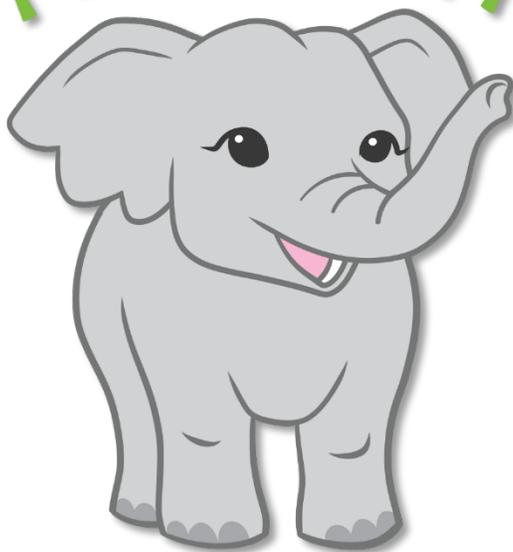


EMBRACE  
EMBRACE  
POSSIBILITY



**2024 FALL PRODUCT PROGRAM  
TROOP M20S GUIDE**

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# WELCOME

Dear Troop Fall Product Chair,

This guide will take you through what you as a troop fall product chair (TFPC) will see and do in the **M2 Ordering System** (M2OS).

You will receive an email from Girl Scouts of Greater Los Angeles that will ask you to create a password to gain access to M2OS by following the link contained within. You will only be given access once you have submitted online your *Troop Fall Product Chair Agreement* and *ACH Debit Authorization* along with a copy of a troop check. If you provided this info by September 6, you were uploaded into the M2OS prior to the start date.

Girl Scouts registered as of September 23 were uploaded into M2OS by the product program department in time for the September 27 start date.

For M2OS, you will send an email to each caregiver so that their Girl Scout can set up a personalized avatar, import or enter email address contacts, and participate in the online portions of the Fall Product Program. If a Girl Scout was registered after GSGLA uploaded data into the system, the caregiver will add their Girl Scouts' name as part of the account set up process.



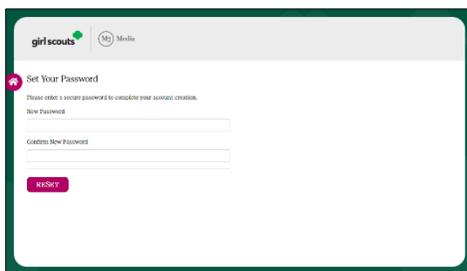
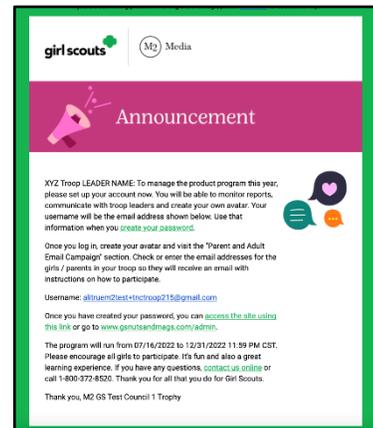
**Important Tip:** Caregivers should make sure they search for their Girl Scout's name as registered in *MyGS*. For example, if the Girl Scouts' name is Kathryn and she is registered in MyGS as Kathryn, but goes by Katie, the caregiver should look for *Kathryn* before deciding her Girl Scout is not listed and adding her (as Katie or Kathryn).



## Log In/Password Creation

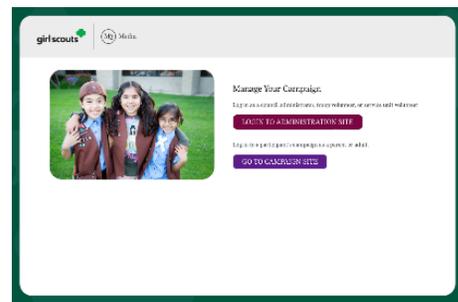
Once you have been added to the M2OS system, you will receive an email from Girl Scouts of Greater Los Angeles like the one at right. It contains a link to where you will create a password, and after logged in, create your avatar, add a troop video, launch an email to the Girl Scouts/caregivers in your troop and monitor your nut and candy sales throughout the Fall Product Program.

Bookmark/favorite this link – [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin) - in your browser as you will use the same link to log in to M2OS each time.

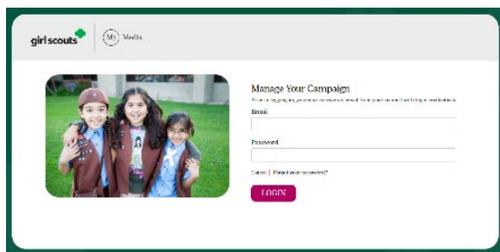


Upon clicking the link in the email, you will see the **Set Your Password** screen as shown at left. Enter your email address and create a password.

Once you have created your password, you are ready to log in. Select the **Login to Administration Site** button.

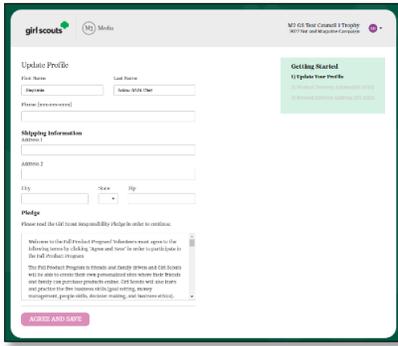


Then enter your email address and your newly created password and click **Login**.



Note: While caregivers should use the [www.gsnutsandmags.com/gsgla](http://www.gsnutsandmags.com/gsgla) link directly (or through our website), if they see the Manage Your Campaign screen above, they (and you as parent/caregiver) would click the **Go to Campaign Site** button to switch to the caregiver login page to create and manage the Girl Scout's storefront (see the *Girl Scout & Parent/Caregiver Guide*).

Also, while not shown here, but included in the [Accessing M2OS During The Sale](#) section, if you are also the service unit fall product chair, after clicking **Login to Administration Site** on subsequent visits, you will be able easily switch between multiple roles (troop or service unit).



## Update User Profile

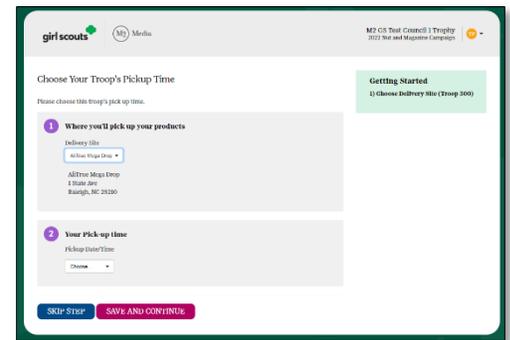
Next, you'll be asked to update your user profile and accept the Responsibility Pledge. The shipping info is asked because you – yes YOU! – will be able to create your *own* avatar! Once finished, click **Update**.

## Select A Pick-up Time

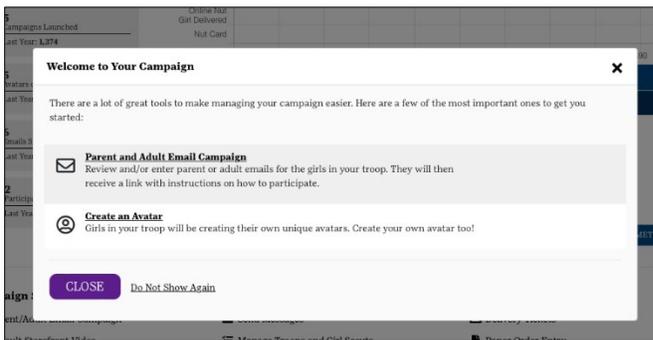
Some service unit fall product chairs will be using the product pick-up scheduling feature in M2OS. If your SU is employing this feature, you will need to select a pick-up time to get your nut and chocolate products. It may seem strange to select a time before you even have an order; and that's ok. If you aren't ready to choose now, you can click **Skip Step** and return to this site to make your selection later. If you don't make a selection, you will be reminded to do so each time you log back in to M2OS.

In **Step 1** you will select your pick-up location -- your service unit fall product chair entered the location earlier and there is typically only one location per service unit. Once you select the location, Step 2 will display.

**Step 2** is where you will pick a time; only available time slots will show. If the pick-up location has multiple "lines" (e.g., a warehouse location using multiple docks), times will be repeated. Simply click your desired time to select it and then click **Save and Continue**.



## Welcome To Your Campaign



When you first log in, you will see the **Welcome to Your Campaign** screen (shown at left) with quick links to sending a [Parent/Adult Email Campaign](#) and [creating your avatar](#).

As we cover these individually later, we'll skip over these tasks for now.

# Dashboard

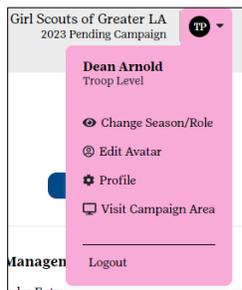
Once you are logged in, you will see the **Dashboard**, through which you will manage your troop. This Dashboard provides a snapshot of participation and sales for the entire troop. If you manage more than one troop, you will be able to select the troop you want to view from a dropdown in the upper right. Yes, that means that even if you have more than one troop, you will have a single login!



Let's explore this Dashboard a bit. At the upper left is a link labeled **Edit Avatar** -- just like the Girl Scouts in your troop, you will be able to create your own personalized avatar! Besides Edit Avatar, you will see a **Your Patch** link, where you will be able make choices for your own personalized patch.

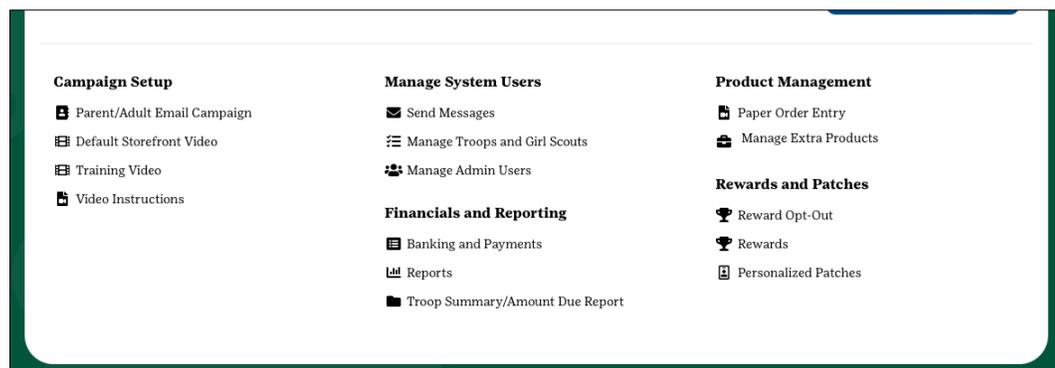
You can also select **View Troop Photo**, which will allow you to see all the avatars that have been created by the Girl Scouts in your Troop, and **Change Roles**, where you can select another role (e.g., if you are also the SUFPC). Below that, you will be able to track the activities of the Girl Scouts in your troop: number of **Campaigns Launched** (those who sent at least 1 email), **Avatars Created**, number of **Emails Sent**, plus **Participants With 1+ Shares** (those who have shared via M2OS to Facebook, for example). Each of these will also show you what the totals were for the previous season (if applicable to your Troop).

To the right of these tallies, you will see **Stats: Current Campaign**. Be sure to check out the graph of your sales as well as the specific data points - **Total Sales, Online Magazines, Direct Ship Nuts** and more. These data points are updated every 15 – 30 minutes (though you will need to refresh your screen to see any updates).



In the upper right, there is an icon labeled **TP** (for Troop). Hover your mouse/pointer over the icon and you will see options available to you. If you are also a service unit fall product chair, you will be able to use **Change Season/Role** to toggle between the two (we will come back to this). You will also be able to **Edit Avatar**, update your **Profile** or **Logout** from M2OS. If you are also a parent/caregiver, you can select **Visit Campaign Area**, which will take you to the login page for that role.

We will dive deeper into each item on the lower half of the dashboard, but let's preview where each of these links leads:



**Campaign Setup** – You can add the email addresses of the caregivers in your troop via [Parent/Adult Email Campaign](#); doing so triggers an email to the caregivers that includes a link to M2OS so they and their Girl Scouts can get started. Plus, it is from here that you can [upload a troop video](#) by clicking **Default Storefront Video**. Just note, a video that a Girl Scout in your troop uploads to *their own* storefront will supersede the troop video. You can re-view the **Training Video** and get **Video Instructions** on uploading the storefront video.

**Manage System Users** – there is a lot behind this link, which we will explore on later pages, but this is where you can [Send Messages](#) to the caregivers in your troop, [Manage Troops & Girl Scouts](#), and [Manage Admin Users](#).

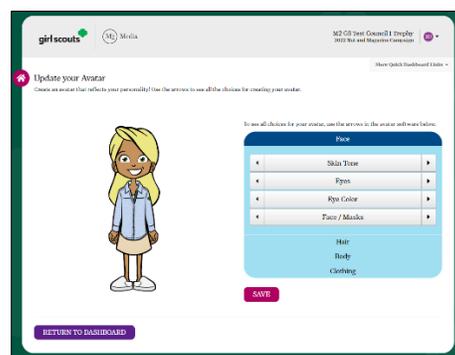
**Financials & Reporting** – [Banking & Payments](#) is where you will enter your Troop’s banking information (if it wasn’t uploaded by GSGLA), where you will see information for the ACH debit GSGLA makes in December, and where you will enter payments received by the Girl Scouts in your troop. Remember, online orders are paid for by the customer when they place their order; you won’t be recording any of those payments here. [Reports](#) will take you to your sales reports.

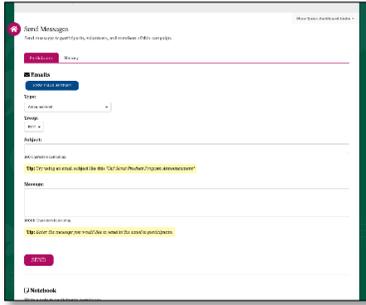
**Product Management** – The [Paper Order Entry](#) link allows you to enter any order card orders that *were not* already entered by the Girl Scout/caregiver. If you want to order *extra* product – for a walkabout, for example, there is a place to do that (under Manage Troops & Girl Scouts, which we will cover shortly)

**Rewards & Patches** - click **Rewards** to see which rewards your Girl Scouts have earned; click [Personalized Patches](#) to see which Girl Scouts have earned the avatar patch and if there are any pending actions needed (generally an action is needed when the mailing address is missing or the Girl Scout has met all the requirements to earn the patch but hasn’t created an avatar).

## Setting Up Your Avatar

Setting up your avatar is easy and fun! Click on the **Edit Avatar** link on your Dashboard to choose from the many options available – skin tone, hair style and color, eye shape, eye color, etc. Scroll left or right through each option and when your avatar is finished, click **Save**. (You can go back and edit at any time). In the [Girl Scouts/Caregivers section](#) of this guide we talk about M2’s virtual rewards; your avatar will show up in the “troop photo” along with each of the Girl Scouts in your troop who create their avatar – this “photo” can be printed!





## Messages

As we said above, you can send a general email to all the caregivers in your troop (only those Girl Scouts who have set up a “storefront”).

Choose from one of the options applicable to your topic -- need to communicate with Girl Scouts in your troop who have not sent emails? Choose that topic and customize the message as needed.

Or you can send a generic message. Be sure to enter a subject that is meaningful to the recipients, so they know it is something they need to read – it is a good idea to include reference to the Fall Product Program and your troop number in that subject header. A single word “hello” or “deadlines” might get missed, but “2024 Fall Product Program – Troop 99999 - deadlines” will be more noticeable. And it will make it easy to organize correspondence.

Next enter or edit the text of your message. Be clear and concise. For longer messages and those that require attachments, you will need to use your regular email program.

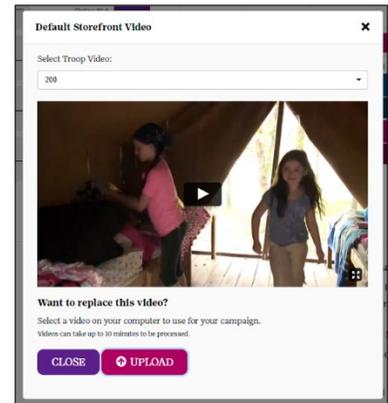
Once you are ready to send it, click **Send**.

From the Messages screen, you can also post a note in the participant’s notebook, which will appear in the upper right corner of the Girl Scout’s dashboard.

## Uploading a Video

Uploading a video is easy. In the **Campaign Setup** section, click the **Default Storefront Video** link on your Dashboard. Click **Upload** to search your computer for *your* video file. When it is finished uploading, click **Save**.

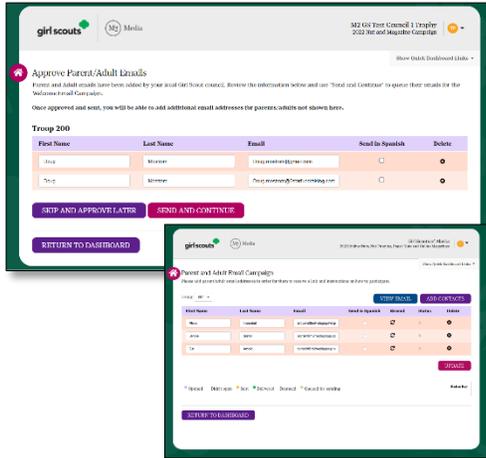
On your Dashboard you find also a link labeled **Video Instructions**; this will give you safety and other tips as well as a sample script to use to record your video.



If a Girl Scout uploads a video to their own storefront, the customers will see that video and not the troop or default video. A video will be more impactful to a customer, so consider adding a video. If a Girl Scout does not add a video to their own storefront, customers will see your troop video. If there is no troop video and no Girl Scout’s video, that customer will see the generic (default) video available.



# Parent/Adult Email Campaign



By clicking on the **Parent/Adult Email Campaign** link, you will be taken to the screen shown left. This process is like what the Girl Scouts in your troop will see when sending their emails.

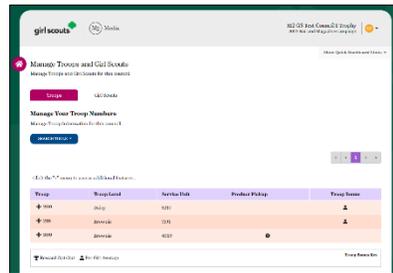
Any caregiver names and email addresses pre-loaded by the GSGLA will show here (added as we uploaded the members of your troop). You can review the data, update the email address if necessary and then click **Send and Continue**. This will send an email *on the day the Fall Product Program starts* with the link to participate ([www.gsnutsandmags.com/gsgla](http://www.gsnutsandmags.com/gsgla)). After you have sent your emails, you will be able to add

additional contacts (maybe a Girl Scout registered after GSGLA did the upload; or maybe we did not have a caregiver email in our membership system). When you are done sending emails, you can click **Return to Dashboard**. Click **View Email** to review the message, including link, which is being sent to each of your caregivers.

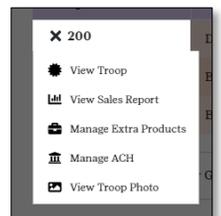
You will be able to track the status – did they open it, read it, did it bounce, etc.

You can add new caregivers and send additional launch emails throughout the sale. Although, after the deadline for caregivers to be able to enter their Girl Scouts’ paper orders passes, avatars will no longer be able to be created. These launch messages are different from the **Messages** feature where you can customize the content you send to your caregivers throughout the sale reminding them of important dates and deadlines, etc.

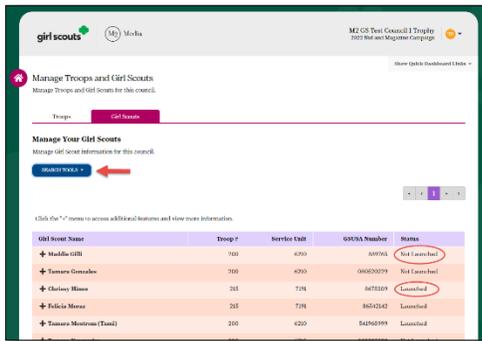
# Manage Troops and Girl Scouts



**Manage Troops and Girl Scouts** allows you to manage your troop. After clicking on **Manage Troops and Girl Scouts**, the default page is Troops. Here you will see your troop listed (and, as in our sample, if you manage more than one troop, all troops will be listed). Click the **+** next to your troop number to reveal several options: **View Troop** (which shows you your troop number, your service unit number, and your program age level – e.g., Daisy, Brownie, etc.); **View Sales Report** (short cut to **Reports**), **View Payments** (short cut to **Banking & Payments**), **Manage Extra Products** (we’ll cover **Manage Extra Products** in just a moment), **Manage ACH** (where you will review and/or enter your banking info), and **View Troop Photo**.



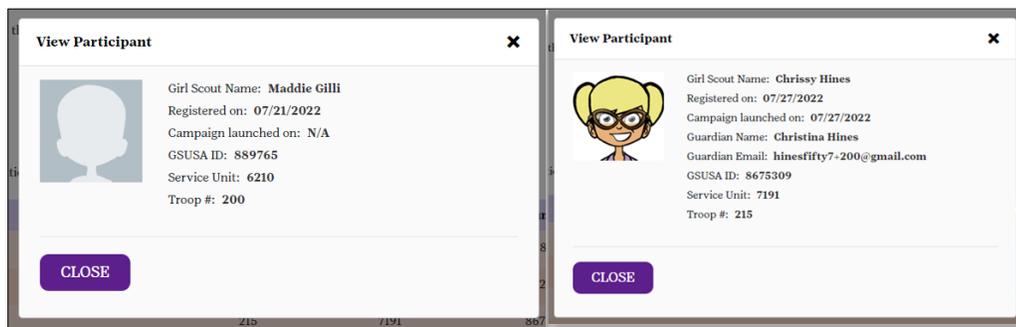
Let’s first move on to the **Girl Scouts** tab, but we will get back to ordering extra products.



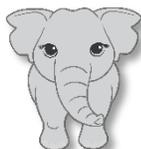
Upon clicking the **Girl Scouts** tab, you will see a list of the Girl Scouts in your troop (or troops, if applicable). If you have a large troop and wish to find a particular member, you can click on the **Search Tools** button to filter the data. In the last column of data, Status, you will see if the Girl Scout has *Launched* (sent at least 1 email) or *Not Launched* (has not sent any emails).

If you click on the + next to a Girl Scout's name, you will

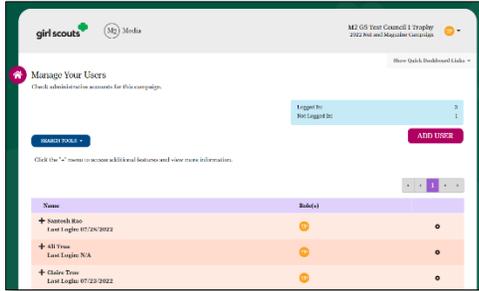
see a few options: you can **View Participant** (see next page), **View Sales Report** (a shortcut to the **Reports** section, specifically to *that Girl Scout's* sales report), **View Payments** (which will take you to the **Banking & Payments** section), and, if the Girl Scout has **Launched** (shown in the last column), **View Avatar Photo**, which allows you to see the avatar the Girl Scout created. (*Note: A Girl Scout may have set up an avatar, but not launched, so you won't see the avatar here*). During the sales period, you will also have a link **Move Product** enabling you to move product to or from a Girl Scout in your troop or from your troop to another troop. We cover each of these separately later in this guide, but this is the shortcut directly from the Girl Scout if needed.



Let's look at **View Participant**, as this will give you some key information you may need. In the sample above, on the left is the View Participant info for a Girl Scout who *has not launched* and on the right, a Girl Scout that *has launched*. Among the bits of data shown, you will see a "Registered on" date – this will be either the date the Girl Scout was uploaded by GSGLA or, if not preloaded into M2OS, the date the Girl Scout set up her storefront. The other bits of data you may need are *Campaign Launched* (this is the date when at least one email was sent), *Guardian Name*, and *Guardian Email*. While you won't see here if all 18+ emails were sent before the deadline, you will be able to tell if none of her emails were sent before the deadline date.

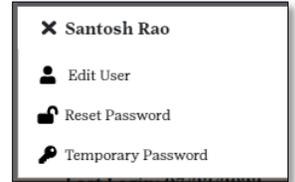


# Manage Admin Users

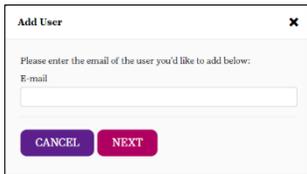


The other link from your dashboard in this section is **Manage Admin Users**, which allows you to view information about troop users with access to your troop and to add any additional troop users.

To view information about a user, click the **+** next to their name. You will see a few options: **Edit User** (if they are having issues logging in,

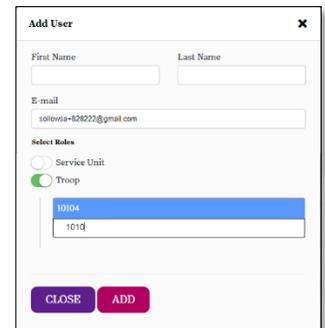


you can see which email address is linked to them), **Reset Password** (if the email address is correct, you can select Reset Password to reset their password; it will send them an email), and **Temporary Password** (if reset doesn't seem to work, you can send them an email directly and paste in this temporary password; they'll then get a prompt to create a new password).



If they aren't already in M2OS as a volunteer, you can add them. It is recommended you use the same email address that they are using for any parent/caregiver role so they can use the same login for both (and can go back and forth between Admin and Campaign). Click the **Add User** button and enter the email address of the person you wish to add.

Click **Next** to enter the name, and then click to set the Troop toggle and select the troop number. As you type the list will shrink – as in the sample, we looked for 10104 and it appeared (in blue) after 4 digits. Click on the blue number to select it. If the person you are adding will help with more than one troop (that you have access to), repeat this last step.



Lastly, click **Add**. The troop volunteer will receive an email from the system, just as you did, and will be able to set up their password, update their profile, and create their avatar. If they don't receive the email, you can come back to **Manage Admin Users** to select the user to see what email address you entered, set a temporary password, or send a password reset email (as described above).



# Paper Order Entry

Girl Scout	GSUSA Number	Email	Qty	Sales	Total Sales
+ Courtney Beckford	7341		1000	\$4,000.00	\$4,000.00
+ Shyanne Bird	037790		0	\$0.00	\$0.00
+ Jaelia Cole	87654		47	\$317.00	\$317.00
+ Cat Conklin	48687354		0	\$0.00	\$0.00
+ Jaelia Cole	87654		0	\$0.00	\$0.00

**Paper Order Entry** refers to any in-person orders taken via the order card. You should enter each Girl Scout's orders or, ideally, have their caregivers enter for their Girl Scout(s). Save yourself some keystrokes! If you chose to do the data entry yourself (or when you review what the caregivers entered), you will select the paper order entry link under **Product Management** to see a screen like the one on the left.

If you or the caregivers have already entered order card items, these products will show here. First, we'll go through reviewing an existing entry, then how to create a new entry.

Product	Price	Qty	Total
A Butter Toffee Peanuts	\$5.00	100	\$500.00
B Spicy Cajun Mix	\$5.00	200	\$1,000.00
C Fruit Slices	\$5.00	0	\$0.00
D Peanut Butter Popsicles	\$5.00	400	\$2,000.00
E Dark Chocolate Sea Salt Caramels	\$7.00	300	\$2,100.00
<b>Total Sales</b>			<b>\$6,000.00</b>

To view a Girl Scout's order, click on the + next to her name and select **Edit Paper Order**. From here, you can review the order, as shown at right. If you need to adjust an entry, you can make it at this time. Be sure to click **Update** after making changes. (Note: You will not be able to make changes until after the Girl Scout: caregiver deadline of October 16 has passed – see the timeline in your Troop Fall Product Program Guide.)

**Important Tip:** If you asked your Girl Scouts' caregivers to make the entries, you should still ask them to send you a copy of the order card so that you can confirm the entries (the troop is responsible for what they order, so you want to make sure it's accurate).



Also, orders that were taken online through M2OS with the "girl delivery" option selected, will already be assigned to the Girl Scouts – they **cannot** be changed. They will automatically be included in your initial order, so you don't need to do anything with them but distribute them at delivery. You will want to make sure caregivers have not double-entered items that were placed by customers online. And remember, customers have already paid for their "girl delivery" items at the time they ordered.

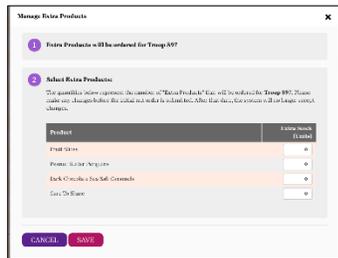
*Once the troop deadline of October 27 passes, you will no longer be able to edit orders, so make all adjustments before you are locked out.*

To add an order, click the + next to the Girl Scout's name, as we did above, and enter her order. Enter the amount of each item and click **Update**.

If a Girl Scout's name *does not* appear, you should reach out to your SUFPC and let them know. Only product program managers (council staff) can add Girl Scouts to M2OS after the parent/caregiver deadline has passed. Any Girl Scouts added at this time will *not* have the

opportunity to earn the personalized patch. *Note: To avoid this issue, be sure your Girl Scouts are registered prior to the upload deadline (see page 2 in this guide and your Troop Fall Product Chair Guide).*

## Manage Extra Product

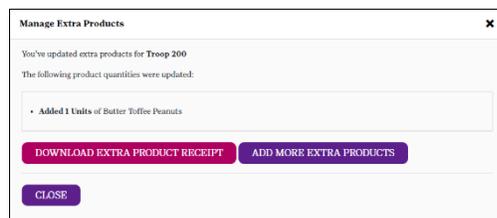


If you remember, when we talked about [managing your troop](#), we mentioned ordering extra product. From your dashboard, select the **Manage Extra Product** link (it's under **Product Management**).

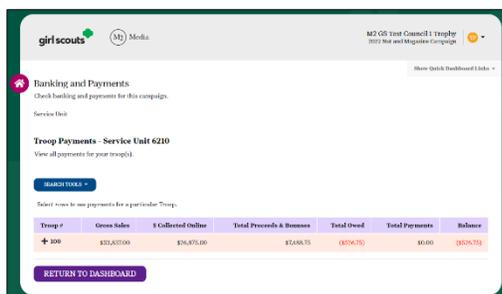
As you see at left, you enter the additional units (cans, boxes, or tins, as applicable) you wish to order for your troop. Your troop's **Extra Stock** column will be zeros, but once you finalize your order, the items you entered will appear in that column. Once you have

entered all your desired extras, click **Save**.

After clicking the **Save** button, a confirmation “pop up” will appear, confirming your order. You have the option to **Download Extra Product Receipt** (recommended; remember, we want to receipt *everything!*), **Add More Extra Products** (did you forget to enter something? You can go back and update), and **Close**. You will only want to add your extra product once, so make sure what you are ordering is final. If you choose to add a supplemental order of products later (before your ordering deadline passes), the receipt will only reflect the most recently added items.



## Banking and Payments

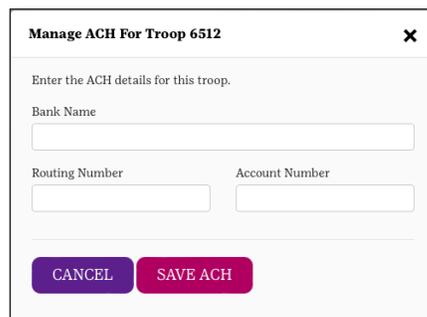


The **Banking and Payments** section of **Financials and Reporting** is where you will see a quick look at your sales, what was collected online, proceeds, amount due to GSGLA, and amount paid. Click on the + next to your troop number and you have the option to **Manage ACH**; it is here that you will, if necessary, enter your banking information.

GSGLA will upload the banking information provided on your ACH Authorization eform, so it is most likely you will only need to review the information – confirming that it is the correct bank name, correct routing number, correct account number.

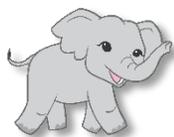
However, if your banking information was not part of our upload, you will need to enter it. We strongly recommend you enter this information as soon as you log in to be prepared for the GSGLA debit to your account in December.

Clicking **Manage ACH** (as noted above), you will see a pop-up that will either have your info already or be blank. Review or enter your bank name, routing number (usually begins 1222, 3222, or the like) and account number. Make any necessary corrections and click **Save ACH**. *Be sure you do not enter the check number with or instead of the account or routing number (routing numbers are 9 digits; account numbers are 6-10 digits.)*

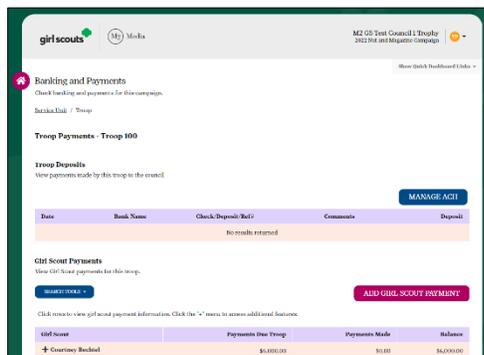


Only the last 4 digits of your account number will be visible. Only you and select GSGLA staff are permitted to see your banking info. Should you add a troop admin user to your troop, this person will also be able to see your troop's banking information. While it's a good idea to give your troop leader or troop treasurer admin access to M2OS, giving a parent/caregiver access who has no troop administration role is *not* recommended.

GSGLA also sends the info to its bank in October to confirm your account and routing numbers are correct (but you will not be charged).



**Important Tip: Note the ACH Debit date listed in your *Troop Fall Product Chair Guide*. Make sure you have sufficient funds available for withdrawal from your troop account before the debit date.**



Date	Bank Name	Check/Deposit/Ref'd	Comments	Deposit
No results returned				

Girl Scout	Payments Due Troop	Payments Made	Balance
← Courtney Bachler	\$5,000.00	\$0.00	\$5,000.00

If you click on your troop (not the +), you will see the **Troop Payments** section for your troop. This has two subsections - **Troop Deposits** and **Girl Scout Payments**. In Troop Deposits you will see the results of GSGLA's ACH debit of your troop. Or, if applicable, you would instead see a credit (it means your online sales exceeded your in-person sales and GSGLA owes you proceeds). If only one row appears, the processing of the December debit/credit cleared your account without issue (yay!).

However, if the debit was returned due to non-sufficient funds (NSF), for example, you would see a second row that offsets the debit row. This section also provides you with a Manage ACH link as another entry point to review/update/add your banking information (you will want to make sure your info is correct well ahead of the debit/credit.) *(Note: for each ACH transaction, you will see GSGLA's bank listed under Bank Name, not your bank's name.)*

Below Troop Deposits is **Girl Scout Payments** where you can record the payments you have received from the Girl Scouts in your troop. We recommend you use this feature, as recording this information helps you track Girl Scout/caregiver payments, and you will be able to see if anyone is falling behind in turning in any cash/checks received from customers. Better to address this issue immediately than wait until long after the sale has ended.



**Important Tip:** Remember that Girl Scouts/caregivers should be turning in collected funds to you promptly and frequently so you can make deposits promptly and frequently. See your *Troop Fall Product Guide* for money handling guidelines.

How do you enter the Girl Scout’s payment? Well, there are two ways you can make this entry, right from the same screen. Click the + next to the Girl Scout’s name and select **Add Girl Scout Payment** OR click on the button that says **Add Girl Scout Payment**. The difference between the two paths is in the first step – select the Girl Scout, your next step is entering the payment; select the Add Girl Scout Payment button, you’ll select the Girl Scout and then enter the payment (see image at right).

Once the Girl Scout is selected, then enter the payment details. When done, click **Record Payment**.

## Reports

Participant	Emails	Shares	Qty	Sales	Nuts	Total
Janelle Jones	0	0	0	\$0.00	0	\$0.00
Cal Tavel	0	0	0	\$0.00	0	\$0.00
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>

Sales reports can be found by selecting the **Reports** link from the dashboard. For those who like to “slice and dice” data, you have some options for how you want to view the data:

- All Sales (default)
- Magazine Sales
- Direct Ship Nuts
- Nut Order Card
- Online Nuts Girl Delivered
- Tumblers
- BarkBox
- Special Reports
- Summary Report

Not shown here, but there will be a tab that shows the additional product offered for 2024 -- that means the Personalized Products and Candles. Also, if you ordered additional product, it would appear in a section labeled Troop Extra Products above the Participants section (your Girl Scouts).

For each option, you can drill down to see more specific data; for example, clicking on the Girl Scout’s name with the **All Sales** selected, will give you breakdown of by category (Magazines, Direct Ship, etc.) of what that Girl Scout sold. Drill down with the Direct Ship Nuts tab selected to see details about each supporter (customer) and what they ordered, by variety.

And guess what! Your caregivers have access to these same reports for their Girl Scout! They will be able to see exactly who ordered online, asked for girl delivery, and what they ordered. (The report will be emailed to the caregiver, too!)

At the bottom of this report page – in all views --you can select: **Print Report** (which prints the report as it appears on screen), **Download PDF** (which generates a PDF version of the report), **Export Excel** (in an Excel format, as many like to sort and filter their data) and **Email Report** (want to share the report with the Troop Leader, you can email it to her straight from M2OS). As mentioned, you have these options for each view, so if you wanted to email a copy of a particular Girl Scout's data to the caregiver, you could.

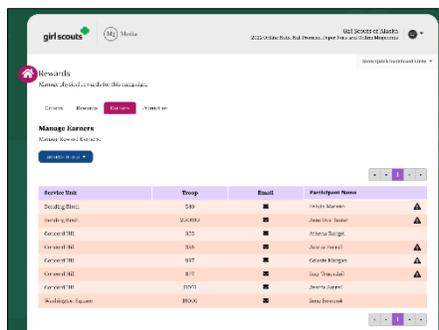
In the All Sales view, you can also see how many emails a Girl Scout has sent.

Click the + next to a Girl Scout's name to see shortcuts to **View Paper Orders** (if your data entry deadline hasn't passed, you can enter/edit the order here) or **View Rewards** which will present a "pop-up" with that Girl Scout's rewards earned information (same as what we will cover in [Rewards & Patches](#)).



There is also a tab labeled **Special Reports**; here you can run an Excel report with just your troop's order, or with the order and financials (sales, proceeds, etc.), or just the rewards, or the Troop Summary. You have these same options to run reports at the Girl level. (All reports – except PDF reports - open in Excel as .csv files.)

## Rewards And Patches

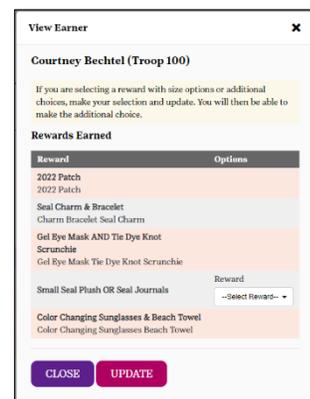


Here you can track the rewards your Girl Scouts are earning throughout the sale. Click on the **Rewards** link from your dashboard and you will see a screen where you can **Manage Earners**. If you see a warning triangle, it means there is some action that needs to be taken – which is usually because there is a unit level where the reward has options (note: this season, no rewards have options).

Select a Girl Scout from your list to see what action needs to be taken -- or, if no warning, you can just see which rewards a Girl Scout has earned to date. However, if an action is needed, and the Girl Scout/caregiver deadline has passed (meaning she can no longer make the selection herself), you will be able to make that selection for her – be sure you have reached out to get the Girl Scout's choice.

One the selection has been made, click **Update**. If you aren't making changes, just click **Cancel**.

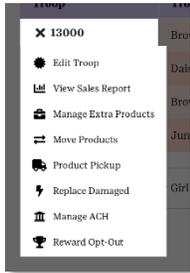
If you were to notice the Girl Scout was just a few units away from the next level – and you had items available from any extras ordered – you could reach out to the Girl Scout/caregiver by clicking the **Email** link (envelope) and send an email message (*it should open your default*





# Assigning Product To Girl Scouts

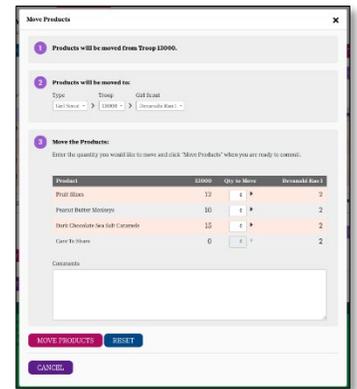
Product ordered as Extra Product or transferred to the troop from another troop *must* be assigned to Girl Scouts in your troop. You can move products by clicking [Manage Troop & Girl Scouts](#) from your M2OS dashboard.



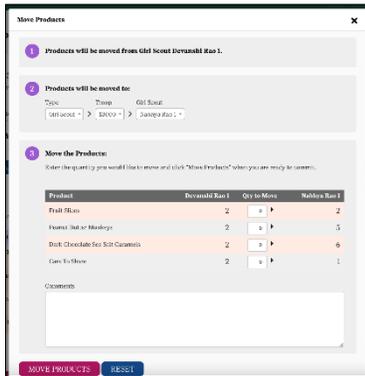
Click the + next to your troop number to reveal a menu of options. One of these options is labeled **Move Products** (see image at left). Clicking this link will open a new panel. Choose the type of “movement” you are making. As we are moving product to a Girl Scout, we will select that option, which will then let us select her name. Then enter the product that is being moved from the Troop’s inventory to the Girl Scout. You *cannot* assign more than what shows in the Available Units column.

When done, click **Move Products**.

*Note: only product you ordered extra or received from another troop can be assigned to a Girl Scout (or transferred to another troop). However, as you will see below, you can reassign from one Girl Scout to another product ordered on the order card (paper order entry) – online orders cannot be moved/reassigned.*



## Girl Scout to Girl Scout Product Transfers



You can move product from one Girl Scout in your troop to another Girl Scout in your troop. You can *only* move product that was entered from her order card or assigned to her from your extras -- you cannot move any online orders, whether girl delivery, shipped to a customer or magazines.

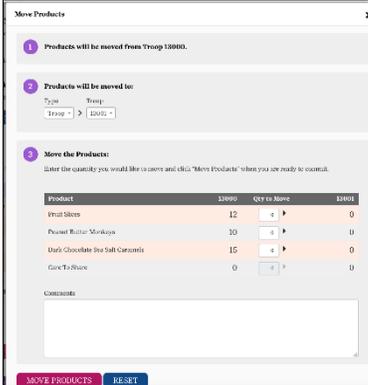
From [Manage Troop & Girl Scouts](#), select the + next to your troop number or from the **Girl Scouts** tab, select the Girl Scout by clicking the + next to her name, and select **Move Products**.

The sample to the left shows the Girl Scout *from* whom product is being transferred. In **Step 2**, select the **Type** (Girl Scout or Troop), the **Troop #**, and then **select the Girl Scout** to whom product is being transferred. **Step 3**, enter the product being transferred. Lastly, click **Move Products**. If you are transferring to a Girl Scout in a troop outside your own service unit, your service unit fall product chair will need to transfer the product for you.

## Troop-to-Troop Product Transfers

There may be occasions during the sale where you are transferring product from your extras to another troop in your service unit.

As when assigning product from the Troop to a Girl Scout and Girl Scout to Girl Scout transfers, you select [Manage Troop & Girl Scouts](#) and select **Move Products**. Here you want to select **Move to Another Troop**. Then enter the troop number – remember, troop numbers *do not* have preceding zeros, so 00123 would be just 123. Enter which product you are moving, and then click **Move Products**.



The screenshot shows a 'Move Products' window with three steps:

- Products will be moved from Troop 10000.
- Products will be moved to: Troop: 12345.
- Move the Products: Enter the quantity you would like to move and click 'Move Products' when you are ready to commit.

Product	10000	Qty to Move	10000
Fruit Slices	12	0	0
Personal Butter M&M's	10	0	0
Daily Chocolate Sea Salt Caramels	15	0	0
Care To Share	0	0	0

Comments:

**MOVE PRODUCTS** **RESET**

If you are transferring product to a troop in a *different* service unit from yours, you will need to ask your service unit fall product chair to enter the troop-to-troop transfer.



**Important Tip: You cannot transfer items you do not have in available inventory. If you are moving product you previously assigned to a Girl Scout, you can move it from her to the troop directly.**

## Gift of Caring

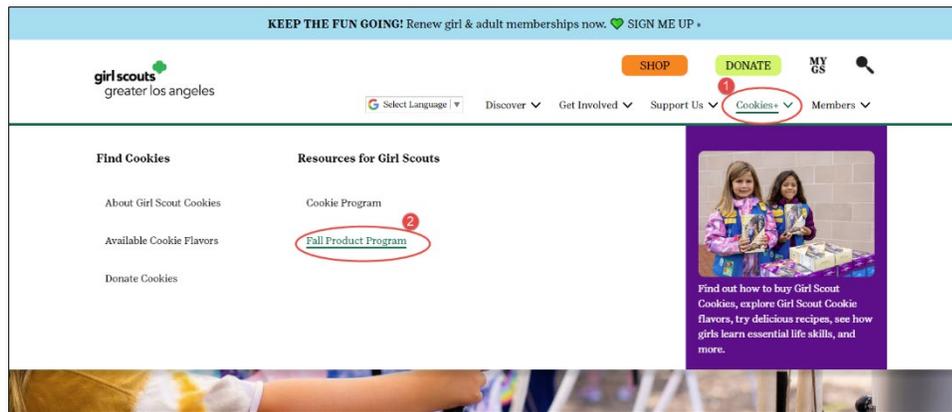
Gift of Caring, as explained in the *Troop Fall Product Guide*, is a virtual product. For a set amount of \$6 per "can," the customer is making a donation that GSGLA will later deliver to its partners. Being accurate with your Gift of Caring entries is as important as any other product being ordered.

If you are on a walkabout in your residential neighborhood or a Girl Scout has a "lemonade stand" on her lawn, you may get customers who donate to Gift of Caring (GOC). You can still take those orders; advise your service unit fall product chair before November 24 that you have additional GOC sales. She will "transfer" GOC cans for you to allocate to the Girl Scout(s) being credited. You will assign these in the same way you would any additional physical product.

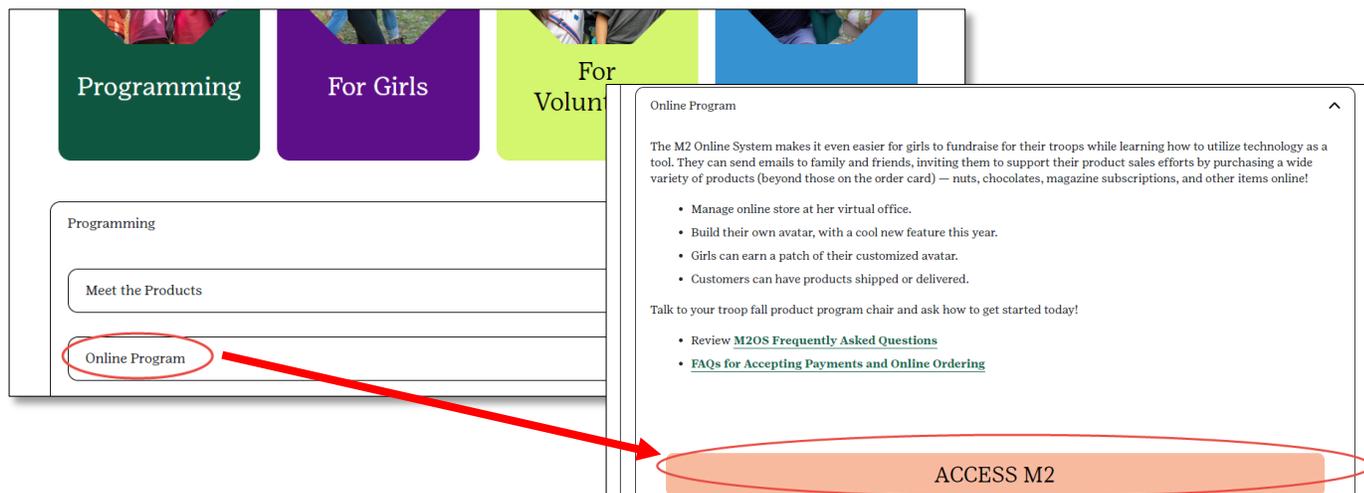
Customers will not be able to donate online after October 27 (when order taking ends), but as noted above, can make donations "off-line" through November 24.

## Accessing M2OS During The Sale

To conclude our overview of M2OS let's review how you will return to M2OS during the sale. If you have not bookmarked or favorited the link [www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin) in your browser (Microsoft Edge, Google Chrome, Apple Safari, etc.) – which we *strongly* recommend – you can get there by first going to GSGLA's website at [www.girlscoutsla.org](http://www.girlscoutsla.org).



From the main page, click **Cookies+** and select **Fall Product Program** (as shown above) OR you can get to the Fall pages directly by going to [www.girlscoutsla.org/fallproduct](http://www.girlscoutsla.org/fallproduct).



You will see the Fall Product Program main page. Scroll past the theme logo (not shown here), and in the **Online Program** section, at the bottom, is the link to **M2OS**.

Once you click the link, you will be taken to a “pre-login” page (caregivers will as well). As we mentioned when talking about [Log In and Password Creation](#), clicking the **Go To Campaign Site** button will take caregivers (including you, if applicable) to *this* log in screen. We revisit this in the [Girl Scouts/Parents/Caregivers](#) guide.

Clicking the M2OS login button on our website also takes you to this screen. To get back to the login screen with the **Login to Administration Site** button, click the **Volunteer** button here.

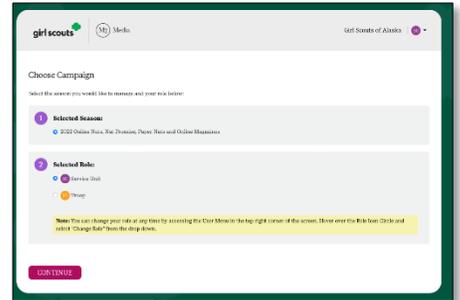
So, we’ll recommend again, *bookmark the link!* - [www.gsnutsandmags.com/gsgla](http://www.gsnutsandmags.com/gsgla). But remember, you will need only one username and password. Bookmarking these pages means that if you need to access M2OS after the sale is over and we’ve disabled the M2OS button on our website, you can still get in to view data and print reports.

(By the way, don’t forget to explore the information and resources available on our website.)



**Important Tip: Run your reports immediately after the sale so you will have your information to complete your Annual Troop Finance Report on time! M2OS could be offline during the summer.**

As mentioned, when creating your login and password, if you are also the service unit fall product chair, you will be able to choose which role you are accessing from the **User Role Selection** screen, as shown at right. You will see your options once both your roles have been added by upload, manually by the product programs manager, or by any other service unit fall product chair for your service unit.



If you are also a parent/caregiver, you would need to log out from this screen and go to the Go To Campaign site link instead. However, as we mentioned earlier, if you are in M2OS, you can click the Campaign Site link from the **TP icon** in the upper right corner of your screen.