

Girl Scouts of the Green and White Mountains TROOP

FALL PRODUCT SALE MANAGERS 2009 STEP-BY-STEP NUT-E COMPUTER INSTRUCTIONS



Unlock the Mystery

Access the login page via:
<http://gsorders.ashdonfarms.com> (no www)

Use the Login Name and Password you receive from your
SU Fall Product Manager.
The Drop-Down Menu should say: "2009 Fall Product Sale"

Click Troop/Girl Orders

You will be entering each girl's order from her order card or from the T1 worksheet into the Ashdon Farms computer system.

Click "Edit" under the PINK Girl Orders. Here you will begin to enter each girl in your troop.

Click the PINK bar "Add New Girl Order"

Enter the girl's name under "Girl Identifier." Please enter the complete name as she was registered.

If the girl sold magazine subscriptions, enter the total number of subscriptions. DO NOT enter the total dollar amount of those subscriptions.

If the girl participated in the online safety activity and submitted 12 emails for magazine subscription invitations, enter "1" in this column. Submitting a minimum of 12 email invitations will qualify a girl for the patch. Entering 1 will tally the incentive.

Enter the number of subscriptions that result from the girl's online invitations based on the printout from her online subscription area. Each girl should return to her web area, print the results of her invitations and turn into the leader at the end of the sale. DO NOT enter the total dollars sold.

Enter a "1" under Address Book if the girl completed one. Remember, a minimum of 7 names per address book constitutes "one booklet" or one item toward her incentives.

Complete the rest of the sold items (nuts and candy).

When finished, Click "Save" at the left. This will open up a **sub-menu** for you to complete. The patches and plush incentive will be figured automatically. If the girl sold either 40+ or 65+ items, please select the T-shirt size, or the choice between the Duffle Bag or Large Plush Dog. If among the magazine subscriptions she acquired any were the magazine *Readers' Digest*, please select "1" for the RD Wireless Headphones. (otherwise, leave "0")

Click "Save" next to the submenu. Check to see that all amounts are correct. Then, YOU MUST

Click the PINK bar "Apply Products & Incentive Order".

If the girl sells more, or you need to make any change to her numbers, Click "Edit" to the left of the girl's name and make those changes. Be sure to Click "Save", then "Save" again next to incentives, then Click the PINK bar "Apply Products & Incentive Order Changes" to save those changes.

ENTER EACH OF YOUR GIRLS IN THE SAME WAY.

Girls Registered/Girls Selling

After all of your girls are entered, below the girl orders, will be a pink and yellow section called Troop ____ Totals. (Your troop number will be there)

Click “Edit” and be sure to enter the number of girls you have Registered in the troop, then the number of girls that are Selling this year. Don’t worry if the two numbers are not the same. Please enter the appropriate numbers based on your membership by the end of the campaign. (Sometimes troops gain new members midway throughout the sale. You can edit Girl Registered at any time.)

Click “Save”

Troop Special Orders

You will NOT be using this area this year.

Bank Deposits

DIRECT DEPOSITS

Please record your direct deposits online.

As the troop collects money, you will be able to direct deposit your FPS money into the GSGWM account with deposit slips provided by your Fall Product Manager.

Click the Troops Tab, and Click “Add/Edit/Delete” under the Bank Deposits column. Click the appropriate Bank, then Click “Add Deposit”.

Enter the Transaction Date, the Deposit Amount, and Transaction Identifier needs to be entered. (Identifier will be the name of the Service Unit).

Click “Apply Add”.

A BANK VALIDATED copy of each deposit slip MUST be sent to your S.U. FPS Manager with your troop’s T2 printed from the Reports section on your Nut-E page. Remember the Service Unit and Troop Number must be written on the slip.

IF YOU DO NOT DIRECT DEPOSIT –

Print out “Troop Order (T2)” report.

Attach a troop check for the amount your troop owes, according to the *Balance Due Council* amount. Be sure your Service Unit and Troop Number are written on the check.

Remember – you are only submitting what your troop owes Council – you keep your troop profit.

If your troop has made direct deposits, but has a remaining balance - Submit a check for the remaining balance with a copy of the Troop Order (T2) report before the sale deadline.

Submit balances due to your S.U. FPS Manager with your troop’s T2 and copies of any deposit slips.

If you have any questions at all during this sale, contact your Product Delivery Manager for your Service Unit. If you need further help, call Pat Farrell, Product Sale Director, at 627-4158 x137, 888.474.9686 x137 or pfarrell@girlscoutsgwm.org or Robin Boyd, FPS online support, at 603-264-0304 or hooksettgs@aol.com.

Thank you for helping your girls have a great sale!