

# Cookie Works Step-By-Step for Troop Cookie Manager

## Logging Into Cookie Works

**Step 1:** Go to [www.abccookieworks.com](http://www.abccookieworks.com) and enter your user name and initial password given to you by your Service Unit Cookie Consultant (SUCC).

**Step 2:** You will be automatically prompted to change your password. Feel free to change it to anything you'd like but be sure to write it down in a safe place.

**Step 3:** Once you've changed your password, you will be taken to the Terms of Use page. Scroll down to the bottom and click "***I Agree.***"

## Modifying Information

**Step 1:** This is the Troop Administration Menu homepage. You will be taken to this page every time you log in. Click on "***Modify Your User Account***" at the left of the page under System Administration. This will bring you to the Modify Your Account Information page. Verify that all of the information is correct (especially your phone number and email address, if applicable) and make changes if necessary. Once the information is updated, click "***Modify***" at the bottom of the page.

**Step 2:** After your user account is successfully modified, you will need to modify your troop's information. To do this, click on "***Modify Troop Information***" on the left hand side under System Administration.

**Step 3:** You will want to make sure that all of this information is updated, especially your troop's age level, number of girls registered, and number of girls selling. And of course you can modify this page at any time throughout the sale. You will also want to add or verify any of the contact information on that page as well. When you are finished, click "***Modify Troop.***"

## Adding Girls to Your Troop Account

**Step 1:** Next, you need to add your girls to your troop account. To do this, click on "***Manage Troop Girls***" on the left hand side under System Administration. Then click on "***Add Girl to Troop.***" Once you are on the Add Girl to Troop screen, simply type the girl's name (first and/or last name), verify that the Active Box is checked, and click "***Add Girl to Troop.***"

**Step 2:** After the first girl was successfully added, click on "***Create Girl Information for this Troop.***" Repeat the process until all of your girls are added. Remember- You can modify the girl's information at any time by clicking on "***Modify Girl Information***" on the Manage Troop Girls page.

**Step 3:** After you've added all of the girls to your troop, you will also want to add another "girl" and use your troop number for the name. (ie, #41234). This will allow you to order extra cookies for cookie booths and additional orders on your initial cookie order.

### **Placing Your Initial Troop Cookie Order- Must be Submitted By 1/31/08**

**Step 1:** Click on "*Create Troop Initial Cookie Order*" on the left hand side under Order Processing. You will be taken to the Create Initial Cookie Order page.

**Step 2:** Type in your troop number as the Order Reference number. Then enter in the number of *packages* by variety for each girl.

**Remember-** To add extra cookies for additional orders and cookie booths, enter these quantities under the "girl" you created as your troop number.

**Step 3:** You do not need to worry about accounting for extra packages to fill a case because Cookie Works automatically does that for you. You can see how many additional packages will be ordered to make full cases on the row labeled "Extra Packages Needed to Fill Cases."

**Step 4:** After entering your troop's initial cookie order, you can either click "*Save Without Committing Order*" if you would like to go back and make adjustments later or "*Commit Order*" to submit your troop's initial order. Once you click "Commit Order," you cannot make changes. If you have made an error, please contact your SUCC as soon as possible.

### **Order Recognitions**

**Initial Order Recognitions Must Be Submitted by 1/31/08**

**Recognitions Must Be Submitted by 3/27/08**

**Step 1:** Click on "*Create Recognition Item Order*" under the Order Processing menu.

**Step 2:** Again, use your troop number as the Order Reference number.

**Step 3:** Select the quantity of each item earned for each girl in your troop.

**Remember-** the recognitions are cumulative this year, so a girl will earn one recognition at each level up to the number of packages she sold.

**Step 4:** To place an order for the initial order adult recognitions, use the "girl" that you created with your troop number for the name. This will help keep the girl recognitions separate from the adult recognitions.

**Step 5:** After entering your troop's recognition order, you can either click "*Save Without Committing Order*" if you would like to go back and make adjustments later or "*Commit Order*" to submit your troop's initial order. Once you click "Commit Order," you cannot make changes. If you have made an error, please contact your SUCC as soon as possible.