



Troop Girl-Delivery Order Submission Tipsheet

Enter Nut Order Sheet Orders in M2

Troop Treats & Reads Managers can see when Girl Scouts' paper orders have been entered by the parent/caregiver on their M2 dashboard, to avoid entering duplicate orders. If you see a Girl Scout is missing from your troop in M2, contact the Answer Center can help add Girl Scouts or the parent/caregiver can add them at gsnutsandmags.com/gsem.

Troop Treats & Reads Managers must enter ALL orders by 11 pm CST on Oct. 25. At that time, troops will be locked out of the site and will not be able to make changes or additions and they must contact you or the Answer Center for assistance with their 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 for
4. Click on the Girl Scout's name
5. If a Girl Scout's name does not appear, click the Add Girl Scout button on the bottom right corner of the screen, enter their information and click Save
6. Enter the quantity of each product ordered and click Save

Click on the image to watch a tutorial video on Entering Troop Orders.



girlscouts

M2 Media

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

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Home

Paper Orders

Manage paper orders for this campaign.

Show Quick Dashboard Links

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	888451236		131	\$786.00	\$786.00

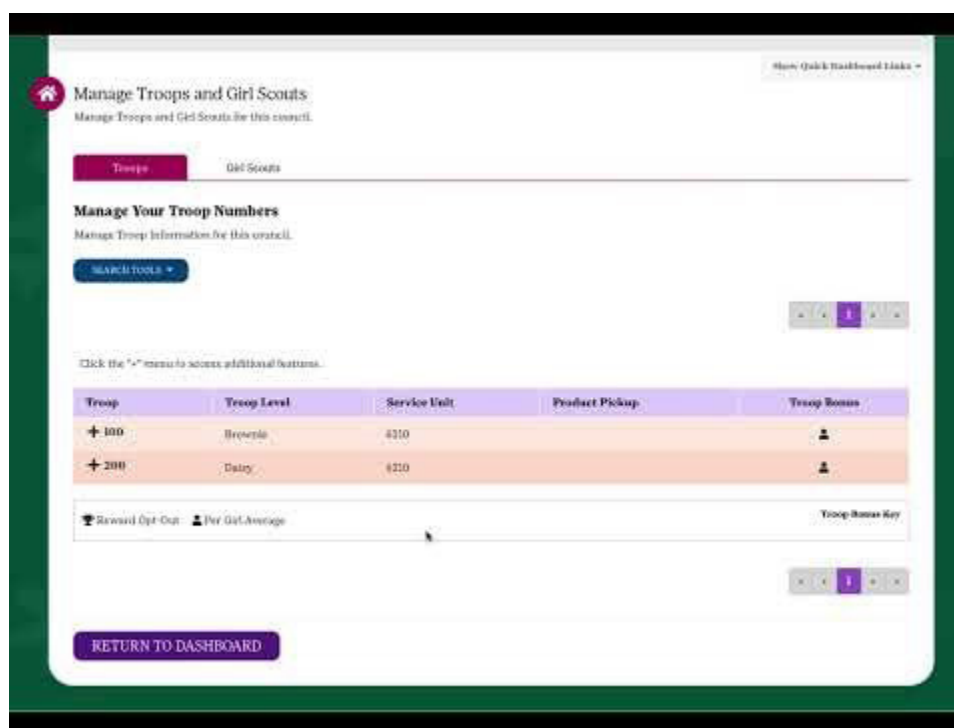
Paper orders may take up to 30 minutes to appear on your sales reports.

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. 17 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 2026 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
 - English Butter Toffee
 - Chocolate Covered Almonds
 - Hot Cajun Crunch

