

girl scouts
of greater atlanta



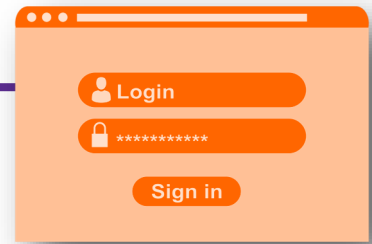
OWN YOUR
magic

Treats & Keeps

Service Unit Guide



Mark Your Calendar



- September 15** Beginning at 10 a.m., Service Unit and Troop Volunteers can access M2 via the automated email sent to you. Can't locate your email? Visit gsnutsandmags.com/gsgatl and use *forgot your password* to get started.
- September 22** Order taking begins—Online and In-person. M2 launch emails to girls begin and/or girls self launch at: www.gsnutsandmags.com/gsgatl. Service Units also gain full access to M2 on this date to edit orders and rewards.
- October 13** Deadline to electronically provide banking information to Council to process troop's balance due. **NEW this year, Troops will enter their account information safely and securely directly in M2.**
- October 21** **Last day for order taking:**
- Girl order card totals and reward selections due to troop—submitted via M2. Note: All online orders are automatically accounted for.
 - Final day for customers to place an order online
- October 22** Troop Treats & Keeps Managers (TTKMs) access opens to **BEGIN** updating and editing orders & reward choices in M2 as needed.
- October 24** **Last day for the TTKM to:**
- Enter & edit orders and rewards in M2 by 11:59 p.m. All orders paid for online are automatically tracked and accounted for in M2.
 - Opt-out of rewards for additional proceeds **IF** they are Girl Scout Cadette, Senior and Ambassador troops.
- October 25** **Last day for Service Unit Treats & Keeps Managers (SUTKMs) to:**
- Make adjustments to orders in M2, making all edits by 11:59 p.m.
 - Enter delivery site location/contact info into M2 for product & rewards
 - Notify the Product Programs team of any delivery conflicts
- November 11, 13, 14** Service Unit product delivery
- November 17** Last day for SUTKMs to report MISSING or DAMAGED PRODUCT items to treatsandkeeps@gsgatl.org
- Week of Nov. 27** Rewards begin shipping to SUTKMs from multiple vendors
- December 8** **Troop payments due council & deadline to report shortages**
- Automated payments processed for amount due council from every troop's account.
 - Last day for SUTKMs to report MISSING or DAMAGED REWARD items to treatsandkeeps@gsgatl.org
- December 15** Deposits to GSGATL posted in M2 as well as fees associated with unsuccessful withdrawals/late payments.

Troop Training Guide



Your role as a SUTKM is to train and support troop volunteers through navigating the Treats & Keeps Program. Below is an outline for training your troops and providing guidance on primary program topics.

- **Program Highlights & Important Dates**
- **Who Can Participate**
 - Troops with at least one co-leader and three girls registered for 2023-24.
 - Co-leaders and Troop Treats & Keeps Managers registered as members of GSUSA for 2023-24 and approved/cleared background check via GSGATL.
 - Girls all age levels registered as members of GSUSA for 2023-24.
- **Products & Proceeds**
- **Using M2 to Manage the Program**
 - Access is granted by GSGATL to girls and volunteers who are members of a troop with a minimum of 1 co-leader and 3 girls who are registered for the 2023-24 Girl Scout year. If a troop does not meet the minimum upload criteria for access, troops will need to make a direct request for at helpline@gsgatl.org. Volunteer emails for site access are automated to send on Mondays and Thursdays of each week after the initial invite on September 15.
- **Ways Girls Can Participate—(online, paper or both)**
 - Online via M2 (ALL products are paid for online—shipped & girl-delivered)
 - b. All girls need an M2 account to enter and submit paper orders to the troop.
 - a. Girl email invitations begin September 22. GSGATL will continue to upload girls with launch emails being sent Mondays and Thursdays of each week.
- **What to Collect from Girls/Parents to Place Troop Order**
 - NOTHING! M2 tracks all quantities and money for orders placed online (shipped and girl-delivery). **THE ONLY** items parents need to enter and account for in M2 by October 21 are (1) the total items collected from the in-person order card orders and (2) the reward choices. If girls/parents receive girl-delivery orders they cannot deliver, they should contact M2 customer service at (800) 372-8520 by October 21.
- **Troop Order & Rewards Pickup**
 - Give troops the details of how you will distribute product & rewards as soon as your plans have been finalized.
- **Troop Finances & Collecting Money from Girls/Parents**
 - Submit troop banking information in M2 by **October 13**
 - **ISSUE RECEIPTS** for all transactions with girls/parents (pick-ups and money collection) collect a signature to transfer financial responsibility. Consider using email and/or text messages to track conversations regarding money.
 - **Use the Unpaid Parent Account Form when needed.**

M2 Service Unit Access

Visit: www.gsnutsandmags.com/gsgatl

- Activate your account by visiting M2 directly or via your email invitation from **GSGATL Treats & Keeps**
- Follow the instructions to set up your account
- The first time you log on, click on PROFILE and enter a cell phone or day-time number where you can be reached

Dashboard Overview

Send Messages

Compose emails for troops in your service unit.

Manage Service Unit, Troops & Girl Scouts

Use this section to update your Service Unit delivery information, view the troops in your area and the participation status of their girls.

Manage Admin Users

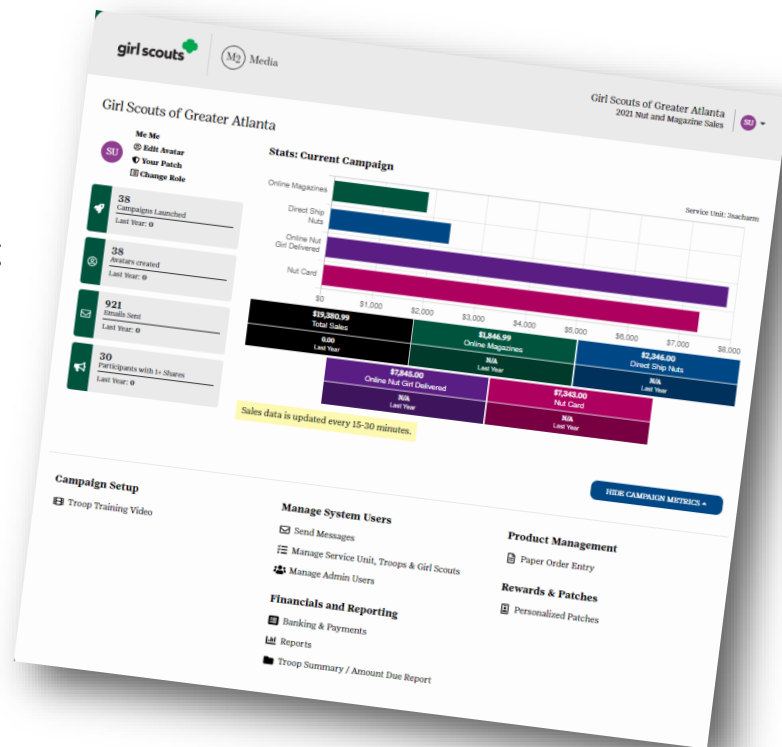
GSGATL will add troop users based on meeting membership and “active” troop status criteria for upload. SUTKMs can view the contacts for all troop and girls under their respective tabs. **Do Not** add troop contacts.

Delivery Tickets

Use to view and print product/rewards distribution receipts for signatures and financial responsibility.

Paper Order Entry

Use to update/edit individual girl paper orders.



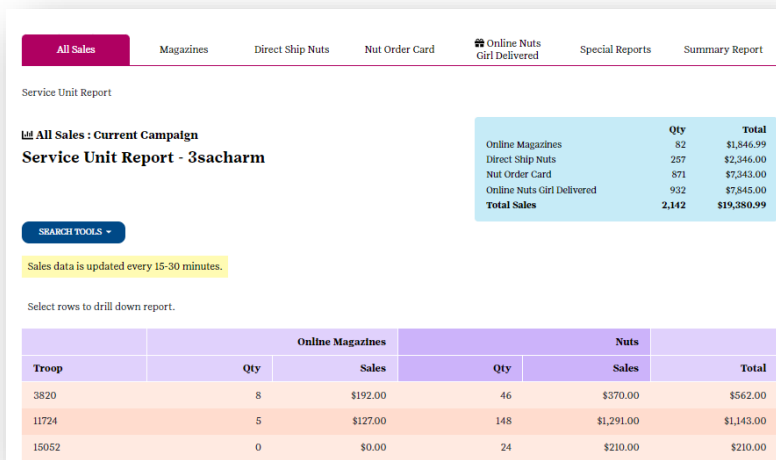
M2 Service Unit Access

Banking & Payments

Access a full listing of troops with their overall sales, proceeds, payments and balance due amounts.

Reports

Access Service Unit, troop and girl level reports with multiple view options for various report types.



Service Unit Report

All Sales | Magazines | Direct Ship Nuts | Nut Order Card | Online Nuts Girl Delivered | Special Reports | Summary Report

Service Unit Report

All Sales : Current Campaign
Service Unit Report - 3sacharm

	Qty	Total
Online Magazines	82	\$1,846.99
Direct Ship Nuts	257	\$2,346.00
Nut Order Card	871	\$7,343.00
Online Nuts Girl Delivered	932	\$7,845.00
Total Sales	2,142	\$19,380.99

SEARCH TOOLS ▾

Sales data is updated every 15-30 minutes.

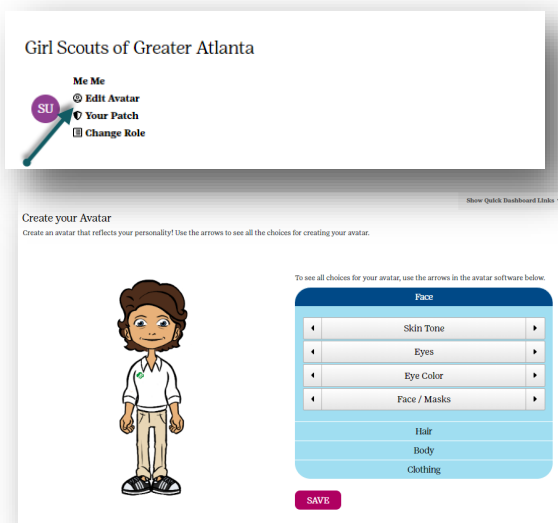
Select rows to drill down report.

Troop	Online Magazines		Nuts		Total
	Qty	Sales	Qty	Sales	
3820	8	\$192.00	46	\$370.00	\$562.00
11724	5	\$127.00	148	\$1,291.00	\$1,143.00
15052	0	\$0.00	24	\$210.00	\$210.00

Troop Summary/Amount Due Report

Access to a full breakdown of total sales and participation levels for any individual troop.

Edit Avatar



Girl Scouts of Greater Atlanta

Me Me
Edit Avatar
Your Patch
Change Role

Create your Avatar

Create an avatar that reflects your personality! Use the arrows to see all the choices for creating your avatar.

To see all choices for your avatar, use the arrows in the avatar software below.

Face

- Skin Tone
- Eyes
- Eye Color
- Face / Masks

Hair

Body

Clothing

SAVE

Use this link to create/update an avatar in your likeness. If earned, this is the image used to create your personalized patch.

M2 Service Unit Access

Viewing Troop/Girl Users

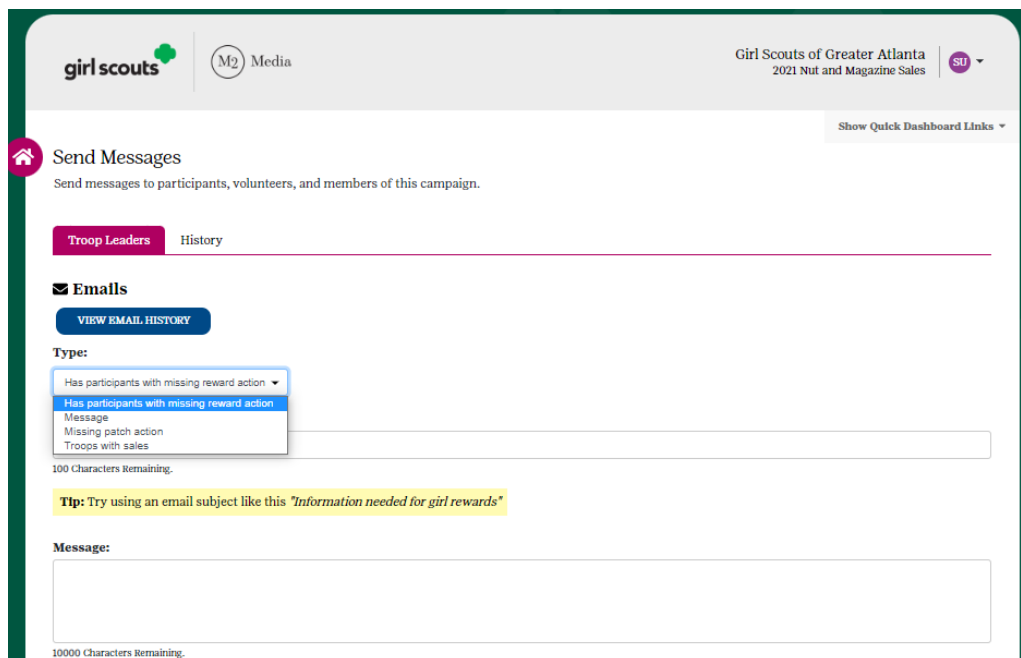
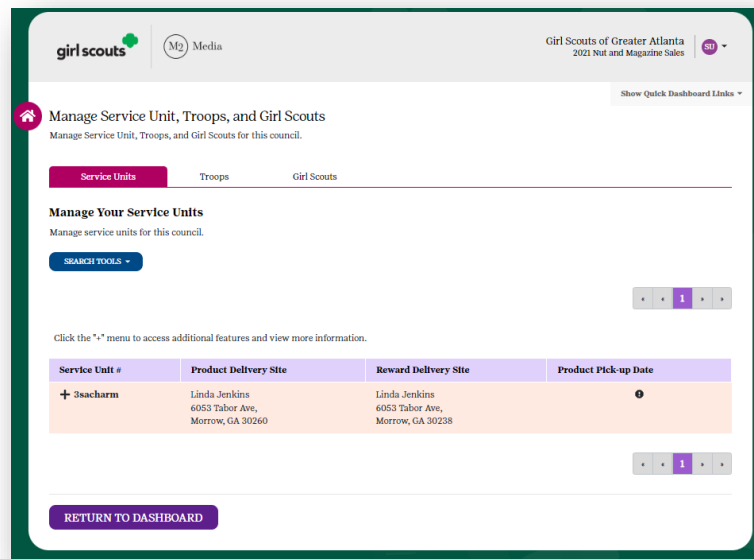
From your dashboard:

- Click **Manage Service Unit, Troops, & Girl Scouts**
- Click on the Troops tab
- All volunteers attached to a troop will be shown here

Sending Messages

From your dashboard:

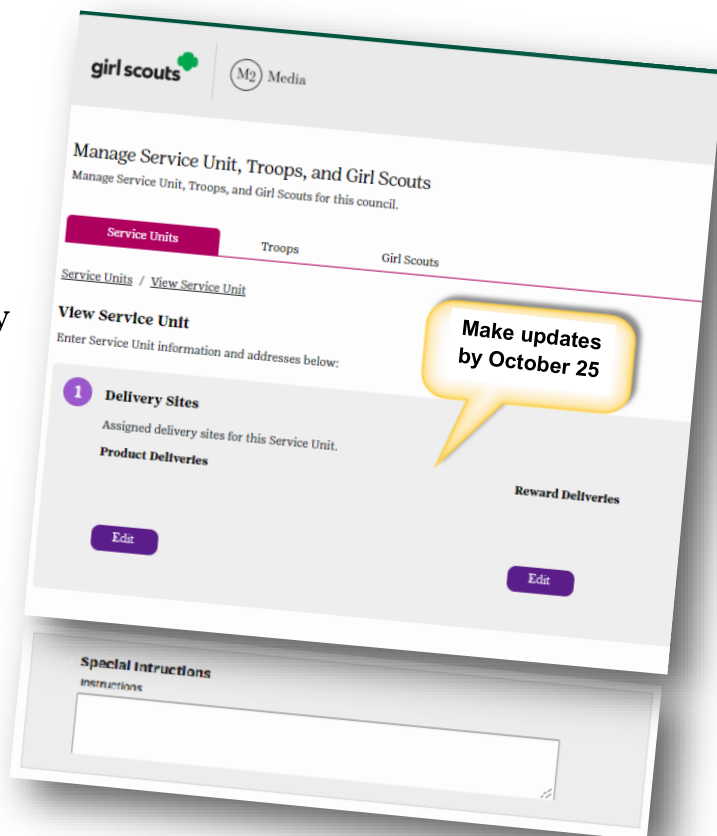
- Click **“Send Messages”**
- Select your audience
 - Message (everyone in your SU)
 - Logged in
 - Not logged in
 - Missing patch action
 - Troops with sales
 - Has participants with missing reward action
- Compose your message and send



M2 Service Unit Access

Updating Delivery Site

- Click on **Manage Service Unit, Troops, & Girl Scouts**
- Click on your service unit's name
- To update the Product and/or Reward delivery contact and location, click **edit** under the respective category. Be sure to complete sections 1 and 2; full address, cell phone number and special instructions for your site and/or date considerations. (equipment needed, driveway limitations, etc.)
- Click **“save”**



Need a little more detail?
[Watch the video](#)
 for entering your delivery
 site information



Updating/Editing Girl Orders

From your dashboard:

- Click **Paper Orders**
- Search for troop from dropdown menu
- Select girl's name
- Update/change quantities of products needed
- Click **“update”** to save

Paper Orders
 Manage paper orders for this campaign.

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

Troop: 11724

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
+ Erin	110808121	✉	7	\$58.00	\$58.00
+ Lallani	104345975	✉	0	\$0.00	\$0.00
+ Savannah	110458124	✉	0	\$0.00	\$0.00
+ Katya	105391613	✉	0	\$0.00	\$0.00

M	Dulce Daisies	\$7.00	0	\$0.00
N	Peanut Butter Penguins	\$7.00	0	\$0.00
O	Fruit Slices	\$7.00	0	\$0.00
P	Treats4Good	\$7.00	0	\$0.00
Total Sales				\$0.00

UPDATE

Product Delivery

Before Your Delivery




- Leave your calendar open for the three possible days that deliveries take place. Deliveries will take place on November 11, 13 and 14.
- Delivery Agent will call ~1 week before delivery.
- DO NOT schedule troop pickups on the same day as your delivery
 - Delivery agents will confirm your delivery date and time, however to avoid conflicting schedules in case of a delay, it is best not to schedule troop pickups on the same day.
- Have a back up plan
 - In the event you are not able to be on site the day of the delivery, you'll need a trusted adult available to fill-in for you.
- Print your Service Unit Delivery Ticket ahead of time so you know exactly what you are receiving (total quantities of each variety)

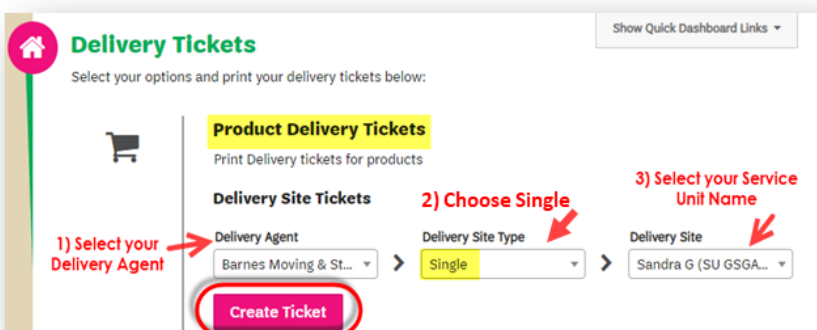
Know exactly what your agent is delivering to you

Create the Service Unit Product Delivery ticket below

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket**  (visible once council order has been placed)
- For Products, use the Product Delivery Tickets section
- Delivery Site: Use drop-down to *select your Service Unit name*
- Click “Create Ticket”



The screenshot shows a web interface for creating delivery tickets. It features a sidebar with a home icon and a shopping cart icon. The main content area is titled 'Delivery Tickets' and includes a 'Show Quick Dashboard Links' dropdown. Below the title, there are three sections: 'Product Delivery Tickets' (with a shopping cart icon), 'Delivery Site Tickets', and 'Delivery Site'. The 'Delivery Site Tickets' section has a red arrow pointing to the 'Delivery Agent' dropdown menu, labeled '1) Select your Delivery Agent'. The 'Delivery Site Type' dropdown menu is labeled '2) Choose Single'. The 'Delivery Site' dropdown menu is labeled '3) Select your Service Unit Name'. A red circle highlights the 'Create Ticket' button at the bottom.

Product Delivery



On Delivery Day

- BE ON TIME!
- Allow your driver to unload the entire order
- Count by the flat/case one variety at a time
- Sign the delivery receipt provided by the agent and **KEEP A COPY**
 - If there are shortages, mark the ticket with the specified shortage and acquire a copy with your signature and the driver's signature.
 - Notify TreatsandKeeps@gsgatl.org by **November 17** and include a picture of the ticket showing the shortages captured.

Remember **ALWAYS** request a signed copy or e-Signature from the Troop Leader/Troop Treats & Keeps Manager when delivering product or rewards, to transfer financial responsibility

Delivery Site Ticket		Adrienne Gilmer (SU Sugar Creek) Service Unit Sugar Creek			
Girl Scouts of Greater Atlanta — 2020 Nut and Magazine Sales					
Delivery Agent	Delivery Site	Comments			
Berger Transfer & Storage	Adrienne Gilmer (SU Sugar Creek)	N/A			
Delivery Date	N/A				
Service Unit	Sugar Creek				
Product	Full Cases	Cases Short	Single Pieces	Pieces Short	
Peppermint Bark Rounds -Snowman Tin	0		0		
Mint Trefols Vintage Compass Tin	0		0		
Chocolate Pretzels City Scape Tin	0		5		
Whole Cashews	0		4		
Chocolate Covered Almonds	0		6		
Dark Chocolate Sea Salt Caramels	0		3		
English Butter Toffee	0		5		
Honey BBQ Snack Mix	0		3		
Pecan Supremes	1	0	5		
Cranberry Trail Mix	0		4		
Dark Chocolate Mint Trefols	0		0		
Dulce Daisies	0		3		
Peanut Butter Monkeys	0		3		
Spicy Cajun Mix	0		2	0	
Fruit Slices	0		6		
Total	1	0	49	47	

Notice: Perform a total count of inventory delivered. Do not accept damaged merchandise. Once you sign for this ticket, you are responsible for all quantities listed.

Received By: a.g Delivery Agent Driver: d. agent Date: 11-14-20

Distributing Products

Before You Distribute to Troops

- Choose your preferred distribution method. Consider a drive-thru pick-up or front porch pick-up.
- To coordinate pickups, consider coordinating troops by time slots using platforms like Signup Genius, Google Forms, etc.
- Sort/pack products and rewards by troop—use the Troop Delivery Tickets in M2.
- Gather your supplies: pen/clipboard, makers/highlighters, table, chairs, scissors, etc.
- Troops should sign for the items they pickup. If you are able, print the Troop Delivery Tickets and use them to obtain signatures and serve as receipts for pickups. You can also consider paperless receipting, such as emailing or texting the delivery ticket and request confirmation of pickups (product varieties and quantities).




Product Distribution Tickets for Troops

To know exactly what products to distribute to troops—create the tickets below

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket** 
- For Products, use the Product Delivery Tickets section
- To view/print tickets **for all troops**, use the **Troop Tickets by Delivery Site**
 - Delivery Type: Single
 - Delivery Site: *Select your Service Unit name*
 - Click “Create Ticket”
- To view/print tickets **for a specific troop**, use the **Troop Tickets by Troop**
 - Troop: *Enter troop number*
 - Click “Create Ticket”

Receive/Distribute Rewards

Know exactly what is being shipped to you

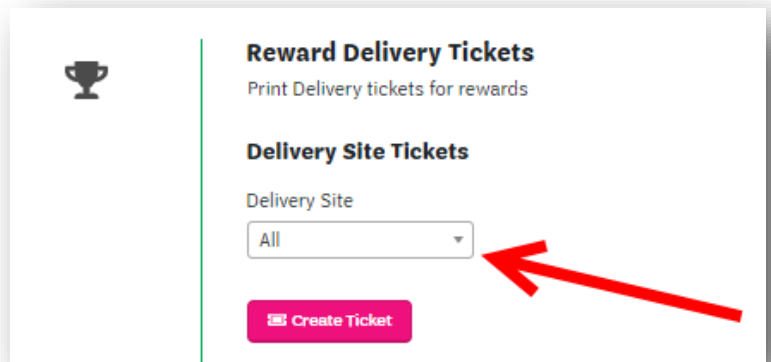
Create the Service Unit Rewards Delivery ticket below

- Rewards will be shipped by multiple vendors beginning the week of November 27
- Report any missing or damaged items to treatsandkeeps@gsgatl.org by **December 8**
- As rewards arrive Count, Count, Count! To verify total quantities by item, use your Reward Delivery Ticket

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket**
- Use the Reward Delivery Tickets section
- Delivery Site: Use drop-down to *select your Service Unit name*
- Click “Create Ticket”




Reward Distribution Tickets for Troops

To know exactly what rewards to distribute to troops—create the tickets below

Delivery Tickets

From your dashboard:

- Click **Delivery Ticket** 
- For Rewards, use the Reward Delivery Tickets section
- To view/print tickets **for all troops**, use the **Troop Tickets by Delivery Site**
 - Delivery Type: Single
 - Delivery Site: *Select your Service Unit name*
 - Click “Create Ticket”
- To view/print tickets **for a specific troop**, use the **Troop Tickets by Troop**
 - Troop: *Enter troop number*
 - Click “Create Ticket”



Need Additional Help?

M2 Customer Service & Tech Support

(800)372-8520

question@gsnutsandmags.com

General Treats & Keeps Questions

770-702-9100

helpline@gsgatl.org

TK.GirlScoutsATL.org

