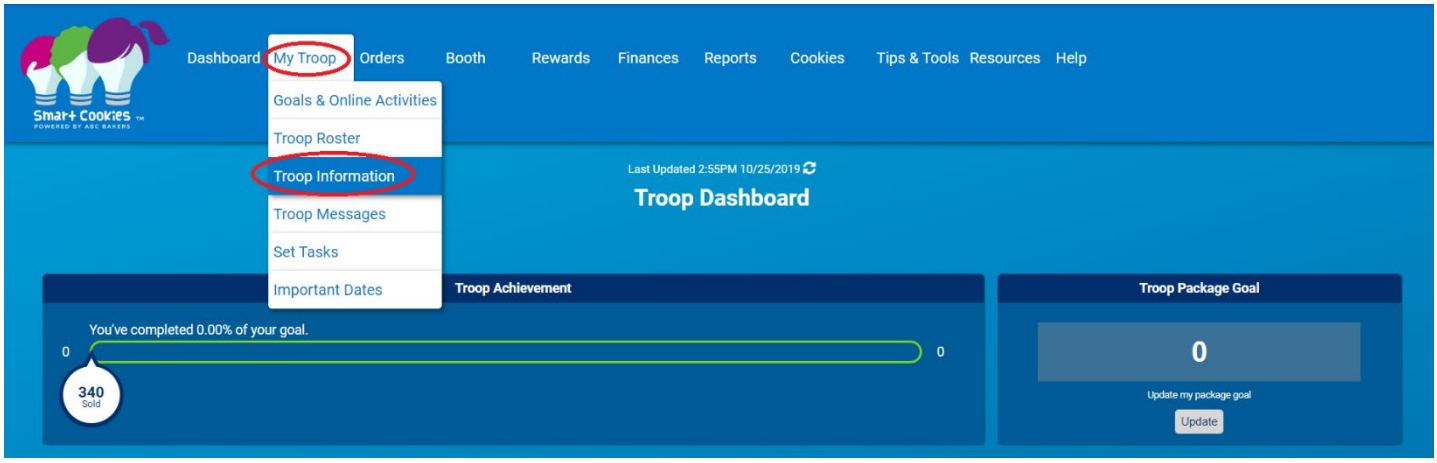
girl scouts
heart of central
california

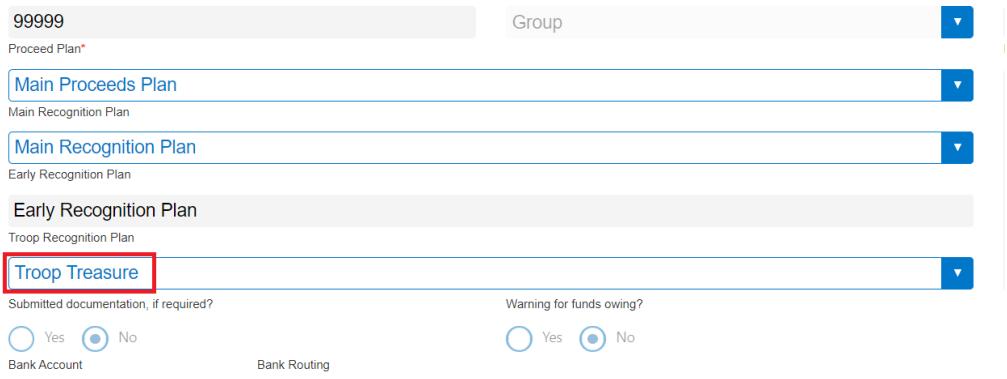
Troop Recognition Order

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 (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.

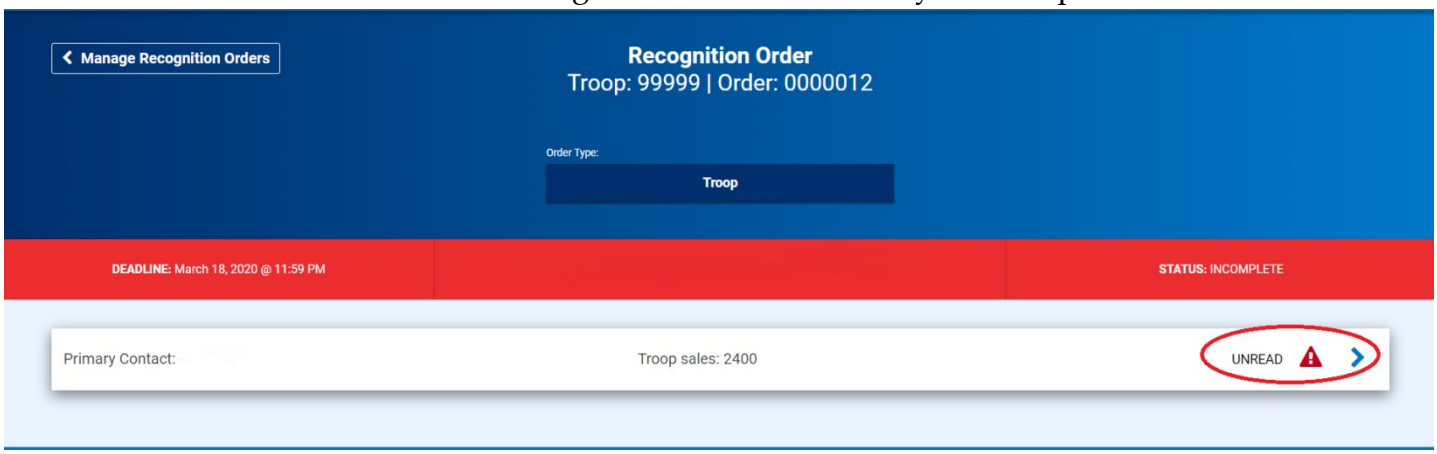


girlscoutshcc.org

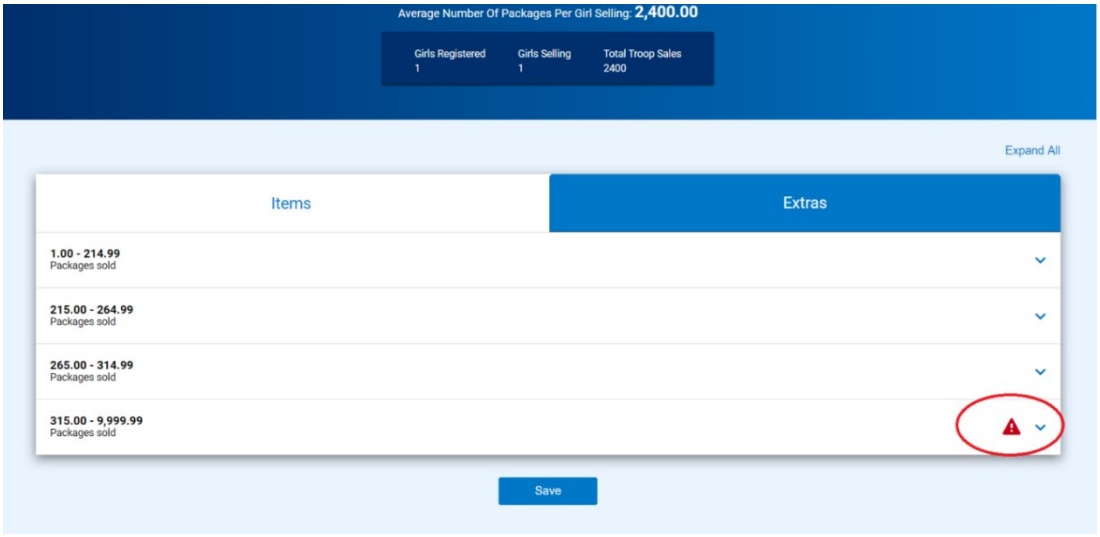
Sacramento Regional Program Center and STEM Center + MakerSpace
6601 Elvas Avenue
Sacramento, CA 95819
t 800.322.4475 • f 916.452.9182

Modesto Regional Program Center and STEM Center + MakerSpace
3330 Oakdale Road
Modesto, CA 95355
t 209.545.3620 • f 209.545.3621

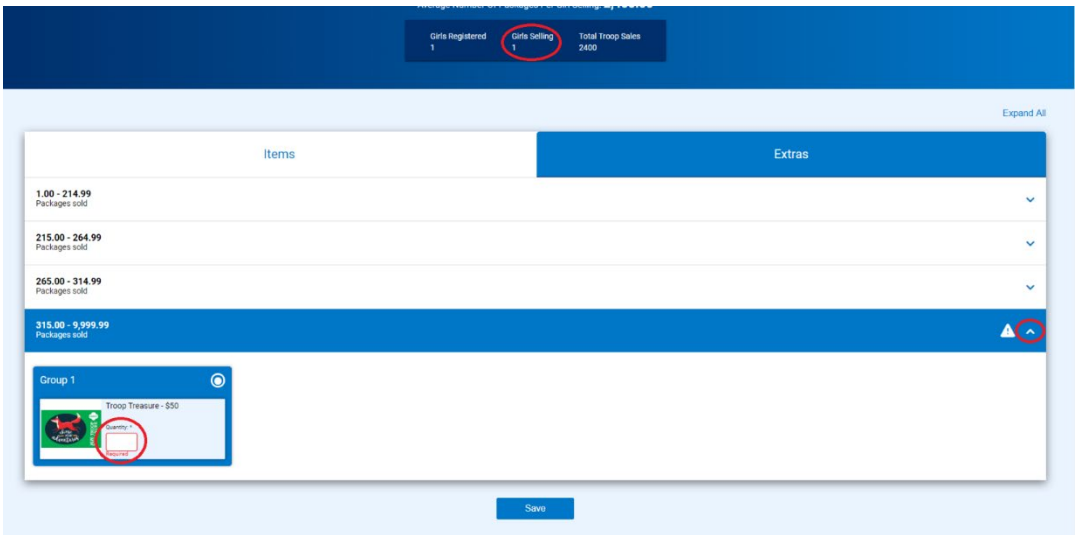
6. Click on the arrow to the right hand side to review your Troop Treasure status.



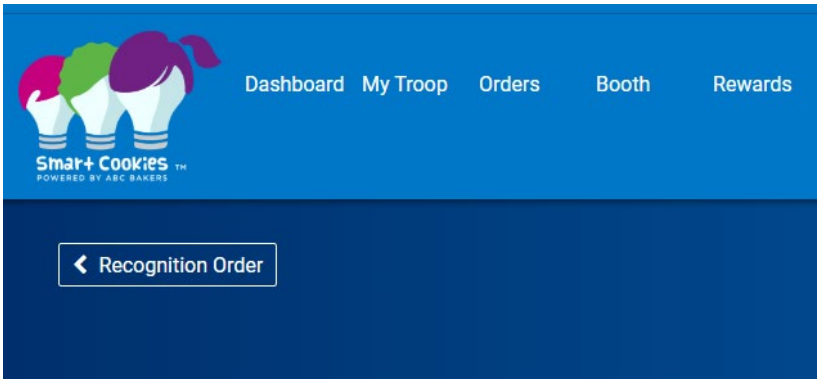
7. The red icon will indicate what level of Troop Treasure your troop earned.



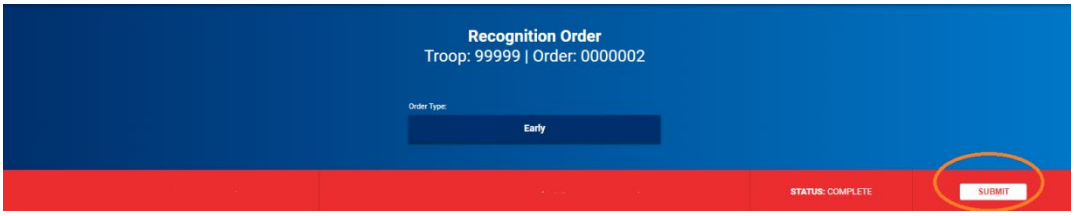
8. Click the arrow next to the level that your troop reached. Enter the number of girls **selling** that your troop had in the **quantity** field. The number of girls selling will be shown at the top of the page.



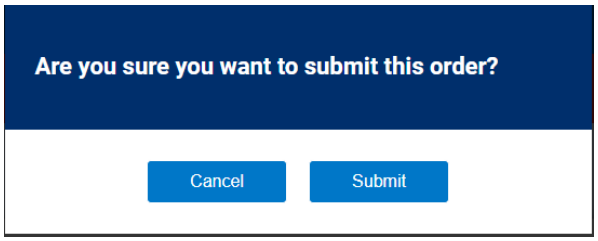
9. Click **Save**.
10. Click **Recognition Order** at the top of the page.



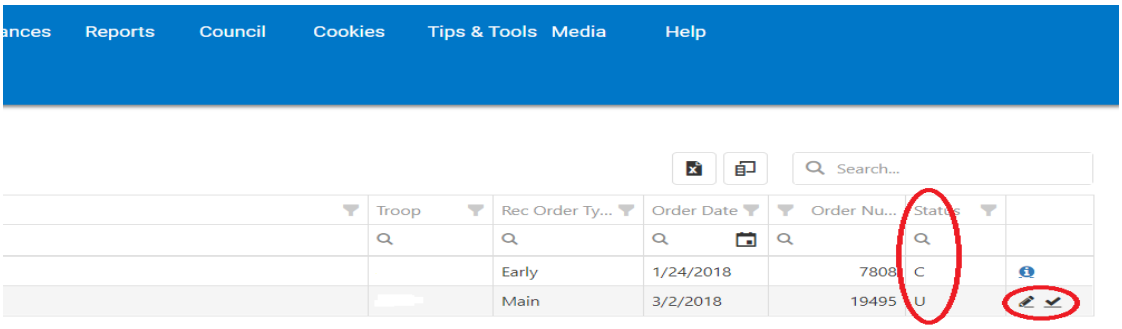
11. Click **Submit** when finished.



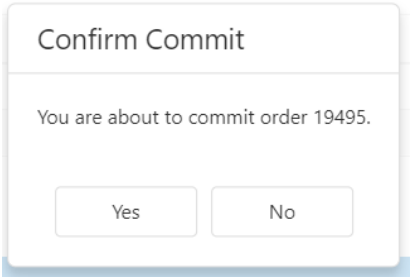
12. You will see a pop-up confirming you are submitting. Click **Submit.**



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**



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.