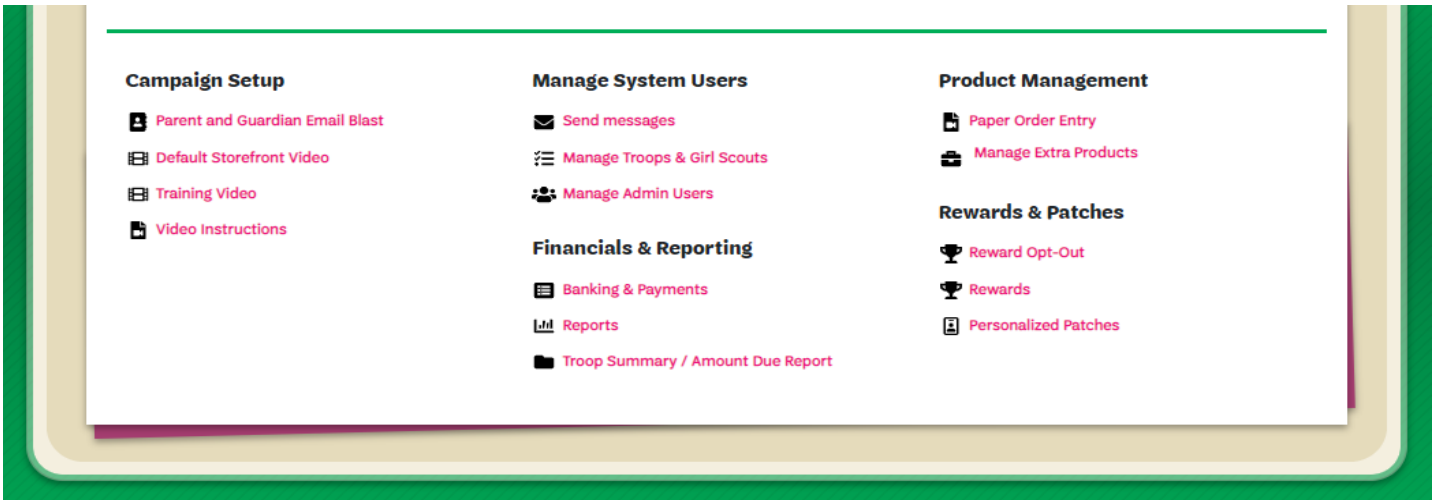


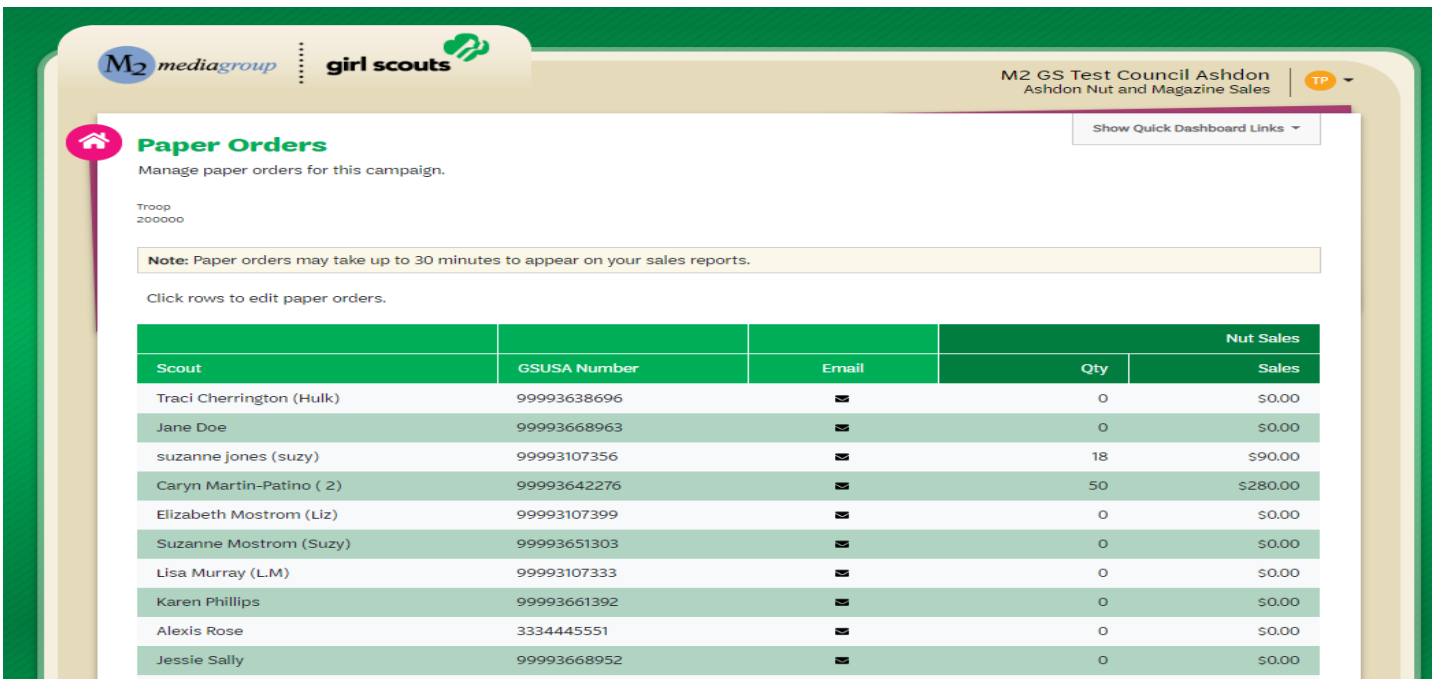
Paper Order Entry

With the new M2 System managing your troop's in-person orders is easier than ever. Troop fall product managers have access to add/edit girl's in-person orders.

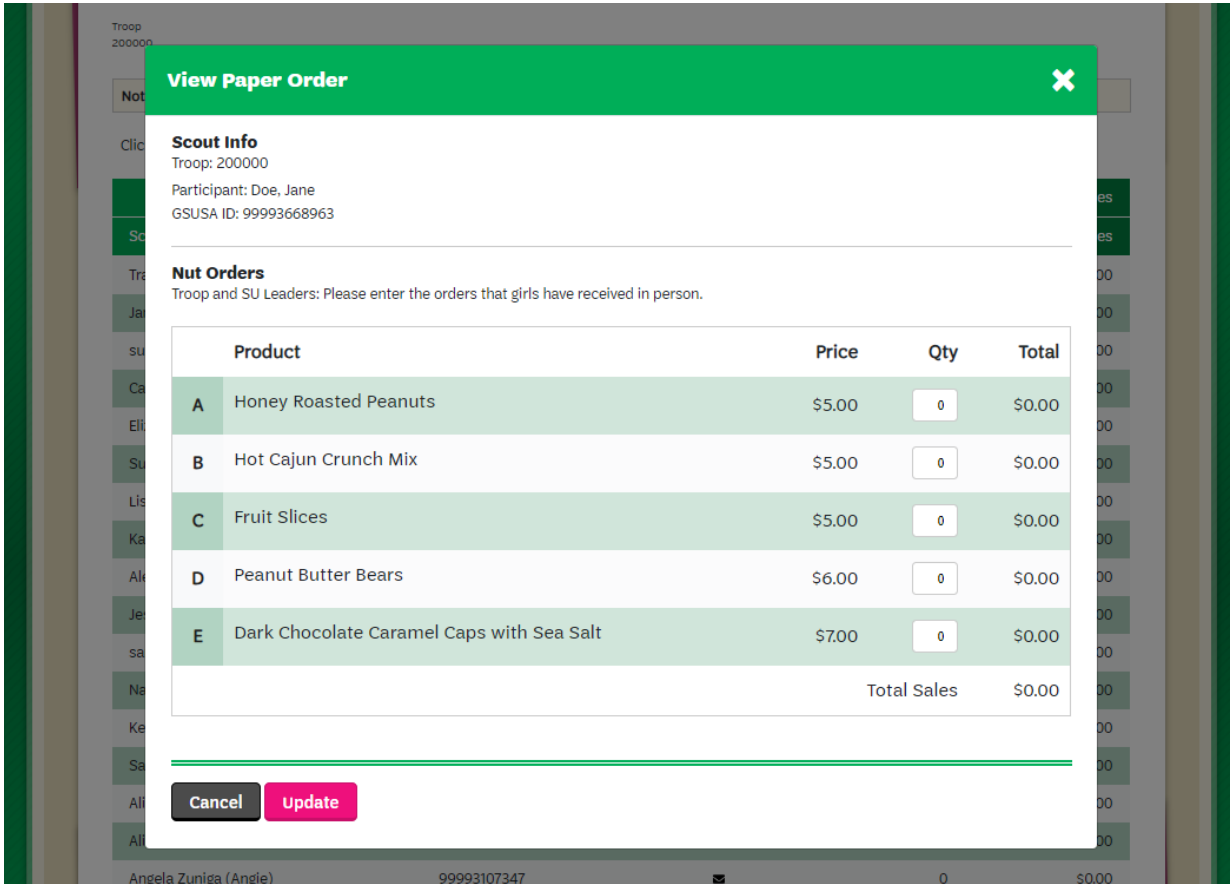
1. Log in to the M2 system.
2. Select **Paper Order Entry** under **Product Management** located on your dashboard.



3. You will see a list of all girls participating in your troop. Select a girl by clicking her name and enter in her paper order entries.



4. Add the total amount of each item. Once reviewed, click **update** to finish girl's paper order.



View Paper Order [X]

Scout Info
Troop: 200000
Participant: Doe, Jane
GSUSA ID: 99993668963

Nut Orders
Troop and SU Leaders: Please enter the orders that girls have received in person.

	Product	Price	Qty	Total
A	Honey Roasted Peanuts	\$5.00	0	\$0.00
B	Hot Cajun Crunch Mix	\$5.00	0	\$0.00
C	Fruit Slices	\$5.00	0	\$0.00
D	Peanut Butter Bears	\$6.00	0	\$0.00
E	Dark Chocolate Caramel Caps with Sea Salt	\$7.00	0	\$0.00
Total Sales				\$0.00

Cancel Update

**Do not add Direct Ship or Girl Delivery orders to paper order entry.
This is for orders taken in-person only.**

Please note: GSHCC cannot make changes to product orders after October 20, 2021. Troops are financially responsible for all product ordered. Additional products cannot be added after the deadline.