

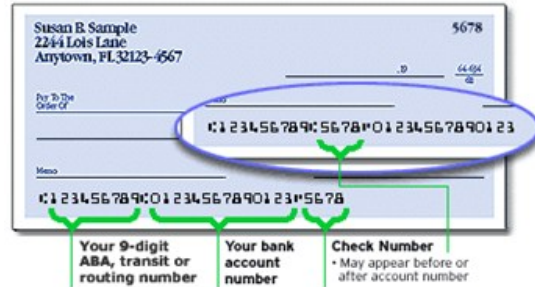
How to Place Your Troop's Order in Nut-e

(Due November 7, 2011)

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, 2011.

Step 1 - Open Nut-e & Update Contact Information

Before November 8, 2011 go online to www.ashdonfarmsnute.com to open Nut-e. Enter your user name and password and select 2011 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. Lastly, click **Edit** next to Troop Bank Account and add your troop's Bank Account Name (name of the bank), Routing Number (first 9 digits at the bottom of your checks), Account Number (digits after the routing number minus the current check number), and whether this is a Checking or Saving Account. See example provided. When finished **click** the **Save** button in the Troop Bank Account box and then **Save** again on the Troop Edit line at the top of the screen.




Step 2 - Enter Girls Registered

Click the **Girl Orders** icon and enter the number of Girls Registered for the troop in the top right container and click **Save**. This will activate the pink submit button that you will use later (Step 6). 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. *New this year:* You can edit a girl's name by clicking the edit pencil under her name.

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. You can add, edit or delete a girl's order until you submit the Troop Nut/Chocolate order or until midnight Monday, November 7th.

Step 5 - Girl Payments (OPTIONAL)

Click **Girl Payments** button to record the amounts paid by each girl. The system will calculate what each girl owes and will record payment as you add these. Click **Edit** to add payments at any time during the sale. Click the x in the top right corner to close the **Girl Payments** box.

Step 6 - Submit Nut/Candy Order

After all girl orders have been finalized, click the pink **Submit Nut/Candy Order** button. Troops can still edit orders until they submit the Troop Nut/Candy order or until midnight Monday, November 7th. 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 quickly to ensure that payments will clear.
- 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 8, 2011)

- 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
- White and yellow magazine order forms sorted by girl