Service Unit – M2OS Quick Tips

Please make sure that you have reviewed the Family M2OS Quick Tips Guide in addition to this guide. Some of what you will need to know about the troop role over laps with what families will also need to know. If you are in a Service Unit role, please also review this Service Unit Guide.

You will receive an email inviting you to participate 09/25/23. Follow the registration link to access your account.

You will be prompted to enter your delivery station information

Familiarize yourself with your Service Unit homepage
- The top half of this page your dashboard gives you a quick overview on sale progress for your service unit including girl engagement (creating avatars, sending emails etc.) and how many sales have been entered or orders have been placed for snacks and magazines
- The bottom half of this page is where you will navigate to all the other pages you will need including getting more details on all the dashboard information
- Most pages you can navigate to will include a **Return to Dashboard** button to get you back to your homepage/ dashboard
- You can use the purple button on the top right-hand side of the page to toggle between your SU and troop roles

Encourage troops to participate in the program! Use M2OS to Send Messages to Troop Leaders
- You can choose between messaging, troops that have not logged into the system yet, troops that have logged in, all troop volunteers in the system, or troop participants missing a reward action
- If registered troop volunteers have not received an invitation to log into the system, contact info@girlscoutstoday.org

You can view which troops are currently uploaded into the system by clicking Manage Service Unit, Troops & Girl Scouts

From the Manage Service Unit, Troops & Girl Scouts page you can also check on sales information and payments for troops and Girl Scouts by selecting them at the top of the screen
- Remember to click the plus sign next to troops or users to pull up information specific to that troop or user
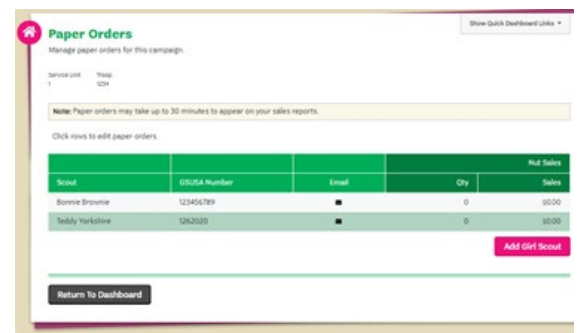
During the Sale

- Assist troops with questions on the sale or M2OS
- Access reports on sales progress from the Reports section to monitor sales
- Make sure delivery information for rewards is entered and correct for your Service Unit by October 19
  -Go to Manage System User and select Manage Service Unit, Troops and Girl Scouts
  -Review information listed
  -You can make changes to your delivery station information
  -Click Save
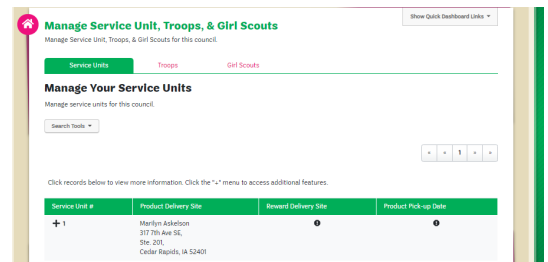
After the Sale

Remind troops to enter paper orders for the girls in their troop if families did not enter them

- After troops are locked out of making changes to paper orders on October 25th the Service Units will have the opportunity to enter orders until October 26 at 10:59 PM (CST)
- To print delivery tickets or troop reward delivery tickets:
  -On the M2OS dashboard, go to Delivery Tickets
  -Under Delivery Site Tickets, you can arrow down to the delivery site or keep it at "All" or change it to "troop tickets"
  -Click on "Create Ticket," this will generate a PDF to print for your entire service unit totals
  -To print individual troop delivery tickets, look for the "Troop Tickets" section, the delivery type will be single, with the delivery site, arrow down to the delivery location, then to print all troop tickets, keep the selection at "All" under the Troop
  -Click on "Create Ticket," then, tickets will be generated into a PDF you can print and use to sort the troop snack orders
- In the Service Unit role, you are not able to make Reward selections for girls. Troops and girls are able to make these selections until November 28 at 10:59 PM

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