STEP 1 - Select Proceeds & Recognition Plans

Log into Smart Cookies and navigate to My Troop→Troop Information

CHOOSE TYPE OF PROCEEDS & REWARDS PLAN:

● **Taking Rewards** - <u>all 3 say Main</u> (mandatory for daisies & brownies)

OR

● **Extra proceeds -** <u>all 3 say Opted-Out</u>
opting out of lower-level rewards
(optional for Juniors and older –)

Provide Banking Information –
Bank account & routing
numbers – all troops must
supply this information now

UPDATE INFORMATION
at the bottom of the
page to save your work
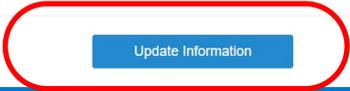
STEP 2 – Create Recognition Orders

View this video: Creating Recognition Orders Video or follow the instructions below:

Navigate to Rewards > Recognition Order
1. **Main Recognition Order – reward order will generate once selected**
2. **Repeat to Create Troop Recognition Order**
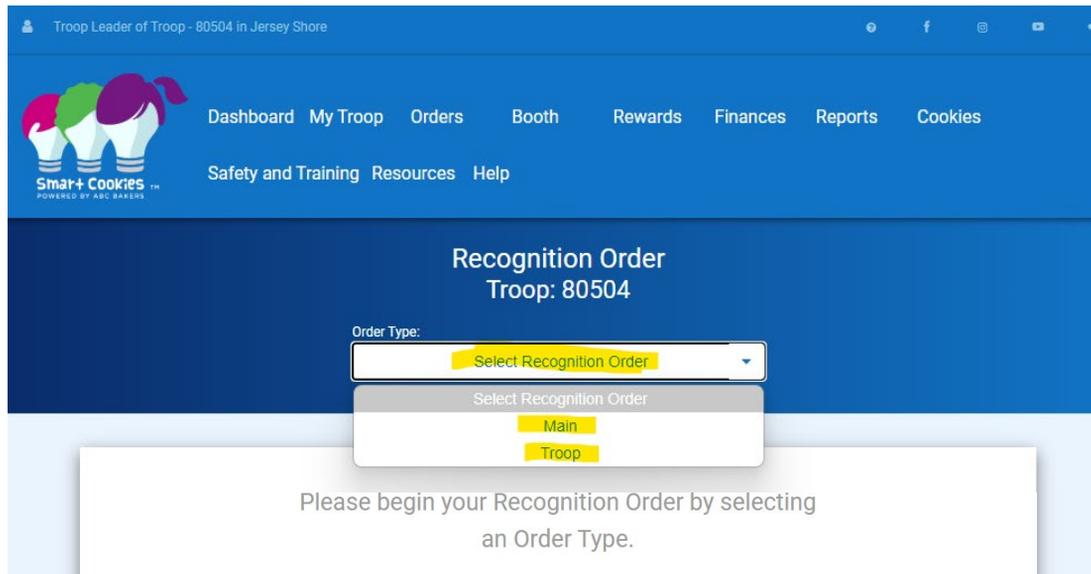
Navigate to Rewards > Manage Recognitions
- Rewards will now auto populate as girls reach the various reward levels.
- View girl orders any time by clicking on the pencil icon – open any line with a red triangle to make choices or size selections. Repeat for each girl. Then SAVE.
- There may be manual choices needed for the troop reward. Make selections and then save.
- **Do not submit or confirm that your reward orders are complete until the end of sale and after all cookies have been assigned/distributed to girls for maximum rewards.**