

## **Updating Proceed and Reward Plans**

1. Go to My Service Unit; click Troops.

Smart Cookies Tr. Help	d Orders Booth Ret	wards Finances Reports	My Service Unit Safety and Service Unit Info	Training Cookies Resources
	٤	Last Updated 4:41AM 8/25/2020 Service Unit Dashboar	Girls	
PER GIRL AVERAGE (Peckages per Girl Selling)           This Season         0.00           \$0.00         \$0.00           Last Season         0.00           \$0.00         \$0.00	INITIAL ORDER/TRANSFERS SOLD (Cares) This Season 0 S0.00 Last Season 0 \$0.00	COOKIE SHARE SOLD (Cares)           This Season         0           \$0.00         \$0.00           Last Season         0           \$0.00         \$0.00	Messages This season Last Season \$0.00 Last Season \$0.00	TOTAL SOLD (Cesse)           This Season         0           \$0.00         \$0.00           Last Season         0           \$0.00         \$0.00
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2. Use the **Troop** filter bar to search for the troop you are looking for and select the edit pencil.

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girlscoutshcc.org

Sacramento Regional Program Center and STEM Center + MakerSpace 6601 Elvas Avenue Sacramento, CA 95819 t 800.322.4475 • f 916.452.9182 Modesto Regional Program Center and STEM Center + MakerSpace 3330 Oakdale Road Modesto, CA 95355 t 209.545.3620 • f 209.545.3621

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

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 <u>ACH Authorization Form</u> found at <u>girlscoutshcc.org/resources</u>.