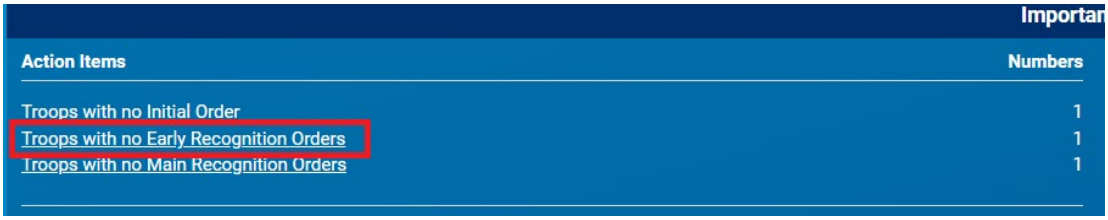
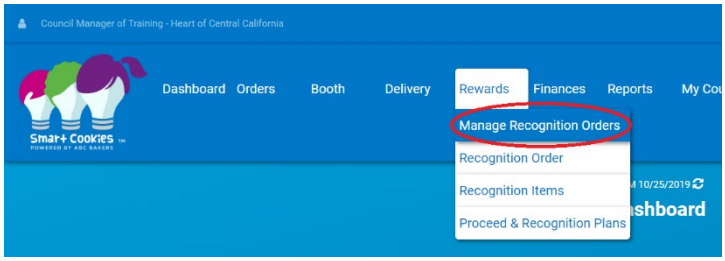
girl scouts heart of central california

Service Unit Early Recognition Orders (Initial Order Rewards)

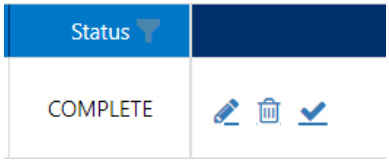
1. Log in to Smart Cookies (www.abcsmartcookies.com).
2. From the Dashboard, under **Action Items**, click on **Troops with No Early Recognition Orders**. Create an Early Recognition Order for any troops on this list. Dashboard will only include troops with package sales.



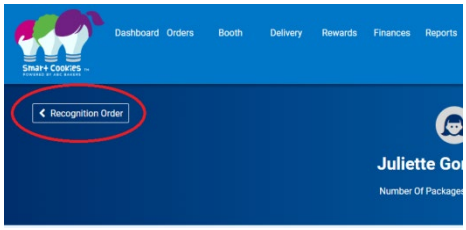
3. Once all troops have an Early Recognition Order created, go to **Rewards**; click **Manage Recognition Orders**.



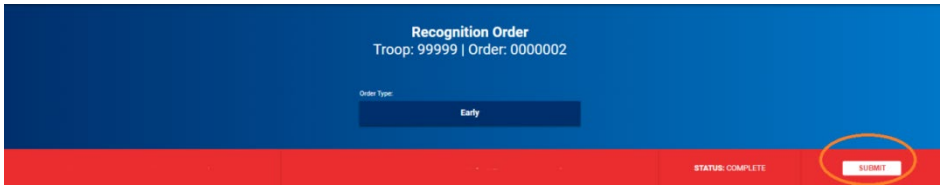
4. Ensure **Order Status** column shows as **"T"** for troop submitted.
5. If orders do not show status as **"T",** click the pencil icon to review.



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



9. Click **Submit** when finished. The status will now show as **"S**" for service unit submitted.



10. Go back to **Manage Recognition Orders** to and repeat process for all orders not showing status as **"T"**.
11. Once all troops have an order created and all orders are reviewed, go back to **Manage Recognition Orders**.
12. For easy submission, click the checkbox near the top of the page and click **Submit All**. The order status will change to "**S**" for service unit submitted.

