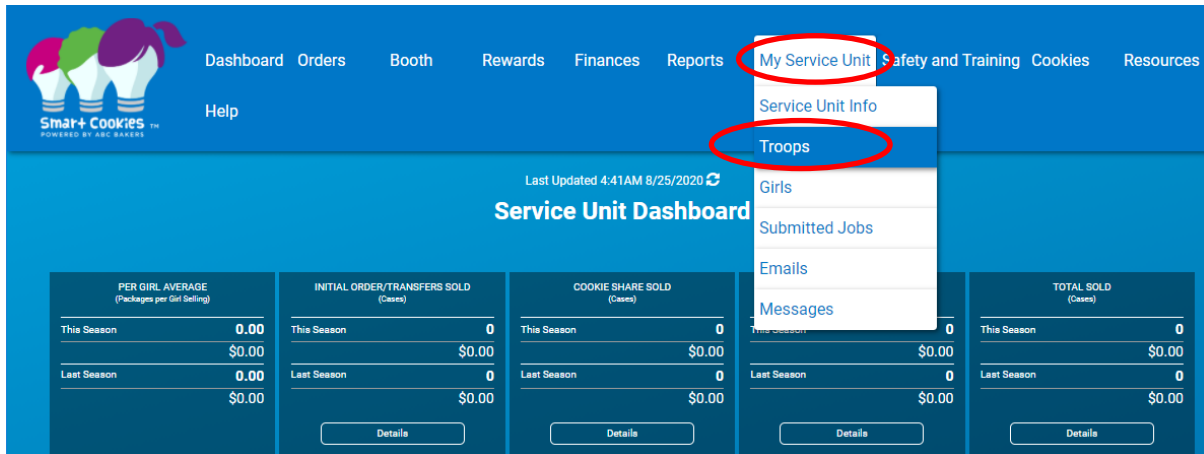


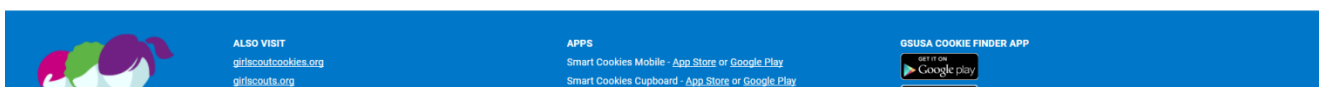
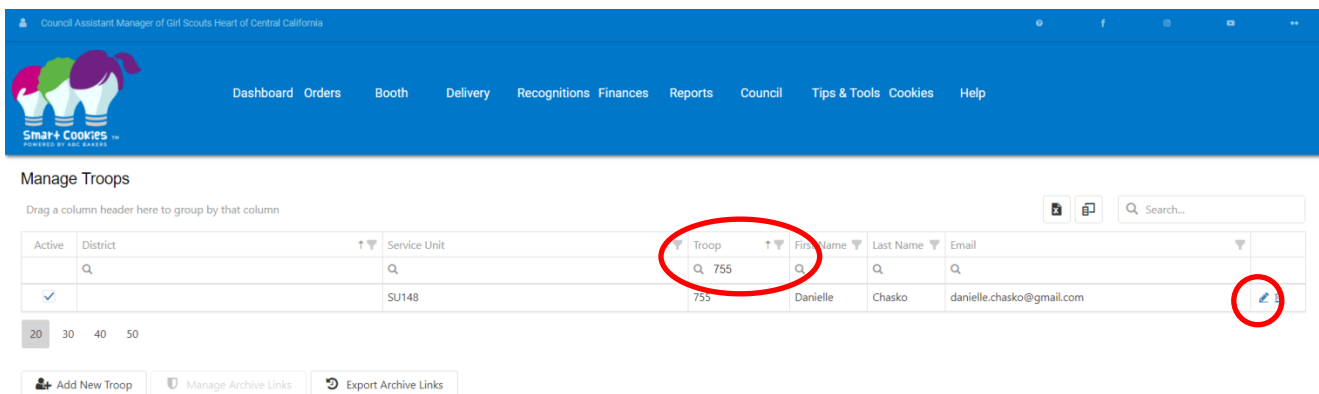
Updating Proceed and Reward Plans

SU Only – Updating Troop information

1. Go to **My Service Unit**; click **Troops**.



2. Use the **Troop** filter bar to search for the troop you are looking for and select the edit pencil.



3. Update troop information and click **Save**.

The screenshot shows the 'Troop Information' form in the Smart Cookies system. The form is overlaid on a 'Manage Troops' dashboard. The dashboard has a table with columns 'Active' and 'District'. The 'Troop Information' form contains the following fields:

- Girls Active: 15
- Girls Selling: [Empty]
- Expected Number of Girls Selling (0-999): [Empty]
- Troop Number: 3230
- Level: Senior (dropdown menu)
- Service Unit: SU112
- Proceed Plan: Troop Proceeds (dropdown menu)
- Main Recognition Plan: Main Rewards (dropdown menu)
- Troop Recognition Plan: (None available) (dropdown menu)
- Bank Account: [Empty]
- Bank Routing: [Empty]

At the bottom right of the form are 'Save' and 'Close' buttons. The background dashboard shows a table of troops with columns for 'Active', 'District', and 'Troop Number'.

Recognition Plans cannot be changed once a recognition order has been created. For example, if a troop created a Main Recognition Order then decided to change to Older Girl Proceeds, the plan cannot be changed following these steps. The recognition order will need to be deleted then the plan can be changed. After that is done, remind troops to create a new Recognition Order.

Note: Service units and troops will not be able to edit troop bank account information through Smart Cookies. Any edits needing to be made to troop bank account information must be done by filling out the [ACH Authorization Form](#) found at girlscoutshcc.org/resources.