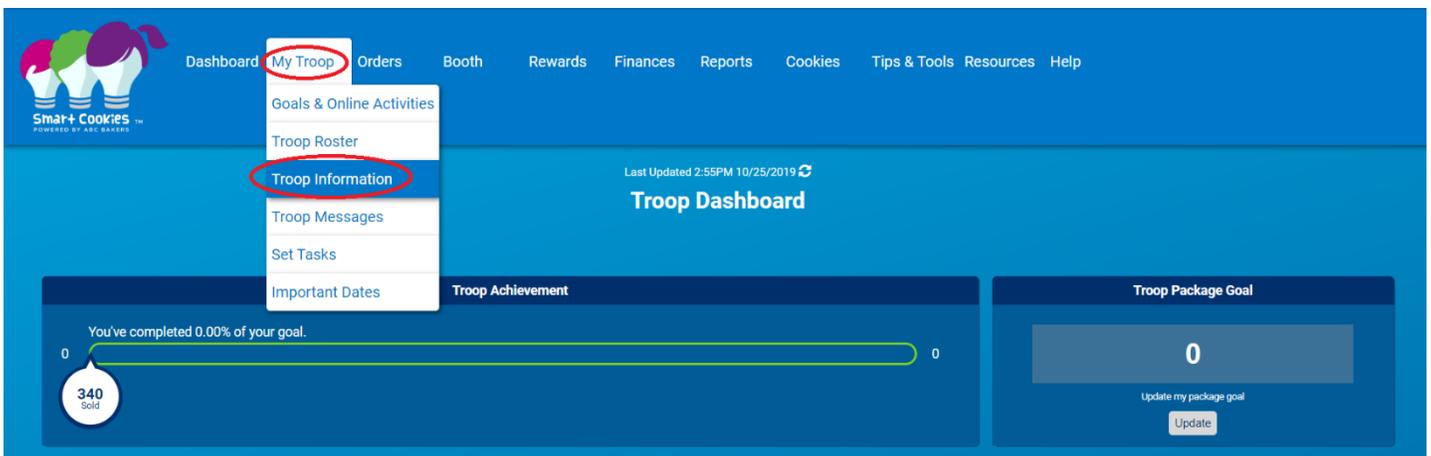


# Troop Recognition Order

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 22, 2023 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.
4. Go to **Rewards**; click **Recognition Order**.
5. Select **Troop** from the **Order Type** drop down menu.

99999 Group

Proceed Plan\*

Main Proceeds Plan

Main Recognition 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

6. Click on the arrow to the right hand side to review your Troop Treasure status.

The screenshot shows the 'Recognition Order' page for Troop 99999, Order 0000012. The page has a blue header with a 'Manage Recognition Orders' button. Below the header, the order type is 'Troop'. A red bar at the bottom indicates the deadline is March 18, 2020, at 11:59 PM, and the status is 'INCOMPLETE'. A white box at the bottom shows 'Primary Contact: [redacted]' and 'Troop sales: 2400'. On the right side of this box, there is a red circle containing a red triangle warning icon and a blue arrow pointing right, labeled 'UNREAD'.

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

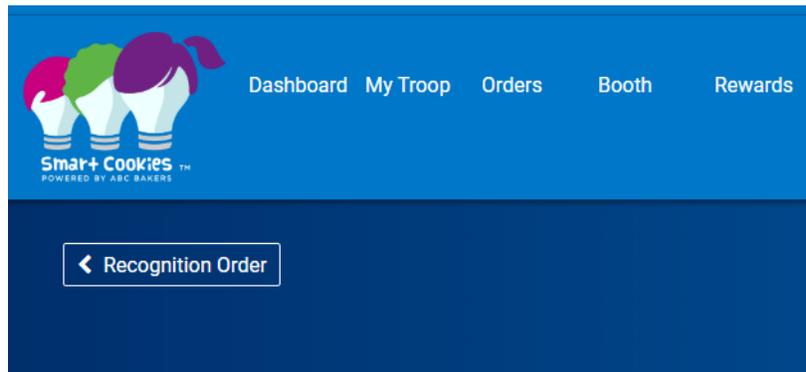
The screenshot shows the 'Average Number Of Packages Per Girl Selling' screen with a value of 2,400.00. It displays statistics for 'Girls Registered' (1), 'Girls Selling' (1), and 'Total Troop Sales' (2400). Below this is a table with two columns: 'Items' and 'Extras'. The table lists four sales levels: '1.00 - 214.99 Packages sold', '215.00 - 264.99 Packages sold', '265.00 - 314.99 Packages sold', and '315.00 - 9,999.99 Packages sold'. A red circle highlights a red triangle warning icon and a blue arrow pointing down next to the highest sales level. A 'Save' button is at the bottom.

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.

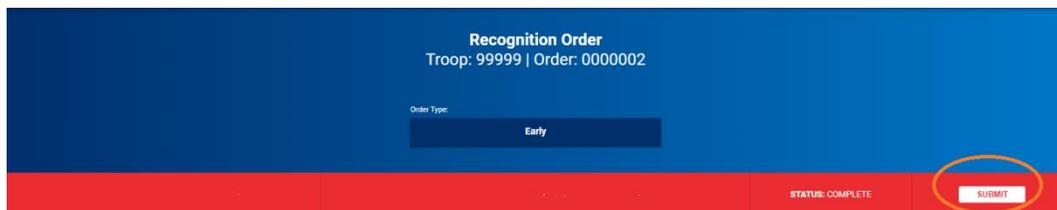
This screenshot is similar to the previous one but shows the 'Girls Selling' count updated to 1, which is circled in red. The '315.00 - 9,999.99 Packages sold' row is highlighted in blue, and a red circle highlights a blue arrow pointing up and a blue arrow pointing down. A modal window for 'Group 1' is open, showing a 'Troop Treasure - \$50' field with a red circle around the input area. A 'Save' button is at the bottom.

9. Click **Save**.

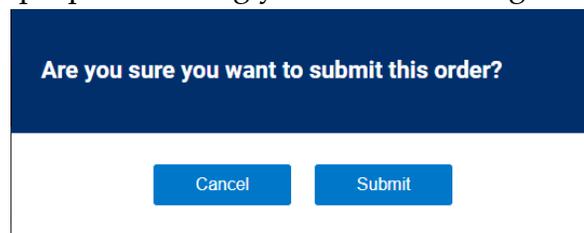
10. Click **Recognition Order** at the top of the page.



11. Click **Submit** when finished.



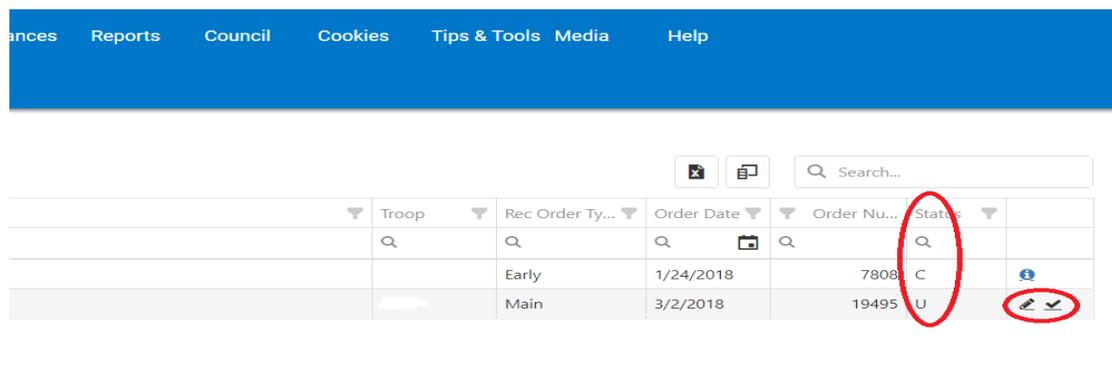
12. You will see a pop-up confirming you are submitting. Click **Submit**.



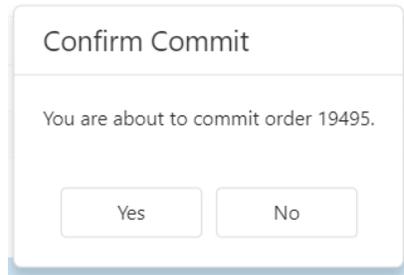
13. Go to **Rewards** and click **Manage Recognition Orders** to verify submission.

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



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. Troops with an outstanding cookie balance due are not eligible to receive or use Troop Treasure.