

# Family- Quick tips for M2OS

## Before the Sale

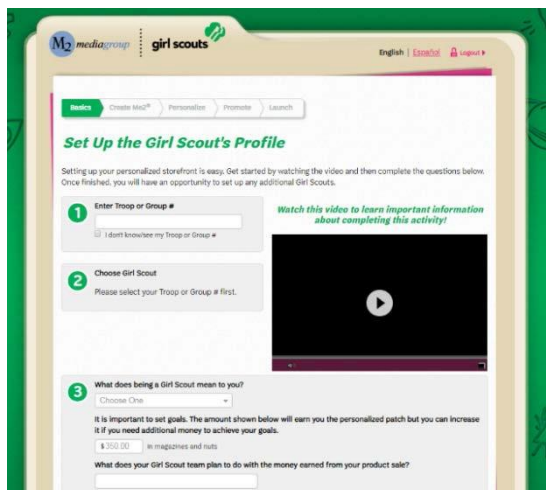
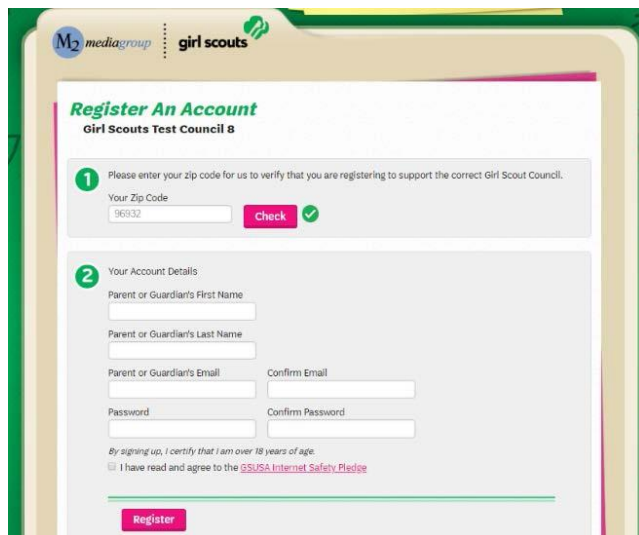
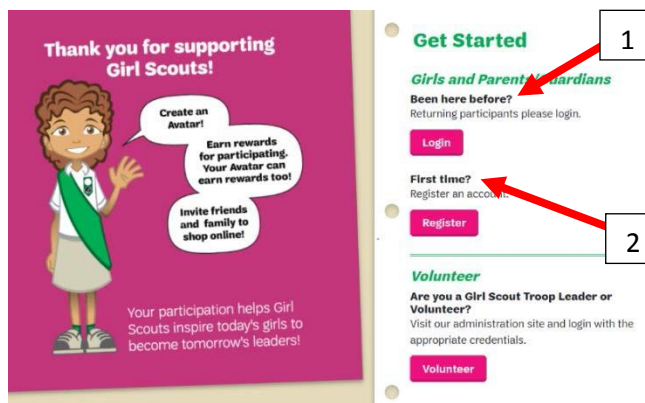
The options that follow will be available to families and girls starting on Go Day.

**Register:** You can register your girl for the **Fall Product** Program using any of the options below

- You may get an invite from the system to kick off your Program page,
- Your troop may also send you an email with a link and invitation to access the site
- Go to: <https://www.gsnutsandmags.com/GSSEF>

## Create Account:

1. **For Returning Users:** If you have used M2OS in a previous program, click *Login* and enter your existing username and password on the next screen.
  - If you are a **NEW USER** (GSSEF Girl Scouts are in this for a **FIRST YEAR** on 2020!) follow directions below. If you did not get an email invite: use information provided in your "MYGS Account" so we will be able to match you up when we verify all users' MY2021 information.
  - Only registered Girl Scouts for MY2021 can participate in the Fall Product Program.
2. **For New Users: (\*\*This is us!\*\*)**
  - Click *Register*. You will be asked to verify your zip code on the next screen
  - Provide the additional information requested to finish registering your girl's account
  - The password you choose is required to be at least 6 characters in length and contain at least 1 uppercase letter, 1 lowercase letter, and 1 numeric digit

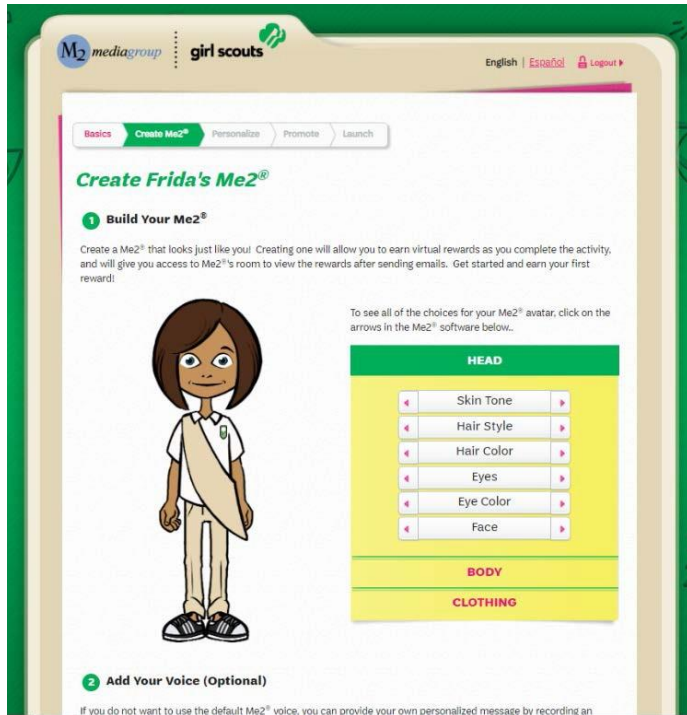


## Profile:

- Your girl's Personalized Storefront is only accessible to friends and family who are sent the personalized link
- Set up your girl's profile. This is the information that will be used to create her Personalized Storefront, where friends and family can shop online for snacks and magazines
- Make sure to fill out all the information so customers know who they are supporting and why she is selling fall product!
- You are unable to edit your girl's name, but you can enter a nickname

## Create Avatar:

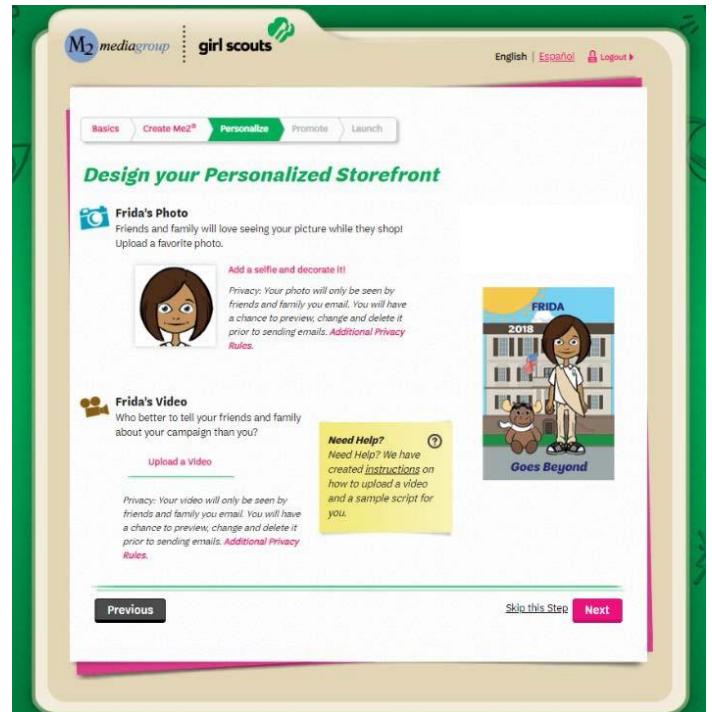
- It's time for your girl to create her Avatar! This is the image that will be associated with her account that she can make to look like just like her!
- The avatar can be updated anytime
- Your girl can add a voice recording talking about why she's selling Fall Product items, what her goals are, and who she plans to honor with a Hometown Hero package! Friends and family visiting her Personalized Storefront will be able to watch her avatar speak the message she recorded!



## Personalize:

- Upload a photo and/or a video of your girl sharing her goals and explaining how she will use the funds from the sale
- Pro Tip: Girls who upload photos and/or videos to their storefronts sell more items!

(Note: Patch this year includes a cute sloth in a canoe setting or near you in a hammock! See Girl Reward card for updated details)

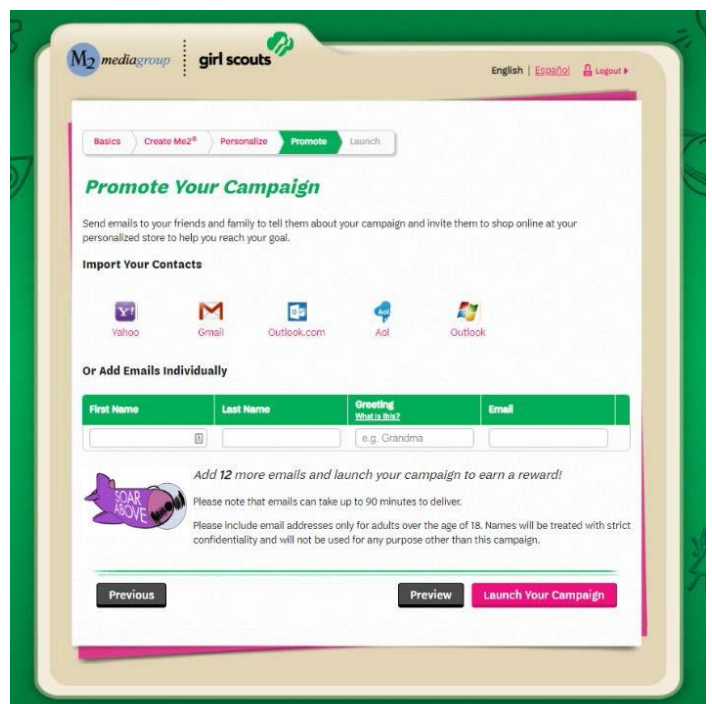


## Promote:

- Share your girl's storefront with family and friends
- Send 15 emails to earn the Online patch and to become eligible for the Avatar patch!
- You can import contacts from the email provider you use, or you can enter them individually
- You can also promote your girl's campaign on your personal page on Facebook, Twitter or other social site
- Click *Launch Your Campaign* – and you've done just that!



Note: You must enter at least one email to proceed to the next step



## Earn a Personalized Patch!

- Enter your girl's personal preferences and shipping information for her personalized patch [1]
- To earn the Fall Personalized Patch, a girl must:
  - Create her Avatar
  - Send 15+ emails
  - Sell \$300+ in total items: online or girl card!

## During the Sale

- There are three primary ways a sale is made:
  - Girls take order card sales using the paper order card. Nuts, chocolates, coupon books and the Hometown Hero package donations are taken here.
  - Girls send the personalized link to the customer. Customer selects *Girl Delivery*, places an order for snacks and/or magazines and pays online. You will need to connect with these customers to arrange delivery of items. \*\*Coupon books and not available on this online view.\*\*
    - Girls send the personalized link to the customer. Customer selects *Shipped to Me* and places an order for snacks and/or magazines online that will be shipped directly to them. \*\*Hometown Hero packages are not available on this online direct shipping option\*\*.
- Take note of the unique code that appears as you are setting up the account, and later near the top of the girl dashboard [2]
  - Customers can use this code to make sure that their purchases are credited to the correct girl
  - If a customer says they need a special code to enter the girls online store, this is the code you should send them
- After sending out emails and promoting your girl's sale on social media, you can keep track of the orders placed by clicking the (Girl Name) Emails (View and Send)
- There are many other fun ways girls can promote their sale available on the Girl Dashboard! Girls can...
  - Print personalized sales fliers for customers
  - Create a video and upload it to their personalized store front
  - Print business cards that include a link and their Personalized Storefront code - or a QR code to drive traffic directly there!

**Personalized Patch**

Please check or enter your address below. Your personalized patch, if earned, will be mailed to this address. If you would like to update your Me2 avatar, you will be able to do so after confirming your address.

**How Your Patch Looks**  
You may preview your selections on the left.

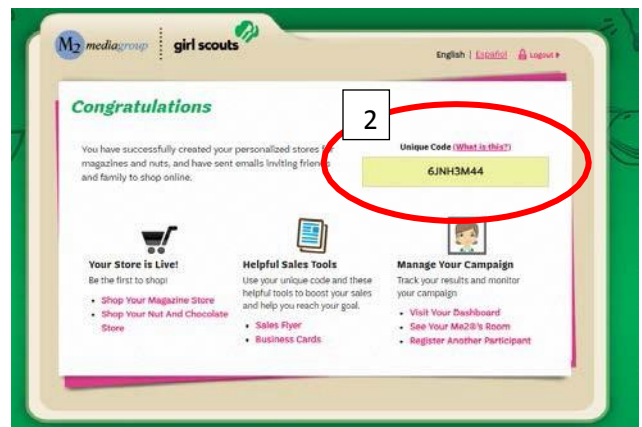
Name on Patch: [Dropdown]  
Nickname: [Text Field]  
Girl Scout's Nickname: [Text Field]  
What will appear on your patch?: [Dropdown]

Slide to confirm that your name, Me2® avatar and background are how you want them to appear on your patch, if earned. Once earned, your patch cannot be changed.

**Shipping Address**  
For best delivery use parent / guardian name.

First Name: [Text Field] Last Name: [Text Field]  
Address Line 1: [Text Field]  
Address Line 2: [Text Field]  
City: [Text Field] State: [Dropdown] Zip: [Text Field]

[Save]



- Girls can edit their Avatar, look at fun virtual rewards earned during the sale in their avatar's room and view the physical rewards earned from their sales up to that point, and view/edit their Personalized Patch under the "Fun Stuff" bar. Different sales level open up more editing options to add to your patch! Check the all out before "hitting send"!
  - Be sure to hit the **Update** button after making changes. If you click the **Return to Dashboard** button before clicking **Update**, your recent changes will not be saved

### Fun Stuff





## Parent or Guardian's Information



Share on Social Media



Your Girl Scouts



Add Another Participant



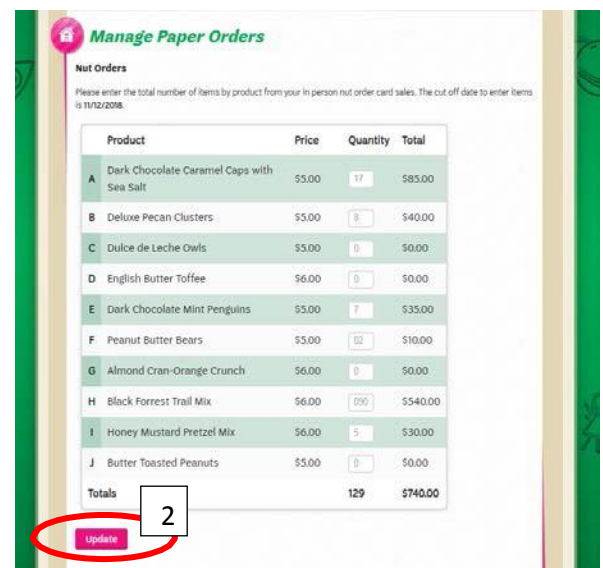
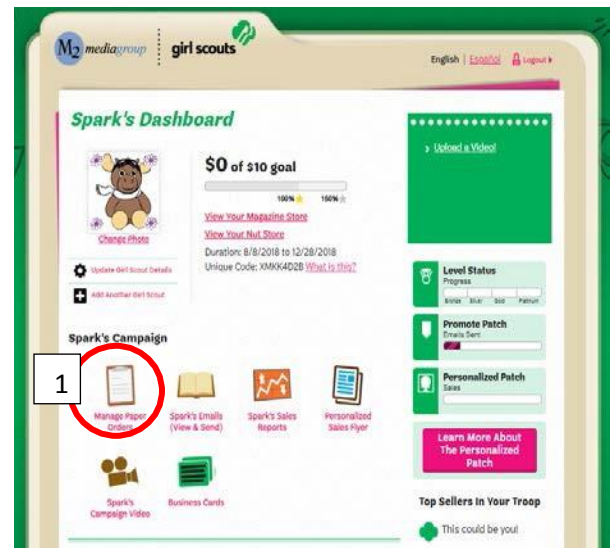
Update Profile

- If you have multiple girls participating in the Fall Product Program, use the 'Your Girl Scout' button to switch between them

## After the Sale

Girlorder card sales, Coupon book orders and Hometown Hero package orders must be entered by October 16 to give time to your leaders to verify entries.

- Enter Girl Order Card Sales: If your girl has taken orders with the order card, enter them on the Manage Paper Orders [1] page
  - Online snack sales will be added to your girl's account automatically
  - Enter the totals from the bottom of the girl's order card for each item
  - The deadline to enter orders is 10:59pm (CST) on the last day of the sale
  - If you turned this form in to the troop leader, they can enter the orders a few days after the end of the sale
- Click *Update* [2] to save this information. You can come back to update it any time before the family order deadline
- Select Reward Choices:** If your girl reaches a reward level with a choice, you can make that choice by clicking the *Physical Rewards* icon in the "Fun Stuff" section. Reward deadline for girls is November 28.
  - If there is a choice option and **no choice** is made, the default reward will be chosen for you.
- Nuts, chocolates, coupon books and Hometown Hero donations will be delivered in mid-November. Your troop leader will let you know when to pick up your order



## Finances

- Money should be collected upon delivery for any girl order card sales.
  - Payment received should be turned in to your Troop/Fall Product Troop manager as soon as it is received. Troops have to pay for product soon after the November delivery, and need to make deposits to their accounts.
- Payment for nuts and chocolates are made online for customers who order online using either the direct ship or online order for girl delivery options. These payments appear as a credit in your daughter's (and troop's) balance statement.
- Payment for magazines are made online and magazines are directly shipped within 8-10 weeks. Digital subscriptions take 2-3 weeks for processing only.

## Deliveries

- On the dashboard, click on the girl scout's *Sales Reports*
- Use the different tabs to view the girl scout's sales including: All Sales, Magazine Sales, Nut Order Card totals, and Online Nuts Girl Delivered
- If the girl scout has order card sales, she will use the order card to make those deliveries.
- For any online orders for girl delivery, click on the *Online Nuts Girl Delivered* tab
  - You will see the customer, customer email, and the orders
  - When you scroll down, you will see an option to print a report with all the order information

Need Help?  
Contact us at:  
[fallproduct@gsef.org](mailto:fallproduct@gsef.org)

OR

M2 Customer Service  
1-800-372-8520  
[questions@gsnutsandmags.com](mailto:questions@gsnutsandmags.com)