

Updating your Troop information BEFORE you create your Reward Orders.

Before you create your reward orders in ABC Smart Cookies, it is important that your troop proceeds, Main Recognition Plan, and Troop Reward Plan are correctly assigned. To check/verify that the information is up to date, please follow these steps.

1. Log into www.abcsmartcookies.com and select your Troop Profile.
2. Hover over My Troop and choose Troop Information
3. Select the **Proceed Plan option** that is appropriate for your Troop/Juliette status
 - a. Troops (Junior – Ambassador) may opt out of rewards to earn an additional 5 cents per pkg. Same applies to Juliettes (Junior – Ambassador), except they must choose the Juliette opt out option.
 - b. Troops (Daisy – Brownie) must choose Troop Proceeds with Recognitions. Same applies to Juliettes (Daisy – Brown), but they must choose the Juliette option.

Proceed Plan*

Troop Opt Out - Junior to Ambassador Rewards	▼
(None Selected)	
Juliette Opt Out - Junior - Ambassador Rewards	
Juliette Proceeds w/Recognitions	
Troop Opt Out - Junior to Ambassador Rewards	
Troop Proceeds with Recognitions	

4. Select the **Main Recognition Plan** that is appropriate for your Troop/Juliette status and matches your Proceed Plan.

Main Recognition Plan

(None Selected)	▼
(None Selected)	
Recognitions with Troop Proceeds	
Opt Out Rewards: ONLY Patches, Bars and Adventure Points	

5. Select The **Troop Recognition Plan** that is appropriate for the number of Girl Scouts selling (if you are taking rewards) or if you Opt Out.

Troop Recognition Plan

(None Selected)	▼
(None Selected)	
Opt Out Troop Reward	
Troop Reward 1 girl selling	
Troop Reward 2+ girls selling	

6. Once you have made all 3 selections, scroll to the bottom of the page and click Update Information. Click YES to the question “Are you sure you want to update your troop information?”
7. IF ABC won’t let you update the plan because you already have a recognition order in place, follow these steps:
 - a. Hover over Rewards
 - b. Select Manage Recognition Orders
 - c. To the far right of the recognition orders that are already created, you’ll see a Trash Can symbol.
 - d. Click on the trash can.
 - e. Answer Delete to the question “Are you sure you want to delete this order?”
 - f. If you have more than one recognition order in place, do that for both orders.
 - g. Once those are deleted, to Step 2 above and repeat the process of updating your troop information for the Proceed Plan, Main Recognition Order, and Troop Reward Plan