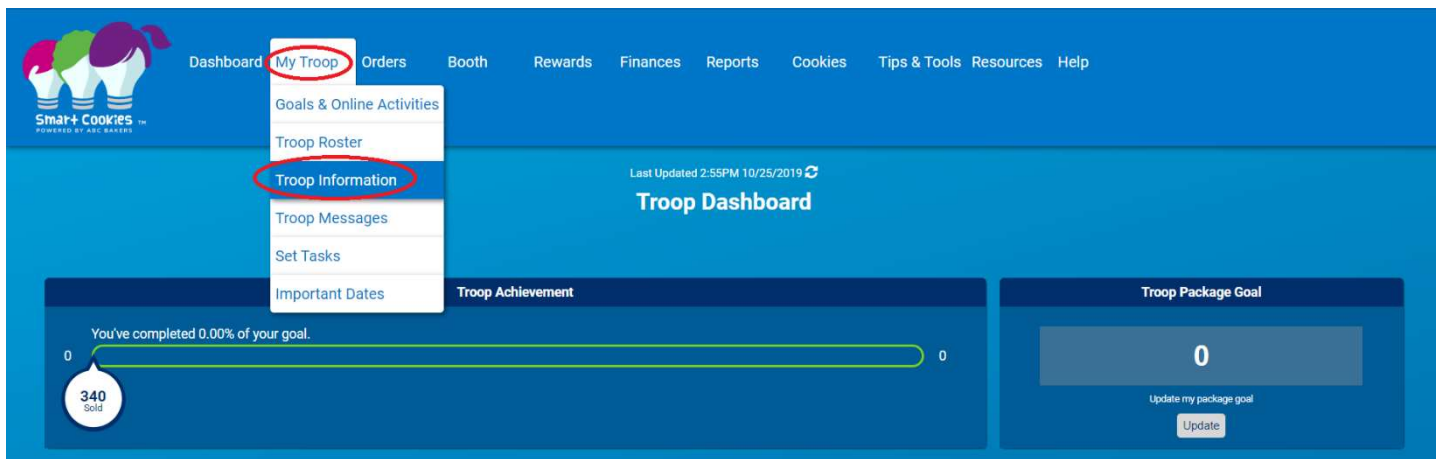


## Troop Recognition Order

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 20, 2024 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

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 a 'Recognition Order' page for Troop 99999, Order 0000012. The order type is 'Troop'. A red banner at the top indicates a deadline of March 18, 2020, at 11:59 PM and a status of 'INCOMPLETE'. The primary contact is listed as 'Troop sales: 2400'. On the right side, there is a button labeled 'UNREAD' with a red warning triangle icon and a right-pointing arrow, which is circled in red.

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

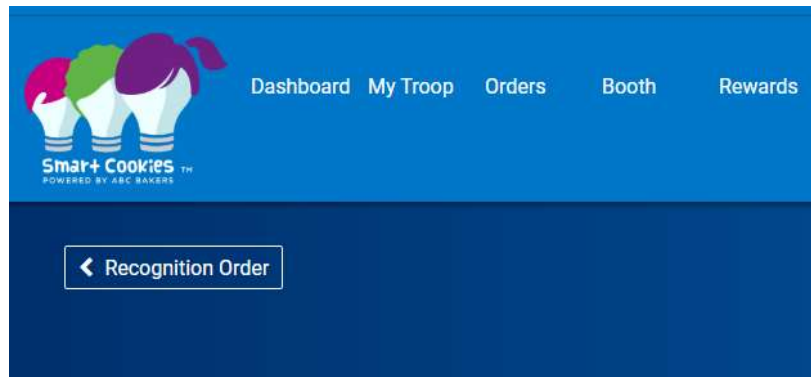
This screenshot shows the 'Average Number Of Packages Per Girl Selling' as 2,400.00. It includes a summary table with 'Girls Registered' (1), 'Girls Selling' (1), and 'Total Troop Sales' (2400). Below this is a table with two columns: 'Items' and 'Extras'. The 'Extras' column contains four rows representing sales ranges: '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'. Each row has a dropdown arrow on the right. The dropdown for the highest sales range is circled in red and contains a red warning triangle icon. A 'Save' button is located 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.

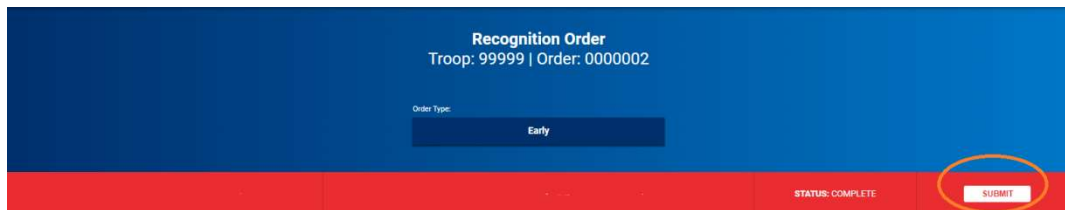
This screenshot is similar to the previous one but shows the 'Girls Selling' count in the summary table circled in red. The dropdown for the highest sales range is also circled in red and shows a red warning triangle icon. A modal window titled 'Group 1' is open, showing a 'Troop Treasure - \$50' section with a 'quantity' field circled in red. A 'Save' button is at the bottom.

9. Click **Save**.

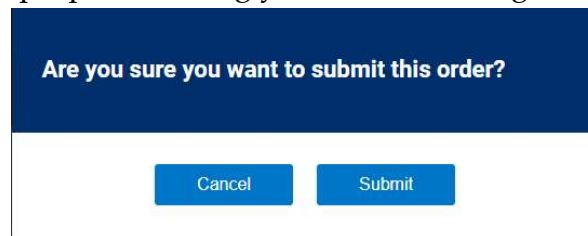
10. Click **Recognition Order** at the top of the page.



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.

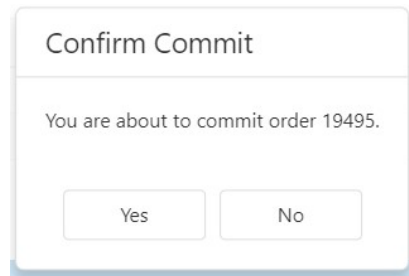
14. The order will need to be committed by the troop prior to the service unit reviewing it. From the **Manage Orders screen**, troops can:

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

The screenshot shows the 'Manage Orders' screen. At the top is a navigation bar with links: 'Finances', 'Reports', 'Council', 'Cookies', 'Tips & Tools', 'Media', and 'Help'. Below is a table with columns: Troop, Rec Order Ty..., Order Date, Order Nu..., and Status. The table has two rows of data. The second row has a pencil icon and a checkmark icon circled in red.

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