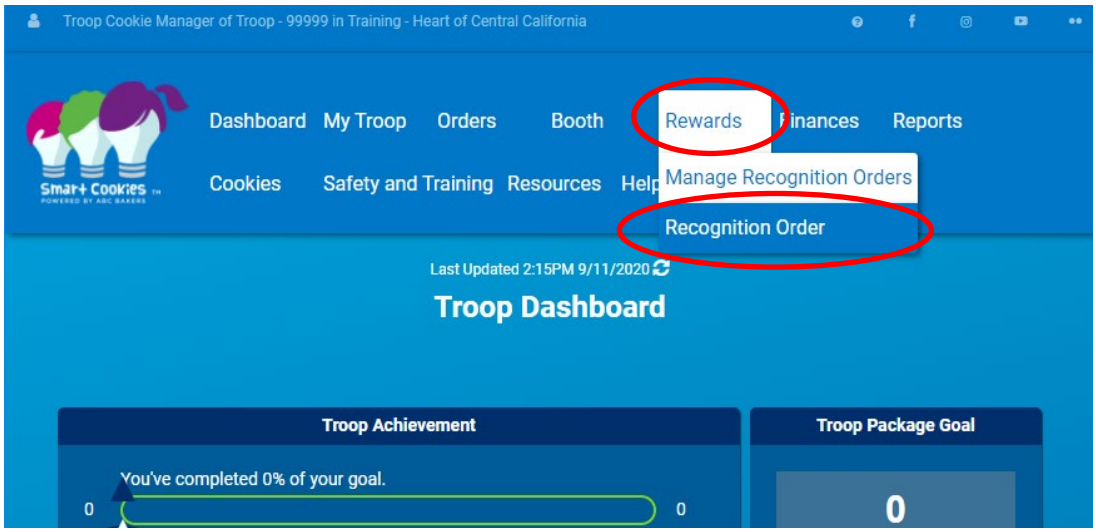
girl scouts
heart of central
california

Early Recognition Order (Initial Order Reward)

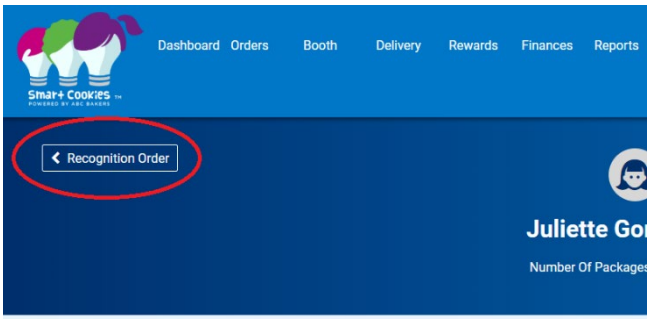
All Girl Scouts, regardless of troop proceeds plans, can earn the Initial Order Reward item. Direct Ship orders also count towards this reward. Girl Delivery orders must be included in the Initial Order to count towards this reward. Although Direct Ship and Donation Only cookies do not appear on the Initial Order screen, they still count toward this reward. Gluten-free cookies are not available for purchase during the Initial Order and therefore do not count toward this reward.

1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Go to **Rewards**; click **Recognition Order**.

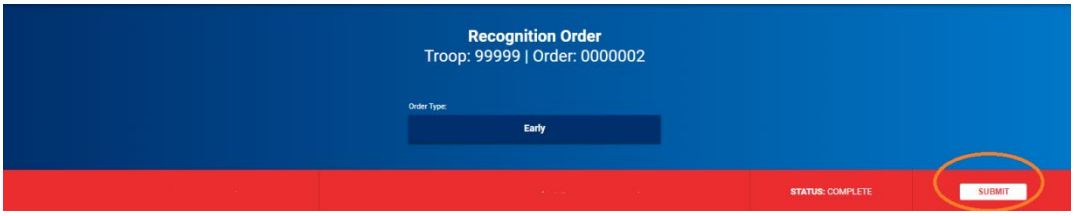


3. Select **Early** from the Plan Type. A new window will appear.
4. Click the arrow next to each girl's name to review. **Red exclamation icons** mean there are pending items. **Unread** means that rewards have not been reviewed/verified but it is not necessary to click on each individual line.

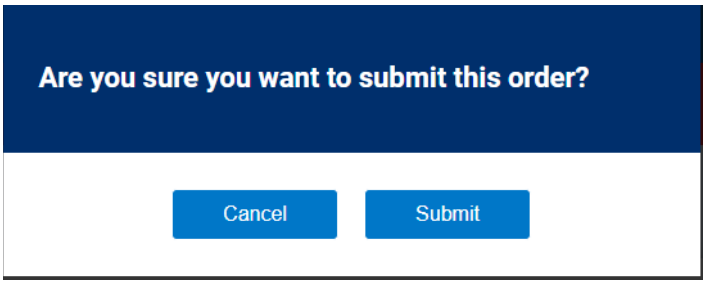
5. To review each girl's orders, click the arrow on the right-hand side next to each girl's name. Click **Save** when reviewed.
6. Click back to **Recognition Order** on the top left. Repeat for each girl.



7. Click Submit when finished.



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



9. The status of your order will show as "T".
10. Go to **Rewards** and click **Manage Recognition Orders** to verify submission.

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.

