

Troops - M2OS Quick Tips

Scan here to access more troop resources:

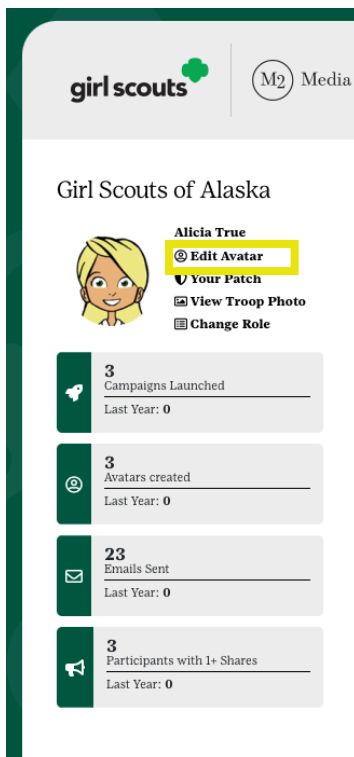
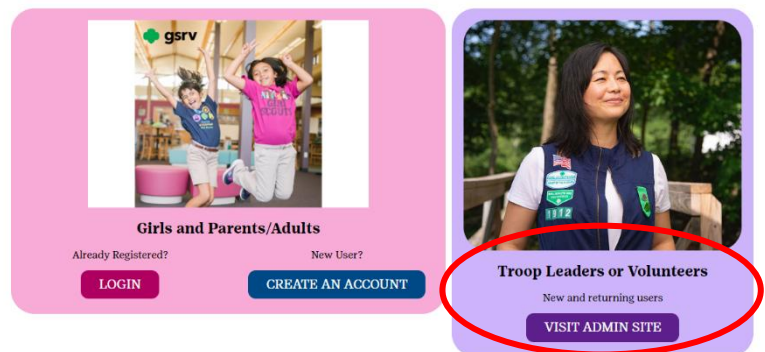
Review the Family M2OS Quick Tips Guide in addition to this guide. Some of what you will need to know about the troop role overlaps with what families will also need to know. If you are in a Community or Area role, please also review the Community & Area Guide.



Before the Sale

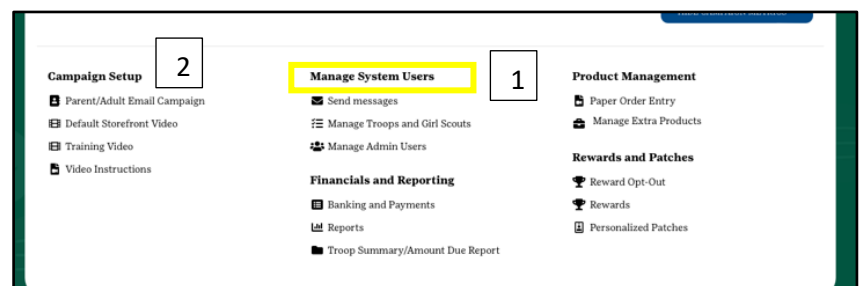
- Click on the account registration link sent to your email to set up your account
 - If you have not received this email, contact Girl Scouts River Valleys
 - Note:** These instructions are for setting up your Troop account! Be sure to click the **Visit Admin Site** button when logging in as a troop volunteer. You will need to access your Girl Scout's account separately, either through logging in or registering under **Girls and Parents/Adults**.
- Watch the training video as you log in. This video will be on your dashboard to reference at any time

Girl Scouts of Minnesota & Wisconsin River Valleys



- Create your Avatar
 - You will be prompted to do this when registering your account
 - Or you can click *Edit Avatar* on your dashboard
 - The Girl Scouts in your troop will be able to see your avatar when they check out their troop's group photo in their avatar's Room!
- All currently registered girls in your troop will be uploaded in the system. If a Girl Scout is not listed, remind the family to complete registration

- Check that all members currently in your troop are in M2OS by clicking *Manage Troops & Girl Scouts* [1]. You have two options (either will work, and you do not need to complete both):

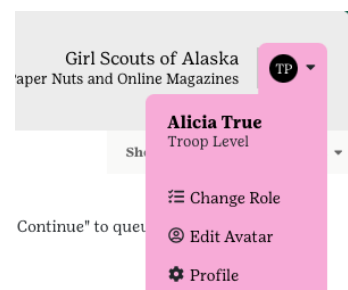


- Ask your families to register their girl account at www.gsnutsandmags.com/gsrv under your troop number

- Send a registration email to the Girl Scout's parent/adult from M2OS by clicking the *Parent and Adult Email Campaign* icon [2] either when you are first setting up your campaign or later from your troop dashboard. Girl Scouts will receive an email on Go Day inviting them to set up their online account

During the Sale

- **Changing Roles:** If you have multiple roles and need to change the troop you are viewing, or change to the parent/adult role, click the drop-down arrow next to the troop number



- **Monitoring the Sale:** Check out the Stats bar at the top of your dashboard or view specifics by clicking the reports icon

1. To search through a long list quickly, click on

[Search Tools](#) (you will see this option appear on multiple pages of M2OS)

2. You can also sort the girl's sales by type of sale by changing the tab above the Reports screen

3. To look at sales details for specific girls, click the plus sign next to their name (when you see these plus signs, they are a signal that there are more options available for that item)

4. For each report, you are given the option at the bottom of the screen to Print, Download PDF, Export to Excel, or Email the Report as either an Excel or PDF

Participant	Emails	Shares	Qty	Sales	Qty	Sales	Total
+ Julie Jones	0	0	0	\$0.00	0	\$0.00	\$0.00
+ Cat Test	0	0	0	\$0.00	0	\$0.00	\$0.00
Total	0	0	0	\$0.00	0	\$0.00	\$0.00

- **Selling:** Snack order card sales will need to be entered in M2OS at the end of the sale by the family or troop. Online orders are automatically populated into M2OS

- **Promoting the Sale:** Here are some *optional* activities for Girl Scouts/troops who want to take their promo skills up a notch!

- Encourage Girl Scouts in your troop to create an avatar and make a recording explaining their goals, so that their customers can hear a personalized message from their favorite Girl Scout
- Make sure girls know about the options to make business cards, door hangers, and fliers on their girl account. The Share My Site Toolkit has many options to promote sales.

- Create a troop video that girls can upload to their Personalized Storefront explaining why your troop is selling and what their goals are! The default video and instructions on creating a video can be found by clicking the icons on your dashboard

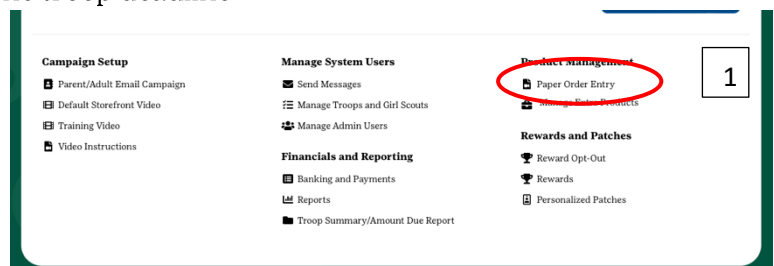
Campaign Setup

- Parent/Adult Email Campaign
- Default Storefront Video
- Training Video
- Video Instructions

- **Messaging:** You can click the *Send Messages* icon to contact Girl Scouts and volunteers in your troop who have an account in M2OS
 - You can use the email type choices to get sample text for emails you might want to send, or you can send a completely unique email to the entire troop
 - By selecting a specific email type, you will only be sending the message to participants that fall into that category
 - You can also write in Girl Scout's virtual notebooks and set how long the message will stay visible. This is great for things like deadline reminders or patch requirements
 - Messages to the notebook will appear at the top right-hand corner of the girl's home screen in the green box

After the Sale

- **Entering snack order card (aka paper orders):**
 - Families who are using the online system will need to enter their Girl Scout's snack order card sales into M2OS before the family deadline
 - Troops can enter or adjust paper orders collected as needed only after the family deadline has passed and before the troop deadline timeframe ends
 - **Only IN PERSON snack order card sales need to be recorded.** All online orders, including girl delivery and shipped orders will be placed automatically. You will not be able to enter orders after the troop deadline
 - To add and review orders:
 - Click the *Paper Order Entry* icon on the Dashboard [1]
 - Locate and select the name of the Girl Scout whose order you need to add or review [2]
 - *If the girl is not listed in M2OS at this time, you must contact Girl Scouts River Valleys to have her added to the system*



- Enter or adjust the quantity for each item as needed (these numbers are the cumulative totals for that girl's snack order card sales)
- Be sure to save the information entered
- *Late orders cannot be accepted.*

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2 Paper Order Results:

Click the "+" menu to access additional features and edit the Girl Scout's paper orders. If you don't see a particular girl below, please contact your council to have her added.

Girl Scout	GSUSA Number	Email	Nut Sales		
			Qty	Sales	Total Sales
+ Celeste Morgan (Cel)	48324835	✉	80	\$480.00	\$480.00
+ Juliette Morgan	843545621	✉	5	\$30.00	\$30.00
+ Gia Smith	879856451	✉	0	\$0.00	\$0.00
+ Jennie Sorrell (Jennie)	8883542	✉	16	\$96.00	\$96.00
+ Izzy Truesdall	888451236	✉	131	\$786.00	\$786.00

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

Rewards:

- After families have had the chance to review the rewards earned by their Girl Scout, they may be required to select one of two items. When they are finished, review these selections to make sure they are correct.
 1. Under Rewards and Patches select *Rewards*
 2. Select the Girl Scout whose rewards you need to review. *A girl that is missing a choice will have an alert near her name [*]*
 3. Make changes as needed and click update to save changes
- You may want to review the status of each girl's progress for earning the Personalized Patch
 1. Under Rewards and Patches select *Personalized Patches*
 2. Select the Girl Scout whose patch status you need to review
 3. Make any changes or updates to the patch or shipment address that are needed and click **save**

girlscouts M2 Media 2023 Online Sales, Not Promote, Paper Sales and Online Magazines Girl Scouts of Alaska Show Quick Dashboard Links

Rewards
Manage physical rewards for this campaign.

Criteria Rewards **Current** Promotion

Manage Earners
Manage Reward Earners.

Filter View

Service Unit	Troop	Email	Participant Name
Bonding Birch	540	✉	Felicia Moreno
Bonding Birch	200000	✉	Jane Doe Tester
Coccard HBB	355	✉	Athena Bangel
Coccard HBB	355	✉	Jennie Sorrell
Coccard HBB	897	✉	Celeste Morgan
Coccard HBB	897	✉	Izzy Truesdall
Coccard HBB	10001	✉	Jennie Sorrell
Washington Square	10000	✉	Rose Rowland

Finances

- Deposit all money collected into your troop bank account
- Update or add your troops bank account information in M2OS
 1. Click the *Banking and Payments* icon
 2. Click *Edit ACH*
 3. Verify that the uploaded banking information is current
- You can also track girl payments from the Banking and Payments screen
 - The Payments Due Troop column will update based on snack order card sales entered for each girl

Manage ACH For Troop 6512 ✕

Enter the ACH details for this troop.

Bank Name

Routing Number

Account Number

CANCEL **SAVE ACH**

information. Click the "+" menu to access additional features.

- Click on the plus sign to the left of a Girl Scout's name to add a payment to her record

Girl Scout Payments

View Girl Scout payments for this troop.

SEARCH TOOLS

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
+ Jamie Jones	\$0.00	\$15.00	(\$15.00)
+ Cat Test	\$0.00	\$0.00	\$0.00

RETURN TO DASHBOARD

Troop Delivery Tickets

- On the M2OS dashboard, go to Delivery Tickets. (The Delivery Tickets icon will appear after the orders have been submitted to the vendor)
 - Under Troop Tickets, the troop should automatically appear. If you manage multiple troops, you will need to arrow down to choose another troop
 - Click on *Create Ticket*. This will generate a PDF to print for your entire troop totals
 - You will use this delivery ticket to verify that you received all items in your troop shipment. Note: Care to Share items are not included in your troop shipment. The Care to Share items are donated by Girl Scouts River Valleys.
 - To print individual girl delivery tickets, look for the Girl Scout Tickets section. To print all the girl snack orders, keep the selection at “All” under the Girl Scout
 - Click on *Create Ticket* to generate a PDF you can print and use to sort the snack orders by girl.
- Girl reward delivery tickets can be found under the Delivery Tickets
 - Under the Reward Delivery Tickets, look for the Girl Scout Tickets section
 - To print individual girl reward tickets, keep the selection “All”
 - Click on *Create Ticket* to generate a PDF you can print and use to sort the rewards by girl.

Product	Unit Price	Quantity	Unit Price	Quantity
Product A	10	10	10	10
Product B	20	20	20	20
Product C	30	30	30	30
Product D	40	40	40	40
Product E	50	50	50	50
Product F	60	60	60	60
Product G	70	70	70	70
Product H	80	80	80	80
Product I	90	90	90	90
Product J	100	100	100	100
Product K	110	110	110	110
Product L	120	120	120	120
Product M	130	130	130	130
Product N	140	140	140	140
Product O	150	150	150	150
Product P	160	160	160	160
Product Q	170	170	170	170
Product R	180	180	180	180
Product S	190	190	190	190
Product T	200	200	200	200
Product U	210	210	210	210
Product V	220	220	220	220
Product W	230	230	230	230
Product X	240	240	240	240
Product Y	250	250	250	250
Product Z	260	260	260	260
Product AA	270	270	270	270
Product AB	280	280	280	280
Product AC	290	290	290	290
Product AD	300	300	300	300
Product AE	310	310	310	310
Product AF	320	320	320	320
Product AG	330	330	330	330
Product AH	340	340	340	340
Product AI	350	350	350	350
Product AJ	360	360	360	360
Product AK	370	370	370	370
Product AL	380	380	380	380
Product AM	390	390	390	390
Product AN	400	400	400	400
Product AO	410	410	410	410
Product AP	420	420	420	420
Product AQ	430	430	430	430
Product AR	440	440	440	440
Product AS	450	450	450	450
Product AT	460	460	460	460
Product AU	470	470	470	470
Product AV	480	480	480	480
Product AW	490	490	490	490
Product AX	500	500	500	500
Product AY	510	510	510	510
Product AZ	520	520	520	520
Product BA	530	530	530	530
Product BB	540	540	540	540
Product BC	550	550	550	550
Product BD	560	560	560	560
Product BE	570	570	570	570
Product BF	580	580	580	580
Product BG	590	590	590	590
Product BH	600	600	600	600
Product BI	610	610	610	610
Product BJ	620	620	620	620
Product BK	630	630	630	630
Product BL	640	640	640	640
Product BM	650	650	650	650
Product BN	660	660	660	660
Product BO	670	670	670	670
Product BP	680	680	680	680
Product BQ	690	690	690	690
Product BR	700	700	700	700
Product BS	710	710	710	710
Product BT	720	720	720	720
Product BU	730	730	730	730
Product BV	740	740	740	740
Product BW	750	750	750	750
Product BX	760	760	760	760
Product BY	770	770	770	770
Product BZ	780	780	780	780
Product CA	790	790	790	790
Product CB	800	800	800	800
Product CC	810	810	810	810
Product CD	820	820	820	820
Product CE	830	830	830	830
Product CF	840	840	840	840
Product CG	850	850	850	850
Product CH	860	860	860	860
Product CI	870	870	870	870
Product CJ	880	880	880	880
Product CK	890	890	890	890
Product CL	900	900	900	900
Product CM	910	910		

Reports

Click on the **Reports** icon on your dashboard to view the various reports available to you: All Sales, Magazine Sales, Direct Ship Nuts, Nut Order Card, Online Nuts Girl Delivered, Tumblers, BarkBox, Candles, Personalized Products, Special Reports, and Summary Report:

Troop Summary Report				Campaign and sales information for your troops.				
All Sales	Magazines	Direct Ship Nuts	Nut Order Card	Online Nuts Girl Delivered	Tumblers	BarkBox	Special Reports	Summary Report
Total Sales				Campaign Stats				
Total \$ Sold				\$0.00	Girls Selling		0	
Collected Online				\$0.00	Avatars Created		0	
Collected from Customers				\$0.00	Photos Uploaded		0	
Total Troop Extras				\$0.00	Voice Recordings		0	
Troop Proceeds and Bonuses				\$0.00	Total Personalized Patches Earned		0	
Amount Due Council				\$0.00	Number Emails Sent		0	
Payments Made to Council				\$0.00	Per-Girl-Average Units		0	
Balance Due Council				\$0.00	Per-Girl-Average Dollars		\$0.00	
Online Magazine Sales					Reward Opt Out		No	
Magazine Units				0				
Total Sales Collected Online				\$0.00				
Proceeds And Bonuses				\$0.00				
Direct Shipped Sales								

When using the Special Reports option, you can export many useful reports to Excel. Explore the many report options available to assist you in reviewing girl orders for Fall FUNdraiser items but also rewards. The Girl Scout Summary Report is very helpful to determine the amount each family owes for their Girl Scout's sales.

Need Help? Contact us!

Girl Scouts River Valleys
800-845-0787
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