

girlscouts  
of southeastern  
michigan



# 2023 Fall Product Program Troop Manager Guide



## **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, and Financial Literacy.**

The Fall Product Program is also an easy, fun way to earn startup funds for your troop activities at the beginning of the Girl Scout year!

## **Troop Manager Checklist of Important Dates**

### **September 15 – Access to the M2oS Fall Program database**

- Receive your kick-off email to set up your troop online account.
- Girl information will be in the Fall Product Program online system ([www.gsnutsandmags.com/gsseem](http://www.gsnutsandmags.com/gsseem)) if your troop is registered.

### **September 18 – Online Early Sales**

- Parents and girls begin sending emails to friends and family for magazines, candy, and nut orders.
- Setup your online account and take online orders!

### **September 29 – Program Begins**

- Girls begin taking in-person candy and nut orders through the paper order card.

### **By October 27 – Last Day for Troops to opt out of Fall Rewards**

- Troops have until October 27, 2023, to opt out of fall rewards to receive an additional .10 cents in proceeds.

### **By October 31**

- Enter troop candy and nut in-person and booth extras into online Fall Product Program system by 11:59 p.m. The online order system will calculate the recognition earned for each girl. Please note, there is no submit button. The order will automatically submit on October 31, at 11:59 p.m.

- If your troop is not opting out of rewards, be sure that you've assigned any extra products to girls for credit for rewards.
- You'll select your pickup date, time and location for your candy, nuts, and reward items as well.

### **November 9, 10, 11**

- Pick up troop candy/ nut in-person at your confirmed date, time, and site.

### **November 11-30**

- Girls deliver products & host any fall program booths.

### **Week of December 4**

- Volunteers have the option to pick up troop rewards and troop cookie kits.

### **December 5**

- Troop money must be available in the troop bank account (checks cleared).

### **December 8**

- Electronic withdrawals of the council portion for the Fall Product Program begin.





## Important Contact Information:

For quickest response to inquiries, please email:  
[productsales@gssem.org](mailto:productsales@gssem.org).

If your inquiry isn't answered within 24 business hours, please contact:

**Angela Chavez**

**Director of Product Programs & Retail Operations**

[achavez@gssem.org](mailto:achavez@gssem.org)

800-482-6734

## Special Note

Before you can get started with the sale, your troop must complete a **Troop Product Program Agreement to Assume Debt Form** and the **Troop Automated Clearing House (ACH) Authorization Form**. Both forms are available online on the Fall Resource Page at [www.gssem.org/fpp](http://www.gssem.org/fpp). The image below demonstrates how to locate the forms!



## Purpose of this form

This form is to be completed by an authorized check signer on the troop's 1 Clearing House (ACH) debit transactions for the amount the troop owes to 1 Program.



## Two Ways to Earn Money with Fall Product Program

There are two parts to the Fall Product Program: candy/nuts and magazines. Your troop can participate in one or both programs. Candy/nuts can be sold online or in-person!

Our partner for the candy and nut portion of Fall Product Program is Trophy Nut Company and our partner for the magazine sales is M2 Media Group. Troops earn **95 cents per candy and nut item sold and \$1.50 for each magazine subscription.**

### M2oS System: Getting Started

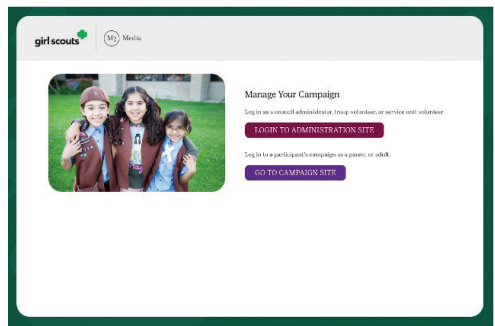
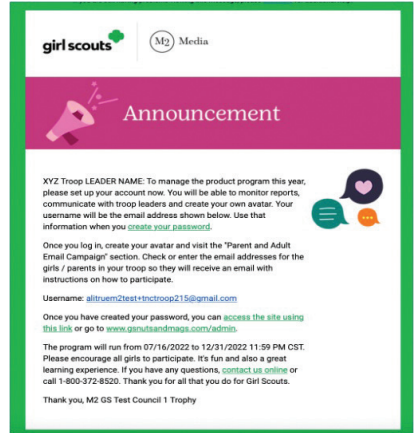
The M2oS system is the database that troops will use to manage their Fall Sale Program. Volunteers will receive a welcome email on Friday, September 15, 2023. The registration email contains a link to where you'll create a password.

Volunteers can also log in at:  
[www.gsnutsandmags.com/gsem](http://www.gsnutsandmags.com/gsem).  
If you have any issues logging in, please contact  
[productsales@gsem.org](mailto:productsales@gsem.org).  
Parents/ Guardians will receive access on Monday, September 18, 2023.

Once you have created your password, you are ready to log in. Select the **Login to Administration Site** button.

Next, you'll be asked to update your user profile and accept the Responsibility Pledge.

Once logged in, you can create your avatar, add a troop video, launch an email to the girls/parents/guardians in your troop and monitor your nut and candy sales throughout the Fall Product Program.





## Part 1: Nut & Candy Sale

**Taking In-Person Orders:** Troops should have received one nut/candy order card per girl. It lists all products available this year. It also has color pictures of the various rewards available and the levels at which the girls can earn them. Girls should use these cards to record in-person orders from family and friends.

**Taking Online Orders:** Girls can send emails to friends and family asking them to order candy, nuts, and magazines online. Parents will go to [www.gsnutsandmags.com](http://www.gsnutsandmags.com) and follow instructions on the site with their daughter to create their own webpage and send emails.

- Customers can either order directly from the Girl Scouts online platform and have items shipped to them for a fee or may choose to have the item delivered by the girl and pay by cash/check upon delivery.
- Online sales will automatically show up in your troop's online account. Girl-Delivered online orders will automatically be added to your order to pick up at your delivery site.

### Receipts:

You should make a receipt for every money and product transaction. You may create your own receipt template, or use GSSEM's receipt template found on the Fall Resource page at [www.gsssem.org/fpp](http://www.gsssem.org/fpp).

### Booths:

Troops are welcome to make their own arrangements for candy/nut booths with local stores in their area, local community events (crafts fairs, school events, etc.) **Please do not contact WalMart, Lowe's, Sam's Club, or Kroger for Fall Product Program booths, as they have expressed that they will only**

**host cookie booths.** Failure to honor this policy may prevent us from being able to set up booths with these stores during the cookie program.

Fall product orders will be delivered to troops on November 9, 10 and 11, 2023, and you may begin to host booths any time after you pick up your products. The last day to host Fall Product Program booths is November 30, 2023.

### Extra Product:

If you need extra products for booths, it must be ordered as part of your order due by October 31, 2023. There are no other opportunities to get products. Extra items should be assigned to girls at the time you submit your order. Since you'll not yet know who sold them at the booth, you may wish to divide them evenly, or opt out of rewards. There are no returns.

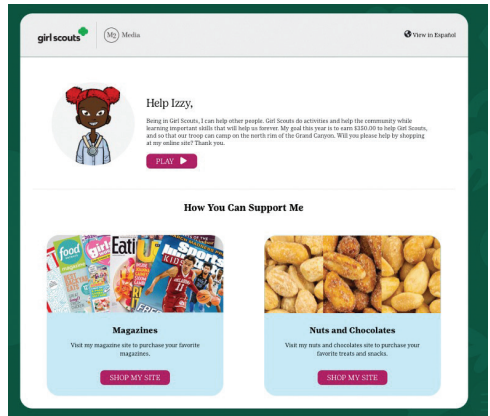
### Picking up your Order:

Set a date to collect the order cards from your girls. These in-person orders, Online Girl-Delivered orders, and any extra product that you want for booths and events must be ordered online by **October 31, 2023, at 11:59 p.m. You do not need to manually add Online Girl-Delivered orders, they will automatically be added for you.**

## **Part 2: Magazine Sale**

Troops earn \$1.50 for every magazine order sold. Our partner for the Magazine portion of the Fall Sale is M2Media Group. All magazine orders are online, making it easier for girls, parents, and troop volunteers. Customers will have hundreds of magazine options to select from!

When customers receive their email invite from their Girl Scout, they'll see an option for both the nut/candy storefront, and a magazine storefront.



## Fall Product Program Recap:

Product	Sale Type	Money Collection
<b>Nuts/ Chocolate</b>	In-Person	<ul style="list-style-type: none"> <li>• Girls Collect money from customers at time of delivery.</li> <li>• Family enters orders into M2oS system by October 22, 2023. Troop leader can add/edit orders by October 31, 2023.</li> <li>• Girls turn money to troop.</li> </ul>
	Online Direct Ship	<ul style="list-style-type: none"> <li>• Customers pay online, including the cost of shipping.</li> <li>• Orders are automatically credited to the girl in M2oS</li> </ul>
	Online Girl-Delivered	<ul style="list-style-type: none"> <li>• Customers pay online for Girl-Delivery.</li> <li>• Orders are automatically credited to the girl in M2oS.</li> </ul>
<b>Magazines</b>	Online	<ul style="list-style-type: none"> <li>• Customers pay online.</li> <li>• Orders are automatically credited to the girl in M2oS.</li> </ul>





Delivery to Customers	Troop Proceeds
Delivered by girls to customers	\$0.95 per item
Shipped directly to the customer 1-3 weeks standard delivery timeframe	\$0.95 per item
You'll pick up these products at your delivery site.	\$0.95 per item
Shipped directly to the customer 8-10 weeks standard delivery	\$1.50 per item sold





## Rewards

Girls earn rewards and patches based on the number of candy/nut items sold and the number of magazine subscriptions sold. Specific information about the patches and rewards is on the Candy and Nut Order Card.

### 2023 Rewards!

Rewards are cumulative.  
 Reward choices can be made online once a participant sets up her online campaign site.  
 \*Rewards are subject to change due to unforeseen circumstances, and similar items might be used as a substitute.  
 Some items may vary in color.

#### Important Dates

- Begin selling on: \_\_\_\_\_
- Turn in my order form by: \_\_\_\_\_
- Pick up my product by: \_\_\_\_\_
- Deliver product to customers by: \_\_\_\_\_
- Turn in money by: \_\_\_\_\_

#### Nut & Candy Items

##### 2023 Patch

sell 15+ nut & candy items



##### Waterproof Die Cut

sell 20+ nut & candy items



##### Paint By Number Craft

sell 50+ nut & candy items



##### Large Ocelot Plush

sell 70+ nut & candy items



#### Magazine Items

##### Ocelot Patch

sell 2+ magazines











##### LED Bike Lights

sell 5+ magazines

Earn a personalized patch with your name and avatar!

### Troop Reward Order Instructions:

- The online system will calculate the patches and rewards each girl earns. Please note that rewards will take 1-2 hours to update after adjustments have been made to products sold.
- Please note that there is **no submit button** for the rewards, they will automatically be submitted on October 31, 2023.
- Fall troop rewards will be picked with your troop's requested cookie kit the week of December 4, 2023. More information will be available in November.

<p><b>Stickers</b> sell 10+ items</p> 	<p><b>Small Ocelot Plush</b> sell 30+ nut &amp; candy items</p> 	<p><b>Own Your Magic Necklace &amp; Charm</b> sell 40+ nut &amp; candy items</p> 
<p><b>Plush</b></p> 	<p><b>Bluetooth Tower Speaker</b> sell 90+ nut &amp; candy items</p> 	<p><b>Care to Share Patch</b> sell 5+ care to share items</p> 
	<p><b>Own Your Magic Patch</b> send 15+ emails</p> 	







**Opt out of Rewards:** Troops may choose an additional **10 cents per item** in troop proceeds for candy, nuts, and magazines instead of receiving recognitions for each girl. This is a troop decision to be voted on by the girls in the troop prior to the start of the program. Parents should be informed of the troop decision before the program starts. The last day for troops to opt out is October 27, 2023.

Go to Dashboard:

**Product Management**

-  Paper Order Entry
-  Manage Extra Products

**Rewards and Patches**

-  [Reward Opt-Out](#)
-  Rewards
-  Personalized Patches

**Reward Opt-Out**

Check your council's guidelines to see if your troop is eligible to forfeit rewards for additional proceeds. If you are eligible and your troop has decided to take additional proceeds, turn off rewards below. They can be reinstated until 12/29/2022.

**Troop 200**

Physical rewards are turned on for this troop. If you would like to turn off physical rewards, slide the toggle to the left.

**Troop 215**

Physical rewards are turned on for this troop. If you would like to turn off physical rewards, slide the toggle to the left.

**CLOSE** **UPDATE**

## Care to Share

The **Care to Share** donation program gives customers a chance to support Girl Scouting and military troops. The customer donates \$7.00 for the purchase of nuts/candy to be sent to military members. There is a column on the order card labeled “Care to Share.” The troop inputs these into the M2oS system. **These are “virtual” items**, they are not picked up, but are held at the warehouse for distribution by GSSEM. Girls earn the **Care to Share** patch for selling five Care to Share items.



To facilitate the donations, GSSEM partners with Soldiers Angels and Selfridge Air Base.

## Fall Personalized Patch

- Sell 4+ magazines, 30+ nut/candy items, and send 15+ emails.
- Volunteers can earn a personalized patch too! If the troop reaches \$1,400.00 in total online troop sales in magazines, candy, and nut items! This includes online, and Girl-Delivery.
- Patch is sent directly to the girl! The personalized patch will arrive within 6-8 weeks of earning it.





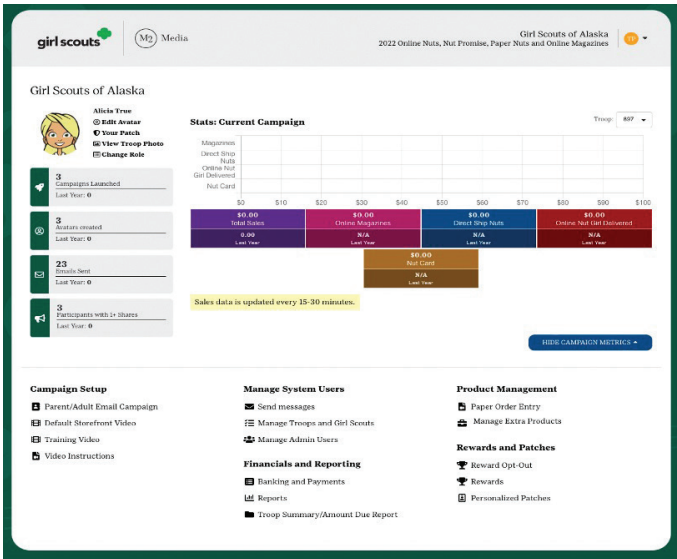
## Financials

- Your troop must submit the Troop ACH Authorization Form before the program begins. Troops should upload a VOID troop check, or a letter from the bank with the troop's account and routing number. The form can be completed online, please see the reference image at the bottom.
- Troops must notify the GSSEM Finance Department of ANY changes to their bank information during and after the program.
- Troops will deposit all Fall Product Program funds into their individual troop bank accounts promptly and frequently.
- Personal use of troop/group funds at any time is illegal. Personal funds and troop/group funds should never be mixed.
- All product program monies due to GSSEM Finance Department will be collected from troops via ACH debit.
- If a girl does not turn in money at scheduled time, submit an unpaid parent form by **December 1, 2023**. The form can be completed online at [www.gssem.org/unpaid](http://www.gssem.org/unpaid).
- Troop money must be available in the troop bank account (checks cleared) by **December 5, 2023**.
- Electronic withdrawal of the amount owed to GSSEM for the candy and nut product, and magazine orders will begin on **Friday, December 8, 2023**. ACH debits will continue to be deducted from your bank account until the amount due to the GSSEM Finance Department has been collected. Bank NSF charges (\$20) incurred by GSSEM Finance Department will be added to the troop debt for each ACH rejection.

## M2oS System: Deep Dive

### Troop Dashboard

Once you are logged in, you'll see the **Dashboard**, through which you'll manage your troop. This **Dashboard** provides a snapshot of participation and sales for the entire troop. If you manage more than one troop, you'll be able to select the troop you want to view from a dropdown in the upper right. If you have more than one troop, you'll have a single login!



At the upper left is a link labeled **Edit Avatar** — just like your girls, you'll be able to create your own personalized avatar! **Besides Edit Avatar**, you'll see a **Your Patch** link, where you'll be able make choices for your own personalized patch.

You can also view your **View Troop Photo**, which will allow you to see all the avatars that have been created by the girls in your troop, and **Change**



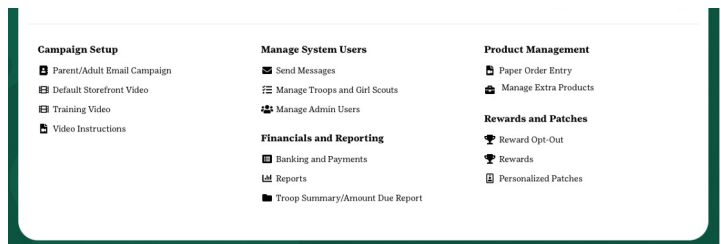


**Roles**, where you can select another role. Below that, you'll be able to track the activities of the girls in your troop: number of **Campaigns Launched** (girls who sent at least 1 email), **Avatars Created**, number of **Emails Sent**, plus **Participants With 1+ Shares** (those who have shared via M2oS to Facebook, for example). Each of these will also show you what the totals were for the previous season (if applicable to your troop).

You'll also see **Stats: Current Campaign**. Be sure to check out the graph of your sales as well as the specific data points - **Total Sales, Online Magazines, Direct Ship Nuts** and more. These data points are updated every 15 – 30 minutes (though you'll need to refresh your screen to see any updates).

In the upper right, there's an icon labeled **TP (for troop)**. Hover your mouse/pointer over the icon and you'll see options available to you. If you manage more than one troop, you'll be able to use **Change Role** to toggle between the two (we will come back to this). You'll also be able to **Edit Avatar**, update your **Profile** or **Logout** from **M2oS**.

**Dashboard Admin features:** The next few topics will reference the bottom of your troop dashboard.





## Campaign Setup

You can add the email addresses of the parents/guardians in your troop via **Parent/Adult Email Campaign**. By clicking on the **Parent/Adult Email Campaign** link, you'll be taken to the screen shown. Any parent/guardian names and email addresses preloaded by GSSEM will show here. You can review the data, update the email address if necessary.

The M2oS system will send an email on the day the Fall Product Program starts with the link to participate.

After you have sent your emails, you'll be able to add additional contacts when you are done sending emails, you can click **Return to Dashboard**. Click **View Email** to review the message, including link, which is being sent to each of your parents/guardians. You'll be able to track the status – did they open it, read it, did it bounce, etc.

girlscouts Media 2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines Girl Scouts of Alaska

### Parent and Adult Email Campaign

Please add parent/adult email addresses in order for them to receive a link and instructions on how to participate.

Troop: 897 [VIEW EMAIL](#) [ADD CONTACTS](#)

First Name	Last Name	Email	Send in Spanish	Resend	Status	Delete
Alicia	Tuesdal	altnuem2test+staggri@g	<input type="checkbox"/>			
Jennie	Bornell	jsorell@m2medagroup.cc	<input type="checkbox"/>			
Cat	Arnold	eamold@m2medagroup.o	<input type="checkbox"/>			

[UPDATE](#)

Opened  Didn't open  Sent  Delivered  Bounced  Queued for sending **Status Key**

[RETURN TO DASHBOARD](#)



**On October 23, 2023**, girls will no longer be able to create an avatar or send emails.

These launch messages are different from the **Messages feature** where you can customize the content you send to your parents/guardians throughout the sale reminding them of important dates and deadlines, etc.

Send Messages Show Quick Dashboard Links

Send messages to participants, volunteers, and members of this campaign.

Participants: Efficacy

**Emails**

VIEW EMAIL HISTORY

Type: Announcement

Troop: 6512

Subject:

100 Characters Remaining

**Tip:** Try using an email subject like this "CSF Scout Product Program Announcement"

Message:

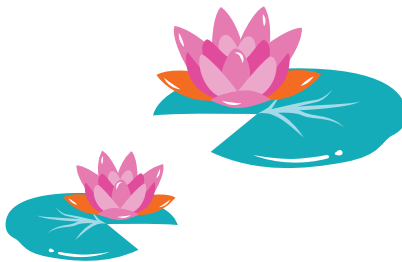
10000 Characters Remaining

**Tip:** Enter the message you would like to send in the email to participants.

SEND

**Notebook**

Write a note in participants' notebooks.



## Manage System Users

**Manage Troops and Girl Scouts** allows you to manage your girls and your troop.

After clicking on **Manage Troops** and **Girl Scouts**, the default page is Troops. Here you'll see your troop listed. **Click the +** next to your troop number to reveal several options: **View Troop** (which shows you your troop number, your program age level – e.g., Daisy, Brownie, etc.); **View Sales Report** (short cut to Reports), **View Payments** (short cut to Banking & Payments), **Manage Extra Products**, **Manage ACH** (where you'll review your banking info).

## Financials & Reporting

Sales reports can be found by selecting the **Reports** link from the dashboard; you have some options for how you want to view the data, each zeroing in on a particular type of order: **All Sales (default)** to see an overview of each girls' sales. - **Magazine Sales** - **Direct Ship Nuts** - **Nut Order Card** - **Online Nuts Girl-Delivered** - **Troop Summary Report**.

The screenshot shows the 'Reports' page for Troop 6512. The page title is 'All Sales: Current Campaign Troop Report - 6512'. The page includes a navigation menu with options like 'All Sales', 'Magazines', 'Direct Ship Nuts', 'Nut Order Card', 'Online Nuts Girl-Delivered', 'Special Reports', and 'Summary Report'. A summary table shows the following data:

	Qty	Total
Online Magazines	0	\$0.00
Direct Ship Nuts	0	\$0.00
Nut Order Card	0	\$0.00
Online Nuts Girl-Delivered	0	\$0.00
<b>Total Sales</b>	<b>0</b>	<b>\$0.00</b>

Below the summary table is a table of participant sales:

Participant	Emails	Shares	Online Magazines		Nuts		Total
			Qty	Sales	Qty	Sales	
+ Jamie Jones Troop	0	0	0	\$0.00	0	\$0.00	\$0.00
+ Cat Test Troop	0	0	0	\$0.00	0	\$0.00	\$0.00
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

The page also includes a search bar for the troop number (6512) and a 'SEARCH TOOLS' button. There are also buttons for 'PRINT REPORT', 'EMAIL REPORT', and 'EXPORT DATA'. The page footer shows 'Email Report' and 'PDF' options.



## Paper Order Entry

**Paper Order Entry** refers to any in-person orders taken via the girl order card. You should enter each girl's orders or, have your parents/guardians enter for their Girl Scout. If you chose to do the data entry yourself (or when you review what your parents/guardians entered), you'll select the paper order entry link under **Product Management**. If you or your parents/guardians have already entered order card items, these products will show here.

To view a girl's order, click on the + next to her name and select **Edit Paper Order**. From here, you can review the order. If you need to adjust, you can make them at this time. Be sure to click **Update** after making changes. **Parents have until 11:59 p.m. on October 22, 2023, to add/edit any paper orders. From October 23-31, 2023, troop leaders will have access to add/edit any paper orders for girls.**

The interface shows the 'Paper Orders' section with a 'Manage paper orders for this campaign' header. A dropdown menu is open for 'Select the Troop you will be making paper orders for', showing 'Troop 897' selected.

The 'Paper Order Results' section displays a table of Girl Scout orders:

Girl Scout	GSUSA Number	Email	Nut Sales		
			Qty	Sales	Total Sales
+ Celeste Morgan (Cel)	48324835	✉	80	\$480.00	\$480.00
+ Juliette Morgan	85342572	✉	6	\$36.00	\$36.00
+ Ezy Truesdall	888451236	✉	131	\$786.00	\$786.00

A note below the table states: 'Paper orders may take up to 30 minutes to appear on your sales reports.'

An 'Edit Paper Order' modal is also shown, displaying 'Girl Scout Info' for Troop 897 and a table of 'Nut Orders':

Product	Price	Qty	Total
A Fresh Slice	\$6.00	80	\$480.00
B Peanut Butter Monkey	\$6.00	6	\$36.00
C Dark Chocolate Pea Ball Cookies	\$6.00	131	\$786.00
D Care To Share	\$6.00	0	\$0.00
<b>Total Sales</b>			<b>\$1302.00</b>

Buttons for 'CANCEL' and 'UPDATE' are visible at the bottom of the modal.

## Important Tip:

- If you asked your girls' parents/guardians to make the entries, you should still ask them to send you a copy of the order card so that you can confirm the entries (the troop is responsible for what they order, so you want to make sure it's accurate).
- Orders that were taken online through M2oS with the "girl delivery" option selected, will already be assigned to the girls – they cannot be changed. They will automatically be included in your initial order, so you don't need to do anything with them but distribute them at delivery. You'll want to make sure parents/guardians have not double-entered items that were placed by customers online.

## Allocating Extra Product to Girls

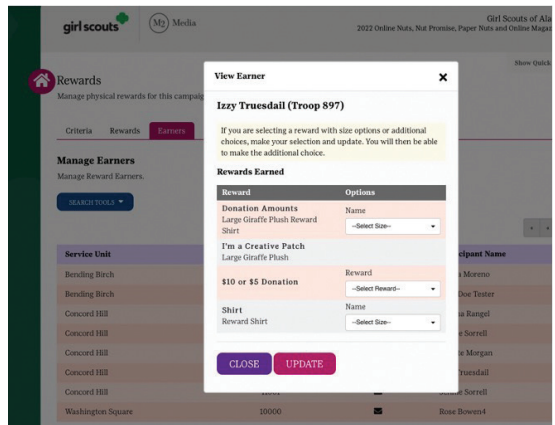
Product ordered as **Extra Product** or for booths, must be allocated (or assigned) to girls. You can move products by clicking **Manage Troop & Girl Scouts** from your M2oS dashboard. Click the + next to your troop number to reveal a menu of options. One of these options is **Move Products** clicking this link will open a new panel. Choose the type of "movement" you are making. As we are moving product to a Girl, we will select that option, which will then let us select her name. Then enter the product that is being moved from the troop's inventory to the girl.

## Rewards And Patches

Here you can track the rewards your girls are earning throughout the sale. Click on the **Rewards link** from your dashboard and you'll see a screen where you can **Manage Earners**.

You can see which rewards a girl has earned to date. Please note that rewards will take 1-2 hours to update after adjustments have been made to products sold.

After all troop extras have been assigned to girls in your troop, you can also print a reward delivery ticket which will include the rewards for your troop or a specific girl.





## Selecting a Delivery Site

You'll need to select a pick-up time to get the troop's nut and chocolate products. If you aren't ready to choose at the time of log-in, you can click **Skip Step** and return to this site to **make your selection by October 31, 2023**. If you do not make a selection, you'll be reminded to do so each time you log back in to M2oS. Once you select the location, "**Step 2**" will display. **Step 2** is where you'll pick a time; only available time slots will show. Simply click your desired time to select it and then click **Save** and **Continue**.

A screenshot of a web form titled "Choose Your Troop's Pickup Time". The form has a light gray background and a white border. At the top right, there is a green box labeled "Getting Started" with two steps: "1) Update Your Profile" and "2) Choose Delivery Site (Troop 234)". The main form area has a heading "Please choose this troop's pick-up time." and two numbered steps. Step 1 is "Where you'll pick up your products" and contains a "Delivery Site" dropdown menu with "Choose" selected. Step 2 is "Your Pick-up time" and contains a "Pickup Date/Time" field with a yellow calendar icon. At the bottom, there are two buttons: "SKIP STEP" in blue and "SAVE AND CONTINUE" in purple.

## Delivery Tickets

As a troop, you can print **Delivery Tickets**. The button won't appear on your dashboard until after GSSEM has submitted all orders to the vendor, Trophy Nut Company. Once the button is available to you on your dashboard, click the button. Aside from running a delivery ticket for your girls, you can run one for your entire troop order; this is what GSSEM staff will have/reference at your pickup. For these tickets/receipts, you can choose to show financial information or not.

Two screenshots of the "Delivery Tickets" page. The left screenshot shows the "Product Delivery Tickets" section with a "Troop Tickets By Troop" dropdown menu and an "Include Financials" checkbox. The right screenshot shows the "Girl Scout Tickets" section with a "Troop" dropdown menu and a "Print Delivery Tickets" button. Both screenshots have a dark green sidebar on the left with a home icon and the text "Delivery Tickets".

girl scouts

M2 Media Group

Hi!

Our friendly customer service representatives are ready and waiting to answer all of your Fall Product Program questions!

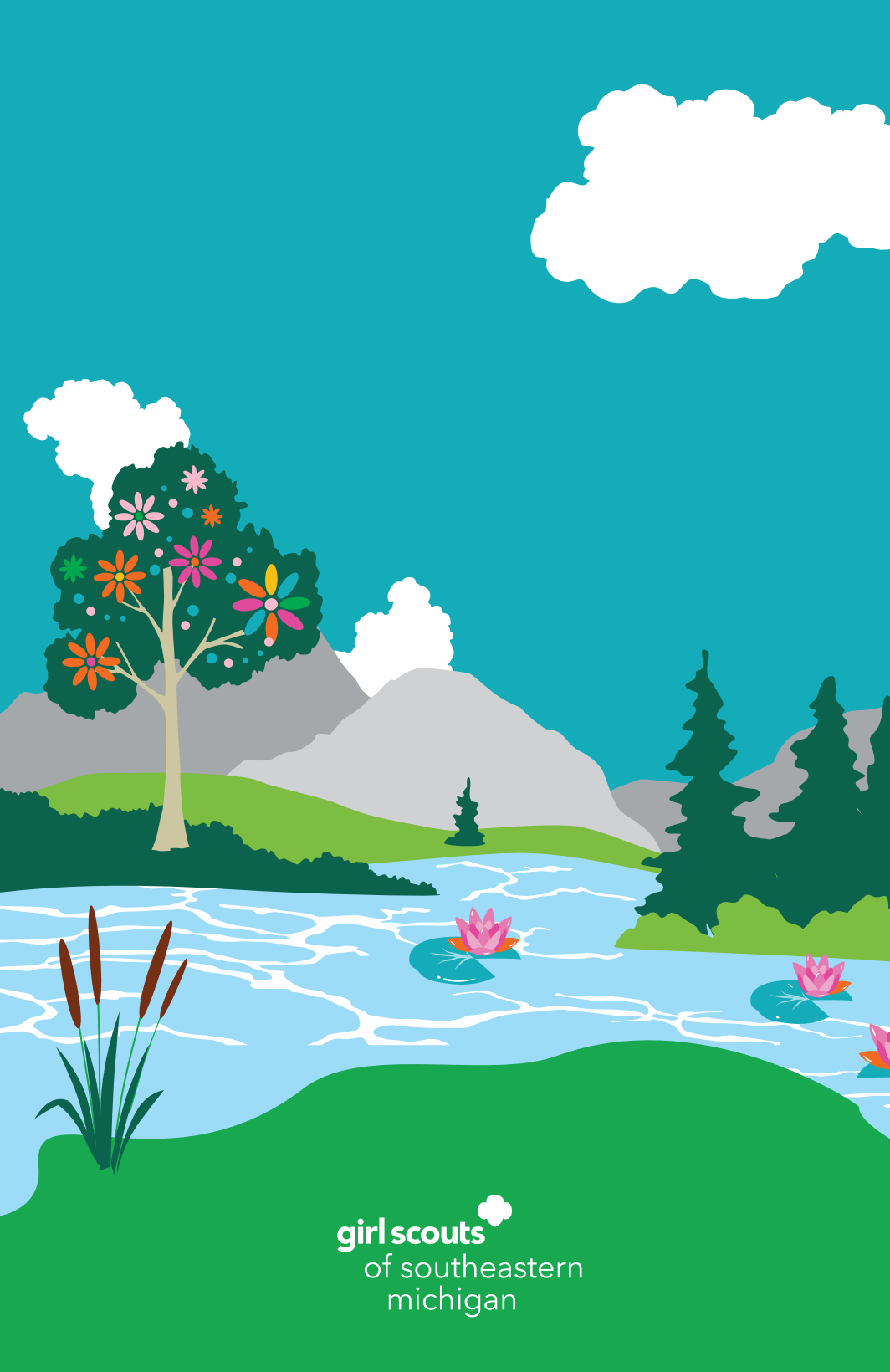
[question@gsnutsandmags.com](mailto:question@gsnutsandmags.com)

(800)-372-8520

We're happy to help!

In addition to GSSEM's Product Program Department, M2 Media has customer service representatives that can assist with questions regarding magazine orders, online shipped orders, or any tech issues with the M2oS system.





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of southeastern  
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