



2015-16 SNAP+ Reference Guide for Troops

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Homepage: <https://www.abcsnap.com>



The image shows the SNAP+ login page. On the left, there is a circular photo of two young girls smiling. The background is blue with various icons like a lightbulb, a magnifying glass, and the word 'discover'. The SNAP+ logo is prominently displayed in the top right. Below the logo, there is a 'Welcome' message and instructions to enter email and password. There are input fields for 'Email' and 'Password', and a 'Login' button. A red box contains a note for new users about holding CTRL and F5. A 'Forgot Password?' link is also present. At the bottom, there is a small copyright notice and the ABC logo.

SNAP+

Welcome
Please enter your email and password and press the Login button to begin working.

Email Password

New to SNAP+?
Please hold the CTRL and F5 buttons at the same time before logging in to make sure you have our latest updates.

Login
[Forgot Password?](#)

Snap supports the following browsers: Internet Explorer version 11 and above (IE 8, 9, and 10 are not supported browsers), Mozilla Firefox, and Google Chrome.

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Note: Only one login is required for all users. If you have more than one role (e.g. multiple troops), they will all be in a drop-down for you to select from (see below).



The image shows the SNAP+ account selection screen. The background is blue with various icons. The SNAP+ logo is at the top left. Below it, there is a prompt to 'Select the account you are logging in to'. A dropdown menu is open, showing a list of roles. At the bottom, there is a small copyright notice and the ABC logo.

SNAP+

Select the account you are logging in to

- Council Manager of Eastern Massachusetts Test
- Council Manager of Girl Scouts of Eastern Massachusetts
- Service Unit Manager of Service Unit - Council Test in Eastern Massachusetts Test
- Troop Leader of Troop - 10000 in Eastern Massachusetts Test
- Troop Leader of Troop - 12345 in Eastern Massachusetts Test
- Cupboard Manager of Cupboard - Waltham Cupboard in Eastern Massachusetts Test

Snap supports the following browsers: Internet Explorer version 11 and above (IE 8, 9, and 10 are not supported browsers), Mozilla Firefox, and Google Chrome.

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If you have a single role, you will automatically login. If you have multiple roles, select what role you would like to access and then click "Go".

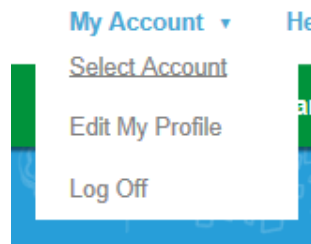
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When you login, the first page you will see is the “Cookie Sheet” - refer to **Appendix A** for more information.

Switching Roles (if applicable)

If you have multiple roles, there are two ways to switch them:

1. Press the back button on your browser and it will take you back to the homepage with the drop-down box
2. Hover over “My Account” in the top-right corner and click “Select Account”; this will also take you back to the homepage with the drop-down box



Viewing/Editing Troop Information – Verify Information on Initial Login

1. Hover over “My Troop” and click “Edit Troop Information”
2. Enter any missing contact information, including an alternate contact (if applicable)
3. Enter your banking information into the “Bank Account” and “Bank Routing” boxes (refer to pages 23-24 in the Cookie Book for more information about the new financial procedures):

Bank Account	Bank Routing
<input type="text" value="0"/>	<input type="text" value="0"/>

4. Select the Delivery Station you want to pick up from for your Initial Order in the “Delivery Station” drop-down box – information about the Delivery Station sites will be available on the GSEM website (www.girlscoutseasternmass.org)
5. Click “Save” once finished

Viewing/Editing Troop Girls

1. Hover over “My Troop” and click “Troop Girls”; list of girls currently in your troop will appear
2. Double-click on any girl to view their information:

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Girls

First Name

Last Name

GSUSAID

Grade Level

No Level

Default Size

Adult Small

Edit Girl

Cancel

3. Select the girl's T-Shirt size in the "Default Size" drop-down box to avoid having to do it at Recognition Order creation time – **Note:** Do this even if the girl is not expected to sell enough to earn the t-shirt; it will save time at the end of the sale
4. Click "Edit Girl" when finished and return to the girl list

Creating Planned Orders – picked up at Council and Home Cupboards for Booth Sales and other selling opportunities

1. Hover over "Cookies" and click "Planned Order"
2. Select the Cupboard from the drop-down box
3. Select the Date to pick the order up

Planned Order

Cupboard

Dates/Times

Test Cupboard |||111 Eas

None Selected

11/19/2015-7:00 AM-12:00 PM

11/20/2015-7:00 AM-11:30 AM

Order Reference:

Order Date:

11/18/2015 9:49:17 AM

All quantities are in the same UOM as of the Cupboard to Troop UOM set by the Council : Cases

	TAL	CCC	LEM	SB	TM	PBP	CD	PBS	GFT	Total
Troop Order	0	0	0	0	0	0	0	0	0	0
Totals in Cases:	0	0	0	0	0	0	0	0	0	0

Cancel

4. Enter the pickup person's name and phone number into the "Order Reference" box:

Order Reference:

5. Enter the amount of CASES for each variety of cookies you want (including Gluten-Free)
6. Click "Save and Return to Manage Orders" when finished

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Booth Sales Scheduling – Council-Organized Booth Sales (COBS)/Troop Secured Booths & the Smart Divider

Requesting a COBS:

1. Hover over “Cookies” and “Booth Scheduler”, then click “Schedule a Booth OR Lottery Request”
2. The table that appears have all of the COBS listings:

Schedule Booth Sales

Search Search by Zip Miles

Distance	Chain/Store	Name	Address	City	State	Actions
	Test Store	Test Store	555 Main Street	Waltham	MA	

Page 1 of 1 View 1 - 1 of 1

3. Double-click on the location you would like to request a date/time for; a calendar will appear
4. Find a date on the calendar that has “Available” in it and click on it; a window will appear:

Schedule

Test Store - Test Store

Thursday, December 10, 2015

Request	12:00 PM - 2:00 PM
Request	2:00 PM - 4:00 PM

Close

5. Click “Request” next to the time you would like to sell
6. Click “Ok” to confirm; if the date has multiple times you can request them while this window is open
7. Once finished, click “Close”; this will return you to the calendar
8. Go back to the COBS listings table to request additional locations and dates/times; repeat process until all TEN requests have been made

Submitting a Troop Secured Booth:

1. Hover over “Cookies” and “Booth Scheduler”, then click “Troop Secured Booths”
2. Enter the Location Information:

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Request New Booth Sale Location

25:00

Location
Chain/Store*

Location Name*

Address 1*

Address 2

City*

State*

(None Selected) ▼

Zip*

3. Enter the Contact Information (adult who will be at booth):

Contact Information

First Name*

Last Name*

Phone*

Fax

Mobile

4. Enter the “Sale Date”, “Start Time”, and “End Time”
5. Click “Add Time” to make sure it is added (if this is not clicked, the form will not save properly):

Available Times

Sale Date

Start Time

5:00 AM ▼

End Time

5:00 AM ▼

Add Time

Added Times

Sale Date	Start Time	End Time
01/07/2016	10:00 AM	2:00 PM

6. Click “Save” when finished

Booth Sales – Summary

There is a summary below the COBS locations table which breaks down all of the booth sales associated with your troop.

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Lottery Booth Sales

1 Test Store Test Store 12/10/2015 12:00 PM - 2:00 PM 555 Main Street Waltham ✖

[Save](#) [Cancel](#)

Pending Booth Sales

Test2 Test2 10/7/2015 5:00 AM - 8:30 AM 111 Test Avenue Test Pending

Troop Secured Booth Sales

Test Test 9/24/2015 5:00 AM - 1:00 PM 93107 ✖

FCFS Booth Sales

There are no fcfs location requests for this Troop

Reserved Booth Sales

There are no reservations for this Troop

- Lottery Booth Sales – lists all of the COBS requests your troop has made
- Pending Booth Sales – lists all of the Troop Secured Booths you have entered; pending approval
- Troop Secured Booth Sales – approved Troop Secured Booths which can now be uploaded into the Cookie Booth Locator app
- FCFS Booth Sales – any booths claimed through the First-Come, First-Serve process after the COBS lottery has run
- Reserved Booth Sales – lists the COBS your troop has won through the lottery

For more information regarding the Booth Sales, please refer to **Appendix B**.

Booth Sales – Smart Divider

If you have had a booth sale and want to quickly divide packages sold between your girls by variety, you can use the new Smart Divider in SNAP+.

1. Hover over “Cookies” and “Booth Scheduler”, then click “Smart Divider”
2. A list of your available booths will appear:

Smart Divider

Select a Booth

Chain/Store	Name	Address	Date	Start	End
Test	Test	123 Test Street	2015-09-24	05:00	13:00
Test Store	Test Store	555 Main Street	2015-12-10	12:00	14:00

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3. Double-click on the booth you are choosing to divide cookies for and a table will appear:

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Enter Cookie Sold (in packages)

Virtual CS

	TAL	CCC	LEM	SB	TM	PBP	CD	PBS	GFT	Total
Actual/Tracked CS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Divide

<input type="checkbox"/> Test Girl1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl5	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl8	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl10	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Recipients of tracked CS:

- Enter the amount of cookies you want to split by variety, then select the girls to divide them into
- Click "Divide" and it will distribute the cookies to the girls
- If your distributions come up uneven, numbers will appear in red and you will need to enter them manually into the girls' totals:

Enter Cookie Sold (in packages)

Virtual CS

	TAL	CCC	LEM	SB	TM	PBP	CD	PBS	GFT	Total
Actual/Tracked CS	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>

Divide

<input type="checkbox"/> Test Girl1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Test Girl2	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
<input type="checkbox"/> Test Girl3	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/> Test Girl4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Test Girl5	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
<input type="checkbox"/> Test Girl6	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Test Girl7	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
<input checked="" type="checkbox"/> Test Girl8	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>
<input type="checkbox"/> Test Girl9	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Test Girl10	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="5"/>

Recipients of tracked CS:

Reset

Delete

Save

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7. You can reset the distributions at any time by clicking “Reset”; you can also delete it altogether, or “Save” when finished

Note: This is one way to transfer packages to girls to give credit for recognitions. The next section, “Transfer Order”, will show another way to distribute packages.

Creating Transfer Orders – giving credit to girls from Planned Orders for recognitions

1. Hover over “Cookies” and click “Transfer Order”
2. Types of Transfers available to Troops:
 - a. “Girl to Girl” – direct transfer between girls (Quantity box available)
 - b. “Girl to Troop” – giving packages back to troop from girl (Quantity and Booth boxes available)
 - c. “Troop to Girl” – most common transfer; giving packages to girls for recognitions credit (Quantity and Booth boxes available)
 - d. “Troop to Troop” – direct transfer between troops (Quantity box available)

Note: Using the “Quantity” box for transfers also transfers the financial responsibility with those packages, whereas using the “Booth” box transfers only the packages with no financial responsibility tied to them.

Explanation: For “Girl to Girl” and “Troop to Troop”, financial responsibility is automatically assumed to transfer with the packages, thereby giving the girl/troop the balance associated with the number of packages transferred. In the case of the “Troop to Girl” transfer, a girl may continue selling any extra packages left over from a booth sale, thereby owning financial responsibility for those packages and will need to be transferred them using the “Quantity” box.

Since the most common transfer type for troops is “Troop to Girl”, that is the process we will go through:

3. Select “Troop to Girl” in the “Type” drop-down box
4. The top row will prefill with your Service Unit and Troop Number; the second row will prefill the same information, you will just need to select the girl to transfer to in the “Girl” drop-down box:

Transfer Order

Order #:

Order Reference:

Order Date:
11/18/2015 11:34:05 AM

Type: Troop to Girl Transfer

From/To	Service Unit	Troop	Troop Search	Girl	Available Quantity	Contact
From:	Council Test	10000			Packages: 256	Travis Sammons (No Phone Listed)
To:	Council Test	10000		Test Girl6	Packages: 0	

Your Council's UOM is : Packages

Quantity

Booth

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5. Put the number of packages to transfer in the “Quantity” or “Booth” box
6. Click “Save” when finished; repeat process until all packages that should be assigned are

Manage Orders

The “Manage Orders” page collects all of the orders your troop has accumulated throughout the sale. Filters are available for you to view as much or as little as you would like. Once you click “Apply Filters”, it will show only the information you requested.

Creating an Initial Order (between 1/15-1/19) – orders collected from the physical order cards and automatically assigned to girls

1. Hover over “Cookies” and click “Initial Order”
2. A table will appear which looks like the order card; broken down by variety and girl (Gluten-Free is not available for the Initial Order)
3. Enter each girl’s order, including “CShare”, which are the Cookies for a Cause or donation packages

Note: All cookies for the Initial Order need to be rounded to the nearest CASE because the trucking company can only deliver in full CASES. The row, “Extra packages for even cases”, automatically adds packages to the Initial Order to even out the cookies to those even CASES.

4. If you want to purchase additional packages for pickup at our Mega Drop/Town Delivery for the Initial Order, you can add them in the row, “Booths/Extras”
5. Click “Save” when finished

Note: Do NOT click “Commit” as Council will be committing all orders at the deadline. If commit is clicked prior to the troop deadline, the order will be locked for entry and the Service Unit Cookie Manager or Council will need to un-commit or edit the order for you.

More information on Initial Orders and Mega Drops is available on pages 12-13 of the Cookie Book.

Delivery – Scheduling Pickup and Viewing Times

Earlier, you should have reviewed your troop information and selected a Delivery Station for the Initial Order Mega Drop. Once all of the Initial Orders are committed by Council, you will then be able to select a pickup time for that Mega Drop.

1. Hover over “My Troop” and “Delivery”, then click “Schedule Pickup”; a calendar will appear
2. Find the date with “Available” in it and click on it; a window will appear
3. Select an available time by clicking the green ‘+’ sign:

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11:00 AM		Lane 1: Available
11:15 AM		Lane 1: Available
11:30 AM		Lane 1: Available
11:45 AM		Lane 1: Available
12:00 PM		Lane 1: Available
12:15 PM		Lane 1: Available
12:30 PM		Lane 1: Available
12:45 PM		Lane 1: Available
1:00 PM		Lane 1: Available
1:15 PM		Lane 1: Available
1:30 PM		Lane 1: Available
1:45 PM		Lane 1: Available
2:00 PM		Lane 1: Available
2:15 PM		Lane 1: Available
2:30 PM		Lane 1: Available
2:45 PM		Lane 1: Available
3:00 PM		Lane 1: Available
3:15 PM		Lane 1: Available

- A window will appear with a summary of your Initial Order; click “Ok” to confirm; the ‘+’ sign has now turned into a magnifying glass (to view the Initial Order) and a red ‘-’ sign (to allow you to deselect the time):

11:00 AM		Lane 1: Available
11:15 AM		Lane 1: Available
11:30 AM		Lane 1: Available
11:45 AM		Lane 1: Available
12:00 PM		Lane 1: Available
12:15 PM		Lane 1: Available
12:30 PM		Lane 1: Available
12:45 PM		Lane 1: 10000
1:00 PM		Lane 1: Available
1:15 PM		Lane 1: Available
1:30 PM		Lane 1: Available
1:45 PM		Lane 1: Available
2:00 PM		Lane 1: Available
2:15 PM		Lane 1: Available
2:30 PM		Lane 1: Available
2:45 PM		Lane 1: Available
3:00 PM		Lane 1: Available
3:15 PM		Lane 1: Available

- Click “Close” when finished

Viewing Pickup Time

Hover over “My Troop” and “Delivery”, then click “View Pickup Times”; a table appears detailing the Delivery Station and the Date/Time selected:

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Pickup Times

[Add Pick Up Time](#)

Delivery Station	Appointment	Action
Test Station	Friday, 20 November 2015 12:45	[object Object]
Page 1 of 1		View 1 - 1 of 1

Creating a Reorder (after Initial Order deadline; 1/20 to End of Sale) – ordering Cookies for a Cause/Donation packages after Initial Order closes

1. Hover over “Cookies” and click “Reorder”; a list of girls will appear
2. Enter the amount of donation packages for each girl in the “CShare” column:

Your Council's UOM is : Packages

	CShare	Total
Test Girl0	<input type="text" value="2"/>	2
Test Girl1	<input type="text" value="0"/>	0
Test Girl2	<input type="text" value="0"/>	0
Test Girl3	<input type="text" value="6"/>	6
Test Girl4	<input type="text" value="0"/>	0
Test Girl5	<input type="text" value="0"/>	0
Test Girl6	<input type="text" value="3"/>	3
Test Girl7	<input type="text" value="0"/>	0
Test Girl8	<input type="text" value="4"/>	4
Test Girl9	<input type="text" value="0"/>	0
Totals in Packages:	0	0

SaveCommitCancel

3. Click either “Save” or “Commit”; either way the packages and finances transfer into your troop

Note: If you click “Save”, you are able to go back into the order and edit it. If you “Commit”, the current order will be submitted and become unavailable; however, you are able to create another Reorder.

Creating/Viewing Recognition Orders

1. Hover over “Rewards” and click “Create Recognition Order”

Note: This is a one-time task; you will not need to go into creating a Recognition Order after one has already been created

2. In the “Plan Type” drop-down box, select “Main”
3. Click “Create Order”; a list of girls and their recognitions are listed:

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Note: Across the top is general troop information, which includes the number of girls selling, your total troop sales, and you per girl average. On the left, the list of girls are highlighted in red with an asterisk as well. This means the girl's order needs to be reviewed, and possibly, a choice or selection to be made. This will list all girls, even though no sales may be tied to them yet.

4. Click through each girl in the list on the left, or click the "Review Order" button on the bottom. If a choice needs to be made or the girl viewed for some reason, they will be highlighted in red and/or have an asterisk next to their name.
5. Scroll through the Recognitions box on the right to see if there is a link to select for the T-Shirt size (refer to Viewing/Editing Troop Girls to have the shirt size pre-selected) or a radio button for a choice
6. After you have gone through the entire list, click "Save and Exit"; this will bring you to the "View Recognition Orders" page



Note: This is the page you will be using from here on out after the order has been created. You can access it directly by hovering over "Rewards" and clicking "View Recognition Orders".

Important: Do not commit this order! Council will automatically commit these orders at the deadline. If you commit prior to the troop deadline, the Service Unit Manager or Council will have to un-commit or edit the order for you.

Note: If you continue adding packages to girls after the Recognition Order has been created, it will then need to be reviewed again. The following steps will help you update the order:

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1. Hover over “Rewards” and click “View Recognition Orders”
2. The status will now show as ‘R’, which means the order needs review:

Troop	Rec Order Type	Order Date	Order Number	Status	Action
10000	Main	11/19/2015	2324	R	 

3. Double-click on the order to view it
4. Click the girl who needs to be reviewed (highlighted in red and/or asterisk next to their name)
5. Click “Save and Exit”; this will return you to the “View Recognition Orders” page and show the order with a ‘U’ status, which stands for Uncommitted

Note: The other statuses have to do with the order being committed: ‘T’ (Committed by Troop), ‘S’ (Committed by Service Unit), ‘D’ (Committed by District) – more information on Districts in **Appendix B**, and ‘C’ (Committed by Council).

Finances – Viewing Troop Payments and Entering Girl Payments

1. Click “Finances” on the ribbon at the top of the page

Note: There are two tables that appear: the top one lists troop payments received by Council and the bottom one lists Girl Payments received and entered by troops. Below each table, there is a link to the “Troop Balance Summary” report and the “Girl Balance Summary” report for easy access – refer to **Appendix C** for more information on these reports.

Entering Girl Payments

2. Click “Add New Girl Transaction” link; a window will appear:

Finances
[Add New Girl Transaction](#)

Add Girl Transaction

Girl *

(Choose) ▼

Amount *

0

Reference

Transaction Date *

Payment Method *

Cash ▼




Notes

Save

Close

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3. Select the “Girl” you would like to enter the payment for, then add in the “Transaction Date”, “Amount” (format with numbers and decimal; e.g. 100.00), and “Payment Method” (“Cash” or “Check”) – you can also add any “Reference” or “Notes”, but it is not required
4. Click “Save” when finished; it will return you to the “Finances” page and the payment now shows up in the bottom table:

Locked	Troop	No.	Date	Amount	Name	Actions
<input type="checkbox"/>	10000	5,924	11/25/2015	\$100.00	Test Girl4	 
<div><div></div><div>Page 1 of 1</div><div><div>25</div><div></div></div><div>View 1 - 1 of 1</div></div>						

Total: \$100.00

To review all girl balances, please refer to the following report: [Girl Balance Summary Report](#)

Reports – including Archive reports

Note: For information on the most useful reports for troops, refer to **Appendix C**.

Viewing Current Reports

1. Hover over “Reports” and click “Reports”; all of the reports available to troops are shown

Note: The top of the page shows your Favorites (more information below), as well as “Popular Reports” – these are reports that are used most often, at this time, by all troops in SNAP; constantly updated throughout sale. The bottom of the page gives you “Report Categories” and the reports themselves.

2. Select the report category you would like to view, select the report, then click “Go to Report”; the report criteria page appears (some have more/less filters)

Recommendation: All troop reports should run with a “Unit of Measure” in “Packages”. Some reports make it confusing when the “CShare” (Cookies for a Cause/Donation) packages are involved when ran in either “Cases” only or “Cases/Packages”.

3. Click “View Report” to view the report based on your filters, “Go to Report Listings” to return to the previous page, or “Reset” to set the filters back to their default values.

Adding Favorite Reports

1. Repeat steps 1 and 2 under “Viewing Current Reports”, but do NOT click “Go to Report”
2. Click “Add to Favorites”; the report will be added to the “My 10 Favorite Reports” box

Report Information

1. Repeat steps 1 and 2 under “Viewing Current Reports”, but do NOT click “Go to Report”
2. Hover over “Report Info” and it will give you a description of what the report shows

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Previewing Reports

1. Repeat steps 1 and 2 under “Viewing Current Reports”, but do NOT click “Go to Report”
2. Hover over “Preview It” and it will give you a quick, small preview of what the report will look like or contain before running it

Archive Reports

Note: If you have participated in past Cookie Sales, you will be able to review data from those sales.

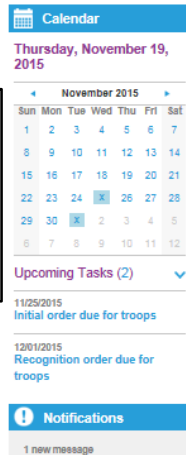
1. Hover over “Reports” and click “Snap Archive Reports”
2. Select the year to view in the “Year” drop-down box
3. Select the report category and the report in the boxes
4. Click “Go to Report” to go to the report criteria page – refer to the Recommendation on the previous page before running the report
5. Click “View Report” to view the report based on your filters, “Go to Report Listings” to return to the previous page, or “Reset” to set the filters back to their default values.

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Appendix A – Cookie Sheet

Cookie Sheet

Calendar with Important Dates – upcoming events shown below (similar to Outlook)



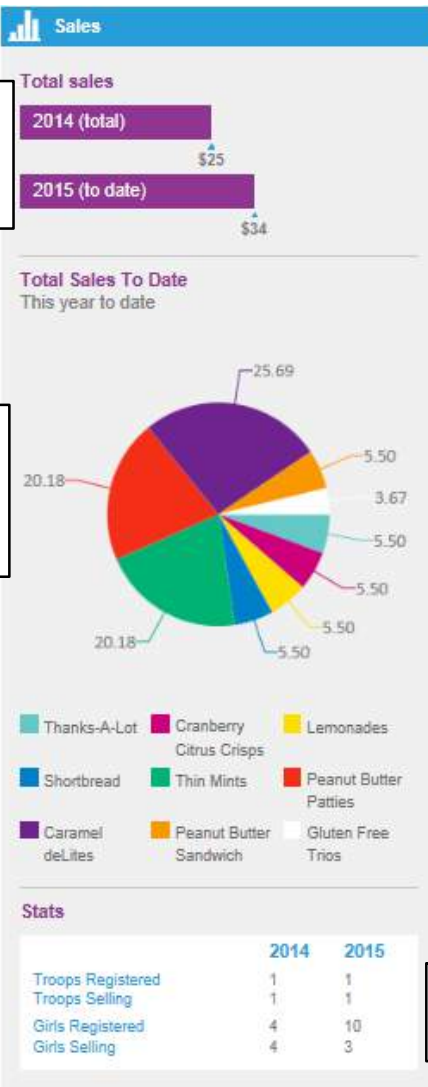
Girls
UOM in Cs/Pkgs

	CShare	TAL	CCC	LEM	SB	TM	PBP	CD	PBS	GFT	Total
Ordered by Troop	1/8	2/0	2/0	2/0	2/0	4/0	9/0	8/0	2/0	2/0	34/8
Test Girl4	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl0	1/8	0/8	0/3	0/8	0/11	1/11	1/4	1/7	0/10	0/0	9/8
Test Girl1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl2	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl3	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl5	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl8	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl7	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl8	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Test Girl9	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0	0/0
Remaining Troop Inventory	0/0	1/8	1/9	1/4	1/1	2/1	7/8	8/5	1/2	2/0	25/0

<< < 1 to 10 of 10 rows >>

Table showing packages ordered by troop (by variety), what has been assigned to girls, and what is left to assign to girls – similar to the “Troop On Hand Inventory” report

Bar graphs comparing year-over-year total sales



Pie Chart which breaks down sales, by variety, year-to-date



Gauges showing Girl Selling percentages, year-over-year

Financials at a glance – shows total sales, troop proceeds, any payments made, and the final balance due to Council

Messages from Council or Service Unit Manager shown here

Shows Girls Registered vs. Selling year-over-year

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Appendix B – General Information

Timer

- SNAP+ has a 25-minute timer on all pages – make sure to SAVE frequently.
- **Recommendation:** After entering one girl's order on the Initial Order, click "Save", especially if you have more than ten girls in your troop.

Council-Organized Booth Sales (COBS) Procedure

- Access to SNAP+ is given on 12/1 at the earliest; COBS requests can be made until 12/15 at Noon.
- Troops have the ability to request TEN sites, dates and times, for the entire sale with the possibility to win ONE.
- Randomly-generated lottery is run on 12/16 at Noon; this is the only planned lottery for the entire sale.
- Emails are sent out whether you win a slot or not. Usual turn-around for the emails being sent are within one hour of the lottery run.
- Any remaining COBS and those added after the lottery run will be reopened to any troops, who did not win a booth in the lottery, through First-Come, First-Serve.

COBS – First-Come, First-Serve (FCFS)

- The FCFS period will be open as long as it takes to fill all open slots for COBS.
- Council will monitor FCFS assignments so that troops who won in the lottery process do not take COBS through FCFS – Council wants all troops to have the opportunity to try and reserve a COBS.
- Council will collect requests for a wait-list to fill any slots that are open or might come open from cancellation.
- The process to reserve a FCFS COBS is the same as requesting a COBS for the lottery, except the troop gets the COBS automatically.

Districts – Hierarchal Structure of SNAP+

- Council – collection of all Districts and Service Units
- Districts – collection of Service Units (created from the combination of two or more towns)
- Service Units – collection of Troops
- Troops – collection of Girls

Forms

- [Volunteer Agreement & Description: Troop Cookie Advisor](#)
- [Troop Bank Account Information & Authorization](#)
- [Troops: Cookie Sale Opt Out Form](#)

Website

- [SNAP+ Homepage](#)
- [Girl Scouts of Eastern Massachusetts \(GSEM\) Homepage](#)
- [Cookie Sale Resource Library](#)

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Council Contacts

Product Sales Team

- Travis Sammons – Product Sales Database Manager – tsammons@girlscoutseasternmass.org
- Cindy Campbell – Product Sales Program Manager (North Andover) – ccampbell@girlscoutseasternmass.org
- Toni Dixon – Product Sales Program Manager (Waltham) – tdixon@girlscoutseasternmass.org
- Erin Sullivan – Product Sales Program Manager (Middleboro) – esullivan@girlscoutseasternmass.org
- Lisa Fernandes – Director of Product Sales – lfernandes@girlscoutseasternmass.org

SNAP+ Help and Tech Support

- 1-800-853-3730
- abctech@interbake.com

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Appendix C – Useful Troop Reports

Throughout entire sale:

- “Troop Balance Summary” – shows complete summary of all troop’s orders and finances
- “Girl Cookie Order Detail Summary” – shows itemized information about girls’ orders
- “Girl Balance Summary” – shows complete summary of girl’s total orders and finances

January-February:

- “Dot Sheets” – useful to print out on the colored dot sheets to confirm your order at the Mega Drop sites for Town Delivery

February-March:

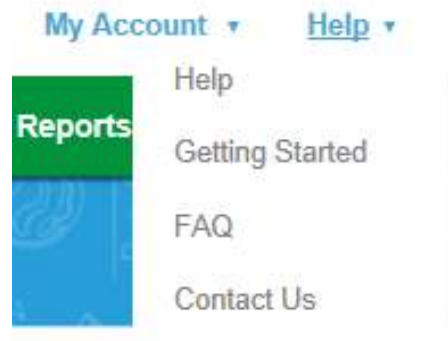
- “Troop On Hand Inventory” – shows the amount of packages your troop has left to transfer to girls
- “Recognition Order Summary by Girl” – shows breakdown, by girl, of all recognitions earned by the Troop

If there are any particular reports you are not seeing in SNAP+, contact Council at tsammons@girlscoutseasternmass.org and we will see if a similar one is currently available. If there is not, we will work with ABC on possibly getting them added in the future.

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Appendix D – Help

In the top-right corner of the site, you can access the Help feature at any time by hovering over “Help” and clicking one of the following:



- “Help” – shows the Help page for whichever page you are on in SNAP+ (e.g. Initial Order, Planned Order, etc.)
- “Getting Started” – gives tips on how to navigate and make your way through SNAP+
- “FAQ” – gives a list of the most frequently asked questions regarding SNAP+
- “Contact Us” – provides a form for contacting ABC Tech Support directly