

# Troop – M2OS Quick Tips

Contact Girl Scouts of Eastern Iowa and Western Illinois with questions.

[info@girlscoutstoday.org](mailto:info@girlscoutstoday.org)  
800-798-0833

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 overlaps with what families will also need to know. If you are in a Service Unit role, please also review the Service Unit Guide.

## Before the Sale

-Click on the account registration link sent to your email to set up your account

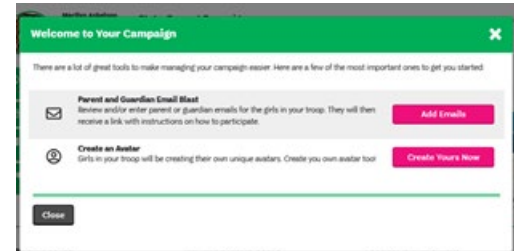
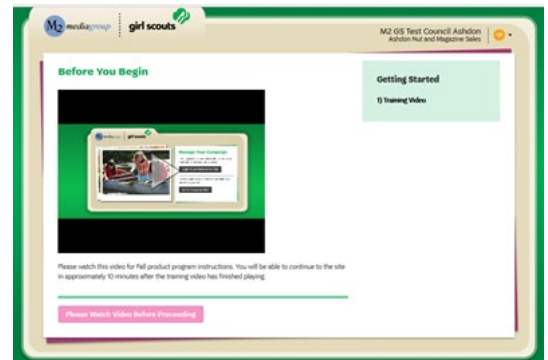
- If you did not receive this email, contact your Service Unit Fall Product Manager or the Product Program Team

-Watch training video as you log in.

-Add parent emails

-Create your Me2® Avatar

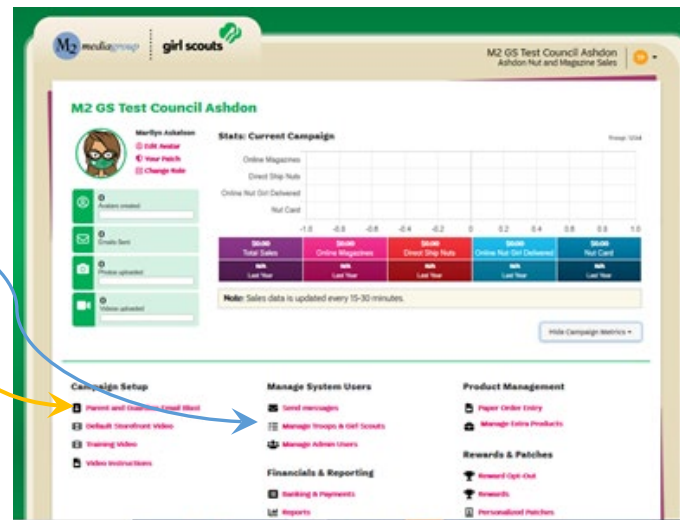
- You will be prompted to do this when registering your account Or you can click *Edit Me2®* on your dashboard
- The girls in your troop will be able to see your Me2® avatar when they check out their troop's group photo in their avatar's Room!

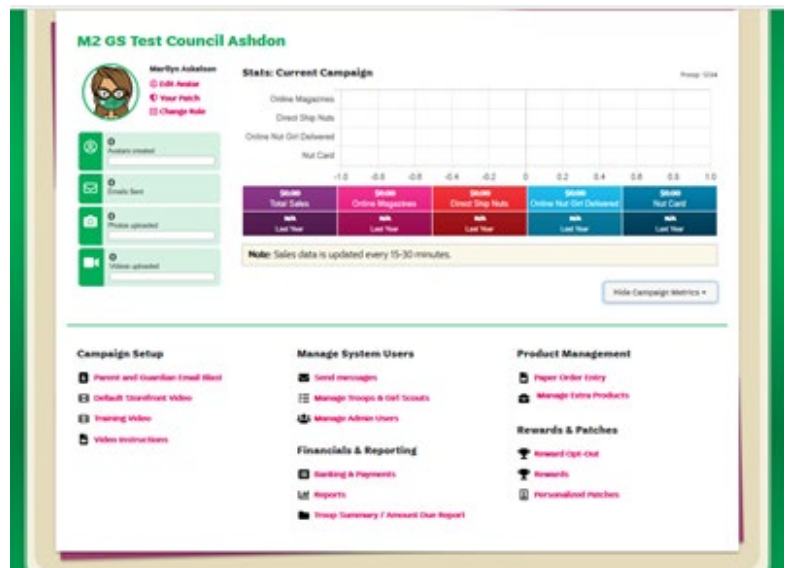
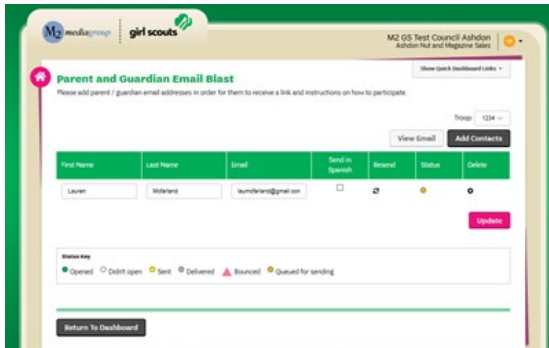


Registered girls in your troop were uploaded into the system the week of September 20. Troops and Service Units will receive access on September 25.

Check that all girls currently in your troop are in M2OS

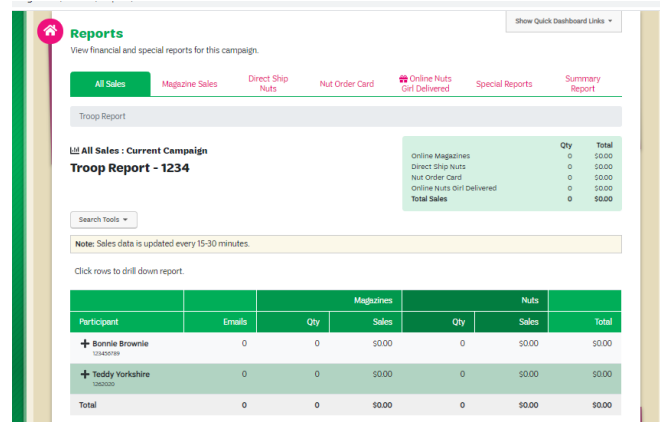
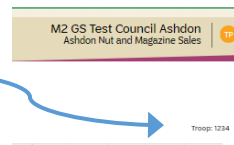
- Click *Manage Troops & Girl Scouts*
- On October 6th, girls can register their account at [www.gsnutsandmagz.com/gsewiw](http://www.gsnutsandmagz.com/gsewiw) under your troop number OR
- You can send a registration email to the girl's parent/guardian from M2OS by clicking the parent and Guardian Email Blast icon either when you are first setting up your campaign or later from your troop dashboard. An automated email from the system will also send on October 6th, so girls may get two.



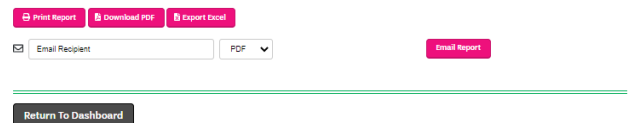


## During the Sale

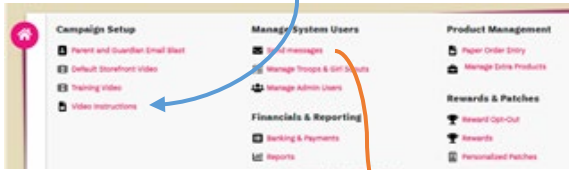
- **Changing Roles:** If you have multiple troops and need to change the troop you are viewing click the drop-down arrow next to the troop number
- **Monitoring the Sale:** Check out the Stats bar at the top of your dashboard or view specifics by clicking the reports icon
  - o To search through a long list quickly click on **Search Tools** (you will see this option appear on multiple pages of M2OS)
  - o You can also sort the girl's sale by type of sale by changing the tab above the reports screen
  - o 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)
  - o 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 a Excel or PDF



- **Selling:** In-person orders will need to be entered in M2OS at the end of the sale by the family or troop. On-line orders are automatically populated into M2OS.
- **Promoting the Sale:**
  - o Encourage girls in your troop to create a Me2 and make a recording explaining their goals so that their customers get to hear a personalized message from their favorite Girl Scout
  - o Make sure girls know about the options to make business cards and fliers on their family account (see family guide for more info!)



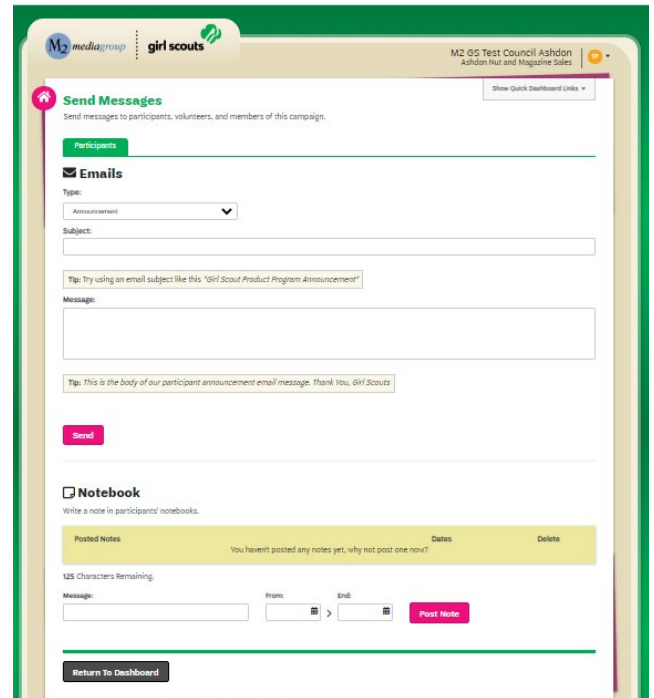
o Create a troop video that girls can upload to their Personalized Storefront explaining why your troop is selling and what their goals are! The default video and instructions on creating a video can be found by clicking the icons on your dashboard



**Messaging:** You can click the Send Messages icon to contact Girl Scouts and volunteers in your troop who have an account in M2OS

o 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  
-Email types that specific participants who fall into a certain category will only send to participants that fall into that category

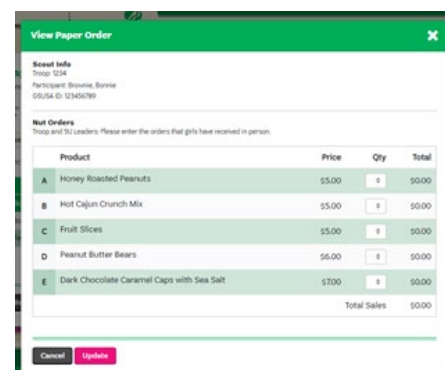
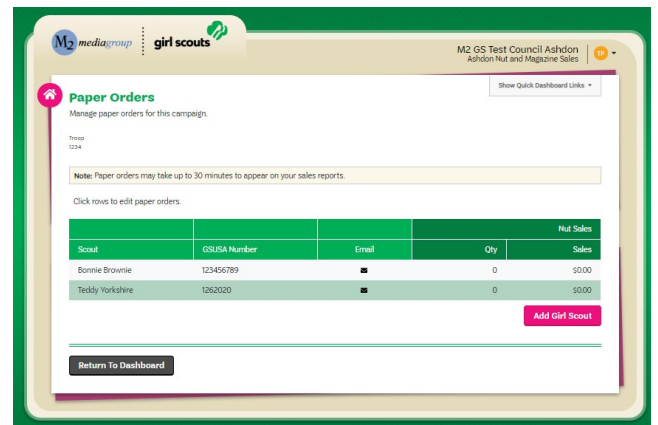
o You can also write in Girl Scout’s virtual notebooks and set how long the message will stay visible, this is great for things like reminders on deadlines or patch requirements  
-Messages to the notebook will appear at the top right-hand corner of the girl’s home screen in the green box



## After the Sale

### Entering paper orders:

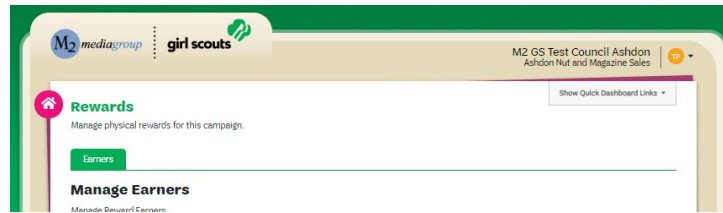
- Families who are using the online system will have until October 22nd to enter their Girl Scout’s in person snack orders into M2OS
- After October 22nd troops will have until October 25th at 10:59 PM (CST) to enter or adjust paper orders collected as needed (only paper orders collected IN PERSON need to be recorded all online orders including girl delivery and shipped orders will be placed automatically). You will not be able to enter orders outside this time frame.
- To add and review orders:
  1. Click the Paper Order Entry icon on the Dashboard
  2. Locate and select the name of the Girl Scout whose order you need to add or review
  3. Enter or adjust the quantity for each item as needed (these numbers are the cumulative totals for that girl’s paper nut sales)
- **Late orders cannot be honored**



## Rewards:

Due in system on 11/28

- After families have had the chance to review the rewards earned by their Girl Scout and make choices if they reached any reward levels with choices troop volunteers should review the choices made with the families to make sure the selections are correct
  1. Under Rewards and Patches select Rewards
  2. Select the Girl Scout whose rewards you need to review
  3. Make changes as needed and click update to save changes



- Please note: Rewards do not automatically updated after entering in the paper order entry. Rewards update every hour on the hour, so there might be a lag time between when you enter the paper orders and can make reward selections.

## Finances

You can track girl payments from the Banking and Payments screen

- The payments Due Troop column will update based on in person snack orders entered for each girl
- Click on the plus sign to the left of a girl's name to add a payment to her record

Girl Scout	Payments Due Troop	Payments Made	Balance
+ Michele Jones	\$0.00	\$0.00	\$0.00
+ Suzy Jones	\$0.00	\$0.00	\$0.00

## Troop Delivery Tickets

On the M2OS dashboard, go to Delivery Tickets

- 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
- To print individual girl delivery tickets, look for the "Girl Scout Tickets" section, then to print all the girl snack orders, keep the selection at "All" under the Girl Scout
- Click on "Create Ticket," then tickets will be generated into 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," then tickets will be generated into a PDF you can print and use to sort the rewards by girl