

How to Place Your Troop's Order in Nut-e

(Due November 9, 2010)

If you do not have a user name and/or password for Nut-e, or if you do not have Internet access, contact your AFSM before November 1, 2010.

Step 1 - Open Nut-e & Update Contact Information

On or before November 8, 2010 go online to www.ashdonfarmsnute.com to open Nut-e. Enter your user name and password and select 2010 Fall Product Sale. Click **Sign In**. Click the **Troops** icon and update your troop contact information. In addition to updating your name, address, and contact information, please select the level of your troop in the drop down box and the proceeds plan for your troop. **With Incentives** is the 10% proceed plan and **Without Incentives** is the 15% proceed plan. Select your troop's proceed plan before adding girls. When finished *click* the **Save** button.




Step 2 - Enter Girls Registered

Click the **Girl Orders** icon and enter the number of Girls Registered for the troop in the top left container and click **Save**. This will activate the green submit button that you will use later (Step 5). Before the Troop can submit their order this field must be filled in with a number equal to or greater than the number of Girls Selling. The system will automatically calculate the number of Girls Selling by adding up girls that have 1 or more items ordered (any QSP and/or nut/chocolate items).

Step 3 - Enter Girl Names

Click the **Add Girl Name** button on the left. Type in the girl names. Click **Add Girl**. You can continue to add girl names until all girls in your troop are listed below. Once an order is created for a girl, her name cannot be changed. However, you can add, edit or delete a girl orders until you submit the Troop Nut/Chocolate order or until midnight Monday, November 8th.

Step 4 - Add Girl Orders

Click the green add order button  next to girl name. Enter all of her QSP (traditional and online) and nut/chocolate quantities and click **Save** at either end of the field. Incentives and/or patches will automatically calculate. Select incentive options (if necessary) on the lower part of the screen and click **Save**. If the girls order is complete just click **Yes**. This will take you back to the girl order screen. Continue to add orders until all girl orders have been completed.

Step 5 - Submit Nut/Candy Order

After all girl orders have been finalized, click the green **Submit Nut/Candy Order** button. Troops can still edit orders until they submit the Troop Nut/Candy order or until midnight Monday, November 8th. If you submit your order and then realize you need to make changes, please contact your AFSM to un-submit your order.

Please email fallsale@nccoastalpines.org if you need a copy of the Nut-e training manual.

Don't Forget:

- Deposit payments for the Fall Sale into your troop checking account as quickly as possible to ensure that payments clear before submitting your troop check.
- Order the exact number of nut/chocolate items needed to fill orders; products cannot be returned.

Checklist of What to Turn In

(to your AFSM by November 9, 2010)

- Signed **G-1 Permission and Responsibility Form** for all participating girls
- The **Troop Order T2-Nuts and Candy** from *Nut-e*-please make sure that your contact information is entered completely and correctly
- Troop check** payable to NCCP for amount due as shown on Troop Order T2
- White and yellow magazine order forms sorted by girl**