

Review of the Service Unit's Initial Order:

All troops must submit their Initial Order by **January 9**. As the SU CM, you have until 11:59pm **January 13** 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 (once reviewed):

- 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:

- 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 you are finished. This will lock you out.

Dashboard Contact	ts Settings Troops	Init. Orde	er Deliv	ery Trar	nsactions	Txn Pickup
Council ye Troops	Printable Version Submit Order	Troop In Please \$ * Indicat	fc 2 Sui tes Troops wh	low. order only Onc to have not su	e! bmitted the	ir order.
	Troc Q	нон	Advf	LmUp	Tre	D-S-D
	10020 *	0	0	0	0	(
	10028 *	0	0	0	0	(
	10053 *	0	0	0	0	(
	10059 *	0	0	0	0	(
	10087 *	0	0	0	0	(
	10157 *	0	0	0	0	(
	10180 *	0	0	0	0	(
	10235 *	0	0	0	0	(
	10259 *	0	0	0	0	(
pops in Prairie Rose	10266 *	0	0	0	0	(
oop 10020	10280 *	0	0	0	0	(
000 10053	10294 *	0	0	0	0	(
oop 10059	10301 *	0	0	0	0	(

