



## How to Place Your 2012 ABC SNAP Cookie Order

*Before you start, have your order cards or your troop worksheet (T-1) available. Please know the recognition choices for girls who sell 250 or more boxes of cookies.*

### Part 1 Update Your Troop Information

1. Go to [www.abcsnap.com](http://www.abcsnap.com)
2. Your Email is **citroop** followed by your troop number **@abcsnap.com** ([citroop1254@abcsnap.com](mailto:citroop1254@abcsnap.com)) Your password is **admin2**
3. Your first log on you will be asked to for your current password (admin2), your new password, and to confirm your new password
4. Scroll over "My Troop" and choose "Edit Troop Information"
5. Please fill out all the information
6. Any red asterisk \* must be filled in
7. Proceed Plan is "Troop Profit" and Main Recognition Plan is "GSCI 2012 Recognition Plan"
8. Enter an email that you use. If you forget your password your password will be sent to you at the email you enter
9. Click "Edit Troop" when completed

### Part 2 Enter the Girls in Your Troop

1. Scroll over "My Troop"
2. Click "Add Edit Delete Troop Girls"
3. Click "Add New Girl"
4. Enter First Initial and Last Name and click "Add Girl"
5. Continue for each girl

### Part 3 Enter Each Girl's Order (All orders are in boxes and NOT cases)

1. Scroll over "Cookies" and choose "Initial Order"
2. Enter the amount of Cookie Share cookies (in boxes)
3. Enter the amount of each variety of cookies (in boxes)
4. Click "Save" when done. If you click "Commit" you cannot change your order
5. There is no need to "Commit" an order because this will be done for the entire council at the time all orders are sent to the baker
6. Do not put any amount in the "Booth/Extra" column. You will receive your booth sale cookies from your service center
7. The entire troop order will be automatically rounded up to make full cases. (Notice: extra packages for even cases)

## Part 4 Entering Recognition Orders

*If a girl sells 249 or fewer boxes of cookies, her recognitions will automatically be added to the recognition grid. You must still follow the process below to add her recognition order to the system.*

1. Scroll over "Recognitions"
2. Scroll over "Create Recognition Order" and choose "main"
3. If a girl sells more than 250 boxes she will have one or more choices to make. Highlight the appropriate choice(s) from the dropdown box(s).
4. Click "Save"

**Part 5 Changing Cookie Orders** (When a cookie order is changed you must also update the recognition order)

1. Scroll over "Cookies" and choose "Initial Order"
2. Choose the girl's order you want to change and make the necessary changes
3. Click "Save"

## Part 6 Update Recognition Order

1. Scroll over "Recognitions" and choose "View all Recognition Orders"
2. Click the green drop down arrow under "Recognition Orders" and click the order number
3. Click "Update" and "OK" at the prompt

## Part 7 Changing a Girl's Recognition Choice

*(If a girl changes her mind on her choice of recognitions)*

1. Scroll over "Recognitions" and choose "View all Recognition Orders"
2. Click the green drop-down arrow under "Recognition Orders" and click the order number
3. Make the necessary changes
4. Click "Save" and OK at the prompt