

Community-Area M2OS Quick Tips

Scan to access more volunteer resources:



Review the Family and Troop M2OS Guides in addition to this guide. Much of what you will need to know about the Community and Area role in the system overlaps with what families and troops will also need to know.

Note: Your Community role in M2OS will still be labeled as Service Unit. If you are an Area Product Leader, you will have access to all the Communities (Service Units) that you are supporting in the season.

Before the Sale

- You will receive an email in September inviting you to participate. If you do not receive this email, please contact Girl Scouts River Valleys
- Familiarize yourself with your Service Unit homepage

1. The top half of your dashboard gives you a quick overview on sale progress for your service unit, including girl engagement (creating avatars, sending emails, etc.) and how many sales have been entered or orders have been placed for snacks and magazines

2. The bottom half of this page is where you will navigate to all the other pages you will need, including getting more details on all the dashboard information

3. Most pages you can navigate to will include a **Return To Dashboard** button to get you back to your homepage/dashboard

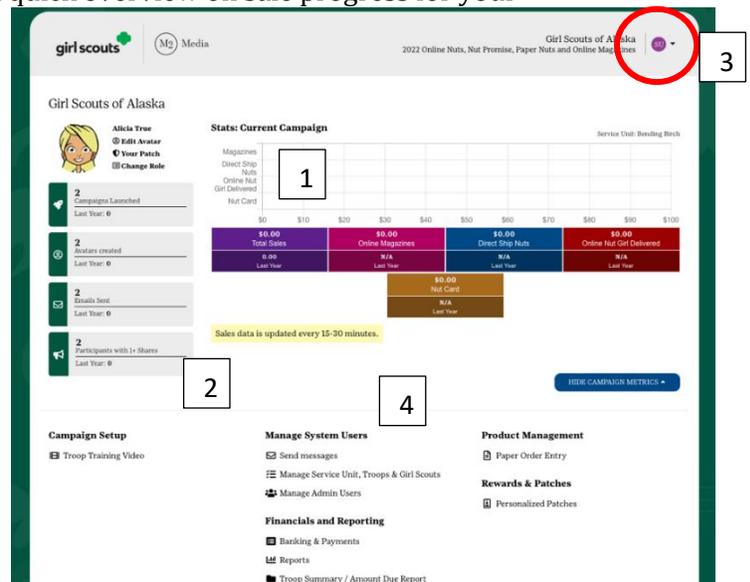
4. You can use the purple button on the top right-hand side of the page to toggle between your SU and troop roles

5. Encourage troops to participate in the program! You can use M2OS to Send Messages to Troop Leaders

- You can choose between messaging troops that have not logged into the system yet, troops that have logged in, all troop volunteers in the system, or troop participants missing a reward action
- If registered troop volunteers have not received an invitation to log into the system, contact Girl Scouts River Valleys

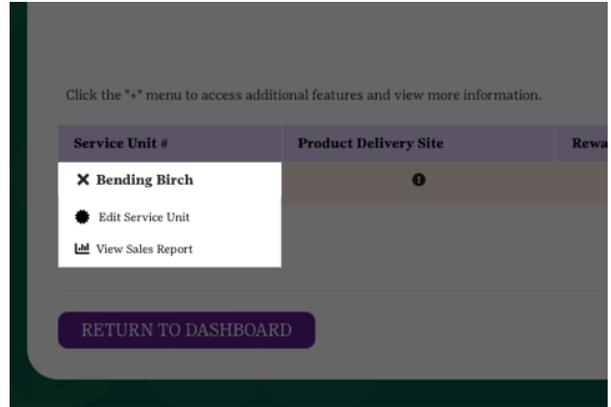
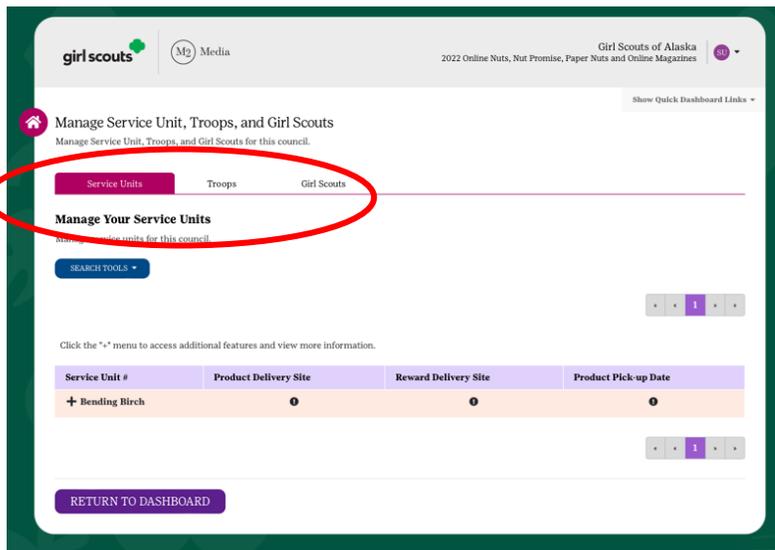
- You can view which troops are currently uploaded into the system by clicking **Manage Service Unit, Troops & Girl Scouts**
 - If any troops need to be added, contact Girl Scouts River Valleys

- 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
 - Remember to click the plus sign next to troops or users to pull up information specific to that troop or user



Manage System Users

- Send Messages
- Manage Service Unit, Troops & Girl Scouts
- Manage Admin Users



During the Sale

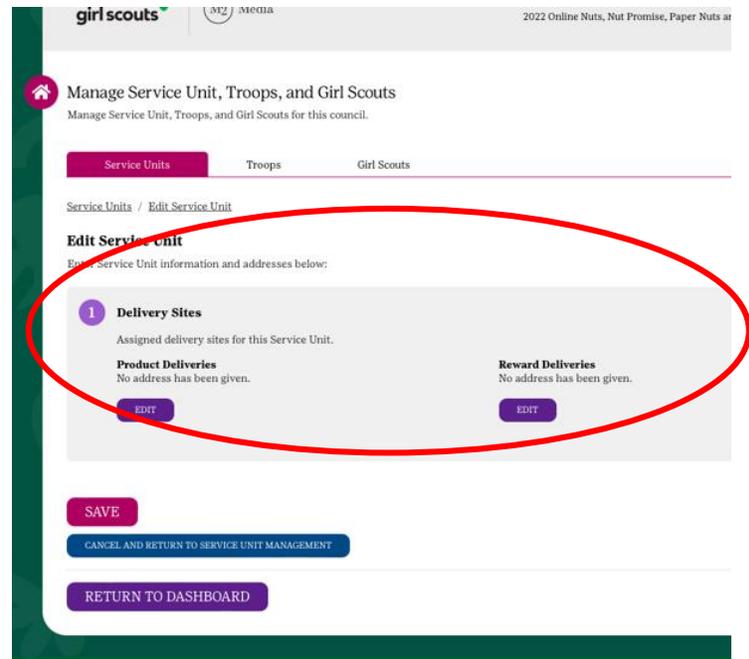
- Assist troops with questions on the sale or M2OS
- Access reports on sales progress from the Reports section to monitor sales
- Make sure Delivery information for Rewards and Product Deliveries are entered and correct for your Service Unit.
 - Select Manage Service Unit, Troops & Girl Scouts
 - Click on the edit button and add your address information
 - a. **PO Boxes cannot be used**
 - b. Addresses must be entered by the last day of the sale
 - Click *Save*

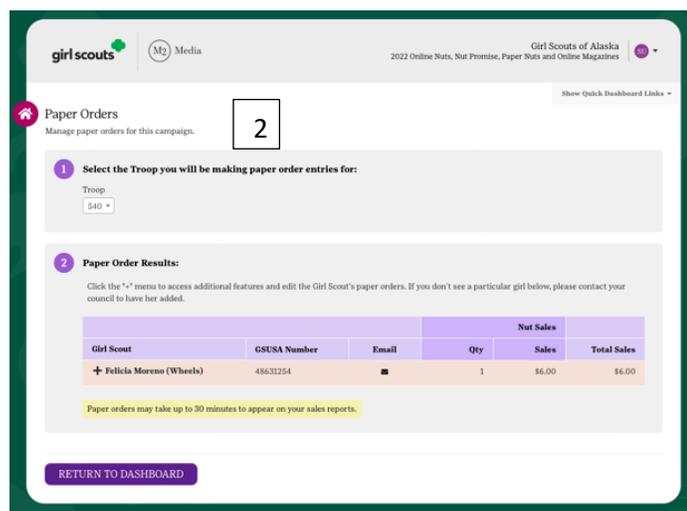
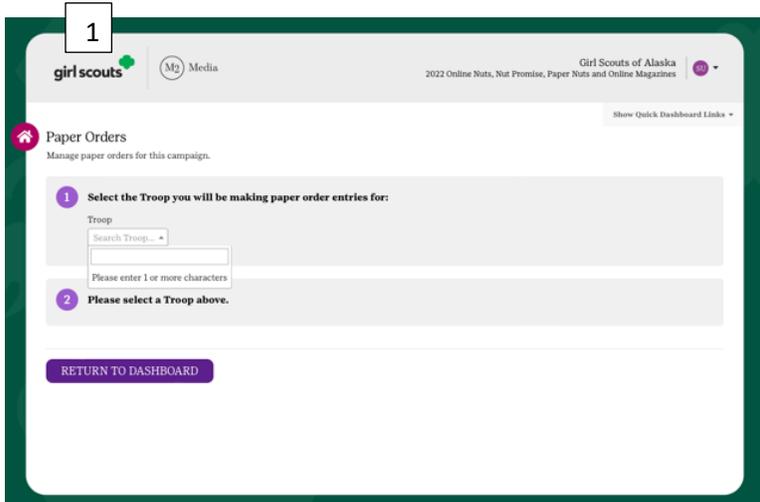
After the Sale

Entering Snack Orders

Remind troops to enter snack order card sales for the Girl Scouts in their troop if families did not enter them. After troops are locked out of making changes to snack order card sales, Service Units will have the opportunity to enter orders.

1. Click *Paper Order Entry* under the Product Management section, then select the troop from the drop-down menu on the left
2. Choose the Girl Scout that is missing the order and adjust the quantities as needed
 - **Notes:** In the Service Unit role, you are not able to make Reward selections for girls. Troops and Girl Scouts can make these selections until the end of the sale. If a Girl Scout is missing from the troop listing, you must contact Girl Scouts River Valleys before the service unit order entry deadline has passed





Snacks and Rewards Delivery Reports

To print delivery tickets or troop reward delivery tickets:

- On the M2OS dashboard, go to Delivery Tickets. (The Delivery Tickets icon will appear after the orders have been submitted to the vendor)
- Under Delivery Site Tickets, you can arrow down to the delivery site or keep it at "All" or change it to "troop tickets"
- Click on "Create Ticket," this will generate a PDF to print for your entire service unit totals
- To print individual troop delivery tickets, look for the "Troop Tickets" section, the delivery type will be single, with the delivery site, arrow down to the delivery location, then to print all troop tickets, keep the selection at "All" under the Troop
- Click on "Create Ticket," then, tickets will be generated into a PDF you can print and use to sort the troop snack order

Delivery Site Ticket

Clear Lake Area Community Center (SU Amery)
Service Unit Amery

Girl Scouts of Minnesota & Wisconsin River Valleys — 2019 Nut and Magazine Sales					
Delivery Agent	Delivery Site	Comments			
Suddath Relocation Systems Of MN	Clear Lake Area Community Center (SU	Back door, Event Center			
Delivery Date	560 5th St				
11/13/2019	Clear Lake, WI 54005				
Service Unit	715-523-1866				
Amery	wendykoenig@gmail.com				
Product	Full Cases	Cases Short	Single Pieces	Pieces Short	
Gorp Trail Mix	0		9		
Girl Scout Tin with Mint Trefoils	0		9		
Snowman Tin with Peppermint Bark Rounds	1		1		
Warm Winter Wishes Tin with Chocolate Pretzels	0		3		
Whole Cashews	0		11		
Chocolate Covered Almonds	0		7		
Dark Chocolate Sea Salt Caramels	1		7		
Dark Chocolate Mint Trefoils	1		0		
Pecan Supremes	0		5		
English Butter Toffee	1		4		
Honey Roasted Peanuts	0		9		
Peanut Butter Monkeys	1		3		
Dulce Daisies	0		7		
Fruit Slices	0		10		
Spicy Cajun Mix	0		8		
Total	5		93		

Click on the **Reports** icon on your dashboard to view the various reports available to you: All Sales, Magazine Sales, Direct Ship Nuts, Nut Order Card, Online Nuts Girl Delivered, Tumblers, Bark Box, Personalized Products, Special Reports, and Summary Report:

[Show Quick Dashboard Links ▾](#)

Reports

See financial and other reports for this campaign.

All Sales

Magazines

Direct Ship Nuts

Nut Order Card

Online Nuts Girl Delivered

Tumblers

BarkBox

Special Reports

Summary Report

Service Unit Report

☰ All Sales : Current Campaign

Service Unit Report - Redwood Falls Area

Category	Qty	Total
Magazines	17	\$456.00
Direct Ship Nuts	38	\$396.00
Nut Order Card	131	\$1,243.00
Online Nuts Girl Delivered	112	\$1,063.00
Tumblers	2	\$57.98
BarkBox	6	\$119.94

When using the Special Reports option, you can export many useful reports to Excel. Explore the many report options available to assist you in reviewing troop orders for all Fall FUNdraiser items, but also rewards.

Need Help? Contact us!

Girl Scouts River Valleys
 800-845-0787
girlscouts@girlscoutsrv.org

M2 Customer Service
 1-800-372-8520
support.gsnutsandmags.com
question@gsnutsandmags.com