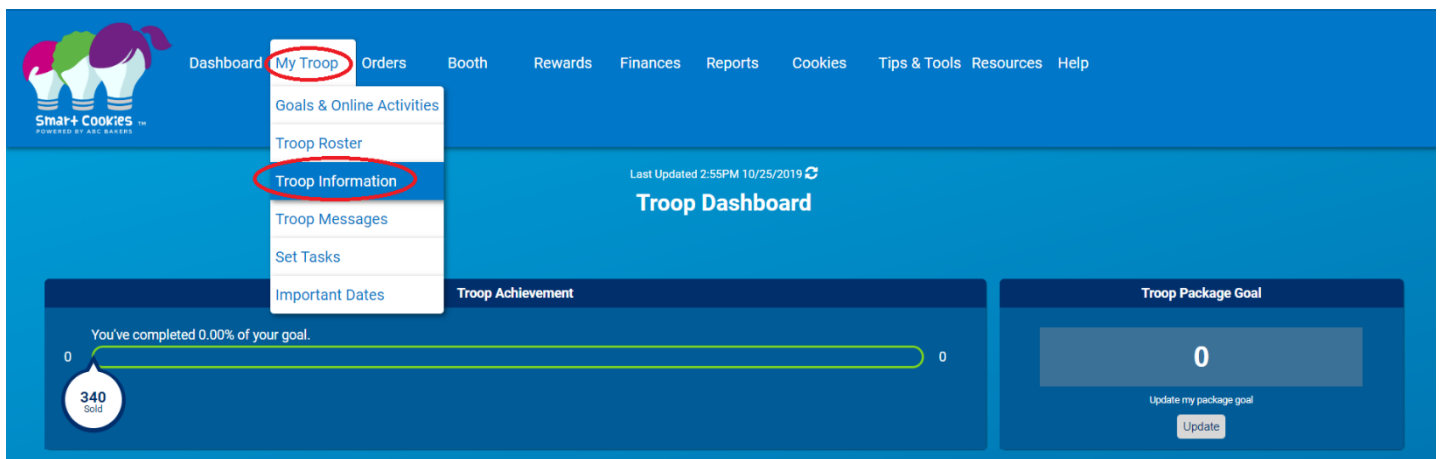


Troop Recognition Order

Troops can see their Troop Treasure amounts, if earned, directly in Smart Cookies. A Troop Recognition Order must be created for troops to earn Troop Treasure.

The deadline to submit Main and Troop Recognition Orders is March 23, 2022 at 11:59pm.

1. Log in to [Smart Cookies](https://abcsmartcookies.com) (abcsmartcookies.com).
2. Go to **My Troop**; click **Troop Information**.



3. Select **Troop Treasure** from the **Troop Recognition Plan** drop down.

99999 Group

Proceed Plan*

Main Proceeds Plan

Main Recognition Plan

Early Recognition Plan

Early Recognition Plan

Troop Recognition Plan

Troop Treasure

Submitted documentation, if required? Yes No

Warning for funds owing? Yes No

Bank Account Bank Routing

4. Go to **Rewards**; click **Recognition Order**.
5. Select **Troop** from the **Order Type** drop down menu.
6. Click on the arrow to the right hand side to review your Troop Treasure status.

← Manage Recognition Orders

Recognition Order
Troop: 99999 | Order: 0000012

Order Type:
Troop

DEADLINE: March 18, 2020 @ 11:59 PM

STATUS: INCOMPLETE

Primary Contact: [redacted] Troop sales: 2400

UNREAD [Warning Icon] [Arrow]

7. The red icon will indicate what level of Troop Treasure your troop earned.

Average Number Of Packages Per Girl Selling: **2,400.00**

Girls Registered	Girls Selling	Total Troop Sales
1	1	2400

Expand All

Items	Extras
1.00 - 214.99 Packages sold	▼
215.00 - 264.99 Packages sold	▼
265.00 - 314.99 Packages sold	▼
315.00 - 9,999.99 Packages sold	[Warning Icon] ▼

Save

8. Click the arrow next to the level that your troop reached. Enter the number of girls **selling** that your troop had in the **quantity** field. The number of girls selling will be shown at the top of the page.

Average Number of Packages Per Girl Selling: 2,400

Girls Registered	Girls Selling	Total Troop Sales
1	1	2400

Expand All

Items	Extras
1.00 - 214.99 Packages sold	
215.00 - 264.99 Packages sold	
265.00 - 314.99 Packages sold	
315.00 - 9,999.99 Packages sold	

Group 1

Troop Treasure - \$50

Quantity:

Required

Save

9. Click **Save**.

10. Click **Recognition Order** at the top of the page.

Dashboard My Troop Orders Booth Rewards

Smar+ Cookies™
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← Recognition Order

11. Click **Submit** when finished.

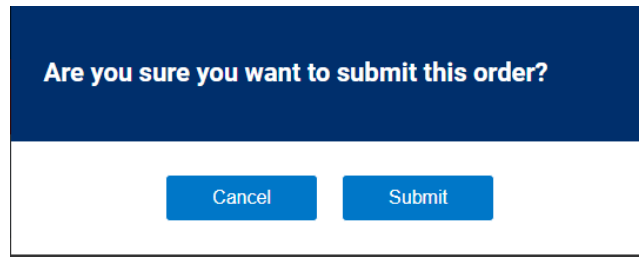
Recognition Order
Troop: 99999 | Order: 0000002

Order Type:
Early

STATUS: COMPLETE

SUBMIT

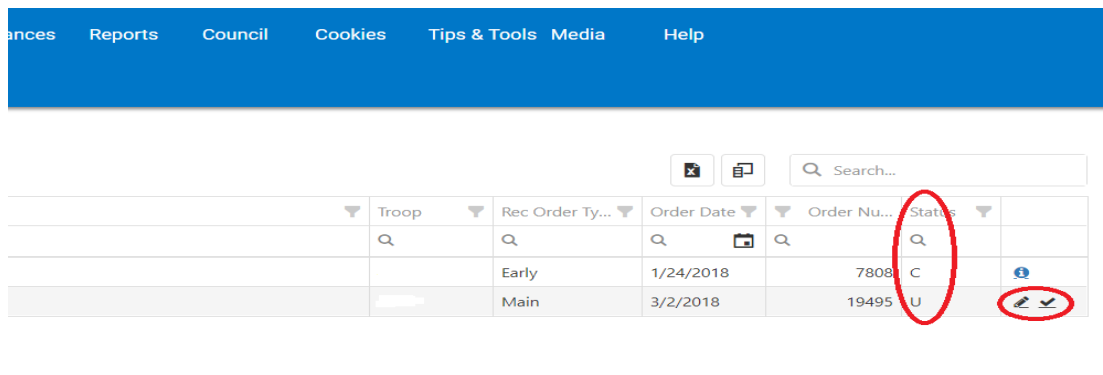
12. You will see a pop-up confirming you are submitting. Click **Submit**.





13. Go to **Rewards** and click **Manage Recognition Orders** to verify submission.

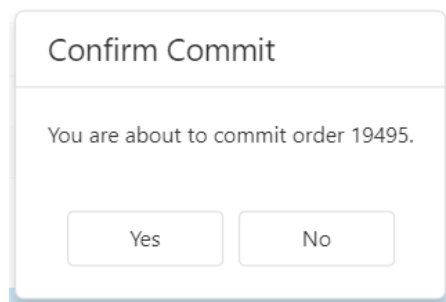
14. The order will need to be committed by the troop prior to the service unit reviewing it. From the **Manage Orders screen**, troops can:

- **Edit - click the pencil icon**
- **Commit - click the check mark**



Troop	Rec Order Ty...	Order Date	Order Nu...	Status	
	Early	1/24/2018	7808	C	
	Main	3/2/2018	19495	U	 

15. You will see a confirmation message that you are about to commit your order. Click **Yes**. Once this is done, only service unit cookie managers will be able to make changes.



A **“Complete”** status means it has been saved but not submitted. **“T”** means the order has been committed by the troop. **“S”** means the order has been committed at the service unit level. **“C”** means the order has been committed at the council level.

Troops will receive one single Troop Treasure card at the end of May with their full Troop Treasure amount on it at the end of May 2022. Troops with an outstanding cookie balance due are not eligible to receive or use Troop Treasure.