

### DATES TO REMEMBER

#### September 21

- Girls begin selling.

#### October 15

- Order taking ends. Last day for order card sales and online sales for girl delivery.

#### October 15 by 10:59 p.m.

- Parent deadline for entering girl order card items into the M2 online system. *Girl delivered online items are not to be re-entered.*

#### October 17 by 10:59 p.m.

- **Deadline for troops to enter girl orders in the M2 system**

#### October 22 by 10:59 p.m.

- Online sales for direct shipped nuts and magazines ends. Girls must enter their reward choices by 10:59 p.m.

#### November 6-9

- Products delivered to service unit. You will be notified by your Service Unit Fall Product Program Manager of the time and place to pick up your products.

#### November 30

- All money deposited into troop account.

#### December 4

- Withdrawal from troop bank accounts for balance due via ACH debit.

### Getting Started:

- When you receive your email invitation to access the M2 online system, click the link to get started.
- Our council's link: [www.gsnutsandmags.com/gsnca](http://www.gsnutsandmags.com/gsnca)
- Create your Me2™ avatar and send girls an email through the system by September 21 with the link to participate.
- Be sure the girls know how they can earn personalized patches with their Me2™ likeness!
- Sales materials you will receive from your SUFM
  - Girl Materials
    - Nut order card
    - M2 Girl Flyer
    - Money envelope
    - Parent permission form

### PROCEEDS, REWARDS AND AVATARS

#### PROCEEDS

- Troops will keep 15% in proceeds plus girl rewards.
- Older girl troops (Cadette and up), may choose to opt out of rewards. Girls will receive patches, but none of the other rewards. Opt out troops will receive an extra 5%. **This is a girl - led decision - not adult.**

#### NEW THIS YEAR

- Online tips for navigating the fall product sale and M2 system are available on GSNCA's website
- Girls may choose from billions of avatar combinations and options! They will love creating their very own virtual likenesses with many wardrobe and accessory assets from which to choose.
- Girl delivered online nuts/promise orders are here! A customer can order nut/chocolate items online and have them delivered to their home by a Girl Scout. Customers can avoid shipping charges and pay online using a credit card.

#### RETURNING THIS YEAR

- Care to Share—Girls may take \$5.00 donations to earn a Care to Share patch. The council will order the product and Soldiers Angels will distribute these products to deployed military.

### Girls Can Earn 2 Avatar Patches That Look Like Them!

In the fall, each girl who creates an avatar, sends 15 emails and sells \$300 in total sales will earn a patch with her very own virtual likeness on it! She has billions of options to choose from to create her avatar including her avatar's uniform or a G.I.R.L t-shirt and her patch's background. Check for more details on the online site [www.gsnutsandmags.com/gsnca](http://www.gsnutsandmags.com/gsnca) or the nut/chocolate order card.

To earn the fall & cookie crossover patch:

1. In the fall, girls simply create their Me2 avatars and send 15 emails
2. During the 2019 Cookie Program, sell 300 packages of cookies

Fall and cookie crossover patches are delivered after the cookie program ends.

#### Fall Patch Choices



**Fall & Cookie Crossover Patch**

# TROOP INSTRUCTIONS FOR USING THE M2 SYSTEM

If you haven't received an email invitation to access the M2 site, please contact your Service Unit Fall Product Sales Manager.

## Step 1 – Set up system access to M2 and Update Contact Information

- You will receive an email invitation from M2 that explains how to access the site and get started. Once set up in M2, you will have access to your Troop Dashboard which allows you to manage your troop, send messages to your girls, enter/verify nut/chocolate order card sales for girls, verify reward choices and view reports. Council will preload girl information into the system for all registered girls.
- Girls may launch their online campaigns and begin selling by visiting [www.gsnutsandmags.com/gsnca](http://www.gsnutsandmags.com/gsnca) as soon as they receive their sales materials
- You do not need to add girl names to the M2 online system. The girl names are uploaded from the membership system. If a girl's name is missing from your troop, please contact Customer Care for assistance.

## Step 2 - Add Girl Orders into M2

- Parents may enter their girl's orders from the nut/chocolate order card into the M2 online system during the sale. The deadline for parents to enter these orders for their girls is October 15 at 10:59 pm. **DO NOT enter products that were ordered online by customers for girl delivery.** Those items, as well as all other online sales, will be automatically tabulated by the M2 system. The leader must enter any orders not entered by parents during the sale into the M2 system. To add girl orders from the troop dashboard, choose Paper Order Entry and click the pink pencil next to the girl's name. Enter her total nut/chocolate items by variety from her order card.
- Rewards are automatically calculated. Parents/girl and leaders may view the rewards earned online in the M2 system. If there are choices or size options, these selections can be made here and should be finalized before midnight on October 22.
- Once a girl has earned her personalized patch, it will be delivered to the address entered into the system during the setup process. During the set up process, each girl will be given a choice for the background of her patch. She can also choose whether her avatar is wearing her Girl Scout uniform or a G.I.R.L. t-shirt. Be sure that girls know patches will be shipped as earned, so they should be comfortable with their choices before completing the set up process.

## Step 3 - Submit Nut/Candy Order

- Troops have until 10:59 PM on October 17 to enter paper orders for any girls/parents who have not done so themselves. Since order information is automatically transmitted, there is no submit button.
- If changes are needed after this date, contact your Service Unit Fall Product Sales Manager immediately for assistance.

## Step 4—Picking Up Product

- Your Service Unit Fall Product Sales Manager will provide a date, time and location to pick up nuts and chocolates.
- Please count and recount product and rewards before signing for them. Your troop is responsible for all products and rewards picked up. No returns.

## Step 5 – Payment for Nut/Candy Order (December 4, 2018)

- On December 4, council will sweep troop accounts for the balance due to council.
- Balance due information will be emailed to your troop during the week of November 16.
- If your troop wishes to make a payment prior to the official ACH sweep on December 4, please contact Customer Care.

## Reminders

- Rewards will be delivered to your SUFM. He/she will notify you of a time/location for pick up.
- If the troop chooses to take checks, the troop will be responsible for any checks that do not clear the bank (including fees). We recommend you only take checks from people you know and are comfortable contacting if there is a problem.

### M2 Customer Service

800.372.8520  
question@gsnutsandmags.com

### GSNCA Customer Care

800.734.4541  
customercare@girlscoutsna.org

### PRODUCT SALES TEAM

Nicole Harris  
Product Sales Manager  
205.453.9518  
nharris@girlscoutsna.org

## Need Help???

