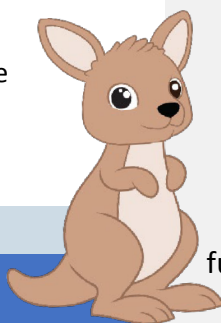


Fall Product Program Troop Guide

Let's get... **READY TO
explore**

1. Follow the link sent to your email address beginning 8/28 to access the M2 site. If you haven't received your email by the end of the following week, contact the Help Desk.
2. Complete M2 system training.
3. Create your volunteer Avatar!
4. Launch the PAEC (parent or adult email campaign) to the Girl Scouts in your Troop.



What is the Fall Product Program?

This program is an integral part of a Girl Scout's journey toward leadership. Allowing participants to practice skills such as:

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!

Important Dates!

Program Begins!	September 5
Last day for girls to enter paper order card sales into M2	October 2
Last day for troop leaders to enter paper order card sales into M2	October 4
Fredericksburg-area drive-thru pickup	October 16
Richmond-area drive-thru pickup	October 17
Rural deliveries	Week of October 19
Additional product available for pickup at Skipwith & Fredericksburg Service Centers	October 21-23
Last day for online sales	November 8
Last day for troop leaders to make reward selections in M2	November 9
ACH withdrawal for troop balances	November 12

Personalized Patches & Rewards!

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

Girl Scouts: Send 20+ emails, share their site in M2, and sell \$350 in sales.

Volunteers: Reach \$ 1,000 in total Troop sales

Check out the back of the nuts and candy order card to see all the great rewards participants can earn this season!

When participants launch their online account, they can track progress and select rewards as they earn them!



Earn Customized Patches!

Fall Patch

To earn:

1. Send 20 + emails
2. Share your site in M2
3. Sell \$350 in total sales
4. Choose your background & your avatar design!

***Troop Leaders earn for \$1,000 in total troop sales!**

Cookie Program Crossover Patch

To earn:

1. 2026 Fall Criteria: Send 20 + emails & share your site in M2
2. 2027 Cookie Program: Sell 300+ boxes of cookies



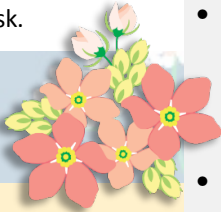
PARTICIPATION OPTIONS

Product	Sale Type	Product	Delivery to Customers	Troop Proceeds
Nuts/Chocolate:	In-Person	- Girls collect money from customers (specify whether at time of delivery or initial order) - Family/Troop enters orders into M2 by the appropriate deadline - Girls turn in money to Troop	Delivered by participating Girl Scouts to customers	12% of total cost of item (15% for older girl opt-out troops)
	Online Direct-Ship	- Girls create their personalized storefront in M2 site and send emails to friends and family - Customers pay online - Orders are automatically credited to the girl in M2	Shipped directly to the customer <i>1-2 weeks standard delivery timeframe after order processing. Customers will have option for expedited shipping</i>	12% of total cost of item (15% for older girl opt-out troops)
	Online Girl-Delivered	- Girls create their personalized storefront in M2 and send emails to friends and family - Customers pay online for girl delivery - Orders are automatically credited to the girls in M2	Delivered by girls to customers	12% of total cost of item (15% for older girl opt-out troops)
Mags & More:	Online	- Girls create their personalized storefront in M2 and send emails to friends and family - Customers pay online - Orders are automatically credited to the girl in M2	Shipped directly to the customer <i>(magazines 6-8 weeks standard delivery timeframe after order processing)</i>	12% of total cost of item (15% for older girl opt-out troops)

Care to Share

- Care to Share is a great way for customers to give back to the community through donations of products.
- Our council's Care to Share items will be donated to the USO for distribution to our service members and families.
- Donations are credited to the participant's sales & troops receive 12% in proceeds per donation sold. Girl Scouts earn the Care to Share patch by receiving 5 or more donations.

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 M2 site by September 5 please visit www.gsnutsandmags.com/admin and select "Forgot Password." If you need further assistance, please contact your SU Fall Product Manager or the Help Desk.



2026 Product Options:

Nuts/ Chocolates



Magazines



BarkBox



Candles



Personalized Products



Tervis Tumblers



Adding Nut Order Card Items into M2:

Troop Leaders must enter any orders not entered by parents into M2. Leaders cannot enter orders until October 4.

- ⇒ Choose Paper Order Entry from your dashboard.
- ⇒ Click the "+" next to a Girl Scout'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.



Volunteer M2 Access: First Steps

- Your access email will prompt you to create a password to access your M2 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 access emails to the participants 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 Girl Scouts show up on this list at the beginning of the sale. Any participants not pre-loaded can simply register once the sale begins at: www.gsnutsandmags.com/gscv They will then be added to your Troop roster once council confirms their registration.
- Girl Scouts can launch their accounts beginning on September 5. Please note that the system will not accept any early participant activity; participants must wait until the sale launch date.
- Participants can enter their own paper orders into their accounts through October 2. If they do not enter their orders, you will need to do so through your Volunteer account.

Troop Banking

1. Troops must have a bank account. Contact gshelper@comgirlscouts.org for assistance.
2. Payment is collected at the time of ordering; make checks payable to the troop.
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 November 12. Amount due is calculated automatically in M2.
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.

Extra Information

If a Girl Scout does not turn in money at scheduled time, do not place the order. Contact the parent/guardian immediately. Keep the Troop Leader/Service Unit Fall Product Program Manager informed of all contact attempts and document the information. Orders should not be placed unless payment has been received by the Troop. 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. 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.

Program Wrap-Up

Products

- Remember, all product is automatically submitted for fulfillment! There is no “submit” button!
- Participate in the Fall Product Drive-Thru to pickup products.
- Print a delivery ticket for each participant’s order from your dashboard. After you have delivered the items to each Girl Scout, have their parent count/inspect each item and sign the delivery ticket for your records.

Rewards

- Girl Scouts must make their rewards selections online by November 8.
- If a participant does not make their selections, you may do so through the Troop account until November 9.
- Any selections not made by November 9 will automatically default to Council Choice.
- Reward deliveries will be coordinated with your Service Unit Fall Product Manager.

Deliveries

- Troops should make sure their Girl Scouts coordinate delivery of product with their customers. Happy customers equal return customers!
- Participants/Parents/Adults 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 Girl Scouts are attempting to register and get a “Campaign is Currently Unavailable” message.

Girl Scouts cannot begin online account registration until the program start date.

Q: I entered the email addresses to send access notifications to the Girl Scouts in my Troop. The site says, “Queued for Sending”, but how long does it take to send?

Access emails will not be sent to the participants until the start date of the program.

Q: I am a Volunteer and have a Girl Scout participating. Can I use the same email address for my Volunteer and Participating accounts?

Yes! You will be notified upon login as to which account you are signing on to. Volunteer accounts are accessed at: www.gsnutsandmags.com/admin, and participating accounts are accessed at: www.gsnutsandmags.com/gscv.

Q: One of my Girl Scouts received an online girl-delivered order that the family is unable to deliver. How do I remove it?

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 parent paper order card entry.

Questions?

For questions regarding specific Council-related details, please contact the Help Desk at gshelper@comgirlscouts.org.

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

Service Unit Fall Product Manager

Name: _____

Email: _____

Phone: _____

Girl Scouts of the Commonwealth of Virginia

email: gshelper@comgirlscouts.org

www.comgirlscouts.org

PHONE: 804-746-0590 ext 316

M2 Customer Service

support@gsnutsandmags.com

800-372-8520

We Appreciate You!

***Thank you for being an
integral part of the Fall
Product Program***

Designed by:

