

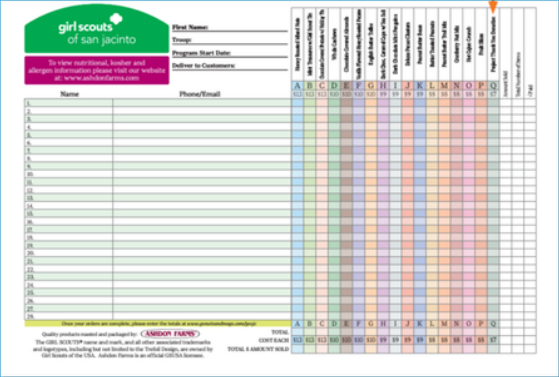
2026

Parent Order Entry

If you are participating in the Fall Product Program for the first time as a troop fall product manager, use this infographic to guide you through the process of entering orders from the paper order cards into M2OS. [You may also check out our Entering Paper Order Card Items Tiny Tutorial.](#)

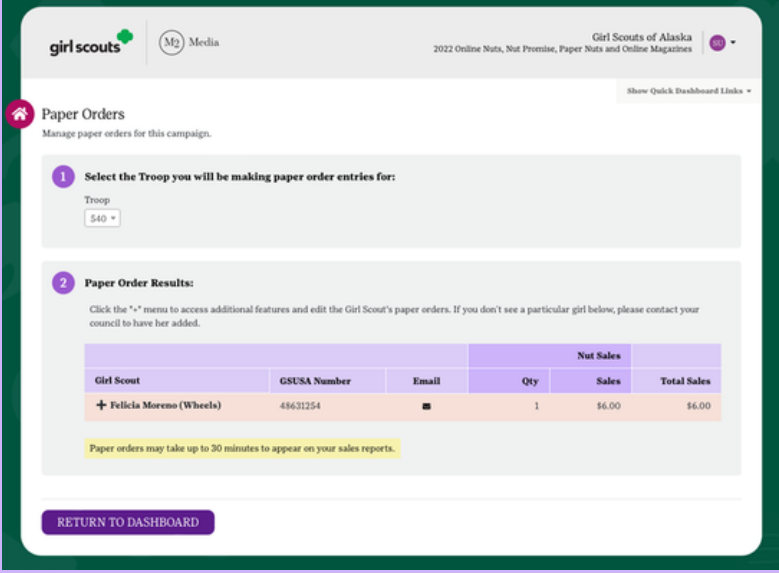
Only paper order card totals are entered in M2OS. Online girl-delivered orders do not need to be entered into the site.

Parents will calculate the totals by product on the order cards and enter these totals into M2OS. The deadline for parents to enter paper order card entries is October 13 before midnight.



Remind girls/caregivers to hold onto their order card. They will need this to sort and distribute products to customers.

If you are entering the order card orders for the parent/caregiver, use the total per product by column. Verify the grand total by column and row matches.

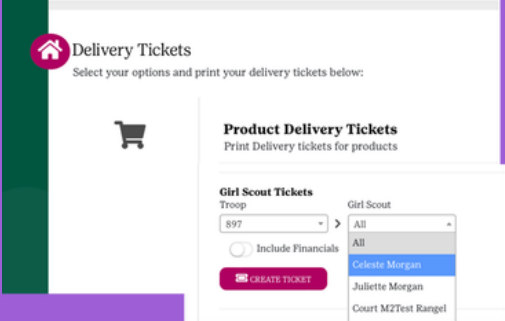


ENTERING PAPER ORDER CARD TOTALS

Troop fall product managers have until Oct. 13 to review and edit order card entries for participants.

- Under Paper Orders, click on the Girl Scout’s name to see the detail of the order.
- Check orders carefully.
- Verify totals match from the order cards and the totals entered into M2OS.

DELIVERY TICKETS



- Delivery Tickets are used to sort product and serve as a receipt for product pick-up.
- Go to Product Management and click on Delivery Tickets. Slide toggle to Include Financials and print two per Girl Scout.
- Once you have gathered your full order, verified the count and ensured the product is in good condition, sign the delivery ticket.

Troop fall product managers will pick up girl-delivered fall product orders from their Community fall product managers between Oct. 26 - 31.

Delivery schedules per community are posted on the [Online Community Fall Product - Troop group.](#)

Utilize the M2OS reports under Reports on the Dashboard to organize product and financial information.

PRODUCT DELIVERY DAY

During product delivery day, use these important tips to collect the order in good condition before reaching the Girl Scouts and customers.

- Count items carefully.
- Shake any loose cans/boxes to determine if chocolates have melted.
- Do not accept melted items as you are unable to return them.
- Sign the delivery ticket from the CFPM to confirm retrieval of the full order. Take a photo or keep a copy of the signed delivery ticket.
- Transport and store in a cool place and remind parents/caregivers to do the same.

During product delivery to girls:

- Sort items prior to girl pick-up.
- Have each parent/caregiver count items carefully
- Shake any loose cans/boxes to determine if chocolates have melted.
- Do not accept melted items as you are unable to return them.
- Have the parent/caregiver sign the delivery ticket. The signature of the delivery ticket is a receipt confirming product was retrieved and the parent/caregiver is not financially responsible for those items.
- Remind parents/caregivers to transport and store in a cool place.