

Fall Product Program TROOP guide

GETTING STARTED!

TROOP PRODUCT COORDINATORS

1. Approved Coordinators will be invited (via email) to access the M2 site the week of 9/22. If you haven't received your email by the end of the week, contact your Regional Manager or customer care@gssgc.org to confirm requirements are met.
2. Complete M2 system training.
3. Create your Volunteer Avatar!
4. Launch the Parent/Adult Email Campaign* (PAEC) to the Girl Scouts in your Troop.

**PAEC is required to qualify for Coordinator Avatar Patch*

WHAT IS THE FALL PRODUCT PROGRAM?

This program is an integral part of a Girl Scout's journey toward leadership. Allowing participants to practice skills such as:

*Goal Setting
Decision Making
Money Management
People Skills
Business Ethics*

An easy, fun way to earn startup funds for your troop activities at the beginning of the Girl Scout year - don't miss out on all the fun!

important dates

Program Begins!	October 1
Last Day for online girl-delivered ordering	October 22
Fall Mega Drop 2023	November 4
Last day for ordering Direct Ship Nuts, Candies, Magazines and More online	November 12
Last day for girls/troops to make reward choices	November 14
Paper Push	November 17
Glo Mini \$1,000+ Reward Event	December 10

COORDINATOR PATCHES & REWARDS!

In the fall, Girl Scouts and Troop Coordinators who create avatars and meet the criteria below will earn a patch with their very own likeness!

- Girl Scouts: Create your Avatar, send 1+ Email, "Share My Site" in M2 & reach \$300+ Combined Sales!
- Coordinators: Create your Avatar, send PAEC & reach \$1,500 in Troop Combined Sales!
- Troop: Every Troop to reach \$3,000+ in Troop Combined Sales will earn the GSSGC Cookie Table + Personalized Troop Tablecloth!

Check out the back of the Product Card to see all the Reward participants can earn!

When participants launch their online account, they can track progress and select rewards as they earn them!

Participation Options

Product	Sale Type	Product	Delivery to Customers
Nuts, Candies & Thank You Nuts	Online Girl-Delivered	<ul style="list-style-type: none"> • Girl Scout creates their personalized storefront in M2 when she sends her first email and allows participants to select which recipients email include Girl Delivery. • Girls take orders in M2 using link (email and share) or QR CODE in-person through 10/22. • Customers pay online and Girl Scouts deliver products (after 11/4). 	<p>Delivered by Girl Scouts to customers</p> <p>If a Girl Scout/family receives an online order from a customer, where they will not be able to deliver the items in-person, they will need to contact M2 customer service by <u>10/21/2023 to cancel!</u></p>
	Direct Shipped	<ul style="list-style-type: none"> • With a girl's scout link, customers can shop All Ashdon Farm's product online! • I Care Donations or "Thank You Nuts" are also available online for \$5.00! • Customers pay online, including the cost of shipping thru 11/12. 	<p>Shipped directly to the customer</p> <p>(1-2 weeks standard delivery timeframe after order processing. Customers will have option for expedited shipping)</p>
Magazines & More: Tervis & BarkBox	Direct Shipped	<ul style="list-style-type: none"> • NEW THIS YEAR! With a girl's link, customers can shop collections of Tervis Tumblers and Mini BarkBox (available while supplies last) online through girl's personalized storefront in M2. • Customers pay online, including the cost of shipping thru 11/12. 	<p>Shipped directly to the customer</p> <p>(6-8 weeks standard delivery timeframe after order processing)</p>

Proceed Plans

Standard

Troops earn 20% of Total Sales

Additional Troop Proceed Opportunities:

PGA Bonus Proceeds*

+ 5% of Total Sales for Troops with \$300+ PGA in 2023 Fall Program

Troop Opt-Out

+ 10% of Total Sales (excludes dough and rewards)

2024 Cookie Bonus Troop Proceeds*

+ 2 Cents Per Box for 2024 Cookie Program for Troops with \$250+ PGA in 2023 Fall Program

**Minimum 3 participating girls to qualify. Participation is having \$75+ combined sales.*

COORDINATOR M2 ACCESS

* IN DEPTH

Approved Coordinators will receive an email invitation from M2 that explains how to access the site and get started.

After 9/22, if you have not received an email invitation to access the M2 site, please visit www.gsnutsandmags.com/admin and select "Forgot Password."

If you need further assistance, please contact your Regional Manager or M2 Customer Service.

FIRST STEPS

- ⇒ Your access email will prompt you to create a password to access your M2 Volunteer account. If you are a returning user, you can login using your existing credentials.
- ⇒ You will be prompted to watch a short system training video, enter a mailing address, create your Avatar, and send access emails to the participants in your Troop using the Parent Adult Email Campaign (PAEC).
- ⇒ You will be able to see a list of pre-uploaded girls. *Don't worry if not all Girl Scouts show up on this list at the beginning of the sale.* Any participants not pre-loaded can simply register once the sale begins at: www.gsnutsandmags.com/GSSGC. They will be added to your Troop roster once council confirms their registration.
- ⇒ Girl Scouts can launch their accounts beginning on 10/1. Please note that the system will not accept any early participant activity; participants must wait until the sale launch date.

ADDING GIRL DELIVERY ITEMS IN M2

All orders must be placed online through the participants M2 storefront.

There is not a section to add items in Coordinators M2 Account. Orders are automatically credited to the participants in M2.

TIPS!

Girl-Delivered orders are available online through Oct 22, providing select product for in-person customer delivery. Product purchased using Online Girl-Delivered will create the troop's Mega Drop Order.

Direct Ship orders are available online through Nov 12, including Magazines, Tervis Tumblers, BarkBox, Nuts, Candies and "Thank You Nuts" aka I Care Donations!

TROOP BANKING

1. Troops must have a GSSGC approved bank account.
 - a. If Troops do not have a GSSGC approved bank account, contact your Troop Support Specialist or Customer Care for assistance.
2. Enter Bank Account into M2.
3. All payments occur at the time of ordering and must be placed through girl's M2 Storefront (and paid directly to Council).
4. Troops will receive a credit for proceeds earned based on proceed plan & total combines sales.

MEGA DROP

Troop Product Coordinators are required to attend Mega Drop on November 4th, 2023!

Always write a receipt, for the product you distribute to each girl. After they have collected their Girl-Delivered Orders from the Troop, girls should begin contacting and delivering product to their customers.

Program Wrap-Up

Products

Remember, all product is automatically submitted for fulfillment! There is no “submit” button!

- ⇒ Coordinate with your Regional Team to pick up your Troop’s Girl-Delivery items (Mega Drop Order).
- ⇒ Print a delivery ticket for each participant’s order from your dashboard. After you have delivered the items to each Girl Scout, have their parent count/inspect each item and sign the delivery ticket for your records. Keep all receipts!

Rewards

Girl Scouts must make their rewards selections online.

- ⇒ If a participant does not make their selections, Coordinators should do so through the Troop account until 11/14.
- ⇒ Any selections not made by 11/28 will automatically default to Nutty Dough or the event if reached.
- ⇒ Reward deliveries will be coordinated through your Regional Team in a similar fashion to products.

Deliveries

Troops should make sure their Girl Scouts coordinate delivery of product with their customers.

Happy customers equal returning customers!

- ⇒ Participants/Parents/Adults will receive an online report of orders with email addresses and phone numbers of their customers.
- ⇒ Participants may contact customer service for additional customer information if necessary for delivery.

FAQS

Please visit our support site at support.gsnutandmags.com for more information.

Here are a few frequently asked questions as you get started:

Q: My Girl Scouts are attempting to register and get a “Campaign is Currently Unavailable” message.

- Girl Scouts cannot begin online account registration until the program start date.

Q: I entered the email addresses to send access notifications to the Girl Scouts in my Troop. The site says, “Queued for Sending”, but how long does it take to send?

- Access emails will not be sent to the participants until the start date of the program.

Q: I am a Volunteer and have a Girl Scout participating. Can I use the same email address for my Volunteer and Participating accounts?

- Yes! You will be notified upon login as to which account you are signing on to. Volunteer accounts are accessed at: www.gsnutsandmags.com/admin, and participating accounts are accessed at: www.gsnutsandmags.com/GSSGC

Q: One of my Girl Scouts received an online girl-delivered order that the family is unable to deliver. How do I remove it?

- The parent/guardian (or customer) will need to contact M2 Customer Service to have the order cancelled and removed from the system. This cancellation MUST be completed before 10/21/2023.

QUESTIONS?

For questions regarding specific Council-related details, contact your Regional Team.

For questions regarding M2 or other general sale questions, contact M2 Customer Support!

M2 Customer Service
support.gsnutsandmags.com
800-372-8520

GSSGC Regional Manager

Name:

Email:

Phone:

Girl Scouts of San Gorgonio Council
productsales@gssgc.org
www.gssgc.org
909-307-6555

WE APPRECIATE YOU!

THANK YOU FOR BEING AN INTEGRAL PART
OF THE FALL PRODUCT PROGRAM