
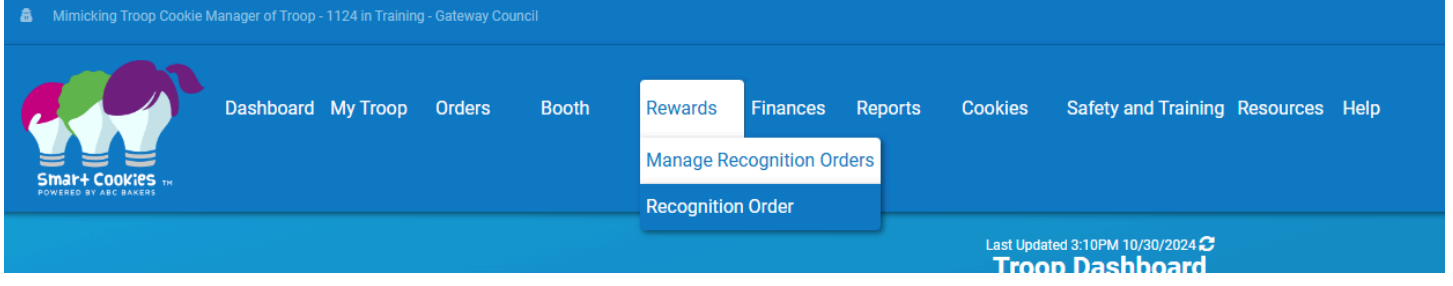


Initial Order Recognition

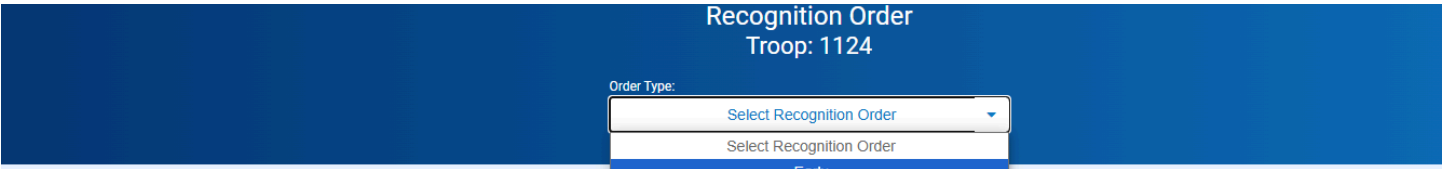
Troops will earn a troop reward if a troop places an initial order averaging 250 boxes per registered active girl.


How to Create an Early Recognition Order

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









 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.

 Jill Goldberg	Packages sold: 450	 
 Karol Meyer	Packages sold: 9001	UNREAD  

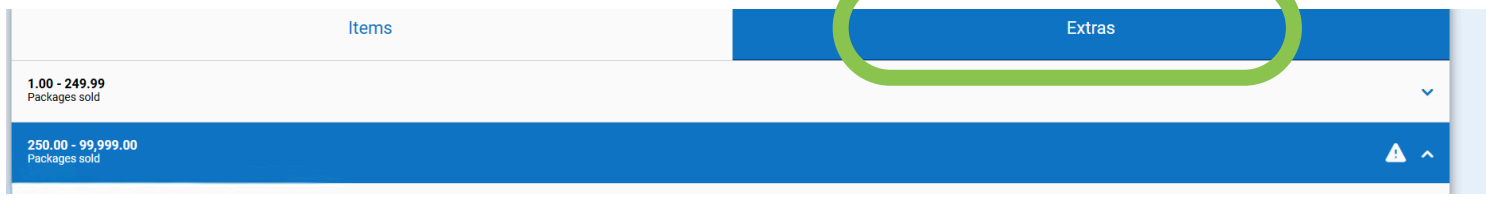
250.00 - 99,999.00 Packages sold  

Group 1

- Year Bar 2025
 Manual
- Gateway T-shirt Girl
 Size: *
Select 
Required

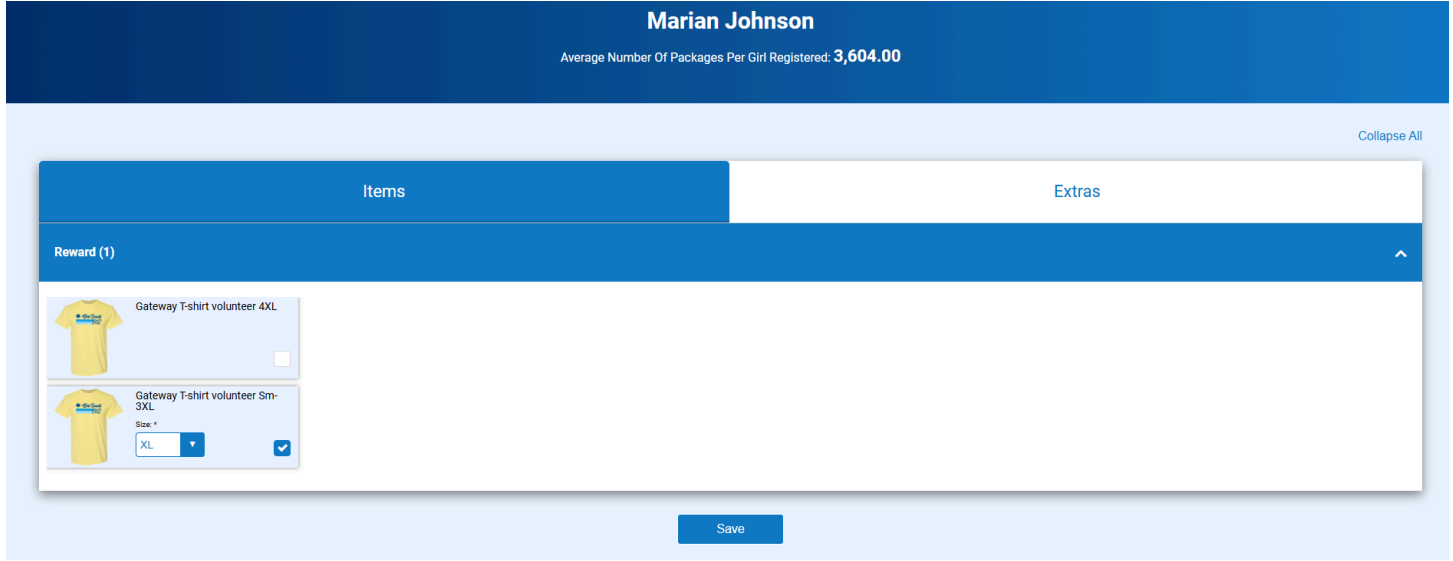


Step 4: To enter the volunteer t-shirt size, click one of the Girl Scouts. Select the Extra tab.



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.



Need Assistance?

Reach out to your local CPM or Customer Care.

Phone: 877-764-5237

Email: customer care@gsgateway.org

