



# TROOP GIRL-DELIVERY ORDER SUBMISSION TIPSHEET

## ENTER NUT ORDER CARD ORDERS IN M2

Girl Scouts have two choices: turn in the paper nut order card to you or their parent/adult enters it into M2 through their Girl Scout's dashboard.

Girl Scouts who need you to enter the orders for them need to turn those cards in to you by Oct. 26. You must then manually enter the product quantities under that Girl Scout in M2. Troop Treats & Reads Managers can see when Girl Scout's paper orders have been entered by the parent/caregiver on their M2 dashboard, to avoid entering duplicate orders.

For Girl Scouts who want to enter their own order card items, they will do this through Manage Paper Orders on their Girl Scout's online M2 dashboard. The deadline for them to do this is Oct. 26 at 11 pm CST. If they cannot enter the paper orders by that time, then you will have to manually enter the order.

Note: Parents/caregivers only enter the paper order card items. All online, paid-for orders calculate automatically and are added to your troop's order.

All girl-delivery orders must be updated in M2 by 11 pm Oct. 27 for the troop. At that time, troops will be locked out of the site and will not be able to make changes or additions. Please contact your Neighborhood Treats & Reads Manager, or in the absence of that volunteer, contact the Answer Center if you need assistance with your order.

## INSTRUCTIONS:

1. Log in to M2
2. Click on the Paper Order Entry icon on the troop dashboard
3. Select the troop for which you will be making a paper order entry
4. Click on the Girl Scout's name
5. Enter the quantity of each product ordered and click Save

CLICK ON THE IMAGE TO WATCH  
A TUTORIAL VIDEO ON ENTERING  
TROOP ORDERS.

girl scouts M2 Media Girl Scouts of Alaska 2022 Online Nuts, Nut Promise, Paper Nuts and Online Magazines

Show Quick Dashboard Links

### Paper Orders

Manage paper orders for this campaign.

1 Select the Troop you will be making paper order entries for:

Troop 897

2 Paper Order Results:

Click the "+" menu to access additional features and edit the Girl Scout's paper orders. If you don't see a particular girl below, please contact your council to have her added.

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
+ Izzy Truesdall	888431236		131	\$786.00	\$786.00

Paper orders may take up to 30 minutes to appear on your sales reports.

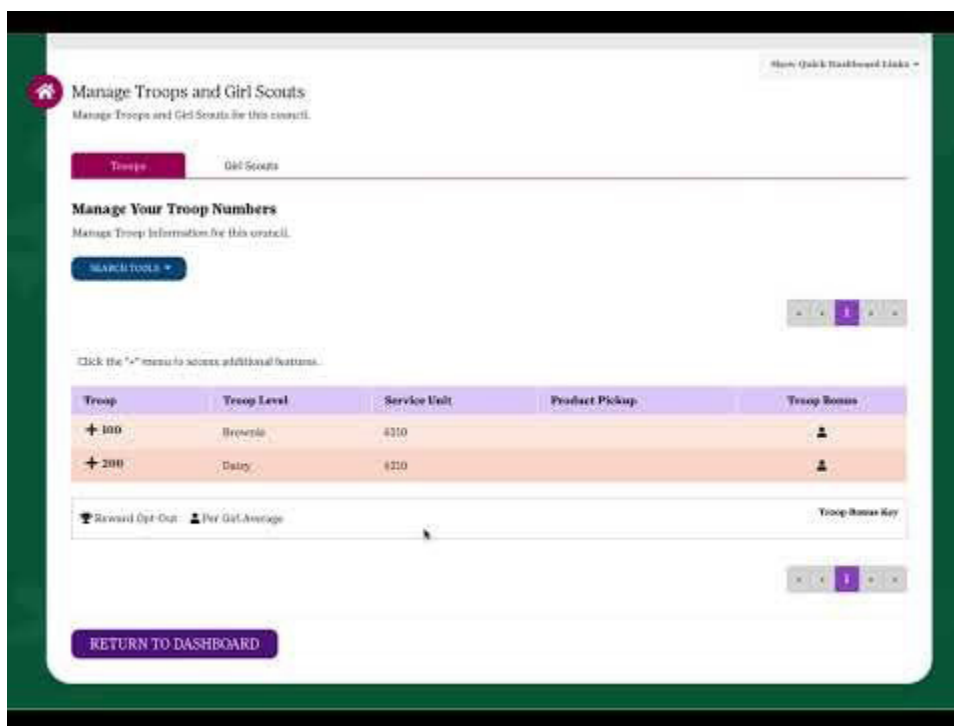
RETURN TO DASHBOARD



## ORDERING ADDITIONAL PRODUCTS IN M2

If you need extra products for booths or anticipate late girl-delivery orders, you can order additional products at the same time as their Girl Scout orders. All products ordered will be your troop's financial responsibility, so be sure to order wisely.

1. Click Manage Troops and Girl Scouts on the dashboard
2. Click the + sign to the left of the troop number
3. Select Manage Extra Products
4. Enter the desired number of products in units
5. Click Save



Additional products will arrive with the troop's order in November. You will need to transfer the products in M2 to the Girl Scout who sells them by Nov. 25 so they receive credit.

## TIPS FOR ORDERING EXTRA TREATS & READS PRODUCT

Some troops may choose to purchase extra Treats & Reads products for sale at booths or to accommodate their troop's selling habits.

There are several key things to keep in mind when ordering extra products for Treats & Reads:

- More expensive products, especially tins, typically do not sell well at booths. We recommend troops avoid ordering extra tins for booths.
- If you decide to order extra product, ensure you have adequate space to store the product below 72 degrees to ensure product quality.



- If your troop has participated in this program before, you may want to use your previous sale numbers and adjust for 2024 traffic.
- You know your community best! Consider the regular traffic and buying patterns of your neighborhood when ordering extras for booths.
- Certain products are more popular than others. In Girl Scouts of Eastern Missouri, the most popular items are:
  - Deluxe Pecan Clusters
  - Dark Chocolate Carmel Caps
  - Fruit Slices
  - Whole Cashews with Sea Salt
  - Peanut Butter Bears
  - Honey Roasted Peanuts
  - English Butter Toffee
  - Chocolate Covered Almonds
  - Hot Cajun Crunch

