Just -in- Time

Cookie Manager
Submitting the SU Initial Orders: Cookies & Rewards

Reviewing the Service Unit's Initial Order (Cookies AND Rewards):

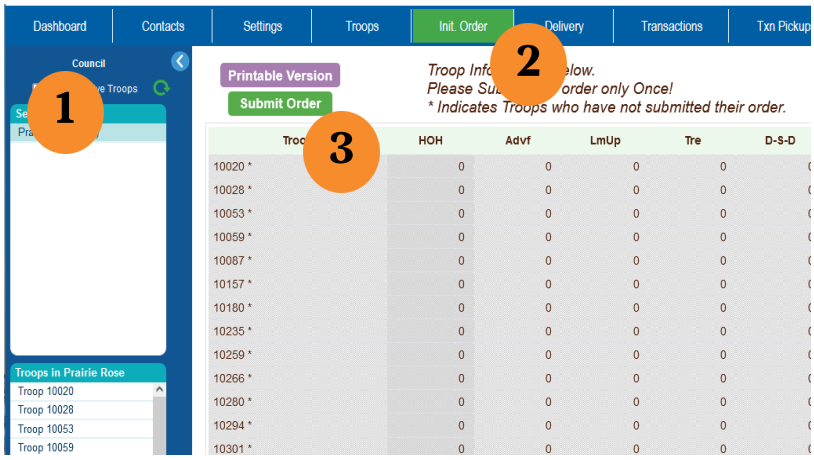
All troops must submit their Initial Order by **Thursday—January 8**.
As the SU CM, you have until 11:59pm **Monday—January 12** *to review and make any necessary changes before submitting.*

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 the Service Unit COOKIES:

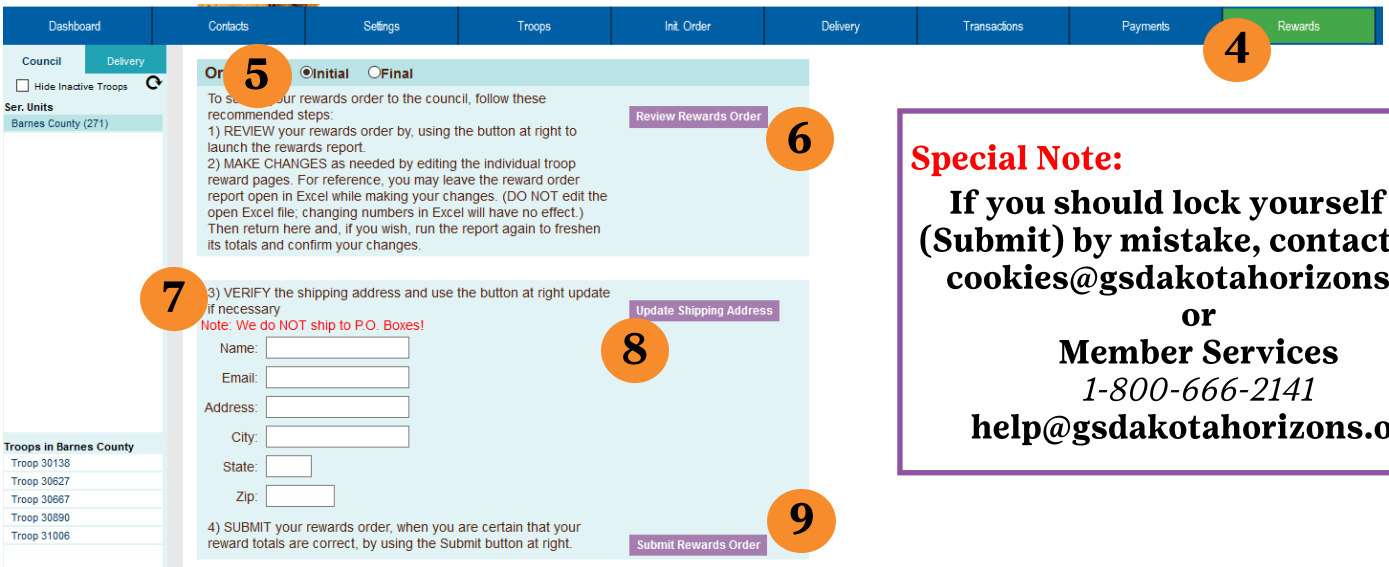
1. *Click on "**Council**" Column (columns on left)*
2. *Click on the "**Init. Order**" Tab (across top)*
3. *Click on the green "**Submit Order**" button*



Submitting the Service Units REWARDS:

4. *Click on the "**Rewards**" Tab (across top)*
5. *Under Order Type click "**Initial**" button*
6. *Review Rewards Order*
7. **Enter the address where you want the Initial Order Rewards mailed. No P.O. Boxes!**
8. *Click "**Update Shipping Address**"*
9. *Click "**Submit Rewards Order**" when finished.*

This will lock you out.



Special Note:

If you should lock yourself out (Submit) by mistake, contact us at cookies@gsdakotahorizons org
or
Member Services
1-800-666-2141
help@gsdakotahorizons.org