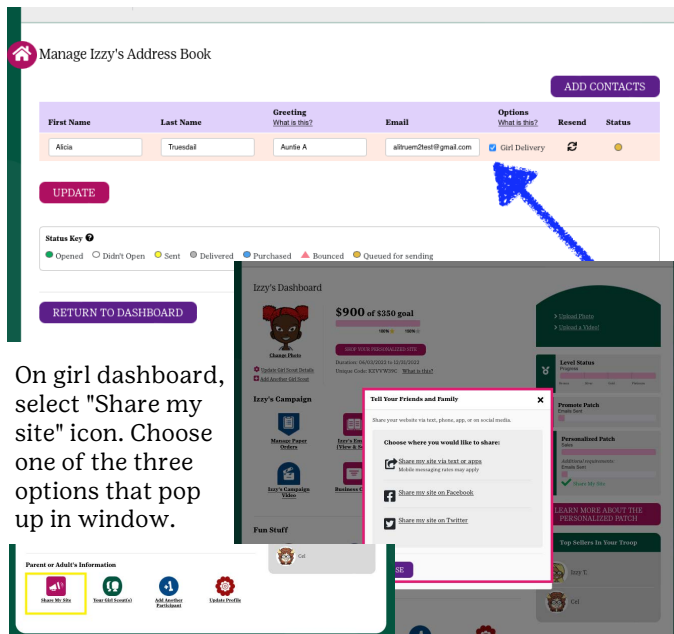
Promote:

- It's best for girls to email customers early on in the program, to give family and friends plenty of time to support them.
 - She can also share her site on social media by clicking on the "Share my site" icon on her M2 dashboard. **Sharing her site at least once through M2* is one of the requirements for earning the Personalized Patch.**

** Sharing her site MUST be done through M2 and all sales must go through her M2 storefront.*

Launch:

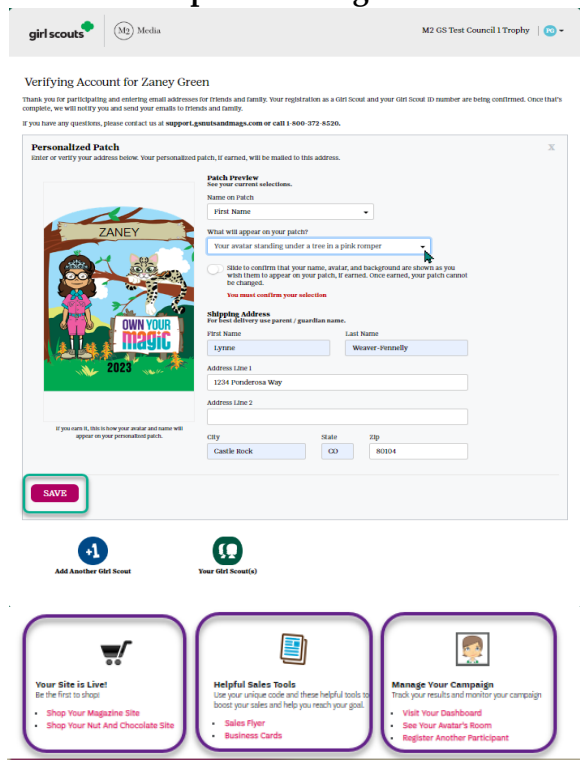
- If your Girl Scout participated in the Fall Product Program last year, customer emails will still be in her storefront contacts.
- New customer contact information can either be imported from the email provider or they can be entered manually.
- Once their storefront is set up, girls can send emails to friends and family with a link to their storefront, inviting them to look at the nut and candy items and magazines available.
- Note:** In the initial set-up, *at least one email must be entered to proceed* to the next step towards launching the girl's campaign. *You can go back and import/add additional emails later.*



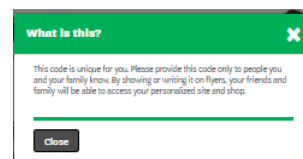
On girl dashboard, select "Share my site" icon. Choose one of the three options that pop up in window.

Congratulations! All steps to set up your Girl Scout's personalized storefront are completed.

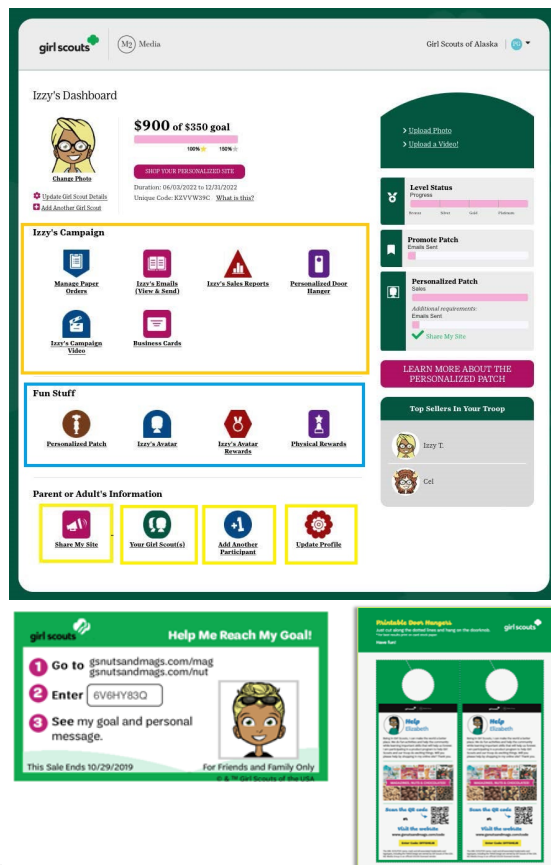
Personalized patch – The girl's avatar will be on the special patch! She can earn it by:



- Creating her avatar in M2
- Sending 21+ emails via her M2 site AND share her site link *through her M2 dashboard*
- Selling \$400+ in combined (online and/or in-person) sales during 2023 Fall Product Program
- For the patch, she can choose between two backgrounds that are relevant to the theme and mascot. (This year's seal mascot and Go Bright Ahead theme are pictured here.)
- As soon as she meets the criteria, the personalized patch will be sent to her.** For that reason, entering the correct mailing address or verifying that the address in M2 is correct, is important to do right away!
- The **unique code** you see listed on this page is the link to your Girl Scout's personalized storefront.



- The unique code is also on the girl's dashboard, which you can access by clicking on "Manage Your Campaign."
 - If a customer says they need a special code to enter the girls online store, it's the unique code that you should send them.
- The next time you log into M2, and each time thereafter, it will open on the girl's dashboard.



During the Program

Dashboard

- On the girl's dashboard, there are a few new tools she can use to promote her sales – such as the personalized sales flier and business cards.
- She can also look at her avatar's room and see the virtual rewards that she's earning! All the physical rewards that she earns are tracked too, and she can check her progress towards her goals too!

Sales

- In the Fall Product Program, there are different types of sales:
 - Customers can purchase nuts and candy through the girl's M2 online storefront and choose either "Girl Delivery," "Shipped" or "Donate" by making a "Care to Share" purchase to be shipped to military personnel.
 - Purchase magazine subscriptions through the girl's online storefront.
 - Select nut and candy items on the girl's order card for purchase and have girls deliver.

Important Deadlines – During Program

Oct. 8, 8 p.m. in-person order card/Nut Promise orders end. Orders can be entered by families until 8 p.m. Troop Fall Product Managers (TFPMs) can enter orders as well. **Families should submit payment for paper order card orders ONLINE through the girl's storefront by 8 p.m. OR submit the order money collected in-person to TFPMs.***

Oct. 10, 8 p.m. deadline for TFPMs to enter any paper card orders that have not yet been entered

***After Oct. 8, customers can purchase nut and candy items for girl delivery through girl online storefronts only, up until Oct. 11, 8 p.m.**

No late orders will be accepted.

Remind customers that shipped nut and candy sales continue until Oct. 23, 8 p.m.

If girls still need to reach their goal, they can promote Care-to-Share and magazine orders – both have no shipping fees!

Manage Paper Orders

Only orders taken in person with the paper order card, should be entered, online sales will be added to your Girl Scout's account automatically.

How to Enter Paper Orders:

1. If you are going to enter the paper order card orders for your Girl Scout, be sure to tell the TFFPM.
2. Select "Manage Paper Orders" from the girl dashboard in M2OS
3. Enter the total number of each nut or candy item on the bottom line of the order card, under "Quantity."
4. Double-check all product amounts entered under "Quantity" and click on the "Update" or "Save" button.

Product	Price	Quantity	Total
A Fruit Slices	\$6.00	25	\$150.00
B Peanut Butter Penguins	\$6.00	100	\$600.00
C Dark Chocolate Sea Salt Caramels	\$6.00	6	\$36.00
D Care To Share	\$6.00	0	\$0.00
Totals		131	\$786.00

The deadline to enter orders is 8 p.m., Oct. 8.

Order money collected/payment deadline is also Oct.9.

If parents or caregivers want to pay for order card orders through the online storefront, they MUST do so before 8 p.m. Oct. 9.

*If you turned the order card into the TFFPM, they can enter the orders between Oct. 8 -10.

*Note that some TFFPMs might prefer to enter all the orders themselves. Make a copy of the order card and turn it into the TFFPM and keep a copy to use for girl delivery.

After the Program

Girl Reward Selection

- Some of the girl reward levels offer a choice between items.
- Girls can make that choice by clicking on "Physical Rewards" under "Fun Stuff" on the girl dashboard.
 - A list of all the reward items for each level will appear on the page. Scroll down through the page and click on selections as prompted.
 - When they reach a new reward level with a choice, M2 will give them a pop-up window the next time they log in to remind them to make their selection.
 - Make sure you save your selections!
- **Girl reward selections are due by Oct. 25, 8 p.m.**

Izzy's Dashboard

\$900 of \$350 goal

Fun Stuff

- Personalized Patch
- Izzy's Avatar
- Izzy's Avatar Rewards
- Physical Rewards

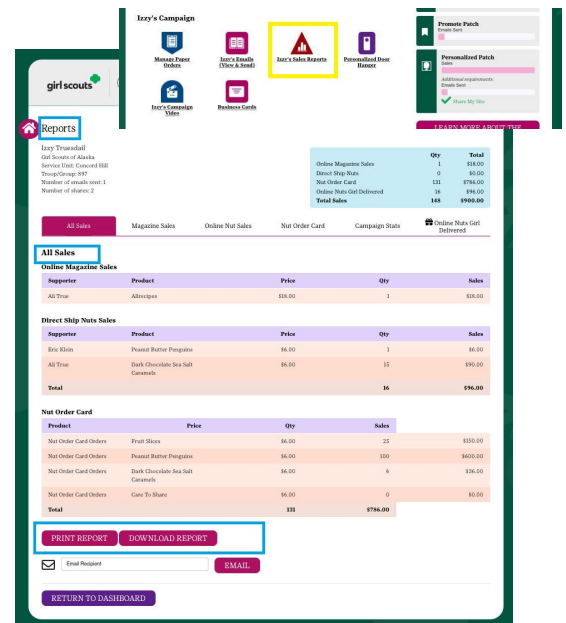
Parent or Adult's Information

- Share My Site
- Your Girl Scout(s)
- Add Another Participant
- Update Profile

Note: Girls earn rewards and troops earn proceeds. Girls in the troop should work together to decide how they will use the troop proceeds that they earn – such as pay for a special activity or field trip, buy supplies for a creative project, save towards a camp out, or use proceeds towards a take action project in their community.

Reports

- Caregivers can access Girl Order reports from the M2 girl dashboard.
- Click on “Sales Reports” on the dashboard.
- A “Reports” page opens. You’ll have multiple tabs to choose from –
 - The “All Sales” report will show a summary of all the sales that the Girl Scout made.
 - Selecting each of the tab reports: “Magazine Sales;” “Direct Ship Nuts;” “Nut Order Card;” or “Online Nuts Girl Delivery;” – will provide more detail.
 - **All reports can be downloaded, printed or emailed.**
- Be sure to save the paper order card too for nut and candy girl deliveries to customers.



Important Dates - Wrapping up Fall Product Program

Week of Oct. 30 - Fall product deliveries to SUFPM start.

Nov. 1: Fall Product Program ACH debit.

Week of Nov. 6 : Girls start to deliver product to customers.

Nov. 17: Last Day to report fall product damages/shortages

Week of Nov. 20 - Thanksgiving (GSCO Offices Closed)

Week of Nov. 27 Fall Product Program reward deliveries to SUFPM start.

Pick up and distribution of nut/candy items and rewards to girls and families:

The TFPM will print reports to aid with product and reward pick up and distribution.

- TFPMs will set up a time/location for families to pick up nut/candy orders and later, girl rewards.
- TFPMs must count and verify each item received during pick up from service unit, and when distributing nut/candy items and rewards to girls/families.
- Families will sign itemized receipt for pick-up of nut/candy items and girl rewards. Please bring candy items inside as soon as possible and store them in a cool, dry place.

Need M2 technical support or assistance with orders? **Contact M2 Customer Service**

support.gsnutsandmags.com

Or call 1-800-372-8520