

Girl Scouts of Rhode Island
Quick Start Troop Instructions



1. Log on to www.abcsnap.com with your email address and password **cookies**.
2. Go to My Troop, Edit Troop Information. Please make sure all of the information is correct. If you are an older troop wanting only patches and extra proceeds, you must change the Main Recognition Plan from Girl Recognitions to **OLDER GIRL**☆. (Cadette, Senior and Ambassador Troops only.) Once everything is correct, click SAVE at the bottom of the page.

Welcome Cathy Gleason 1001 Edit My Profile | [Log Off]

snap For Girl Scout Councils

Snapshot Cookies Recognitions **My Troop** Reports Finances Help

My Troop
TROOP INFO

Girls Active: 4
Girls Selling: 4

Troop 1001

*Level: Junior

Service Unit: Cathy Test

Delivery Station: Cathy Test

Proceed Plan: Troop Proceeds

Early Recog. Plan: No Plan Selected

*Main recog. Plan: Girl Recognitions ☆

*First Name: Cathy

*Last Name: Gleason

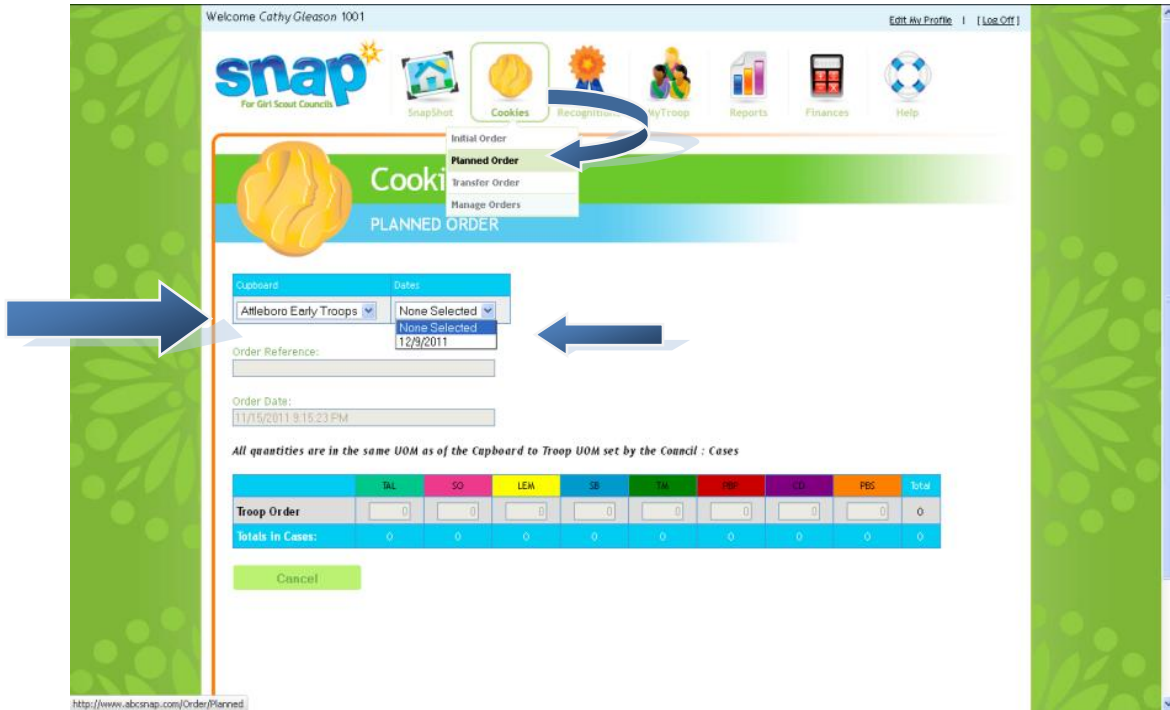
Address 1: _____

Address 2: _____

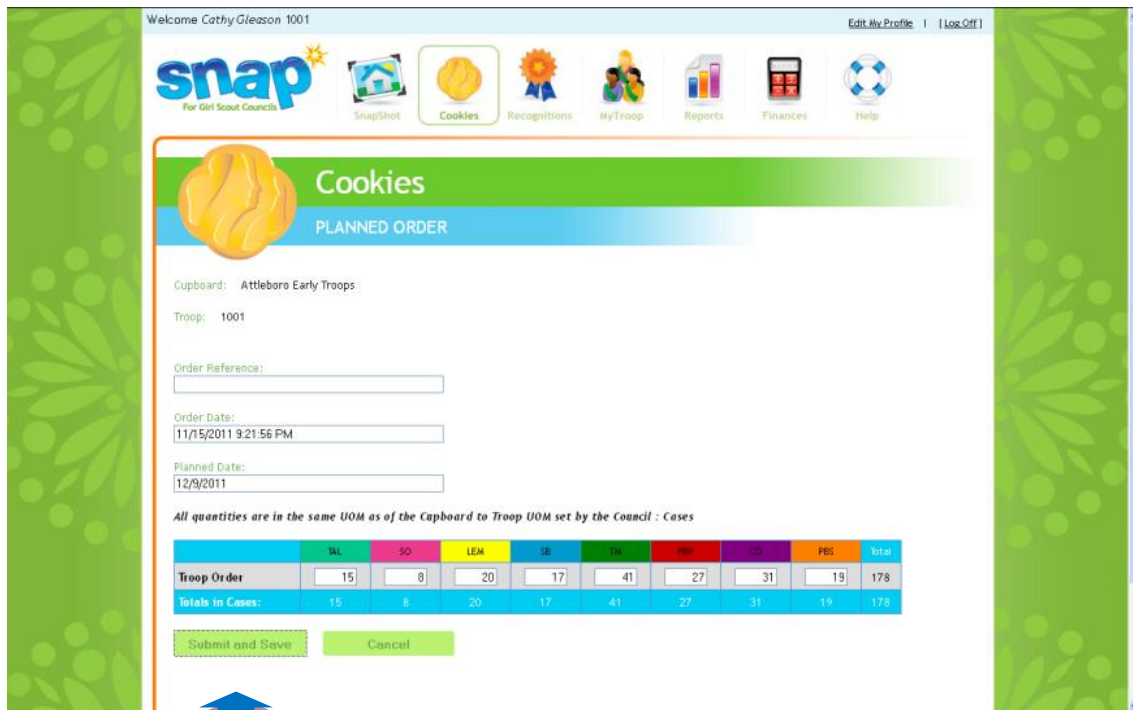
City: _____

<http://www.abcsnap.com/Troop/Edit/258182?standAlone=True>

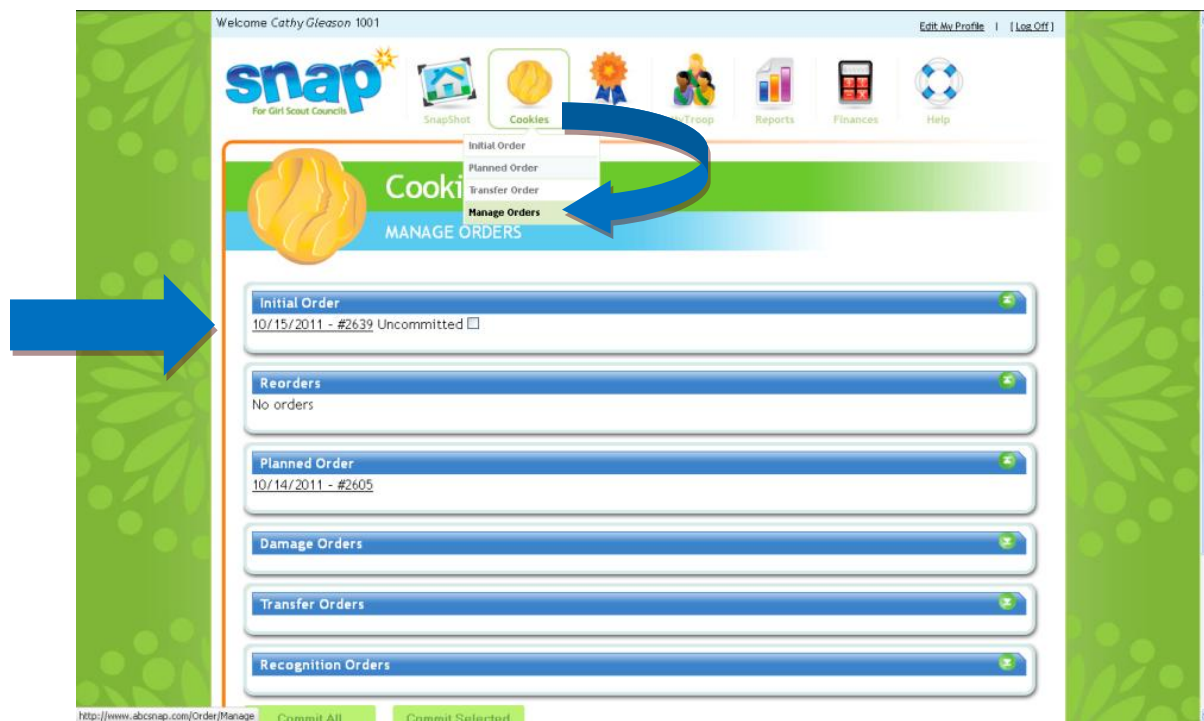
- To place a troop order go to the "Cookie" icon and click on Initial order. All troops will place an initial cookie order in Snap, regardless of whether they are a direct sale or order taking troop. Orders are due into Snap from direct sale troops no later than 1/2/13 and from order taking troops no later than 1/13/13 (and confirmed no later than 1/15/13).



- All orders will be placed in CASES. If you need any single boxes, you can either round up to the next full case or you can let your PSC know what loose boxes that you need and she can fill these from the Service Unit cupboard.

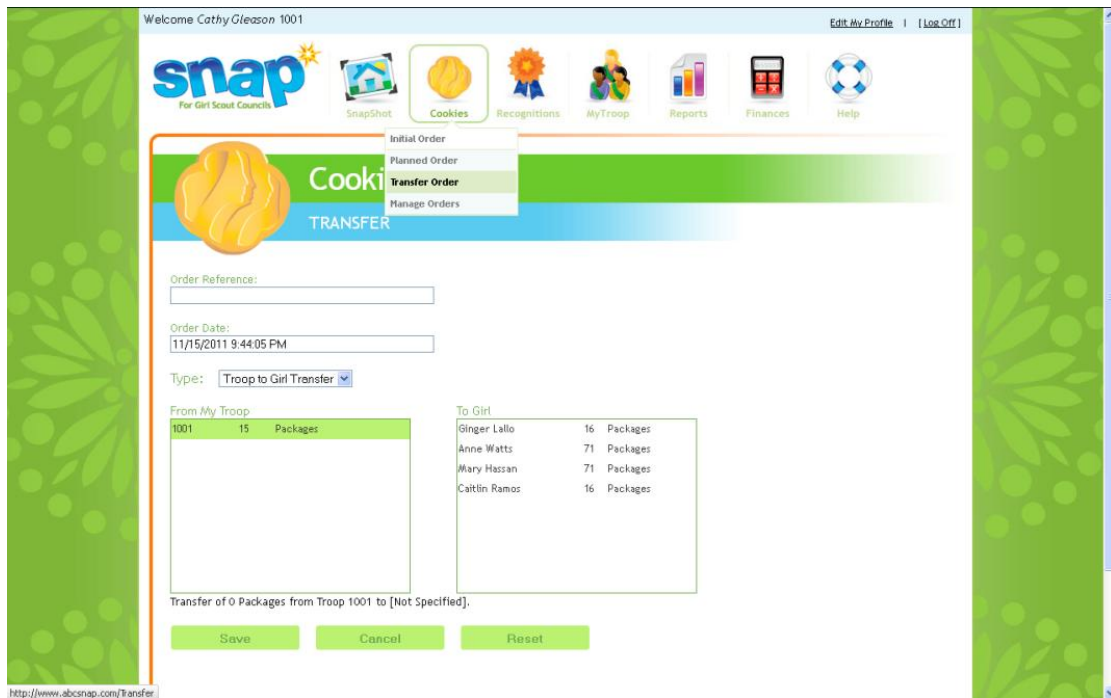


- If you need to make changes to your Initial Order before the deadline to submit, go to the Cookies icon and select Manage Orders. Open your Initial Order, make your changes then click SAVE. Commit your order when your changes are complete. If you need any re-orders during the sale, you need to communicate the product that you need to your area PSC. She will place the order for you and transfer the product in Snap to your troop by variety.

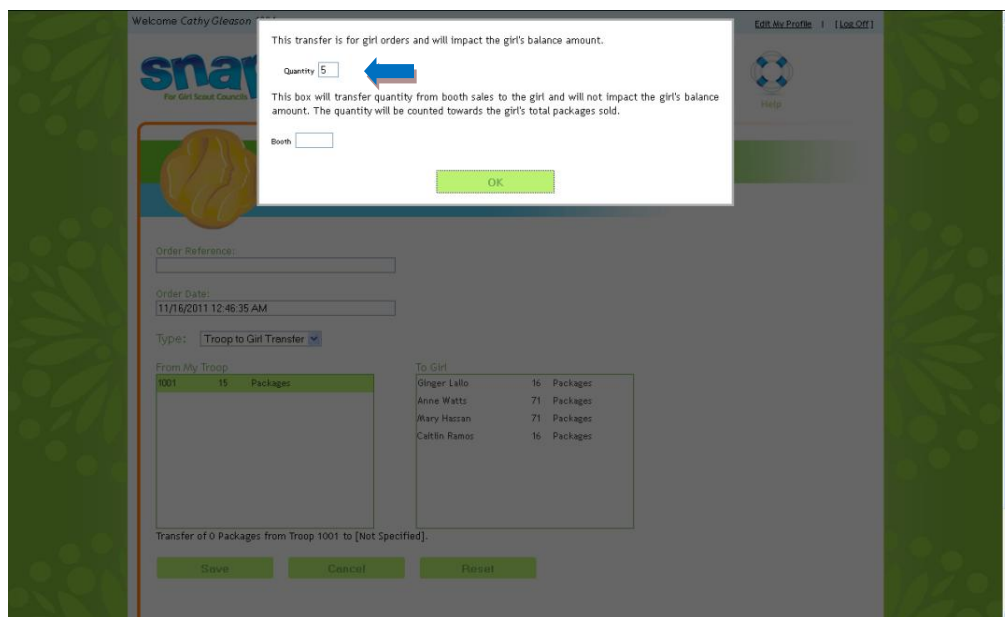


- Both Direct Sale Troops and Order Taking Troops will need to transfer troop cookies to individual girls. All reorders will be transferred to your troop by your Service Unit Cookie Manager or by your Council. Transfers are very important because girls will only receive recognitions for cookies that have been

transferred to them. Under the Cookies icon select Transfer Order. Then select Troop to Girl Transfer, and highlight your troop.



7. Put in the amount of cookies you wish to transfer to a girl in the Quantity Box.



8. Then highlight the girl you wish to transfer to, then click SAVE.

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snap For Girl Scout Councils

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Cookies

TRANSFER

Order Reference:

Order Date:

Type: Troop to Girl Transfer

From My Troop		To Girl	
1001	10 Packages	Ginger Lallo	21 Packages
		Anne Watts	71 Packages
		Wary Hassan	71 Packages
		Caitlin Ramos	16 Packages

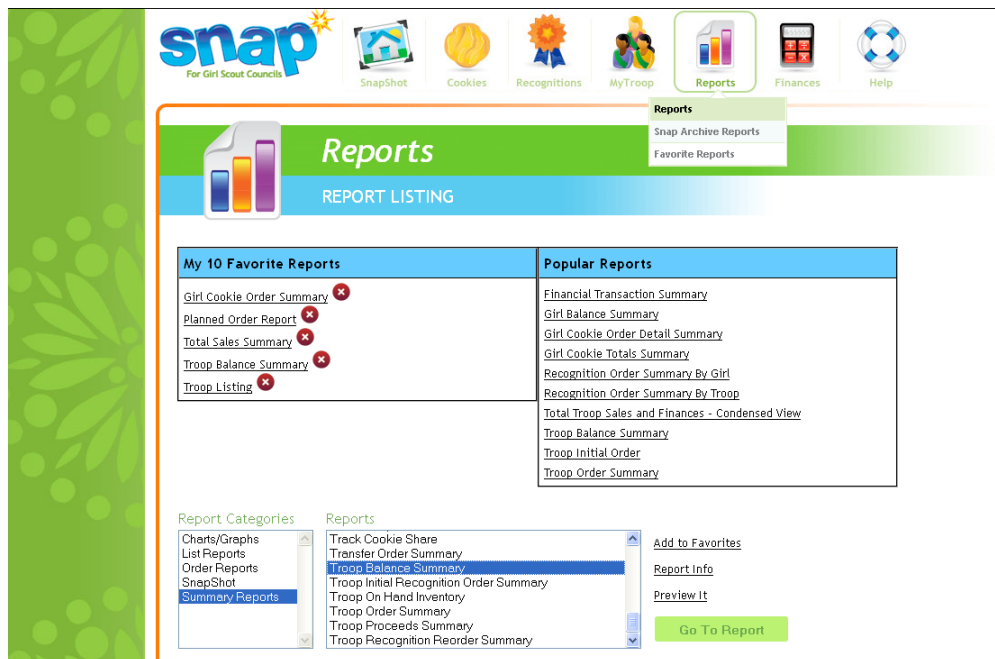
Transfer of 5 Packages from Troop 1001 to Ginger Lallo.

Save
Cancel
Reset

- Once all of your cookies have been transferred to the girls, you may then order their recognitions. Go to the Ribbon icon, select Create Recognition Order, then Main. The Snap system will do all the work, just make sure you select sizes for the T-Shirt and Hoodies. Once you have completed the order, click Save. You can commit the order when you are confident that you have completed all of your transfers to the girls. Each Troop may place only one recognition order in Snap. The deadline for placing recognition orders is March 27, 2013.



10. Your Service Unit Cookie Manager will be doing Troop to Troop Transfers and posting of your cookie payments in Snap. You can check all of these transactions in Snap under Reports. You may preview reports or add 10 to your favorites. One report the council will be checking often is the Troop Balance Summary. It will show all of you cookie and financial transactions. Go to the Reports icon, select Summary from the categories and find the Troop Balance Summary. Go to the report or add to your Favorites



11. Need a life preserver, help is there!! Click on the life preserver to describe the page you are on or click Contact Us for 24 hour Help Desk,

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sn
For Girl Scouts

Contact Us

If you are in need of assistance with Snap and are unable to reach your Council or Service Unit Manager, please contact:


Snap Help Desk
1-800-853-3730 or
abctech@interbake.com

When leaving a message or sending an email, please be sure to include your first and last name, your Council Name, your ServiceUnit and/or Troop Number, your phone number with area code and brief description of your problem. That information will allow us to serve you more effeciently.

Help

- Getting Started
- FAQ
- Contact Us

MY TASKS



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