

## Registering your Service Unit/Troop in the M2 Webstore

All Troop Administrators, Troop Fall Product Managers, Service Unit Managers, and Service Unit Fall Product Managers who are registered or renewed members in these roles by September 15 will receive an email granting access to M2 on **September 25 by the end of the day**. From the email, you'll create your password and access your account. If you do not receive an email, please check spam/junk mail and contact [info@girlscoutcsa.org](mailto:info@girlscoutcsa.org) for access.

After you have followed the directions in the email for setting up your account, log in at:

[www.gsnutsandmags.com/admin](http://www.gsnutsandmags.com/admin)

Once logged in, you will find that all registered Girl Scouts from your MyGS community have been uploaded into your M2 troop roster. We highly recommend double checking your MyGS troop roster on [www.girlscoutcsa.org](http://www.girlscoutcsa.org) before September 27 to verify that all your participating girls are registered and correctly assigned to your troop.

**Multiple Roles:** If you'll be accessing the system in multiple roles (as a service unit volunteer, troop volunteer, and parent, for example), you'll use the same email address for all roles.

**Switch between roles** as a volunteer and parent by selecting your view at the top right. You can also set up additional logins for other troop volunteers.

### Girl is missing from my troop in M2

If a girl is not showing up in your troop, she can register herself by going to <https://www.gsnutsandmags.com/Campaign/Account/Register/1490>

If she cannot find her troop number when registering, she should choose "I cannot find my troop" and finish her registration. Staff will move her into the correct troop.

### Managing your Service Unit/Troop

From your M2 dashboard you will be able to:

**Review your troop roster** and see which girls have created a personalized storefront.

**Upload a troop video.** Each Girl Scout can use the default video or create her own marketing video. But why not create one as a troop?!

**Review all sales information for your girls. Verify** that all paper orders are correct before October 16!

**View the rewards girls have earned!** You can also make a reward selection for any girl that has failed to do so by the October 31 deadline.

**Check to see if girls have entered their address.** Addresses are necessary for girls who earn the personalized patch or crossover patch. If a girl is missing her address, please enter her address (or yours) and the patch will be mailed directly to that address in approximately 2 months.

**View and print reports and delivery tickets** for product and rewards distribution.