

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
	Details	Details	Details	Details

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

🛔 Council	Assistant Manager of Girl Scouts H	Heart of Central California										0	f	۲	۰	••
Smart CC Powered by A	Dokres	Dashboard Orders	Booth	Delivery	Recognitions Finances	Rep	orts	Council	Tips & To	ols Cookies	Help					
Manage	e Troops															
Drag a col	lumn header here to group by	r that column										x	Ð	Q Search		
Active	District		↑ ▼ Servi	e Unit		6	Troop	τΨ	First Name 🝸	Last Name 🔻	Email				Ŧ	
	Q		Q				Q 755		9	Q	Q					
~			SU14	8			755		Danielle	Chasko	danielle.chasko@	gmail.co	om		(21
20 30		ge Archive Links 🛛 🦻 E	xport Archiv	Links												



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

		J112 in Training - E	Heart of Central Califo	mia					_			
			Troop Inform	nation								
24)ashboard (Girls Active:	Girls Selling:	Expected Number of C	Sirls Selling (0-999)			^			
			15									
Smar+ Co	C BAKERS		Troop Number		Level*		Service Unit					
Manage	Troops		3230		Senior	•	SU112					
		column	Proceed Plan*								Q Search	
			Troop Proce					•				
Active			Main Recognition P	ian*								Ŧ
	Q		Main Rewar					•				
			Troop Recognition I	Plan					girlsco	utshcc.org		
\checkmark			(None availa	ible)				•				
			Bank Account		Bank Routing							
~												
									_			
~								Save Ck	se			
			SU	112		3236						
 Image: A set of the set of the			SU	112		3237						
			SU	112		3238						
~			SU	112		3239						
V			SU	112		3240						
~			SU	112		3241						
						2242						

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>.