

Submitting the SU Initial Cookie & Reward Order

Submitting your Service Unit's Initial Order:

All troops must submit their Initial Order by **January 21**. As the SU CM, you have until 11:59pm **January 25** 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 IRMs that want to place an Initial Order?

Submitting your Service Unit:

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

Troop	GofC	SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
30138	0	11	6	13	47	34	36	18	4	169
30627 *	0	0	0	0	0	0	0	0	0	0
30667 *	0	0	0	0	0	0	0	0	0	0
30890 *	0	0	0	0	0	0	0	0	0	0
31006 *	0	0	0	0	0	0	0	0	0	0
Troop Subtotal	0	11	6	13	47	34	36	18	4	169
IMPORTED	0	0	0	0	0	0	0	0	0	0
SU-271	0	0	0	0	0	0	0	0	0	0
SU Subtotal	0	0	0	0	0	0	0	0	0	0
Cases in Order		11	6	13	47	34	36	18	4	169

Reward Address:

1. Click on the **"Rewards"** Tab (across top)
2. Under Order Type click **"Initial"** button
3. Review your Rewards Order
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: You can also enter your 'Final' Rewards shipping address, by clicking 'Final' button, complete steps four and five. **Do not do step six until the end of the sale.**

If you should lock yourself out early, contact Member Services to unlock you.
 1-800-666-2141 or
help@gsdakotahorizons.org