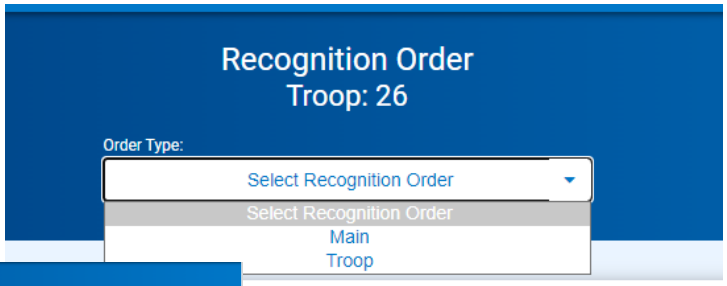
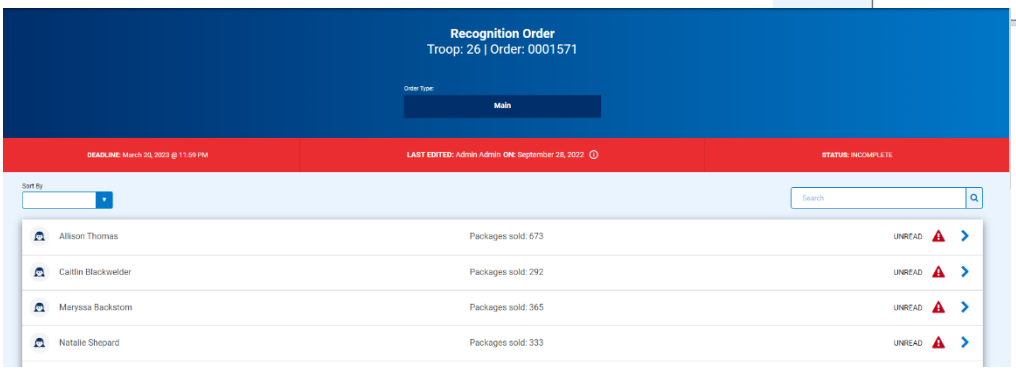
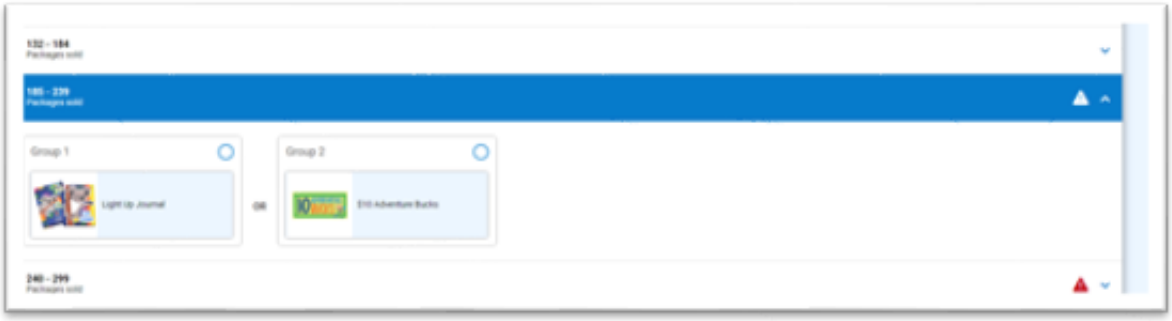
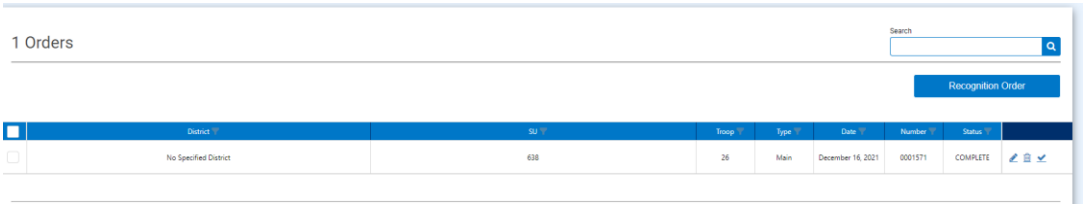
Creating a Recognition order – Early, Troop and Main

View this video: https://www.youtube.com/watch?v=iaFQyj-2wsc&t=62s or follow the instructions below:

Log into Smart Cookies and navigate to Rewards>Recognition Order
Select the Recognition Order to create – Early, Main or Troop. Each type is managed by due dates. Order will generate automatically once selected





Once the order has generated, open any line with a red triangle symbol to make recognition choices or size selections. Click on the extras tab. Most extra items generate automatically, but there may be manual selections. Repeat for each girl. When finished save order and go to Rewards>Manage Orders. Confirm your order is COMPLETE.