

Family- Quick tips for M2OS

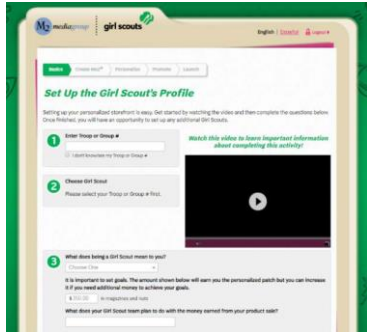
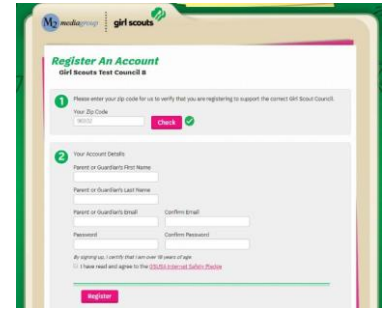
Before the Sale

The options that follow will be available to families and girls starting on October 1st.

Create Account:

For New Users:

- Click Register. You will be asked to verify your zip code on the next screen
- Provide the additional information requested to finish registering your girl's account
- The password you choose is required to be at least 6 characters in length and contain at least 1 uppercase letter, 1 lowercase letter, and 1 numeric digit

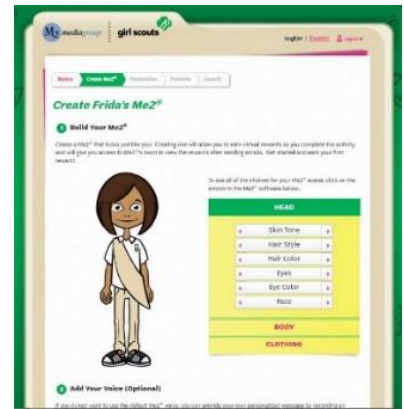


Profile:

- Your girl's Personalized Storefront is only accessible to friends and family who are sent the personalized link
- Set up your girl's profile. This is the information that will be used to create her Personalized Storefront, where friends and family can shop online for snacks and magazines
- Make sure to fill out all the information so customers know who they are supporting and why she is selling fall product!
- You are unable to edit your girl's name, but you can enter a nickname

Personalize:

- Upload a photo and/or a video of your girl sharing her goals and explaining how she will use the funds from the sale
- Pro Tip: Girls who upload photos and/or videos to their storefronts sell more items!



Promote:

- Share your girl's storefront with family and friends
- Send 15 emails to earn the Be Bravely You patch and to become one step closer to earning the Personalized patch (sale \$350 in total fall sale to earn the patch)!
- You can import contacts from the email provider you use, or you can enter them individually
- You can also promote your girl's campaign on your personal page on Facebook, Twitter, or another social site



- Click Launch Your Campaign – and you have done just that!
- Note: You must enter at least one email to proceed to the next step

Create Avatar:

- It is time for your girl to create her Avatar! This is the image that will be associated with her account that she can make to look like just like her!
- The avatar can be updated anytime
- Your girl can add a voice recording talking about why she is selling Nut/Candy & Magazine and what her goals are.
- Friends and family visiting her Personalized Storefront will be able to watch her avatar speak the message she recorded!
- Make sure to include information about 50% off standard shipping for orders over \$50.

Earn a Personalized Patch!

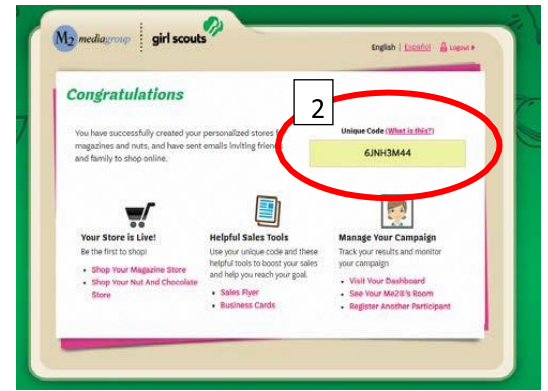
- Enter your girl's personal preferences and shipping information for her personalized patch [1]
- Create her Avatar
- Send 15+ emails
- Sell \$350+ in total sales



During the Sale

There are three primary ways a sale is made:

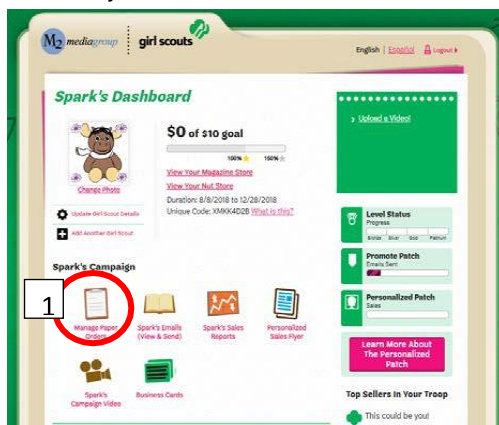
- Girls take nut/candy order card sales using the paper order card
- Girls send the personalized link to the customer. Customer selects Girl Delivery, places an order for nut/candy and pays online.
- Girls send the personalized link to the customer. Customer selects Shipped to Me and places an order for nut/candy and/or magazines online that will be shipped directly to them
- Take note of the unique code that appears as you are setting up the account, and later near the top of the girl dashboard [2]
- Customers can use this code to make sure that their purchases are credited to the correct girl
- If a customer says they need a special code to enter the girls online store, this is the code you should send them
- After sending out emails and promoting your girl's sale on social media, you can keep track of the orders placed by clicking the (Girl Name) Emails (View and Send)
- There are many other fun ways girls can promote their sale available on the Girl Dashboard! Girls can...
- Print personalized sales fliers for customers
- Create a video and upload it to their personalized storefront
- Print business cards that include a link and their Personalized Storefront code



- Girls can edit their Avatar, look at fun virtual rewards earned during the sale in their avatar's room and view the physical rewards earned from their sales up to that point, and view/edit their Personalized Patch under the "Fun Stuff" bar
- Be sure to hit the Update button after making changes. If you click the Return to Dashboard button before clicking Update, your recent changes will not be saved
- If you have multiple girls participating in Fall Product Program, use the 'Your Girl Scout' button to switch between them

After the Sale

- Nut/candy order card sales and reward choices must be entered by the end of the last day of the sale.
- Enter paper Nut/Candy order card sales: If your girl has taken orders with the order card, enter them on the Manage Paper Orders [1] page
- Online nut/candy and online Girl Delivered sales will be added to your girl's account automatically
- Enter the totals from the bottom of the girl's nut/candy order card for each item
- The deadline to enter orders is 11:59pm (CST) on October 15th.
- If you turned this form into the troop leader, they can enter the orders a few days after the end of the sale
- Click Update [2] to save this information. You can come back to update it any time before the family order deadline
- Select Reward Choices: If your girl reaches a reward level with a choice, you can make that choice by clicking the Physical Rewards icon in the "Fun Stuff" section
- Nut/candy items will be delivered in mid-November. Your troop leader will let you know when to pick up your order



The screenshot shows the 'Manage Paper Orders' page with a table of nut orders. The 'Update' button at the bottom is circled in red with a '2' in a box next to it.

Product	Price	Quantity	Total
A Dark Chocolate Caramel Caps with Sea Salt	\$5.00	17	\$85.00
B Deluxe Pecan Clusters	\$5.00	8	\$40.00
C Dulce de Leche Ovals	\$5.00	0	\$0.00
D English Butter Toffee	\$4.00	5	\$20.00
E Dark Chocolate Mint Penguins	\$5.00	7	\$35.00
F Peanut Butter Bears	\$5.00	20	\$100.00
G Almond Cran-Orange Crunch	\$6.00	0	\$0.00
H Black Forest Trail Mix	\$6.00	90	\$540.00
I Honey Mustard Pretzel Mix	\$6.00	5	\$30.00
J Butter Toasted Peanuts	\$5.00	0	\$0.00
Totals		129	\$740.00

Finances

- Payment for nuts/candy are made online for customers who order online using either the direct ship or online order for girl delivery options
- Payment for magazines are made online

Deliveries

- On the dashboard, click on the girl's Sales Reports
- Use the different tabs to view the girl's sales including: All Sales, Magazine Sales, Nut Order Card totals, and Online Nuts Girl Delivered
- If the girl has nut/candy card sales, she will use the order card to make those deliveries
- For any online orders for girl delivery, click on the Online Nuts Girl Delivered tab
- You will see the customer, customer email, and the orders
- When you scroll down, you will see an option to print a report with all the order information