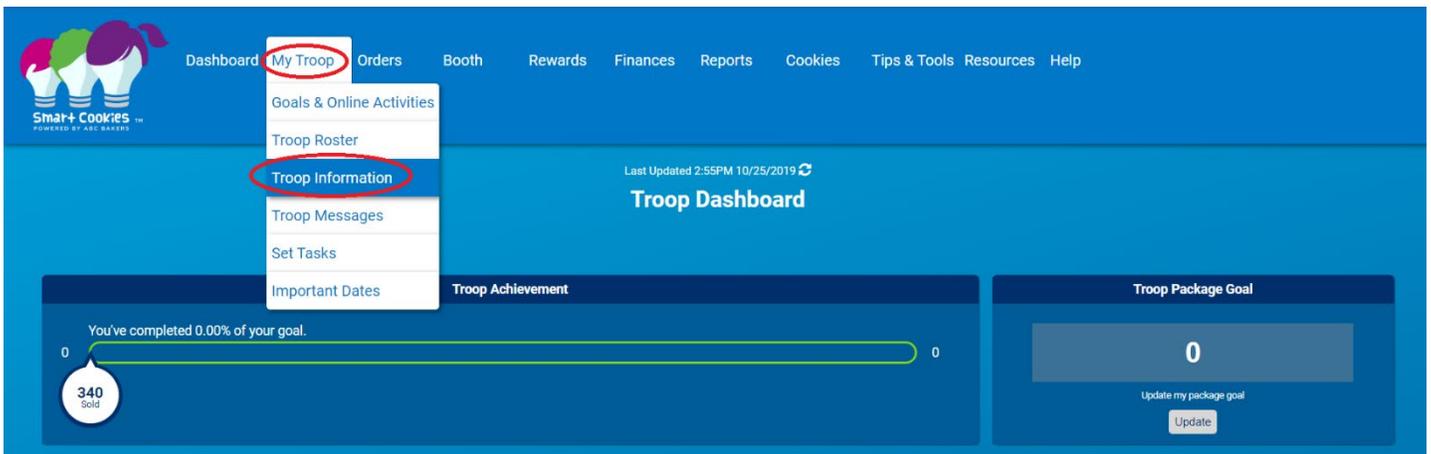


## Troop Recognition Order

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.

1. Log in to [Smart Cookies](http://www.abcsmartcookies.com) (www.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 bar at the bottom shows 'Primary Contact: [redacted]' and 'Troop sales: 2400'. On the right side of this bar, 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.

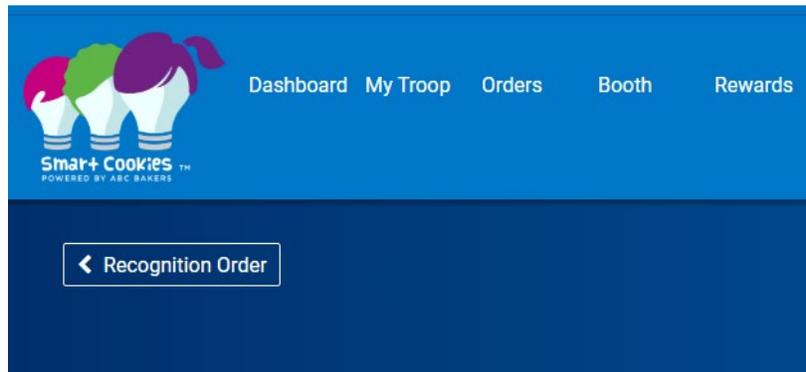
The screenshot shows the 'Troop Treasure' selection screen. At the top, it displays 'Average Number Of Packages Per Girl Selling: 2,400.00'. Below this, there are three statistics: 'Girls Registered: 1', 'Girls Selling: 1', and 'Total Troop Sales: 2400'. The main area is a table with two columns: 'Items' and 'Extras'. The 'Extras' column contains four rows representing different 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'. Each row has a blue downward arrow on the right. The bottom row has a red triangle warning icon and a blue downward arrow, both circled in red. 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.

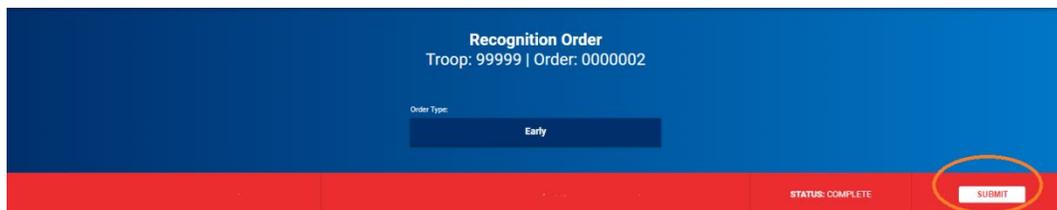
The screenshot shows the 'Troop Treasure' selection screen with the 'Girls Selling' field highlighted in red. The 'Girls Selling' field now shows '1'. The '315.00 - 9,999.99 Packages sold' row is selected, and a red circle highlights the blue upward arrow next to it. A modal window is open for 'Group 1' showing 'Troop Treasure - \$50' and a 'Quantity' field with '1' entered, also circled in red. A 'Save' button is at the bottom.

9. Click **Save**.

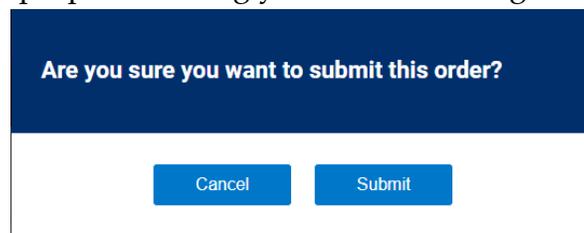
10. Click **Recognition Order** at the top of the page.



11. Click **Submit** when finished.



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



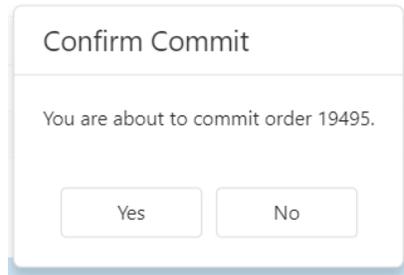
13. Go to **Rewards** and click **Manage Recognition Orders** to verify submission.

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

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