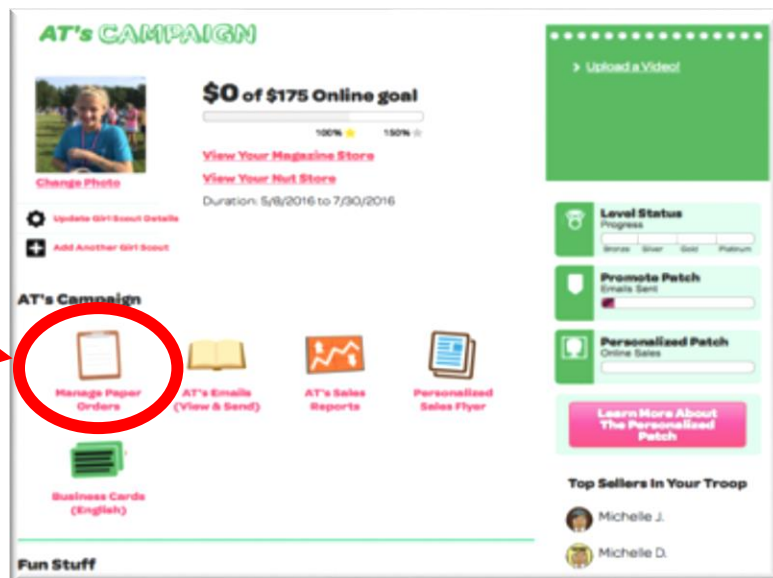


# 2019 Fall Product Program

Entering Paper Orders into the M2 Webstore  
A tip sheet for families

## How to Enter Paper Orders

1. Log into your Girl Scout's M2 Webstore  
[www.gsnutsandmags.com/gscsa](http://www.gsnutsandmags.com/gscsa)
2. From your Dashboard, click the "Manage Paper Orders" icon.
3. Enter the total number of items ordered for each product type.
4. Confirm that the **TOTAL** matches your order card and **Update**.



**Manage Paper Orders**

**Nut Orders**

Please enter the total number of items by product from your in person nut order card sales. The cut off items is 11/30/2017.

Product	Price	Quantity	Total
A Fruit Slices	\$6.00	8	\$48.00
B Peanut Butter Monkeys	\$5.00	12	\$60.00
C Dark Chocolate Sea Salt Caramels	\$5.00	50	\$250.00
<b>Totals</b>		<b>70</b>	<b>\$358.00</b>

**Update**

**Return To Dashboard**

## Tips for Entering Orders

- Double check that the TOTAL column matches the total money due on your order card.
- Don't forget to Update!
- Each time you edit paper orders, enter the TOTAL QUANTITY of items needed for your order card.
- **Do not include items purchased through the webstore for girl delivery.** These have automatically been included on the troop order. Only enter your paper order card orders.

All orders must be entered **by 11:59pm on October 13**. If you miss this deadline you must let your Troop Product Manager know your total order by **October 14!!**

Need help? Please reach out to your Troop Product Manager or council member services at [info@girlscoutcsa.org](mailto:info@girlscoutcsa.org)