

Family - Quick Tips for M2OS

Before the Sale

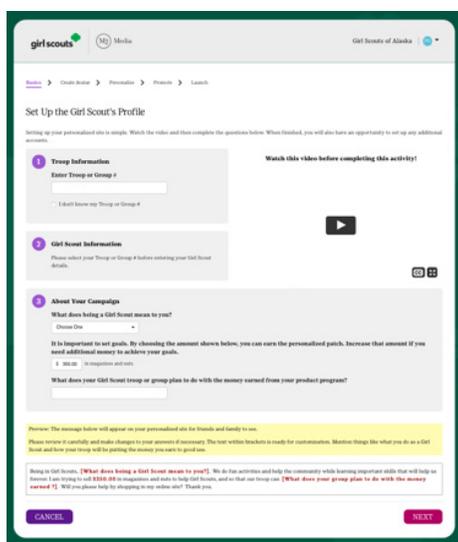
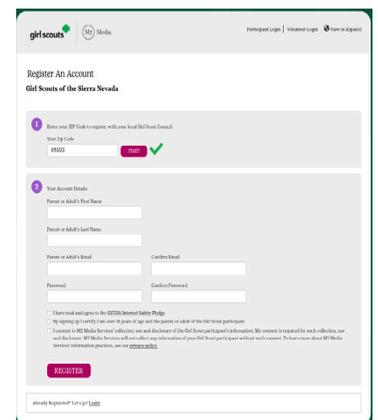
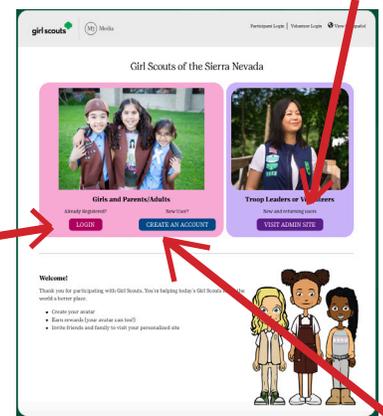
The options that follow will be available to families and girls starting on Go Day

Register: You can register your girl for the Snacks & Magazines Program using any of the options below:

- Go to www.gssn.org and click Cookies+ in the menu bar. Click on Fall Product > For Volunteers > Register Here.
- Your troop may also send you an email with a link and invitation to access the site on Go Day.
- Go to: <https://gsnutsandmags.com/gssn>

Create an account:

1. For Returning Users: If you have used M2OS in a previous Snacks & Magazines program, click Login and enter your existing username and password on the next screen.
2. For New Girl Scout Users:
 - Click *Create an Account*. You will be asked to verify your zip code on the next screen and agree to the parent/adult permission & responsibility pledge & the Girl Scout Participant Pledge.
 - Provide the additional information requested to finish registering your girl's account.
3. If you are a volunteer, click on *Visit Admin Site* to access your volunteer role AFTER you have set up your manager account via the email invitation you received from M2OS.



Profile:

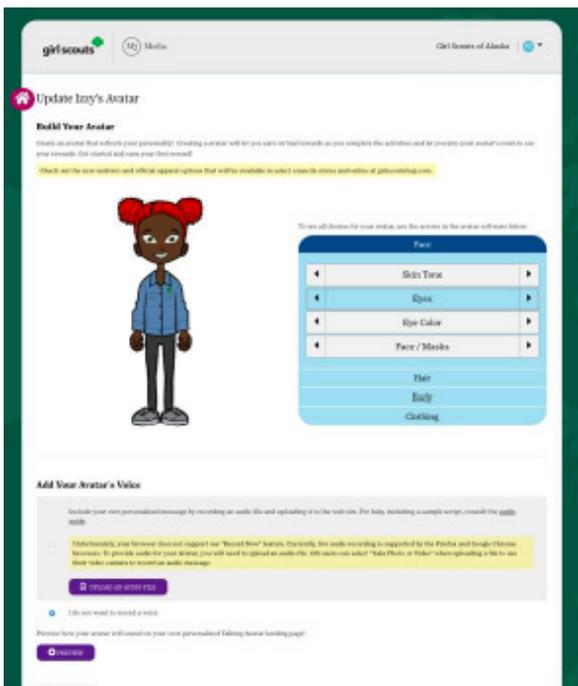
- Your Girl Scout's Personalized Storefront is only accessible to friends and family who are sent the personalized link.
- Set up your Girl Scout's profile. This is the information that will be used to create her personalized storefront, where friends and family can shop online for snacks and magazines.
- Make sure to fill out all the information so customers know who they are supporting and why she is selling snacks & magazines!
- You are unable to edit your Girl Scout's name, but you can enter a nickname.

Create Avatar:

- It's time for your Girl Scout to create an Avatar! This is the image that will be associated with her account that she can make to look like just like her!
- The avatar can be updated anytime
- Your Girl Scout can add a voice recording talking about why she's selling Snacks & Magazines and what her goals are. Friends and family visiting her personalized storefront will be able to watch her avatar speak the message she recorded!

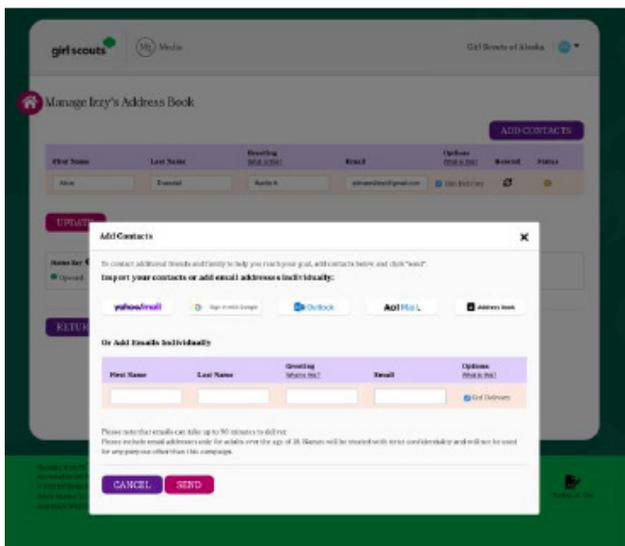
Personalize:

- Upload a photo and/or a video of your Girl Scout sharing her goals and explaining how she will use the funds from the sale
- Pro Tip: Girl Scouts who upload photos and/or videos to their storefronts sell more items!



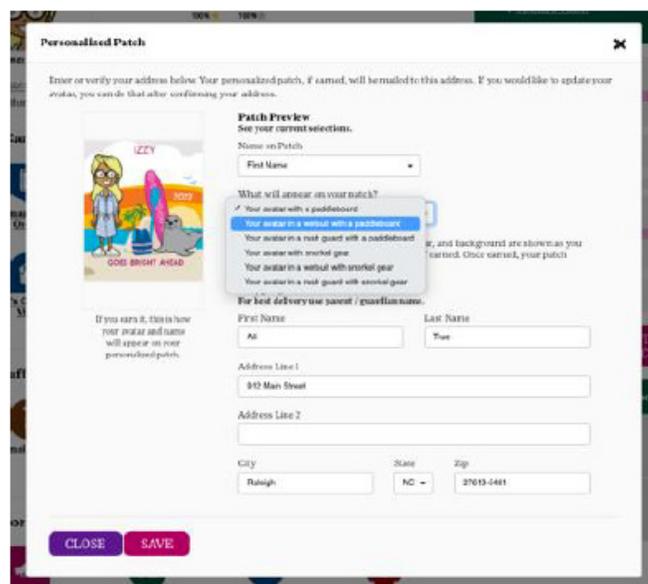
Promote:

- Share your Girl Scout's storefront with family and friends.
- Send 15 emails to earn the Online patch and to become eligible for the personalized patches!
- You can import contacts from the email provider you use, or you can enter them individually. You can also promote your Girl Scout's campaign on your personal page on Facebook and Twitter, or share a text.
- Click *Launch Your Campaign* - and you've done just that!



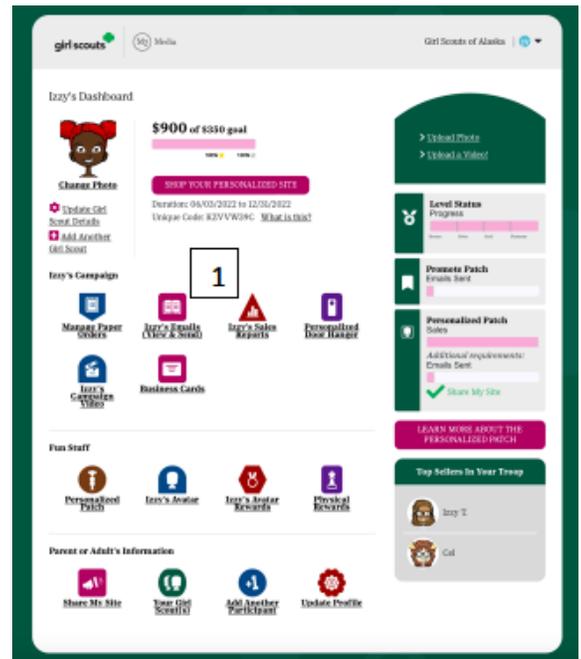
Earn a Personalized Patch!

- Enter your Girl Scout's personal preferences and shipping information for her personalized patch.
- To earn the Fall Personalized Patch, a girl must:
- Create her Avatar
- Send 15+ emails
- Sell \$400+ Fall items
- Personalized patches are sent directly to this address typically 8-10 weeks after the end of the program.



During the Sale

- There are three primary ways a sale is made:
 - Snack order card sales: Girl Scouts record sales on the paper order form.
 - Online orders for Girl Scout snack delivery: Girl Scouts launch their online account, customers shop & pay online, Girl Scouts deliver the snacks after the sale.
 - Direct ship option: Girl Scouts launch their online account, customers shop & pay online (shipping costs included for snacks), items are sent directly to the customer.
- Take note of the unique code that appears as you are setting up the account on the girl dashboard [1]
 - Customers can use this code to make sure that their purchases are credited to the correct Girl Scout.
 - If a customer says they need a special code to enter the online store, this is the code you should send them.
- After sending out emails and promoting your Girl Scout's sale on social media, or sharing by text, you can keep track of the orders placed by clicking the (Girl Name) Emails (View and Send)
- There are many other fun ways girls can promote their sale available on the Girl Dashboard!
 - Print personalized sales fliers or door hangers with a QR code that leads to their storefront for customers.
 - Create a video and upload it to their personalized store front.
 - Print business cards that include a link and their unique code
- Girl Scouts can edit their Avatar, look at fun virtual rewards earned during the sale in their avatar's room and view the physical rewards earned from their sales up to that point, and view/edit their Personalized Patch under the "Fun Stuff" bar.
 - Be sure to hit the **Update** button after making changes. If you click the **Return to Dashboard** button before clicking **Update**, your recent changes will not be saved
- If you have multiple girls participating in Snacks & Magazines, use the 'Your Girl Scout' button to switch between them.



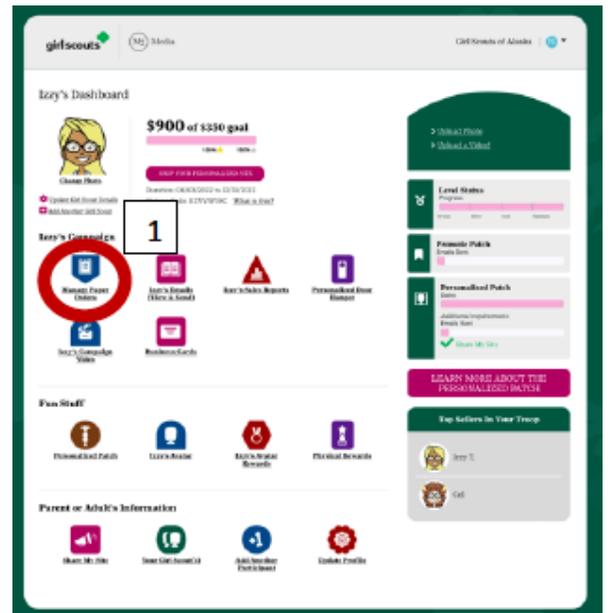
Printable Door Hangers

Just cut along the dotted lines and hang on the doorframe.
*The barcodes are on each door hanger and they are unique to each Girl Scout's sale.

After the Sale

Snack order card sales and reward choices must be entered by the end of the last day of the sale.

- Enter Snack Order Card Sales: If your Girl Scout has taken orders with the snack order card, enter them on the Manage Paper Orders [1] page
 - Online snack sales will be added to your girl’s account automatically.
 - Enter the totals from the bottom of the snack order card for each item.
 - The deadline to enter orders is 11:59pm (CST) on 10/24.
 - If you turned this form into the troop leader, they can enter the orders a few days after the end of the sale

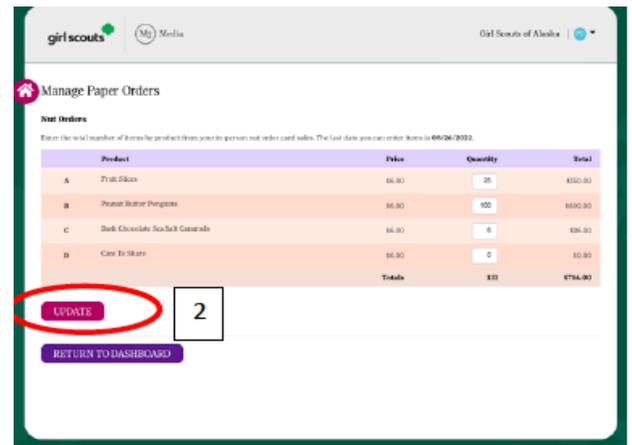


- Click *Update* [2] to save this information. You can come back to update it any time before the family order deadline.

- **Select Reward Choices:** If your Girl Scout reaches a reward level with a choice, you can make that choice by clicking the *Physical Rewards* icon in the “Fun Stuff” section.

- If there is a choice option at a physical reward level and no choice is made, the reward level defaults to Fall FUNds.

- Snack items will be delivered in mid-November. Your troop leader will let you know when to pick up your order, plus reach out when rewards are ready in December.



Finances

- Troops should determine before the sale if money should be collected at the time orders are placed or upon delivery for any snack order card sales.
- Ask your troop leader when payment should be turned in to them.
- Payment for snacks are made online for customers who order online using either the direct ship or online order for girl snack delivery options.
- Payment for magazines are made online.

Deliveries

- On the dashboard, click on the girl's *Sales Reports*
- Use the different tabs to view the Girl Scout's sales including: All Sales, Magazine Sales, Nut Order Card totals, and Online Nuts Girl Delivered
- If the Girl Scout has snack order card sales, she will use the order card to make those deliveries
- For any online orders for Girl Scout delivery, click on the "Online Nuts Girl Delivered" tab
 - You will see the customer, customer email, and the orders, a report can be printed with all the information when you scroll down.

Need Help? Contact us!

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