**What is the Fall Product Program?**

This program is an integral part of a Girl Scout’s journey toward leadership, learning and developing:

- Goal Setting
- Teamwork
- Presentation skills
- Customer service
- Money management

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!

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**Getting Started!**  
-VOLUNTEERS-

» Follow the link sent to your email address the week of September 16th to access the M2OS site. If you haven’t received your email by the end of the week, contact your Product Program Manager.

» Complete M2OS system training.

» Create your volunteer Avatar!

» Send access emails to the girls in your Troop.

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**Mark Your Calendar!**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Begins!</td>
<td>9/23/2022</td>
</tr>
<tr>
<td>Last Day for in-person order card sales</td>
<td>10/17/2022</td>
</tr>
<tr>
<td>Family deadline for entering in-person order into M2OS</td>
<td>10/17/2022</td>
</tr>
<tr>
<td>Deadline for Troop to enter or edit order card items</td>
<td>10/20/2022</td>
</tr>
<tr>
<td>Deadline for PSC edits to order card items</td>
<td>10/21/2022</td>
</tr>
<tr>
<td>Last day for Girl Delivered online sales</td>
<td>10/24/2022</td>
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<tr>
<td>Last day for online direct ship orders</td>
<td>11/7/2022</td>
</tr>
<tr>
<td>Last day for girls/troops to make reward choices</td>
<td>11/8/2022</td>
</tr>
<tr>
<td>Delivery of nut/chocolate items to Delivery Stations</td>
<td>11/9/2022</td>
</tr>
<tr>
<td>All money due to Troop</td>
<td>12/2/2022</td>
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<tr>
<td>Council ACH</td>
<td>12/14/2022</td>
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</tbody>
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**Rewards!**

In the fall, girls and leaders who create avatars and meet the criteria below will earn a patch with their very own virtual likeness on it!

» **Girls:** Create your avatar, send 18+ emails, sell $375 and use the Share My Site function in M2OS

» **Volunteers:** Create your avatar launch the Parent Adult Email Campaign (PAEC) and reach $1800 in total Troop sales!

» Check out the back of your nut/candy order card to see all of the great rewards you can earn this season!

» When you register online, you can track your progress and select rewards as you earn them!
<table>
<thead>
<tr>
<th>Product</th>
<th>Product</th>
<th>Delivery to Customers</th>
<th>Troop Proceeds</th>
</tr>
</thead>
</table>
| Nuts/Chocolate: In-Person | • Family/Troop enters orders into M2OS by October 17, 2022  
• Girls collect money from customers at time of delivery  
• Girls turn in money to Troop by December 2, 2022 | Delivered by girls to customers | 14/15% (opt out) of total sold |
| Nuts/Chocolate: Online Girl Delivered | • Girls create their personalized storefront in M2OS and send emails to friends and family  
• Customers pay online and girls deliver products  
• Orders are automatically credited to the girl in M2OS | Delivered by girls to customers (If a girl/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 October 24, 2022 to cancel) | 14/15% (opt out) of total sold |
| Nuts/Chocolate: Direct Shipped | • Girls create their personalized storefront in M2OS and send emails to friends and family  
• Customers pay online, including the cost of shipping  
• Orders are automatically credited to the girl in M2OS | Shipped directly to the customer (1-2 weeks standard delivery time frame after order processing. Customers will have option for expedited shipping) | 14/15% (opt out) of total sold |
| Magazines | • Girls create their personalized storefront in M2OS and send emails to friends and family  
• Customers pay online  
• Orders are automatically credited to the girl in M2OS | Shipped directly to the customer (6-8 weeks standard delivery time frame after order processing) | 14/15% (opt out) of total sold |

**Care to Share Program**

The Care to Share Program is a great way for customers to give back to the community! Girls collect donations (in $7 increments) and Girl Scouts of Nebraska takes care of delivering the product! Each donation is credited to the girl’s sales and the Troop receives 14%/15% (opt out) in Troop proceeds per donation sold. Girls earn the Care to Share patch by receiving 6 or more donations.

**Fall Personalized Patch**

To earn:
» Create your avatar  
» Send 18+ emails  
» Sell $375 in total sales  
» Use the *Share My Site* function in M2OS  
» Choose your background & whether your avatar wears Girl Scout attire or swim outfit.

**Girl Scout Cookie Crossover Patch**

To earn:
» Create your avatar  
» Send 18+ emails and use the *Share My Site* function in M2OS  
» Sell 330+ packages of cookies during the 2023 Girl Scout Cookie Program
**Volunteer M2OS Access – In Depth**

Volunteers will receive an email invitation from M2 that explains how to access the site and get started. If you have not received an email invitation to access the M2OS site by September 23, 2022, please visit www.gnutsandmags.com/admin and select “Forgot Password”. If you need further assistance, please contact your Product Program Manager or M2 Customer Service.

### Troop Banking
1. Troops must have a bank account. Contact your local Council office for additional details or assistance.
2. Payment is collected at the time of delivery.
3. Deposit all money into your Troop bank account and keep all receipts!
4. Amount owed to Council will be deducted via an ACH debit on December 14, 2022. Amount due is calculated automatically in M2OS.
5. Find balance due by clicking the “Banking and Payments” link on your Troop dashboard. You will see an overview of all sales and proceeds information for your Troop. The “Reports” link shows even more detail. View the Troop Orders Report or download your Troop’s delivery ticket and toggle on financial information for another view.

### Tips!
If a girl does not turn in money when due, contact her parent/guardian immediately. Keep the Troop Leader/Service Unit Leader informed of all contact attempts and document the information.

Money for all online orders shows as already paid to Council, and final ACH will be adjusted for the Troop to earn proceeds on these sales.

If your Troop decides to accept checks, be sure to have a phone number and driver’s license number listed on the check. We recommend you only take checks from people you know and are comfortable contacting if there is a problem.

### First Steps
- Your access email will prompt you to create a password to access your M2OS Volunteer account. If you are a returning user, you can login using your existing credentials.
- You will be prompted to complete certain account information, as applicable – watch a short system training video, enter a mailing address, create your Avatar, and send participation email to parents 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 girls show up on this list at the beginning of the sale. Any girls not pre-loaded can simply register once the sale begins at: www.gnutsandmags.com/gsnebraska.org. They will then be added to your Troop roster once council confirms their registration.
- Girls can launch their accounts beginning on September 23, 2022. Please note that the system will not accept any early participant activity; girls must wait until the sale launch date.
- Participants can enter their own paper orders into their accounts through October 17, 2022. If they do not enter their orders, you will need to do so through your Volunteer account.

### Adding Nut Order Card Items into M2OS:
Troop Leaders must enter any orders not entered by parents into M2OS.
- Choose Paper Order Entry from your dashboard.
- Click the girl’s name to edit/enter orders. **DO NOT enter online girl-delivered products**
- Enter her total nut/candy items by variety from her order card. Click Update. Make sure the totals match.
- There is no submit button! Orders are transmitted for fulfillment automatically after the cutoff date.

### Tips!
Only order the exact number of nut/candy items sold, as product cannot be returned to Council.

Rewards are automatically calculated. Please note that rewards could take up to an hour to update after adjustments have been made to products sold.
Program Wrap-up

Products
Remember, all product is automatically submitted for fulfillment! There is no “submit” button!
» Coordinate with your PSC/Product Program Manager to pick up your Troop’s nut/candy items.
» Print a delivery ticket for each girl’s order from your dashboard. After you have delivered the items to each girl, have their parent count/inspect each item and sign the Parent Permission and Participation Receipt.

Rewards
Girls must make their rewards selections by November 8, 2022.
» If a girl does not make her selections, you may do so through the Troop account until November 13, 2022.
» Any selections not made by November 13, 2022 will automatically default to Nut Bucks.
» Reward deliveries will be coordinated with your PSC/Product Program Manager in a similar fashion to products.

Deliveries
Troops should make sure their girls coordinate delivery of product with their customers. Happy customers equal return customers!
» Girls 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 girls are attempting to register and get a “Campaign is Currently Unavailable” message.
A: Girls cannot begin online account registration until the program start date.

Q: I entered the email addresses to send access notifications to the girls in my Troop. The site says “Queued for Sending”, but how long does it take to send?
A: Access emails will not be sent to the participants until the start date of the program.

Q: I am a Volunteer and have a daughter participating. Can I use the same email address for my Volunteer and Girl accounts?
A: Yes! You will be notified upon login as to which account you are signing on to. Volunteer accounts are accessed at: www.gsnutandmags.com/admin, and girl accounts are accessed at: www.gsnutandmags.com/gsnebraska.org.

Q: One of my girls received an online girl-delivered order that the family is unable to deliver. How do I remove it?
A: 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 the end of Girl Delivery Order entry.

Questions?
For questions regarding specific Council-related details, contact your PSC or Product Program Manager.

For questions regarding M2OS or other general sale questions, contact M2 Customer Support!

Product Sale Coordinator (PSC)
Name: ________________________
Email: ________________________
Phone: ________________________

Girl Scouts Spirit of Nebraska
membersupport@girlscoutsnebraska.org
800-695-6690
402-558-8189

M2 Customer Service
question@gsnutandmags.com
800-372-8520

We Appreciate You!
Thank you for being an integral part of the Fall Product Program!