girl scouts
heart of central
california

Main Recognition Order

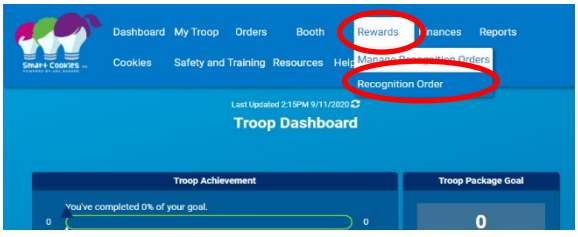
Reward items are earned based on the total number of packages that each Girl Scout has assigned in Smart Cookies through all order types. If a cookie manager does not assign cookies correctly, their reward levels could be impacted. GSHCC is not responsible for packages assigned incorrectly. Cookie managers and caregivers are responsible for verifying correct transfers by the deadline.

Note: Please be sure to *transfer all sold inventory* ***PRIOR*** to creating your Main Recognition Order and collect each girl's reward selections based on the number of packages each girl has been credited. Please ensure all sales received through your Troop Cookie Link have also been transferred. If you do not place a Main Recognition Order, your troop will not receive reward items.

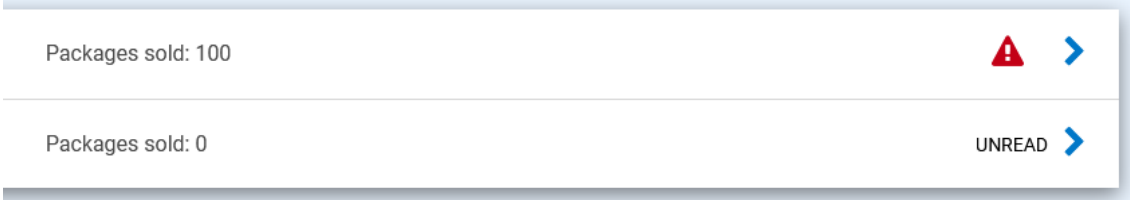
Creating Recognition Orders Video

Creating a Main Recognition Order:

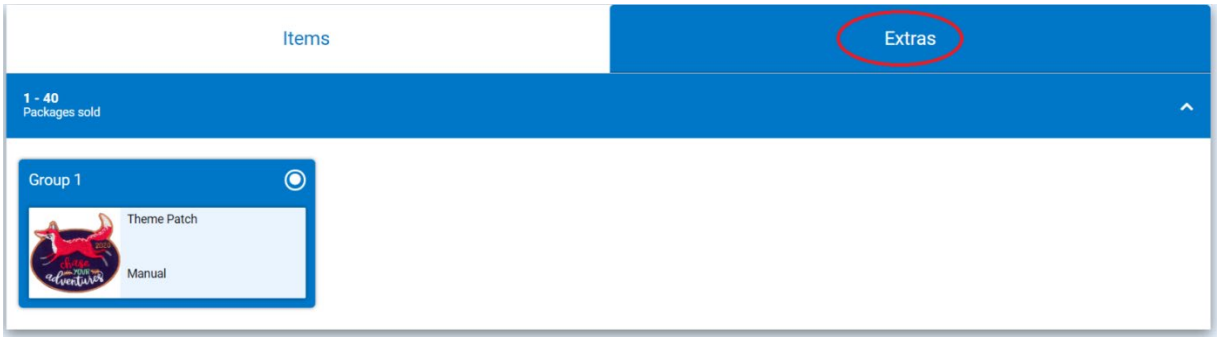
1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. Run the **Troop on Hand Inventory** report to verify that all sold packages have been transferred to girls to maximize their rewards. Troops with a negative on-hand inventory must correct these errors as it means they transferred more inventory than was transferred to the troop. For negative inventory, verify all transfer orders to the troop were processed and that transfers to girls do not exceed total packages. Negative inventory not fixed by troops will be corrected by GSHCC by through girl to troop transfers which could affect girl rewards earned.
3. Go to **Rewards**; click **Recognition Order**.
4. Select **Main** from the Plan Type.



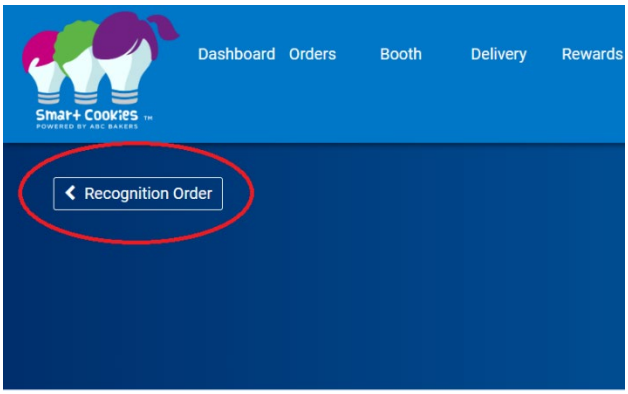
5. Click **Create Order**. A new window will appear; you will now be reviewing the order.
6. Click the arrow next to each girl's name to review. **Red exclamation icons** mean there are pending items that need to be reviewed or selected. **Unread** means that rewards have not been reviewed/verified but it is not necessary to click on each individual line.



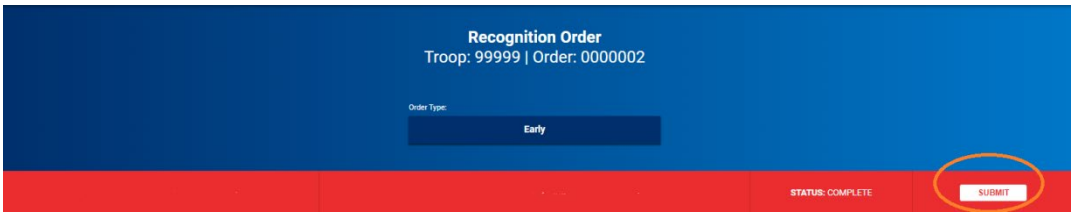
7. Reward items at a level with no reward choices are automatically earned and do need to be selected. For levels with a reward choice, please ensure you are selection the correct reward choice for each girl.
8. Certain items earned, such as Cookie Share rewards and achievement bars, can be found by clicking on the **Extras** tab.



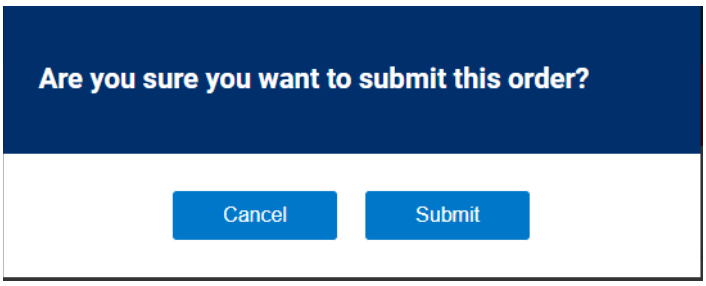
9. Click **Save** once you are done reviewing for each girl. Failure to click save will result in reward choices and sizes to revert to original selections.
10. Click **Recognition Order** near the top of the page to go back to the Recognition Order. Repeat for each girl.



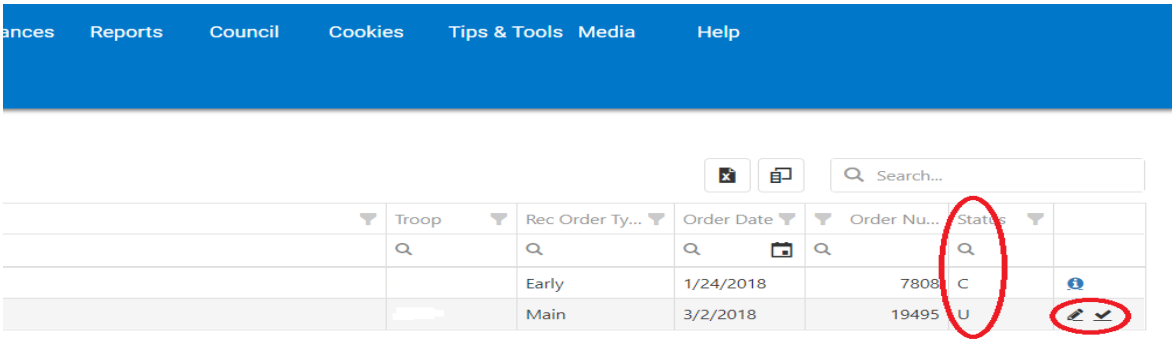
11. Click **Submit** when finished.



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**



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.



16. 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.

Save a copy for your **Recognition Summary by Girl report**. Troops lose access to Smart Cookies after the cookie program wraps up and you will no longer be able to access this information until the following year. You will need this report in order to distribute rewards to girls when you receive them in May.