

## **Initial Order Recognition**

Troops will earn a troop reward if a troop places an initial order averaging 250 boxes per registered active girl.

### How to Create an Early Recognition Order

Step 1: Hover over Rewards tab, and click Recognition Order

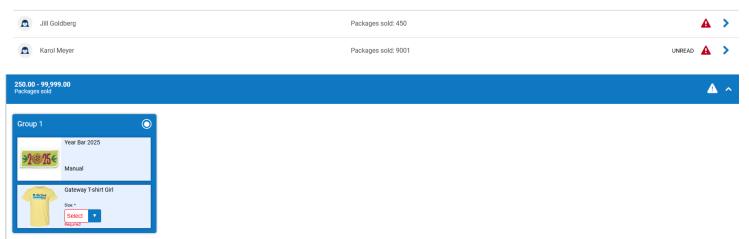
A Mimicking Troop Cookie Manager of Troop - 1124 in Training - Gateway	Council							
Dashboard My Troop Orders	Booth	Rewards Manage Re	Finances ecognition Or	Reports ders	Cookies	Safety and Training	Resources	Help
SMAT+ COOKIES TH POWERED BY ARC BAKEMS		Recognition Order						
					Last Updated 3:10PM 10/30/2024 C			

#### Step 2: Click Early Recognition



Step 3: Click Girl Scout name. From there a drop down will open to select Girl Scout size. Click Save.

\*If a size is not chosen, Youth Medium will be set as default.





Step 4: To enter the volunteer t-shirt size, click one of the Girl Scouts. Select the Extra tab.

Items	Extras
1.00 - 249.99 Packages sold	×
250.00 - 99,999.00 Packages sold	۸ ۸

Step 5: Check the check box and enter in sizing for volunteer t-shirt size. Click Save

- To secure sizing, only enter sizes using the first two girls.
- If no volunteer size is entered, no shirt will be ordered.

Marian Johnson Average Number Of Packages Per Girl Registered: 3,604.00							
	Collapse All						
Items	Extras						
Reward (1) Gateway T-shirt volunteer 4XL Gateway T-shirt volunteer Sm- 3XL Sur * XL V V V V V V V V V V V V V V V V V V							
Save							

#### Need Assistance?

Reach out to your local CPM or Customer Care. Phone: 877-764-5237 Email:customercare@gsgateway.org



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