

## Magazine Sale- Email Steps

The following steps outline how to create a personalized message and send emails to friends and family for the magazine sales part of the Fall Sale.

### Step 1: Go to QSP's website

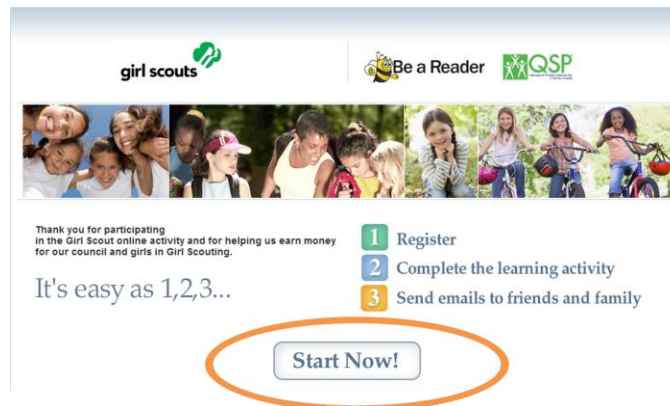
- Visit the Fall Sale part of GSACP Council's website:  
[http://www.girlscoutsaz.org/fall\\_sale\\_2011/](http://www.girlscoutsaz.org/fall_sale_2011/)

- Click on the 'Online Magazine Program' button



### Step 2: Start Now!

- Click 'Start Now' on QSP's site:



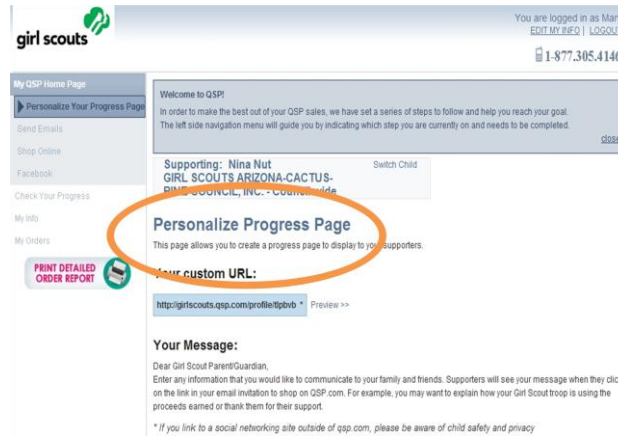
### Step 3: Create an Account!

- Create a new account OR enter in your information from last year. If the system does not recognize last year's information, create a new account:

A screenshot of the QSP website registration form. The form is divided into two main sections: "Create New Account" and "Already Registered?". Both sections are circled in orange. The "Create New Account" section includes fields for "Parent or Guardian Email Address:", "Password:", and "Confirm Password:". Below these fields, there is a note: "A password should be at least 8 characters long. A weak password will not be accepted." and a longer note: "It is preferable to include a combination of uppercase and lowercase letters, numbers, punctuation, and symbols. Avoid creating passwords using dictionary words in any language, words spelled backwards, common misspellings, abbreviations, sequences, repeated characters, or your personal information." The "Already Registered?" section includes fields for "Email Address:" and "Password:", and a "Forgot Password?" link. A "LOGIN" button is located at the bottom of the "Already Registered?" section. The top of the page features the "girl scouts" logo, a "LOG IN" link, and a phone number "1-877.305.4146".

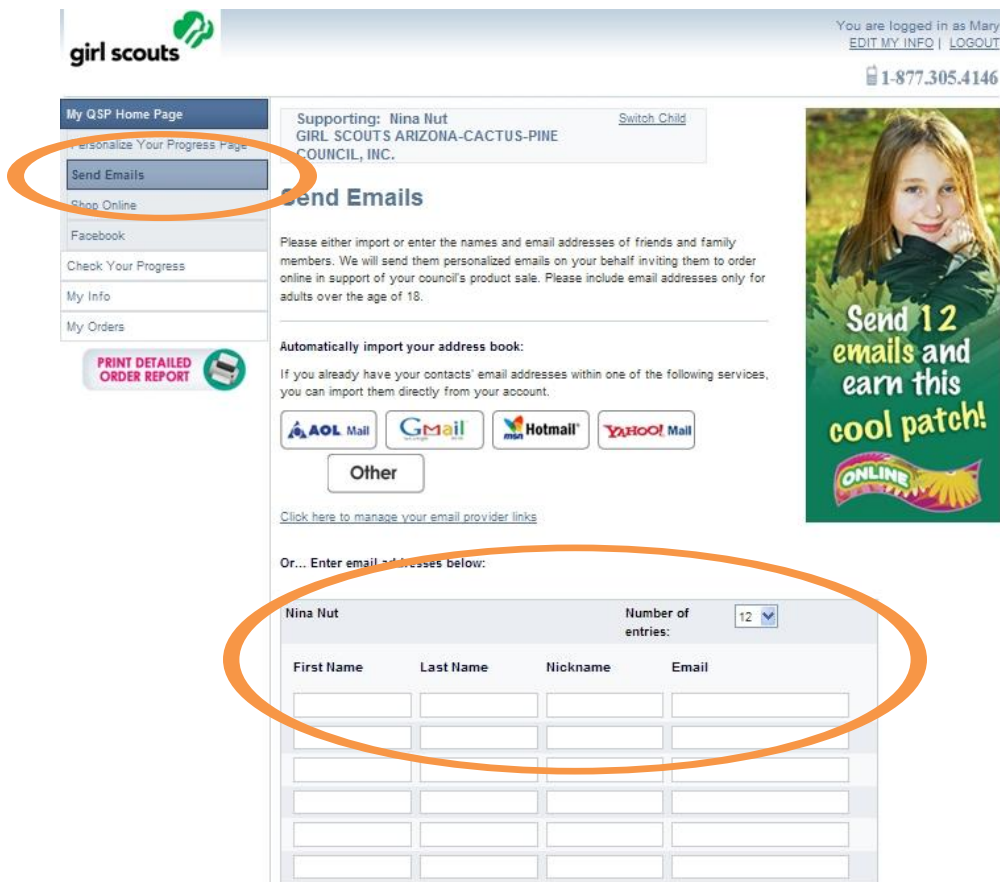
#### Step 4: Personalize your Progress Page!

- Follow the instructions to personalize your Girl Scout's Progress Page.
- Personalizing the Progress Page is optional
- You will notice a 'custom URL'- this is how sales are tracked to specific girls



#### Step 5: Send Emails!

- Click 'Send Emails' on the left of the page
- Enter in the emails of friends and family (12 earns you a patch!)



## Step 6: Print a Report

- At the end of the sale, log-in to the website, and print a sales report and submit to your Troop Product Manager
- The Troop Product Manager will input the numbers from the report into Nut-E

girl scouts You are logged in as Mary  
[EDIT MY INFO](#) | [LOGOUT](#)  
1-877.305.4146

Supporting: Nina Nut [Switch Child](#)  
GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC. - Council-wide

### Send Emails

Please either import or enter the names and email addresses of friends and family members. We will send them personalized emails on your behalf inviting them to order online in support of your council's product sale. Please include email addresses only for adults over the age of 18.

Automatically import your address book:  
If you already have your contacts' email addresses within one of the following services, you can import them directly from your account.

[AOL Mail](#) [Gmail](#) [Hotmail](#) [Yahoo! Mail](#)

[Other](#)

[Click here to manage your email provider links](#)

Or... Enter email addresses below:

First Name	Last Name	Nickname	Email

**PRINT DETAILED ORDER REPORT**

Send 12 emails and earn this cool patch!  
ONLINE

## Example- Message seen when emails sent

girl scouts You are logged in as Mary  
[EDIT MY INFO](#) | [LOGOUT](#)  
1-877.305.4146

### Emails Successfully Sent

Now that you've sent your emails, visit the store for GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC. and any purchase you make will be credited to Nina Nut.

[SHOP NOW](#)

**Go to Sent Emails Report**


12 total emails earns a patch! Go to the Sent Emails Report, print it and bring it to your troop leader to get your patch.

First Name	Last Name	Nickname	Email
Mary	Magazine	Auntie	wewalktogether@gmail.com

[If you would like to continue adding more emails, click here](#) [View sent emails](#)

**PRINT DETAILED ORDER REPORT**

## Example- Screen shot of printing sales report


You are logged in as Mary  
[EDIT MY INFO](#) | [LOGOUT](#)  
1-877.305.4146

My QSP Home Page

**Check Your Progress**





My Info

My Orders

**PRINT DETAILED ORDER REPORT** 

**Supporting: Nina Nut** [Switch Child](#)  
**GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC.**

**Please enter the criteria for the report:**  
(Date Format: MM/DD/YYYY Time Format: hh:mm:ss AM/PM)  
Click on the calendar icon to select a date

From:    To:   


Please note that all times reflect the EST timezone.

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Total Email Summary:

Council Name: 1176661 GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC.  
Parent Name: Mary Magazine  
Girl Name: Nina Nut

Total Emails  
0



## Example- Generated email sent to friends and family

Hello Auntie,

Please help me reach my goal! You can purchase a magazine to help my troop earn money for all of our fun and educational events this year! **GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC.** is currently participating in a magazine product sale and needs your support! It's fast, convenient and easy for you to help Girl Scouts.

When you buy, renew or extend your favorite magazine subscriptions from our online store, **40% of each purchase helps Girl Scouts!**

Just [click here](#) and you will be able to view the council's web page, offering:  
- Over 650 popular magazine titles at savings of up to 90% off of newsstand prices  
- Online shopping available 24 hours a day, 7 days a week!

Thanks Auntie, for your support.

**Nina Nut**  
**GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC.**

P.S. If clicking on the link does not take you to GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC.'s Online Magazine store, please copy and paste the following URL into your web browser:  
<http://girlscouts.qsp.com/go/LBNHW5K0>

QSP has sent you this email on Nina Nut's behalf. Mary Magazine gave us your e-mail address so you could be informed of a magazine product sale currently under way.

If you do not wish to receive future emails about this product sale, please click on the link below:  
[Unsubscribe](#)

You can reach QSP at: [OnlineSupport@QSP.com](mailto:OnlineSupport@QSP.com)  
QSP Customer Service  
PO Box 10203  
Des Moines, IA 50336  
[1-866-230-0635](tel:1-866-230-0635)





## Example- Facebook post

- Posting to Facebook is OPTIONAL, below is an example of what the post will look like:

**Mary Magazine**  
Help Nina's Girl Scout troop!

**Please Help Nina Reach Her Girl Scout Go...**  
Nina and GIRL SCOUTS ARIZONA-CACTUS-PINE COUNCIL, INC. need your help! Order your magazines online through QSP and save up to 85% off newsstand prices. Thanks for s...

Home 1 of 4 CHECKOUT

	<b>FRESH HOME</b> <del>\$19.96</del> <b>\$15.00</b>		<b>TRADITIONAL HOME</b> <del>\$79.20</del> <b>\$24.00</b>
	<b>ARCHITECTURAL DIGEST</b> <del>\$71.88 - \$143.76</del> <b>\$20.00 - \$35.00</b>		<b>HOUSE BEAUTIFUL</b> <del>\$45.00</del> <b>\$16.00</b>

powered by 8thBridge

2 minutes ago · Like · Comment · Share

### Final Notes:

- QSP does not send an email to friends and family more than 2 times.
- QSP does not sell email addresses.
- The emails you input will be used only for this sale. QSP will not use your friends and family's email addresses for any other advertising purpose.
- Girl Scouts receive proceeds on magazine subscriptions or renewals made during the life of the 2011 Fall Sale.
- A magazine renewal "counts" the same as a new magazine subscription with the same proceeds earned.