

Note–The web address for nut- E 2.0 is www.ashdonfarmsnute.com

Nut- E 2.0 is the web based QSP Program management system Girl Scouts of Connecticut uses to record and track all information from the QSP Program. Every troop/group uses nut-E 2.0 to enter their contact information, enter the girls' orders, track and select incentives earned by the girls, review the QSP bill and record their payment to the council.

New for 2011, troop QSP Managers will be able to enter girl payments in nut-E 2.0.

New and returning users are encouraged to participate in one of the webinars being offered on the nut-E 2.0 system. See page 3 for dates and times.

Log-In and Navigation Information

Login/Password

Enter the nut-e 2.0 system by going to www.ashdonfarmsnute.com

At the login page, enter your **Login Name** and **Password**. Your login name is **CT (in caps) plus your 5-digit troop number** (e.g. **CT33333**) and your password is the same (e.g. CT33333).

Make sure the **2011 Fall Product Sale** campaign is highlighted and click "**Sign-in**." The system will open to the Home Page.



Home Icon

This is the page you will see when you log into the system. You may see a message from the Council and/or Service Unit. You should check this area often as important information will be posted in the message area. Your Service Unit QSP Manager's and the Council's contact information are also listed on this page.



System Navigation & Help

Nut-E 2.0 features icons that will make finding information easy. Click the icon to enter each page. As you navigate through the system you will find useful help icons. When you click on these icons a box will open with additional instructions.

Troop Set Up

Nut-e 2.0 is where Service Unit QSP Managers and council staff look for the most up-to-date information about your troop's QSP sale. Please take the time to update your troop's information by clicking on the Troop Icon and Girl Orders Icon. If required fields are not completed nut-e will issue a message requesting that the information is submitted.



Troop Icon

All information under the Troop Icon should be updated prior to the start of the sale. **Please enter your troop's information by November 1, 2011.**

Clicking on the Troop Icon will take you to the Troop Detail Page. This page is where your troop/group's information is updated. When you open this page it is ready to edit.

Update the information in the **Troop Edit** Section. Returning troops may see information from the prior year.

- ◆ Update or enter current information for the Troop Product Manager (Troop/ Group QSP Manager). Please include area codes. Also, be sure to enter an email address for the Product Manager (Troop/Group QSP Manager) and Troop Leader as email will be the primary means of communication from the Council Product Sales Team.
- ◆ Update or enter current information for the Troop Leader. If the Troop Leader and Product Manager (Troop/Group QSP Manager) are the same person, click the "Use Product Manager's Name and Address" bar. Troop Leader AND Product Manager information is required.
- ◆ Select a Level: Next to "Level" click the down arrow to the right of "select level" and highlight your troop/group's Girl Scout level.
- ◆ Select a Proceeds Plan: Daisy and Brownie level troops must choose "with incentives." Junior and Older level troops may choose "with incentives" or "without incentives." **Troops who elect to take the extra 2% in proceeds must select "without incentives" PRIOR to entering any girl orders.**
- ◆ Click "Save" when information is complete to save your entries.



Instructions (Continued)

Troop Detail Page (continued)

Council Bank Accounts: This is read only information entered by the council staff.

Troop Bank Account: You may wish to record your bank information here to ensure that it is available when your troop makes payment to the council, but entering your troop/group's information here is not required. Click "Save" when information is complete to save your entries.

Troop Users: This area will show the users that have been assigned to this troop.

It is important that you change your password to something special to you and easy to remember.

To change your password, click on the pencil near your name– this will open the "Troop User Edit" box.

Enter/ update your First and Last Name and your personalized password.

DO NOT CHANGE YOUR LOGIN NAME. Be sure the **role selected** remains on the top option "**Troop**

Administrative (access to all Troop functions)." Then click on "Submit" to save your information.

If you wish to add users that will have access to make entries to your troop/group's information, click the "Add" button on the Troop User box. Enter the information for the new user, using a log in name and password that is at least 5 characters in length. Click "Submit" to update the information.



Girl Orders Icon

Clicking on the Girl Order Icon will take you to Girl Order Page. The "Troop Order Instructions" box outlines the 4 steps for entering information on this page. The first two steps can be completed while the girls are still participating in the sale. **Please complete the information requested in Step 1 and Step 2 by November 1, 2011.**

Step 1 When you first enter this page, complete the registration information by entering the number of girls registered in your troop/group and clicking "Save." The number of girls selling will automatically fill in as you enter and save their orders.

Step 2 Enter in the girls names by clicking on the "Add Girl Name" button. Type in the girl's first and last name and click on "Add Girl Name." Repeat this process to enter each girl into the system. To delete a girl's name, click on the red X next to her name.

Order Entry

Troop QSP Managers use nut-E to record the nut, candy and magazine orders, as well as address booklets, for each girl. Girls and their troops will only receive credit for the products sold that are entered into nut-E by the order deadline. **Troop QSP Managers must have their orders entered into nut-E by 11:59 p.m. on Wednesday, November 9, 2011.** Please follow the remaining steps from the "Troop Order Instructions" box to enter the girls' orders.

Step 3 When you are ready to enter in a girl's sale information, click on the green plus icon next to the girl's name. This will open up the order line and you can enter in the sales information for the girl. Enter:

- ◆ # Paper Magazine subscriptions (catalog orders)
- ◆ Magazine dollars sold (catalog orders)
- ◆ # Online subscriptions (from the girl's detailed order report)
- ◆ Online dollars sold (from the girl's detailed order report)
- ◆ # of address booklets (if girl submitted a booklet enter a 1, this equals 1 Booklet with 8 or more addresses)
- ◆ Enter "1" Emails if 12 or more emails were sent
- ◆ Enter the number of each nut/candy item sold

Note– if your troop/group has elected to take the additional 2 % proceeds, you must make that selection on the Troop page before entering any girl orders.

Click "Save" at either end of the "Product Order" blue bar. **This is important– don't forget to click "SAVE."**

Instructions (Continued)

Girl Order Page (continued)

After the girl's order has been saved, the "Incentives Earned" box will be highlighted in yellow. Although the girl's incentives will have calculated automatically, you will need to enter her choice of incentives if she sold at the \$200, \$275, and \$500 levels.

- ◆ If the girl reached these levels, select the item she has indicated on her nut/candy order card by clicking the button near the item. The system will not let you move forward until a selection has been made.
- ◆ Then click "Save" to submit the incentives.
- ◆ A box will pop up asking if you would like to save this girl's order, click "Yes". If you click "No" it will cancel the order and bring you back to the Girl Order page. You will be able to modify the order even if you click "Yes."
- ◆ Check each girl's order to see if she meets the requirements for the 100th Anniversary Patch. Girls who participated in all 4 parts of the sale or who had \$200 or more in sales should receive the patch. Enter in a "1" in the first box labeled "100th Anniversary Patch Connecticut" if the patch was earned. If a girls did not earn the patch then the box should be left empty.

If your troop opted for additional proceeds (Junior and Older) only patches will show in incentives section.

Continue to add girls' orders by clicking the green plus icon next to each girl's name.

After you have saved an order for a girl, you can change her order by clicking the pencil next to her name and making your changes. You can make these changes up until the time you submit the entire troop/group's order.

Step 4 – When you are confident that you have all of the girls' orders entered and are ready to submit the entire troop/group's order– click the pink "Submit Nut/ Candy Order" button. **You can only use the submit button once. Be sure you have completed all of your girl orders.** If you have submitted your troop's order and need to make changes, contact your SU QSP Manager or productsales@gsofct.org.

Note– although the system may allow you to add QSP orders to the girls order after you have submitted, DO NOT make these entries. If you need to change a girl's order after you have submitted, contact your SU QSP Manager, or the Product Sales Dept. at productsales@gsofct.org.

NEW! The "Girl Payment" is a new feature that helps to keep track of the girl's payments. To see what a girl owes the troop and to record her payment to the troop clicking on the button will open a window that lists the girls in your troop and the amount due for each. You can record payments made by each girl and nut-E will calculate the remaining balance. Please note that the amount due is for nut/candy and paper magazine orders only. Payments for online orders will have been made at the time of purchase.

Do not use the option "Add Troop Special Order," GSOFACT does not use the Troop Special Order option.

Record Your Payment

Troops must make a deposit to Girl Scouts of Connecticut through the Webster Bank online portal on the Council's website or at a Webster Bank. For directions on making an online payment please see page 13.

Bank Deposits Icon

After your troop/group has made payment to the council, you will need to record that payment on the Bank Deposit page.

To record a deposit

- ◆ The "Bank Summary" box on the right will recap the Monies Due, Troop Proceeds, Total Deposits, and Balance Due.
- ◆ Click "Add Bank Deposit" in the upper right corner of the bank deposit box.
- ◆ Enter the Transaction Date.
- ◆ Select a Bank Account—either Online Payment if it was an online payment, or Webster Bank if you brought the deposit to a Webster Bank.
- ◆ Enter the amount.
- ◆ The "Transaction ID" is optional and can be used for comments.
- ◆ The "Received Date" is only accessible by the Council.
- ◆ Click Save to keep the entry.

nut-E Instructions (continued)

Helpful Information and Reports

Information in this section explains where to access facts on the products as well as reports specific to your troop.



Council Products Icon

This page lists all the QSP, nut/candy and incentive items with retail prices, proceeds (with or without incentives), and incentive rules.



Reports Icon

There are many useful reports on this page. The following are most commonly used by troops/groups.

- 1. T2—Nuts/Candy** - totals the nut and candy orders for the troop, accounts for the online orders, shows the amount of proceeds, and the Balance Due Council. The system will automatically account for online orders for which payment was made by customers. The Balance Due Council is the amount to be paid to Council.
- 2. T2— Incentives** - totals the number of incentives the troop will receive. Please note, troops who choose the additional proceeds option will only receive patches (if earned).
- 3. G1—Girl Order** - gives the summary of a girl's order, including her order totals, and amount paid.
- 4. G2—Incentives** - produces an individual report for each girl showing the incentives earned. Please note, girls in troops/groups who chose the *without incentives* option for additional proceeds will receive patches only (if earned).

LOCK OUT: On November 9, 2011 at 11:59 p.m., troops will no longer have access to make nut-E 2.0 entries. Troop/Group QSP Managers will still be able to view and print reports. Any corrections must be made through your Service Unit QSP Manager or the Council Product Sales Team at productsales@gsofct.org.

Making an Online Payment to the Council

Making an online payment to the Council is quick and easy. Begin by depositing all the money collected into the troop/group account. After the checks have cleared and the money is available in the account, follow the steps below to make your payment online. If you have a bounced customer check, contact productsales@gsofct.org for assistance.

Step 1 - Go to www.gsofct.org and from the home page of the Council's website, click on the link under the Online Banking title.

Step 2 - If you have never used the system to make a payment, select **"Register now."** If you are a returning user select **"Login."** If you have forgotten your password select the **"Forgot User ID or Password?"** link on the site log-in page for assistance.

Step 3 - (New Users Only)

- ◆ Complete your Profile and accept the Terms & Conditions by clicking on **"I accept, Create my account."** You will need to create a User ID and Password; select something that you will remember for future use. You will use it to make payments for other Product Sale Programs.
- ◆ Add a "Payment Instrument" (the troop account that you use to make the payment) by filling in your account information. Use your Troop number for the account "Nickname".



Step 4 - Make a payment by selecting "QSP Nuts & Sales" from the Sales drop down menu, enter your payment amount, and click **"Add a Sale."** The next page allows you to make changes if needed or select **"Continue"** to move forward.

Step 5 - Verify payment by selecting **"Continue"** and the transaction will be processed.

Step 6 - Print the Payment Confirmation Page. Please write the **first and last name of the person making the payment** and submit to the Service Unit QSP Manager with your final paperwork. This is your proof of payment to the Council. Be sure to submit this to your Service Unit QSP Manager.