

# GO BRIGHT Ahead

2022 FALL PRODUCT PROGRAM

girl scouts   
of middle tennessee

  
**Troop Guide**

# Important Dates

## July

**July 23:** Service Unit Fall Product Coordinator Training

**July 26:** Council uploads troop membership into M2.

## August

**August 2:** Troop Coordinators can access M2 site.

**August 2:** Troop Fall Product Coordinator Training

**August 9:** Parents can access M2 site. **Fall Product Sale begins!**

## September

**September 1:** Opt-outs are due. *Troops wishing to opt-out must choose by 4pm!*

**September 24: Paper Orders end.** *Parents to enter their orders by 11pm!*

**September 27:** Troop orders due. *Adjust/verify orders in M2 before 11pm!*

**September 29: Online Girl Delivered Orders end.**

**September 29:** Service Unit orders due. *Adjust/verify orders in M2 before 11pm!*

## October

**October 15:** Candy Orders are delivered to Service Unit locations.

**October 30: Online Ordering for magazines and direct ship nuts/candy ends at 11:59 PM CST**

**October 31:** Troops are notified of ACH amount.

## November

**November 2:** Troops should have funds in their bank account.

**November 2:** Girl Rewards selection due. *Make your final reward choices by 11pm!*

**November 5:** *Outstanding Debt deadline is 4pm!*

**November 10:** ACH pull for payment of products.

**November/December:** Rewards mailed from M2 to Service Unit Coordinator.

# Getting Started

The M2 system automatically sends an email to the Troop Leader that provides a link to get started and enables password set up. As a Troop Leader, please sign into M2 under the troop level first. Then you can use the same email and password to sign in as a parent. After creating a password, click on the link in the email to login or go directly to:

**[gsnutsandmags.com/gsmidtn](https://gsnutsandmags.com/gsmidtn)**

Once logged in, you will be able to watch the training video to begin your fall product program.

**New for this year!** M2 has mini training to help break up the training for ease of step-by-step directions for the fall product program. This will help to guide the troops during the program.

✓ **Troop Volunteer Access**

- Email invitation to Login
- Troop Training Video
- Queue Parent/Adult Email Campaign
- Volunteer avatar

✓ **Delivery Tickets and Reports**

- ✓ **Finances and Sales Reports**
- ✓ **Rewards**

## Resources and Quick Links

**M2 Online Program:** [gsnutsandmags.com/gsmidtn](https://gsnutsandmags.com/gsmidtn)

**M2 Customer Service:** 1 (800) 372-8520

**Girl Scouts of Middle Tennessee Website:** [gsmidtn.org](https://gsmidtn.org)

**GSMIDTN Fall Product Resources:** [gsmidtn.org/fall-product](https://gsmidtn.org/fall-product)

## Council Contacts



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# M2 Registration

## Registering your Troop

Once training is completed and your Troop Agreement form and banking information are turned in, you'll receive an email that invites you to the M2 Online system.

From the email, you'll create your password and access your account. Volunteer access begins on **August 2**.

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. Log in from your highest level of access first so the system recognizes that level. From the login page, you will be able to access the participants campaign and the administration portal for service unit or troop level.

Once logged in, you will find that all registered Girl Scouts have been uploaded into your M2 troop roster. We highly recommend double checking your troop roster.

Girls can be added to your troop in M2 after **August 2**, but they must be registered in CouncilALIGNMENT first and it can take several days to process. Parents can help their Girl Scout create their M2 accounts on **August 9** by following the steps in the Family Flyer. No girls can be deleted from your troop for statistical reasons as data has been transferred from CouncilALIGNMENT. If a girl has transferred to another troop only Council can transfer her in M2. Email [Productprograms@gsmidtn.org](mailto:Productprograms@gsmidtn.org) to transfer the girl.

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

**[gsnutsandmags.com/gsmidtn](http://gsnutsandmags.com/gsmidtn)**

Check either **Service Unit** or **Troop Leader**.



# Planning Meetings

## Parent Planning Meeting

Holding an informative parent meeting is important to the success of your troop's fall product program experience. This is the time to set expectations and communicate deadlines and key information.

Distribute one family flyer and order card for each participating girl. Do not distribute any program materials until you receive a electronically signed copy of the Parent Permission Form for each girl.

Parent Permission Form can be found at [gsmidtn.org/fp-parent-permission](https://gsmidtn.org/fp-parent-permission).

## Materials

Once you have completed training and filled out your Troop Agreement Form, your service unit will provide you with the following materials:

- ✓ One **Order Card** per girl
- ✓ One **"It's Easy to Get Started" Flyer** per girl
- ✓ One **Money Envelope** per girl
- ✓ Receipt book/sheets per troop

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All Fall Product training slides and videos will be accessible online at:

[gsmidtn.org/fall-product](https://gsmidtn.org/fall-product)

*Note: If the troop is opting out of recognitions, the troop fall product coordinator must go to M2 and click on Opt-Out by September 1.*



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