

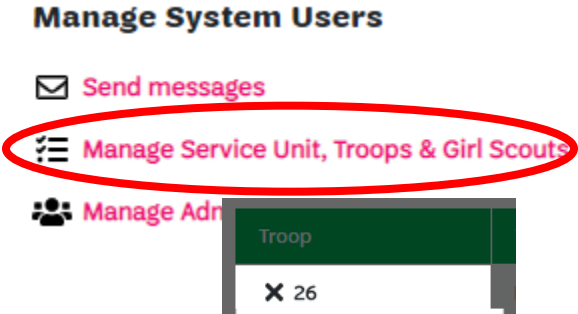


## 2023 Service Unit-M2OS Quick Tips

### Before the Sale


1. Follow the registration link to access your account.
  - a. If you did not receive an email link, go directly to [gsnutsandmags.com/admin](https://gsnutsandmags.com/admin) and click on forgot your password.
2. You will be prompted to enter your delivery station information. 
3. Familiarize yourself with the SU homepage.
  - a. Top half of the dashboard gives you a quick overview on sale progress for your SU, including girl engagement (creating avatars, sending emails, etc.) and how many sales have been entered or orders have been placed for nuts/candy and magazines.
  - b. The bottom half of the page is where you will navigate to all the other pages you will need including getting more details on all dashboard information.
  - c. Most pages you can navigate to will include a **Return to Dashboard** button to get you back to your dashboard.
  - d. You can use the purple button on the top right-hand side of the page to toggle between your SU and troop roles. 
4. Encourage troops to participate in the program! Use M2OS to Send Messages to Troop Leaders/Product Managers.
  - a. You can choose between messaging troops that have not logged into the system, troops that have logged in, all troop volunteers in the system, or troop participants missing a reward action.
5. You can view which troops are currently uploaded into the system by clicking **Manage Service Unit, Troops & Girl Scouts**
6. From the **Manage Service Unit, Troops & Girl Scouts** page you can also check on sales information and payments for troops and Girl Scouts by selecting them at the top of the screen.
  - a. Remember to click the plus sign next to troops or users to pull up information specific to that troop/user. 

### During the Sale

1. Assist troops with questions on the sale or M2OS.

2. Access reports on sales progress from **Reports** section to monitor sales.
3. Make sure delivery information for rewards is entered and correct for your Service Unit by **October 22nd**.
  - a. Go to **Manage Service Unit, Troops & Girl Scouts**
  - b. Review information listed.
  - c. You can make changes to your delivery station information.
  - d. Click Save.

## Financials & Reporting

 Banking & Payments

 **Reports**

 Troop Summary / Amount Due Report

## After the Sale

1. Remind troops to enter paper orders for the girls in their troop if families did not enter them.
  - a. Service Unit volunteers will gain access to order entry on October 17<sup>th</sup> (same day as troop volunteers) and have until 11:59pm on October 22<sup>nd</sup>. (Troops have until October 19<sup>th</sup>)
  - b. To print delivery tickets or troop reward delivery tickets:
    - i. Delivery tickets will not populate in M2 until council has submitted the nut and candy order as a whole after October 23rd!
    - ii. On the dashboard go to **Delivery Tickets**
    - iii. Under Delivery Site Tickets, you can arrow down to the delivery site or keep it at **All** or change it to **Troop Tickets**.
    - iv. Click on **Create Ticket**, this will generate a PDF to print your entire SU totals.
    - v. To print individual troop delivery tickets, look for the **Troop Tickets** section, the delivery type will be single, with delivery site, arrow down to the delivery location, then to print all troop tickets, keep the selection at **All** under the troop.
    - vi. Click on **Create Ticket**, then tickets will be generated into a PDF you can print and use to sort the troop orders.
  - c. In the SU role, you are not able to make reward selections for girls. Troops and girls are able to make these selections until October 24<sup>th</sup> at 11:59 PM.



Girl Scouts of Southern Illinois Customer Care

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