

# Managing Orders for volunteers

- 1) Log in to M2 [gsnutsandmags.com/gsgatl](https://gsnutsandmags.com/gsgatl)
- 2) From your dashboard, click on **Paper Order Entry**

**Girl Scouts Test Council** Troop: 20000

Stats: Current Campaign Range: Current Campaign

Graph: Magazine Sales (blue line), Nut Sales (purple area)

Summary Metrics:

- Total Sales: \$802.00
- Online Magazines: \$0.00
- Direct Ship Nuts: \$0.00
- Online Nut Girl Delivered: \$5.00
- Nut Card: \$797.00

Navigation Menu:

- Campaign Setup**
  - Parent and Guardian Email Blast
  - Default Storefront Video
  - Video Instructions
- Manage System Users**
  - Send messages
  - Manage Troops & Girl Scouts
  - Manage Admin Users
- Product Management** (Circled in red with an arrow pointing to it)
- Rewards & Patches**
  - Reward Opt-Out
  - Rewards
  - Personalized Patches
- Financials & Reporting**
  - Banking & Payments
  - Reports
  - Troop Summary / Amount Due Report

- 3) Click on Girl Scout's name

Click rows to edit paper orders.

| Scout                | GSUSA Number | Email | Nut Sales |          |          |
|----------------------|--------------|-------|-----------|----------|----------|
|                      |              |       | Qty       | Sales    | Sales    |
| Tia Callas (T)       | 111000000    | ✉     | 50        | \$272.00 | \$272.00 |
| sonny cher           | 99991570004  | ✉     | 0         | \$0.00   | \$0.00   |
| Izzy Cole (Isabelle) | 99887766     | ✉     | 0         | \$0.00   | \$0.00   |

4) Adjust quantities as needed. Items on this screen are listed in the same order as they appear on the Order Card.

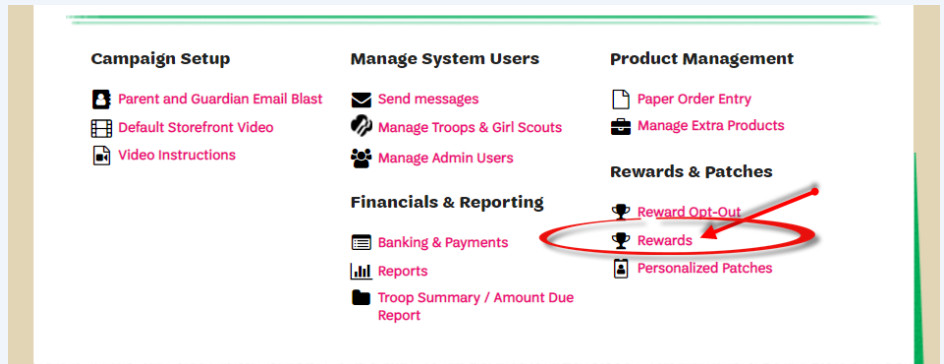
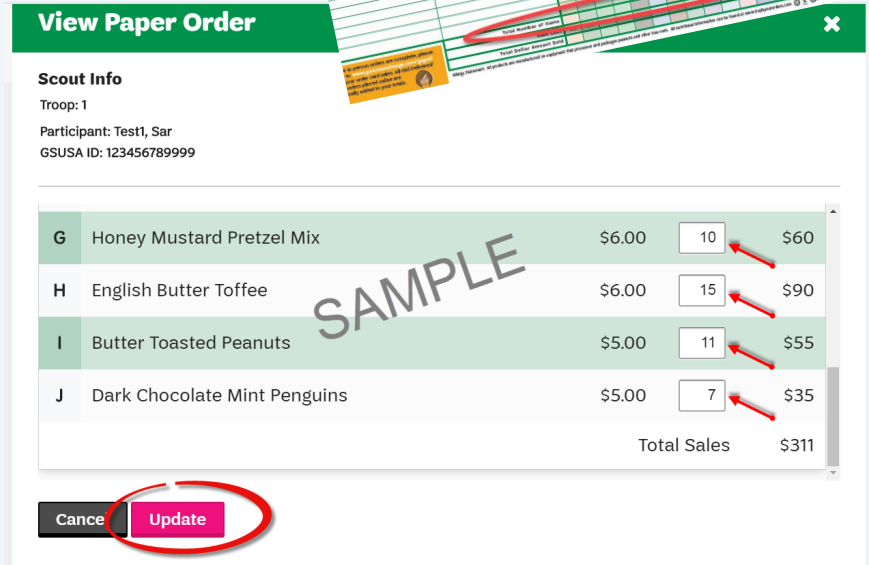


5) Click **“UPDATE”** when everything has been accounted for.

Order quantities can be adjusted as many times as needed until the troop order deadline; October 25.

**REMEMBER:** IF a girl has received girl-delivery orders online, these have already been accounted for you within M2 and are automatically ordered for you to receive—no need to enter these quantities.

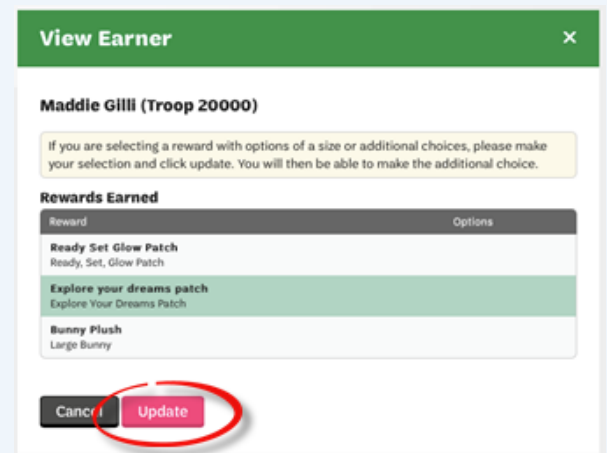
If girls/parents have received girl-delivery orders that they cannot deliver, M2 customer service should be contacted at: (800) 372-8520 by October 22.



6) NOW...select her rewards! Click on **REWARDS** from your dashboard.

7) Make appropriate selection where needed. Click **“UPDATE”** to save changes.

8) Repeat for each girl in the troop.



9) Once all orders have been accounted for—for all girls—You’re Done! No extra buttons to press or actions to take.