

Reaching Troop Goals & Entering Orders – for volunteers

FALL PRODUCT 2020

Reaching Troop Goals

After your troop sets their goals for the Fall Product Program, they will look to their Troop Product Manager, other volunteers, and families for encouragement and direction in reaching those goals. This guide will help you keep working on the 5 Skills of the Product Program by:

- Finding out where your girls are on the path to reaching their goals,
- Choosing a plan to motivate your girls, and
- Put the plan into action!

Measure your sale

There are several tools the Troop Product Manager can use to gauge how far her girls have progressed towards their goals:

- Reports
- Rewards earned per Girl
- Photos/Videos
- Emails & Social Media Shares
- Care to Share donations

Reports

On your M2 Dashboard, you can see your total sales depicted in a graph. On the left-hand side of this graph, you can see if your girls have registered for M2, created an avatar, uploaded a photo/video, or advertised on social media.

You can go to “**Manage Girl Scouts**” to email individual girls to encourage them or ask if they need help.

For a deeper dive, you will click on either “**Reports**” or “**Rewards**” from your Dashboard. Reports are broken out in several tabs across the top, according to different sales categories. All sales reports have the option to click on an individual girl to view her progress towards her goals.

The screenshot shows the M2 Reports dashboard for Girl Scouts of Greater LA Council. The 'Reports' section is active, and the 'Troop Report' is displayed for 'Online Magazines: Current Campaign'. The report title is 'Troop Report - N/A'. The range is set to 'Current Campaign'. A summary table shows 'Online Magazine Sales' with a quantity of 0 and a total of \$0.00, and 'Total Sales' with a quantity of 0 and a total of \$0.00. Below this is a table of individual girls with their names, email addresses, and sales data.

Girl Name	Email	Quantity	Sales
Michelle Conna 9990002755	18	0	\$0.00
Thilo Is a test 01852	18	0	\$0.00
Michelle Jones 9990002757	18	0	\$0.00
Suzi Jones 9990002756	18	0	\$0.00
Clairelyn Phillips 9990002757	18	0	\$0.00
Sarah Rodgers 456353444	18	0	\$0.00
Jane Smith 456353766	18	0	\$0.00
Jane Smith 9990002757	18	0	\$0.00
Betty Sue 9990002762	18	0	\$0.00
Suzanne Tester 9990002753	18	0	\$0.00
testa: teste 99991	18	0	\$0.00

Ways to *challenge your troop*

Below are some ideas to challenge your troop to work towards their goals.

- **Care to Share donations**

- Girls can tell customers where the donations are going and ask if the customer can help her earn a patch.
- Girls earn the Care to Share patch if they reach 5+ donations.



- **Email outreach**

- Has every girl reached out to 15+ customers via emails sent through M2?
- Girls earn the Trust Your Strengths patch for sending 15+ emails through M2.



- **Create a marketing video as a troop!**

- If your troop has not done so already, a troop video can be uploaded at any time. Girls can also email customers and ask them to view it!
- You can google “Girl Scout Fall Product video” and find great ideas from Girl Scouts who have already posted videos on YouTube!

- **Brainstorm customer outreach as a troop.**

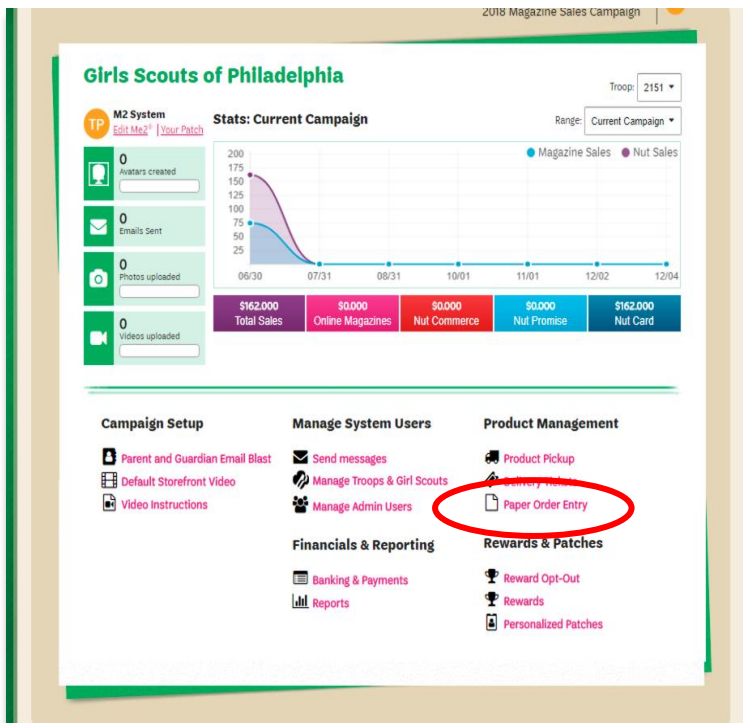
- One of your girls might have a great idea that no one else has thought of yet!

Entering *paper orders* October 12 - 14

As the deadline approaches to submit your troop order for Fall Product, follow these recommended steps:

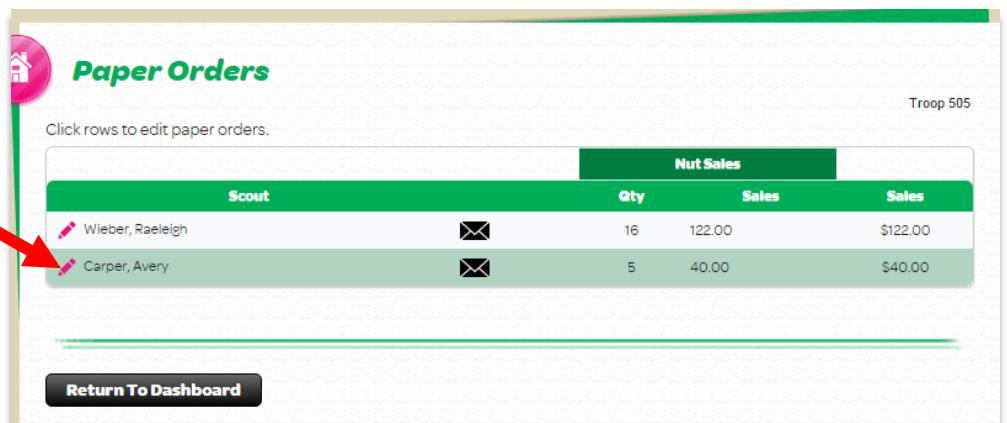
1. Contact your families before October 11 and share the Tip Sheet for “Entering Paper Orders for Families” (found at www.girlscoutcsa.org under Fall Product > Online Storefront). They also have step by step instructions in their Family Guide. There is also a very brief walkthrough video for parents in GSLearn. The more parents enter their orders, the fewer you will need to input.
2. Remind parents that they have until 11:59pm on **Sunday, October 11** to submit all paper orders in M2. They will not be able to input orders after October 11 and will need to contact you immediately if they need to make any changes to their order.
3. If any parents cannot submit their orders online, give them a deadline to turn their order cards in to you before October 12.

4. On **Monday, October 12**, log in to your M2 account and review all girl orders.
 - Begin entering orders for those girls who turned in their Order Card to you.
 - Make certain all your participating girls have input their orders.
5. You will have until **Wednesday, October 14** at 11:59pm to input girl orders, verify, and correct all orders. You will not be able to make any changes to girl orders after October 14.
6. If you have any questions regarding inputting your order, please reach out to your Service Unit Product Manager.



To enter orders for girls, on your M2 Dashboard, click on “**Paper Order Entry**” in the Product Management section.

You will see a list of all girls in your troop. Click on the pink pencil beside a girl’s name to input her orders.



Tips for *entering paper orders*

- Under Quantity, enter the total number of product that the girl is ordering for her customers from her order card.
- Make sure the Total column matches the total amount of money due on the girl's order card for that item.
- Double check the Quantities and Totals before you click the "Update" button at the bottom of the screen.
- Remember that you will only input items ordered on the order card. Those items purchased online for Girl Delivery should **not** be included.
- You may go back and edit a girl's order at any time during the October 12 – October 14 timeframe. Make sure any time you make a change, that the Quantity still reflects the total number of that product item being ordered.

Manage Paper Orders

Nut Orders

The cut off date to enter in person orders was **5/10/2016**. If you need to make changes, please contact your troop product sale manager.

Product	Price	Quantity	Total
A Butter Toffee Peanuts	\$5.00	<input type="text" value="0"/>	\$0.00
B Spicy Cajun Mix	\$5.00	<input type="text" value="0"/>	\$0.00
C Fruit Slices	\$5.00	<input type="text" value="0"/>	\$0.00
D Peanut Butter Monkeys	\$5.00	<input type="text" value="0"/>	\$0.00
E Dark Chocolate Sea Salt Caramels	\$5.00	<input type="text" value="0"/>	\$0.00
F Cranberry Trail Mix	\$7.00	<input type="text" value="0"/>	\$0.00
G Dark Chocolate Covered Cashews	\$7.00	<input type="text" value="0"/>	\$0.00
H Select Mix Nuts (With Peanuts)	\$7.00	<input type="text" value="0"/>	\$0.00
I Chocolate Covered Raisins	\$7.00	<input type="text" value="0"/>	\$0.00
J Chocolate Covered Almonds	\$7.00	<input type="text" value="0"/>	\$0.00
K Whole Cashews	\$7.00	<input type="text" value="0"/>	\$0.00
L Peppermint Bark	\$9.00	<input type="text" value="0"/>	\$0.00

