

## How to Enter an Early Recognition Order on Smart Cookies

- Log on to [www.abcsmartcookies.com](http://www.abcsmartcookies.com)
- Hover over the Rewards tab and click on Recognition Order
- Click on the down arrow and select “Early”
- The Early Recognition Order has been created upon selecting “Early”
- The Recognition Order Number lists at the top with your troop number
- This screen will show each girl in your troop who has any type of sales
- Any girl who sells 173 or more packages from Pre-Order sales will earn “Kit” the Red Fox
- You will see each girl is in an “UNREAD” status
- For any girl in your troop who sets a goal, she will earn the Goal Getter Patch
- To award the goal getter patch click on the “ > ” next to UNREAD for each girl
- Click on Extras to open up the Goal Getter Patch Screen
- At the top of the page you will see the girl’s name with her Pre-Order Sales
- Place a check mark in the box next to the Goal Getter Patch and click on Save
- Click on Recognition Order and repeat this process for each girl who has set a goal.
- Once you see that no girl is in the “UNREAD” status you have completed your Early Recognition Order.
- Click on “Submit” and your order is complete.
- You can print your Early Recognition Order
- From your Dashboard go to Rewards and select Current
- In Reports Categories select “Rewards”
- Go to Reports and select “Recognition Order Summary by Girl
- The report will list every girl who has earned the Goal Getter Patch and Kit
- Print this report for your records
- You will receive these rewards when you pick up your initial cookie order from your SUCC.

If more information is needed, please contact your Service Unit Cookie Chair or [cookies@girlscouts-gssi.org](mailto:cookies@girlscouts-gssi.org)