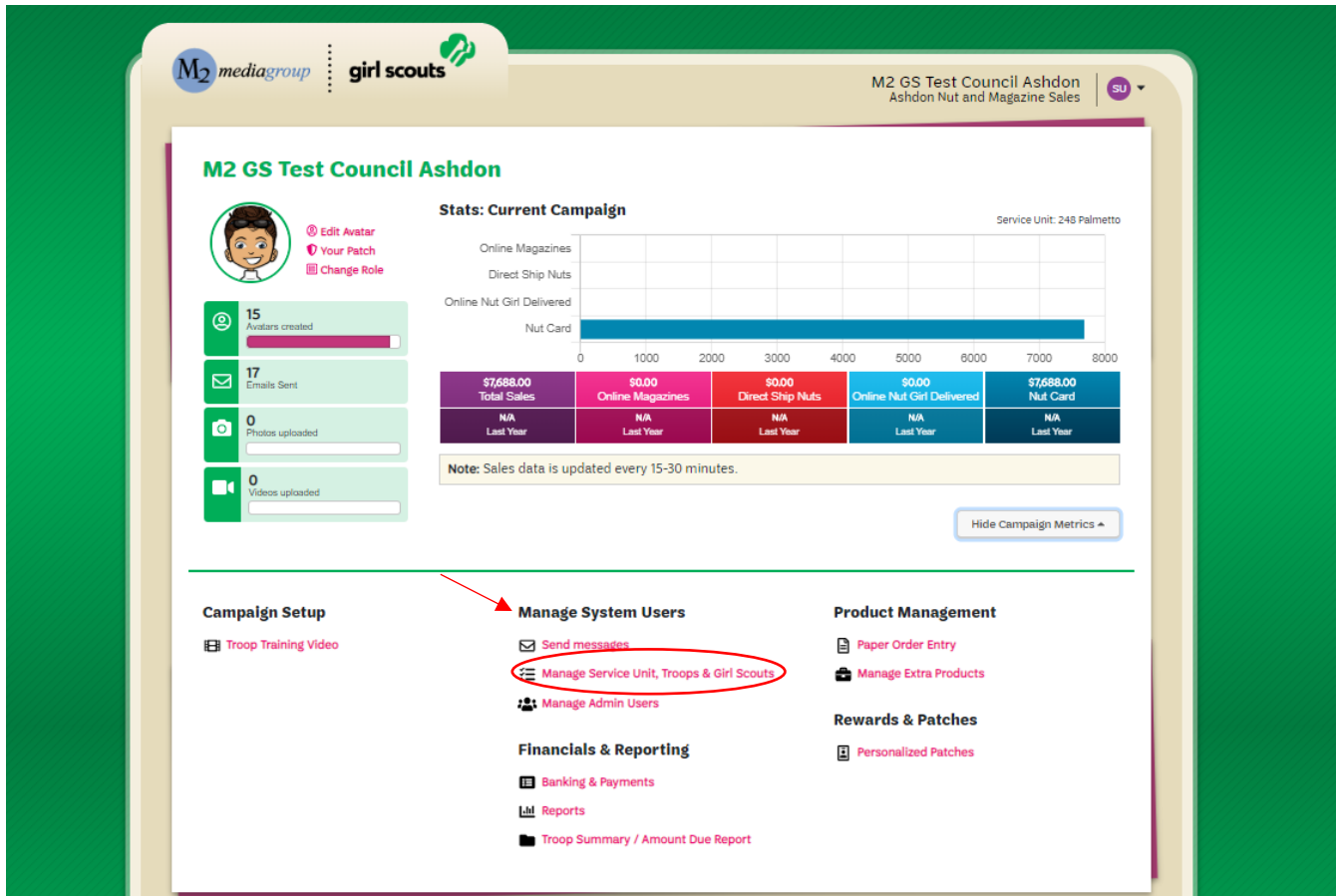


Delivery Station Set-Up

1. Log in to M2 System (gsnutsandmags.com).
2. Click on **Manage Service Unit, Troops & Girl Scouts** under **Manage System Users** on your dashboard.



M2 GS Test Council Ashdon

M2 mediagroup | girl scouts | M2 GS Test Council Ashdon | Ashdon Nut and Magazine Sales | SU

Stats: Current Campaign Service Unit: 248 Palmetto

Online Magazines
Direct Ship Nuts
Online Nut Girl Delivered
Nut Card

\$7,688.00 Total Sales	\$0.00 Online Magazines	\$0.00 Direct Ship Nuts	\$0.00 Online Nut Girl Delivered	\$7,688.00 Nut Card
N/A Last Year	N/A Last Year	N/A Last Year	N/A Last Year	N/A Last Year

Note: Sales data is updated every 15-30 minutes.

Hide Campaign Metrics

Campaign Setup

- Troop Training Video

Manage System Users

- Send messages
- Manage Service Unit, Troops & Girl Scouts**
- Manage Admin Users

Product Management

- Paper Order Entry
- Manage Extra Products

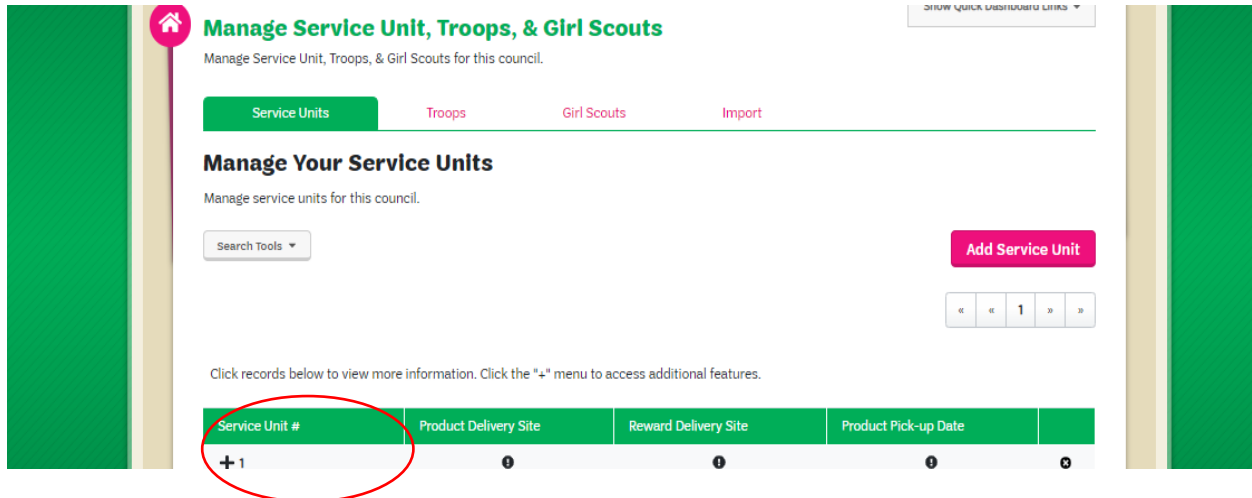
Rewards & Patches

- Personalized Patches

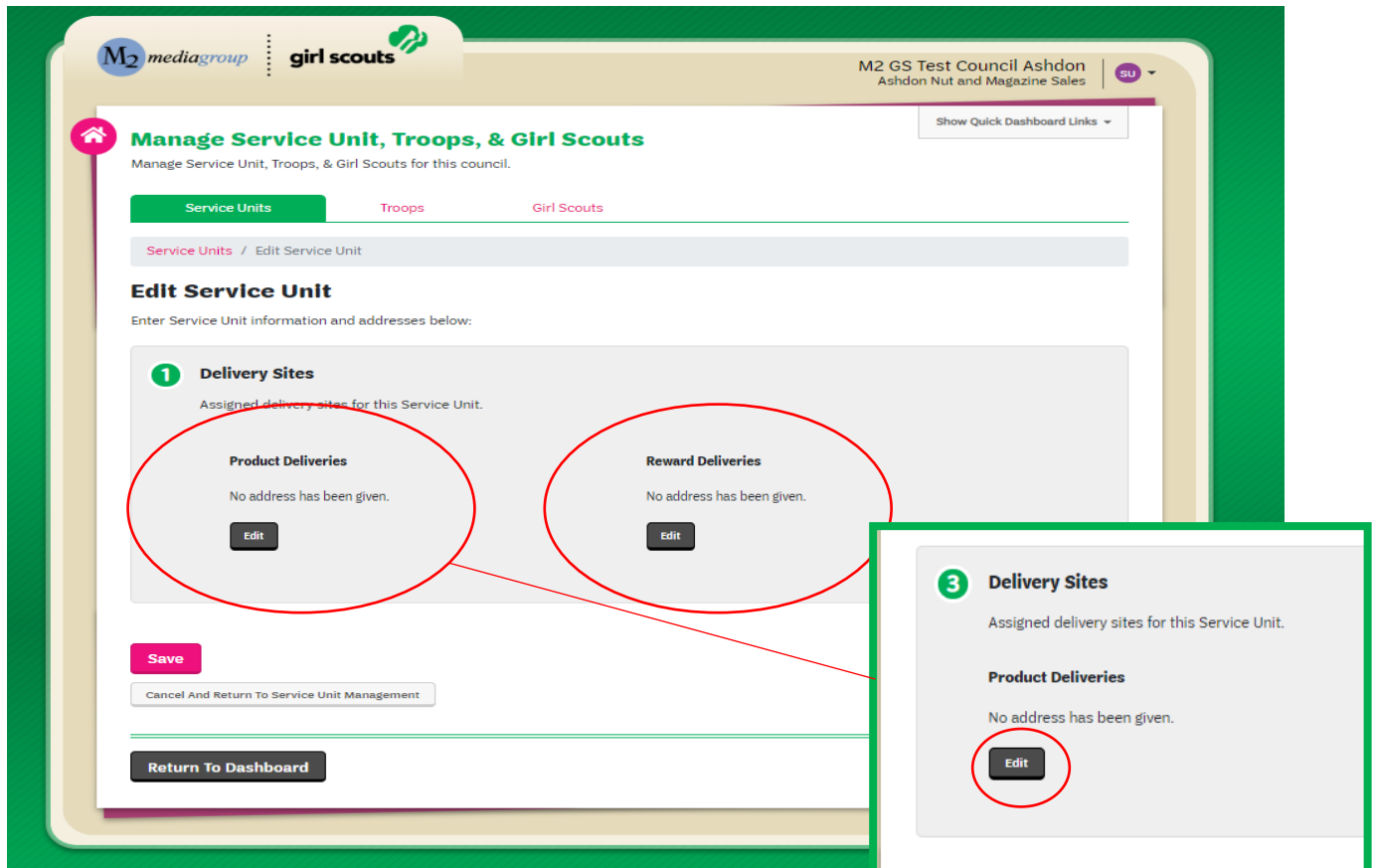
Financials & Reporting

- Banking & Payments
- Reports
- Troop Summary / Amount Due Report

3. Click on your service unit.



4. Scroll down to Section 3: Delivery Sites and click **edit** on Product Deliveries.
Note: You will need to complete this information for both product and rewards.



5. Fill in all delivery information and click **save**.

Product Delivery Site

Create the Product Delivery Site for this Service Unit below:

1 Product Delivery Address:
Products for this Service Unit will be delivered to the address below:

Name

Address 1

Address 2

City

State

Zip

Phone [xxx-xxx-xxxx]

Email

2 Special Instructions
Instructions

Save

Cancel And Return To Service Unit Management

6. Follow steps 4 & 5 for the *Rewards Deliveries*.
7. Once you have completed delivery information for both product & rewards, click **save**.

Edit Service Unit

Enter Service Unit information and addresses below:

1 Delivery Sites
Assigned delivery sites for this Service Unit.

Product Deliveries	Reward Deliveries
Halle Barry 564 Westover Road Anytown, NC 25432 Edit	Halle Barry 546 Westover Road Anytown, NC 25432 Edit

Save

Cancel And Return To Service Unit Management