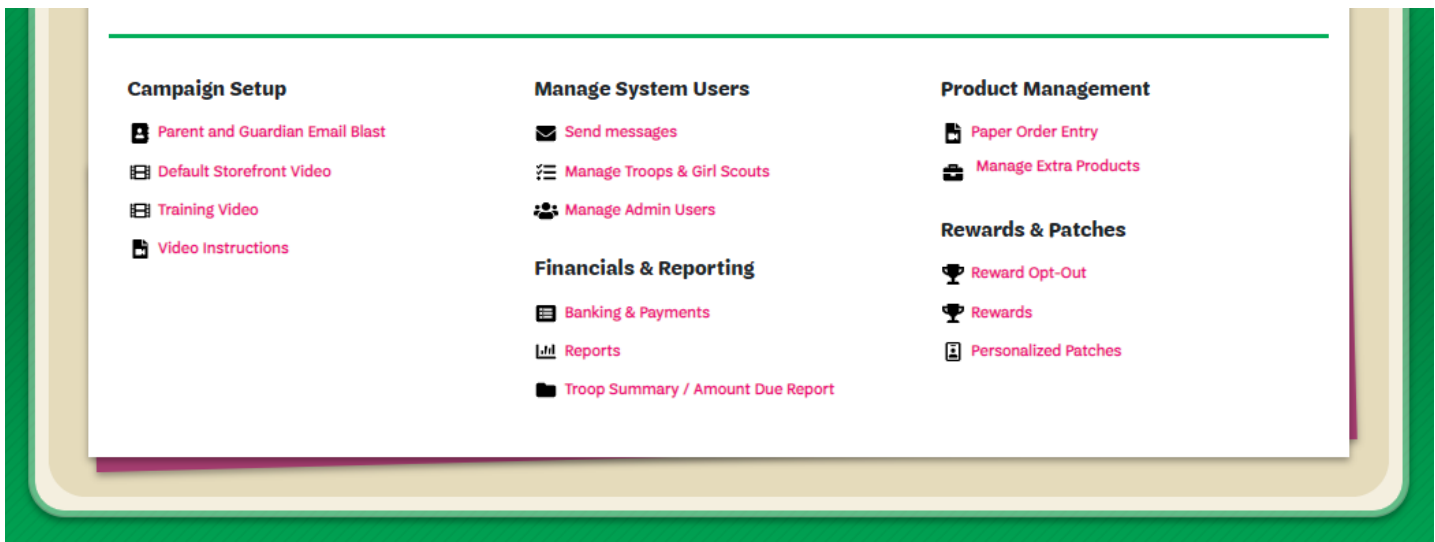


# Sending Emails & Adding Notes

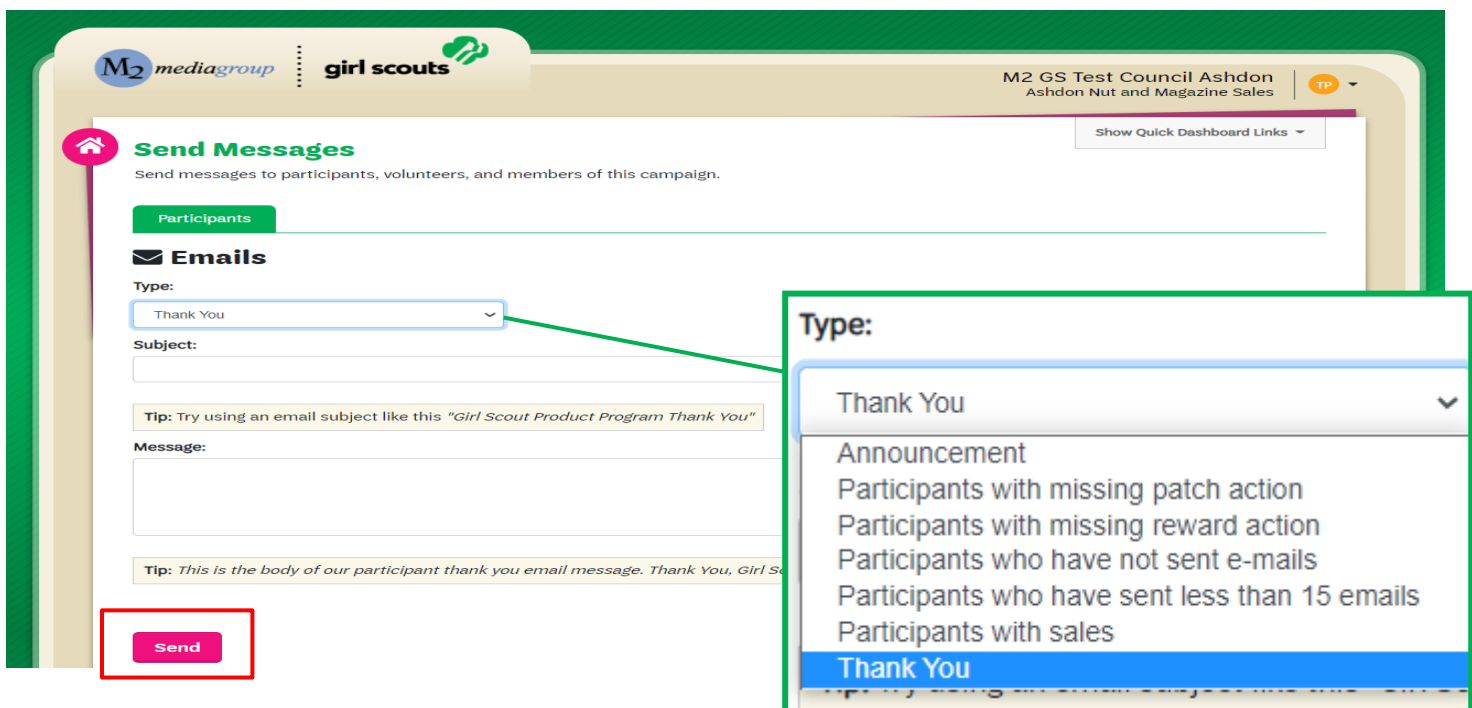
Emailing troops and parents have never been easier through the M2 System!

## Sending Emails

1. Log in to M2 system (gsnutsandmags.com).
2. Select **Send Messages** under **Manage system Users** on your dashboard.

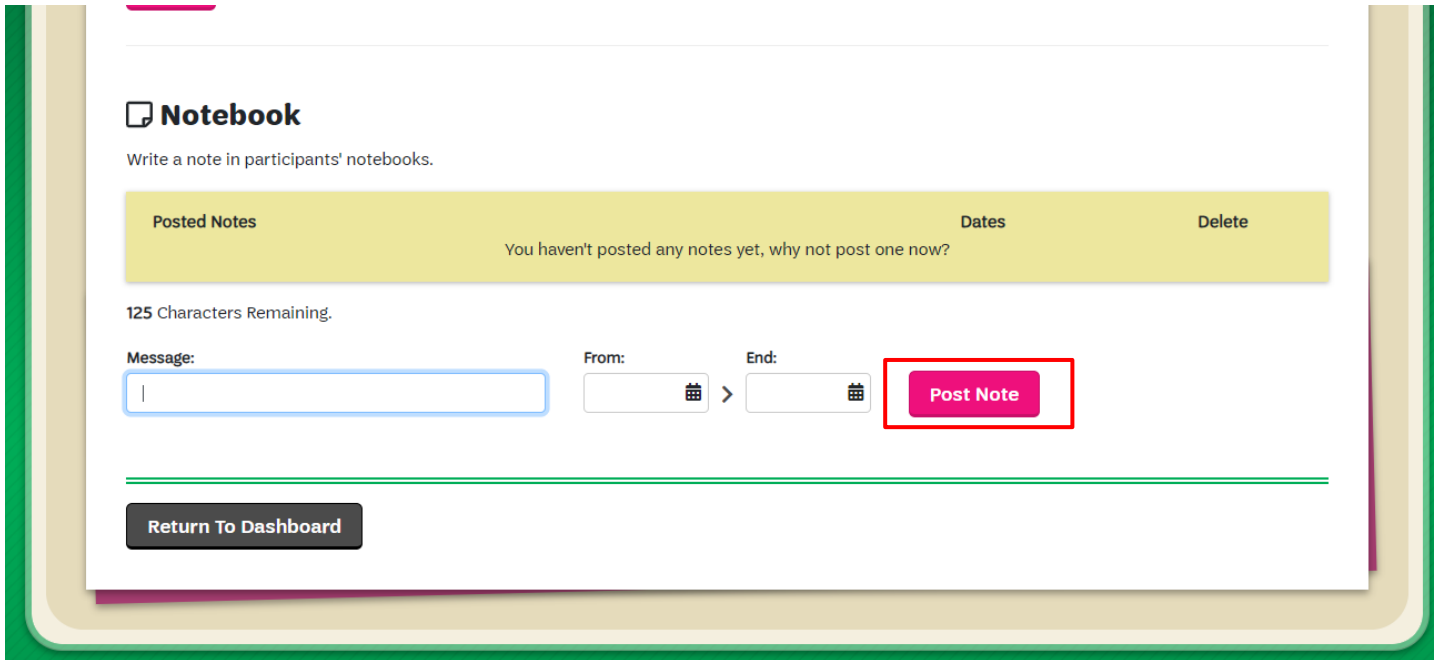


3. Select your recipients and type of message you want to send. M2 makes it easy to remind parents and troops of important deadlines. Click **Send** once you have completed your message.



### **Sending A Note**

1. To send a note, scroll to bottom of page and add the message and length of time. This note will show up on troop or parents notebooks.
2. Click **Post Note** to finish.





**Notebook**

Write a note in participants' notebooks.

Posted Notes	Dates	Delete
You haven't posted any notes yet, why not post one now?		

125 Characters Remaining.

Message:

From:   > End:  

**Post Note**

[Return To Dashboard](#)