

**Just
-in-
Time**

Cookie Manager

Submitting the SU Initial Cookie & Reward Orders

Review of the Service Unit's Initial Order:

All troops must submit their Initial Order (IO) by **January 11**. As the SU CM, you have until 11:59pm CST **January 15** to review and make any necessary changes before submitting. Things to think about prior to submitting:

- Do any troops have a large, out of the ordinary number? Could they have mistyped an amount?
- Was there a troop that didn't place an Initial Order? Did they miss the deadline?
- Did they place the cookies behind each girl's name to qualify for the Initial Order Reward?
- Do you have any IRGs that want to place an Initial Order?

Submitting your Service Unit Cookies:

1. Click on "**Council**" Column (columns on left)
2. Click on the "**Init. Order**" Tab (across top)
3. Click on the green "**Submit Order**" button

Reward Submission and Shipping Address:

1. Click on the "**Rewards**" Tab (across top)
2. Under Order Type click "**Initial**" button
3. Click Review Rewards Order. (This will initiate a download of a report for your review).
4. Enter the address where you want the Initial Order Rewards mailed. No P.O. Boxes!
5. Click "**Update Shipping Address**"
6. Click "**Submit Rewards Order**" when you are finished. **This will lock you out.**

Special Note:

Enter your 'Final' Rewards shipping address now! Click the 'Final' button, complete steps four and five.

Don't do step 6 until the end!

If you have troops who lock themselves out before completing their IO, you can "unsubmit" their IO through the Troops tab.

If you should lock yourself out early, contact Member Services for help.

1-800-666-2141 or

help@gsdakotahorizons.org