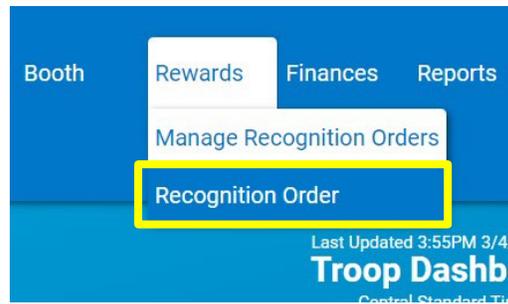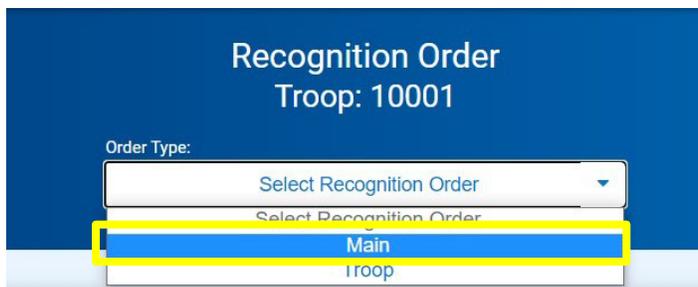## Ordering Girl Rewards

As the cookie sale comes to an end, it is time for Girl Scouts to choose their rewards! Each Girl Scout's rewards eligibility is automatically loaded into Smart Cookies, but Troop leaders must create the recognition order and make the selections for girls. If a selection is not made by the deadline, the Girl Scout will be defaulted to Cookie Credits.

1. Log into Smart Cookies, select **Recognition Order** under the Rewards Tab.
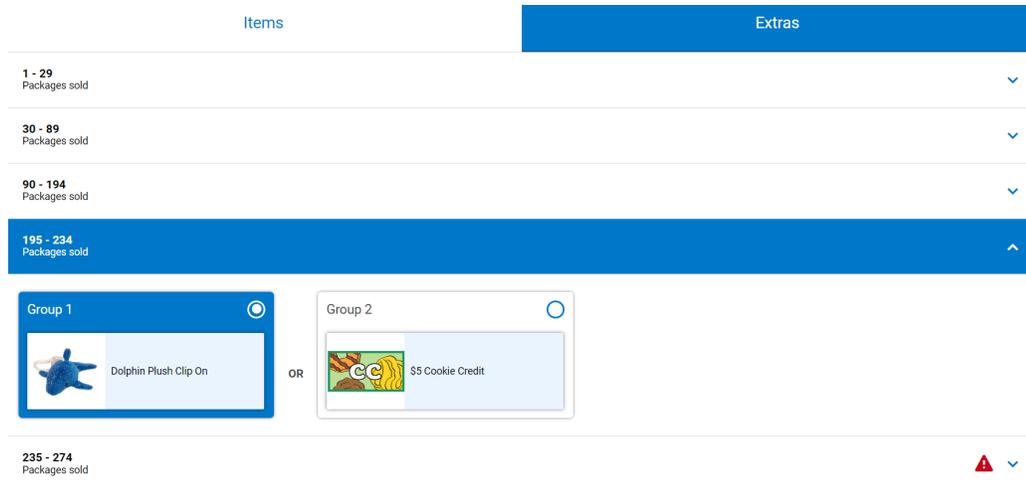

2. Click Select Recognition Order and choose Main

3. You will now see the main Recognition Order Page. Any Girl Scout with the red triangle exclamation point symbol by her name requires a decision on which reward she would like. Press the blue arrow (to the left of the red triangle symbol) to proceed.

4. Select the rewards choice for each level between the item and the Cookie Credit. Repeat this for each reward level, until there are no more exclamation mark symbols (image on next page). Then press **Save**. Note: Some rewards, such as t-shirts, require you to input the size before proceeding.

Items	Extras
1 - 29 Packages sold	⌄
30 - 89 Packages sold	⌄
90 - 194 Packages sold	⌄
195 - 234 Packages sold	⌃

Group 1 ⦿   Group 2 ○

Dolphin Plush Clip On   OR $5 Cookie Credit

| 235 - 274 Packages sold | ⚠ ⌄ |

5. If the Girl Scout has qualified for a Donation Reward, select the **Extras** tab at the top of her order page. This will show you her rewards related to donations (both tracked and virtual). No additional steps are necessary for the donation rewards.

Items	Extras
Patch (5)	⌃

Cookie Donation Patch — Cookie Share

Rainbow Sparkle Charm — Cookie Share

6. After the Girl Scout has completed all her selections, press **Recognition Order** at the top of the page to go back to the main Recognition Order page.

7. Repeat this process until all Girl Scout's reward selections are complete. No need to submit or commit an order. Pro tip: to view all choices that need to be made for a girl, click on the Expand All text to expand all the drop-down arrows.

Watch out for communication on the deadline to submit your rewards order. If the deadline is missed, the girl orders will default to cookie credits. Combo Patch, Patch Programs, and online rewards will all be managed outside of Smart Cookies.

❮ Recognition Order

Olivia Johnson
Number Of Packages Sold Per Girl: **222**

Expand All

Items	Extras
1 - 23 Packages sold	⌄