

Girl Scouts of Rhode Island
Quick Start Troop Instructions



1. Log on to www.abcsnap.com with your email address and password _____
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**☆. 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

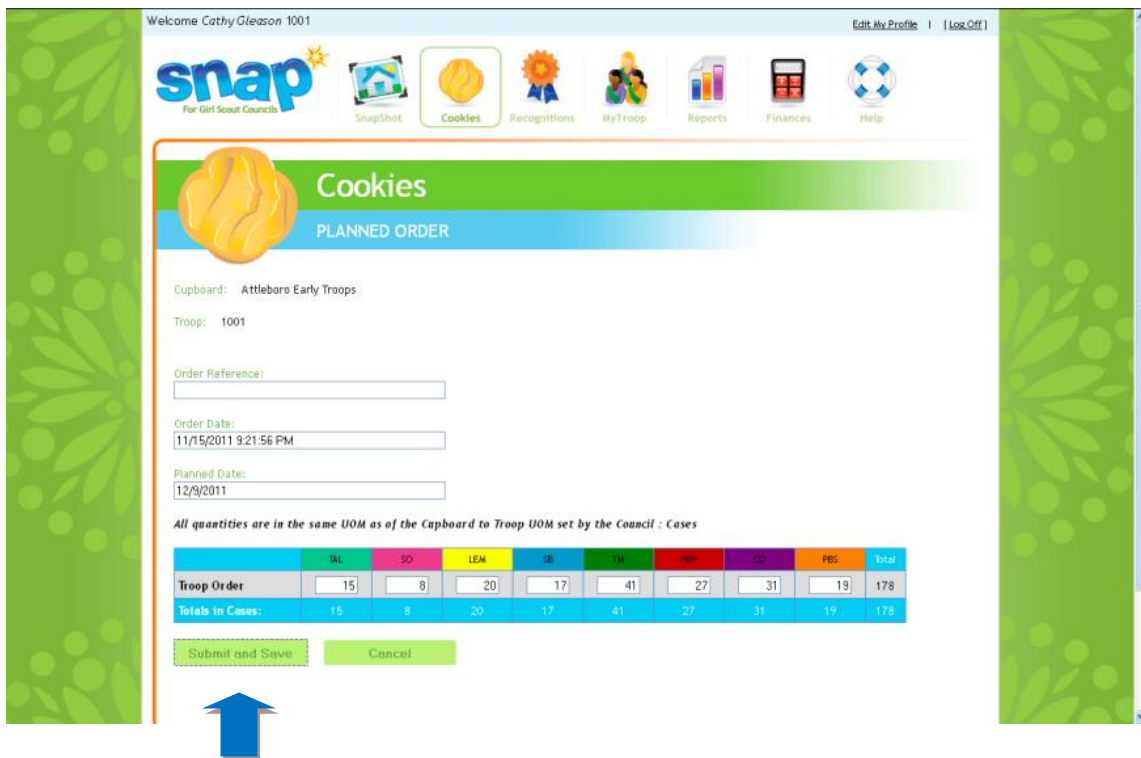
Troop 1001
*Level: Junior
Service Unit: Cathy Test
Delivery Station: Cathy Test
Proceed Plan: Troop Proceeds
Early Recog. Plan: No Plan Selected
*Main recog. Plan: Girl Recognitions ☆
*First Name: Cathy
*Last Name: Gleason
Address 1
Address 2
City

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

- Troops wanting to participate in the **Early Direct Sale** will place a Planned Order in Snap. Select the Cupboard (your SU) and Date (it will be 12/12/11 the day the order is due).



- Your order will be in full cases. Order by variety and then click SUBMIT and SAVE.



- Troops participating in the **Order Taking Sale** will place their order by Girl. The names of the girls in your troop will be uploaded into Snap by your Council from Personify January 6, 2012. Enter your girl orders in packages. You may order extra packages if you wish. Click Save if you will be making any changes or Commit when your order is completed.

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Cookie
INITIAL ORDER

Order #: 2639

Order Reference:

Order Date: 10/15/2011 7:40:17 AM

All quantities are in Packages

	WL	SO	LEA	SB	TK	SW	CD	PBS	Total
Anne Watts	10	10	10	10	10	10	1	10	71
Caitlin Ramos	2	2	2	2	2	2	2	2	16
Ginger Lallo	2	2	2	2	2	2	2	2	16
Mary Hassan	2	27	7	7	7	7	7	7	71
Subtotals:	16	41	21	21	21	21	12	21	174
Booths/Extras	1	0	0	0	6	3	3	2	15
Totals in Packages:	17	41	21	21	27	24	15	23	189

Save Commit Cancel

<http://www.abcsnap.com/Order/Initial>

- To make changes to your Initial Order, go to the Cookie icon and select manage orders. Open your Initial Order make your changes and click SAVE or Commit if you will no longer make any changes.

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Cookie
MANAGE ORDERS

Initial Order
10/15/2011 - #2639 Uncommitted

Reorders
No orders

Planned Order
10/14/2011 - #2605

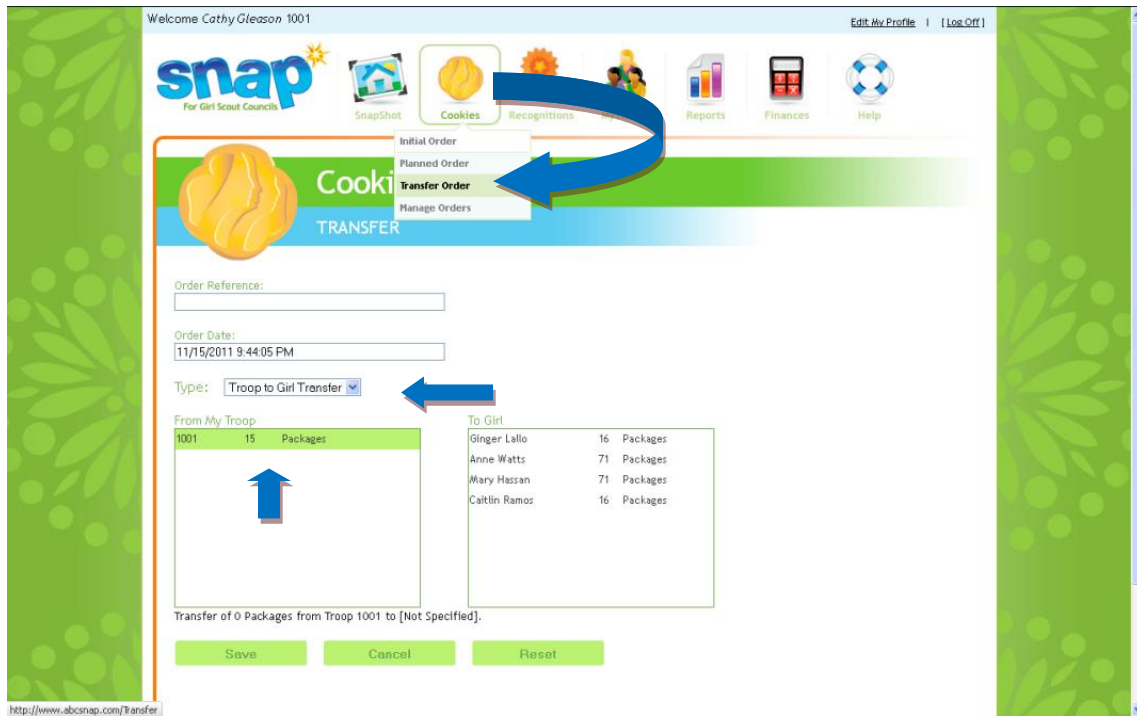
Damage Orders

Transfer Orders

Recognition Orders

<http://www.abcsnap.com/Order/Manage> Commit All Commit Selected

- Both Direct Sale Troops and Order Taking Troops will need to transfer troop cookies to individual girls. Direct Troops' Cookies will be transferred from your Planned Orders by your Council. All extra (reorder cookies) 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 Cookie icon select Transfer Order. Select Troop to Girl Transfer, and highlight your troop.

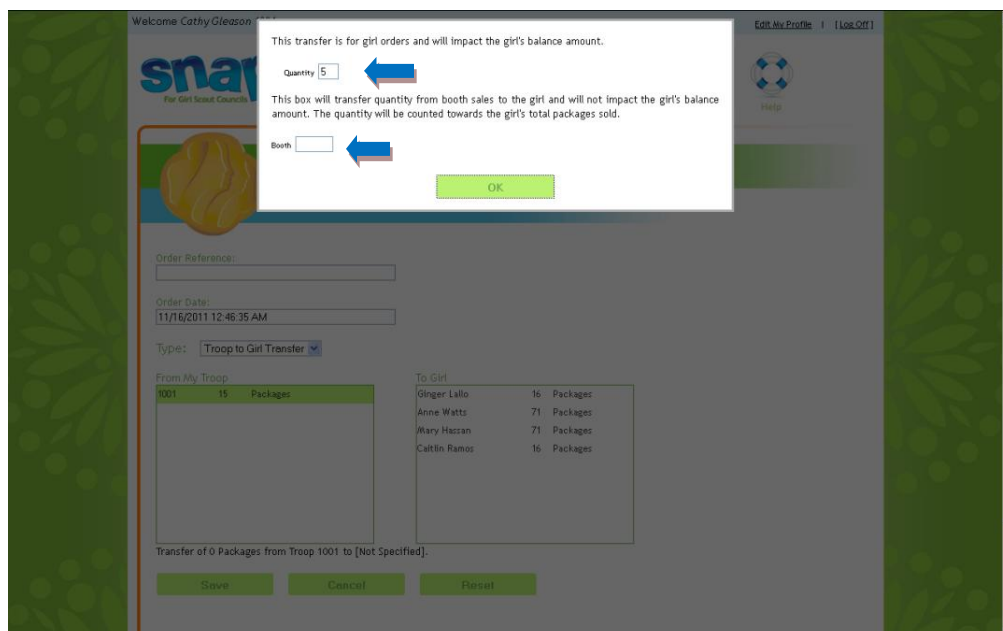


Put in the amount of cookies you wish to transfer to a girl in the Quantity Box.

For troops wishing to use Snap to track Girl Payments, you may put amount of packages in the Booth Box only if the Troop Leader or Troop Cookie Manager kept the \$4 a package from the booth sale. No matter which box you select, the girl will receive credit towards recognitions and the troop will still be financially responsible for payment to the council.

Quantity = Girl still owes the troop \$4.00 for each package.

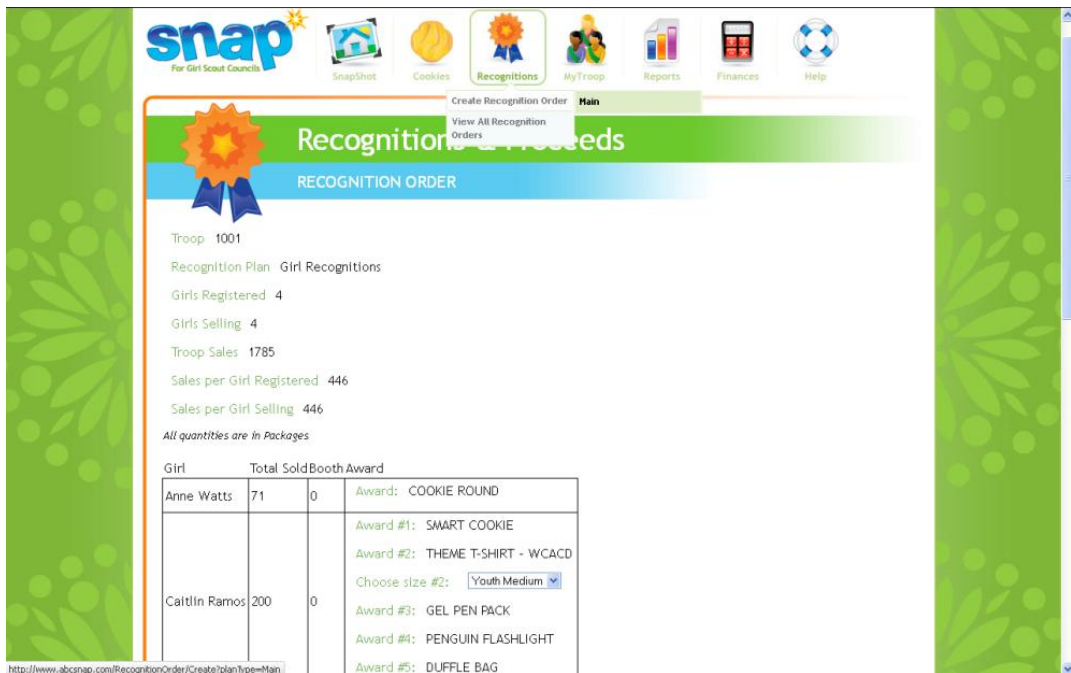
Booth = Troop has already collected the \$4.00 for each package.



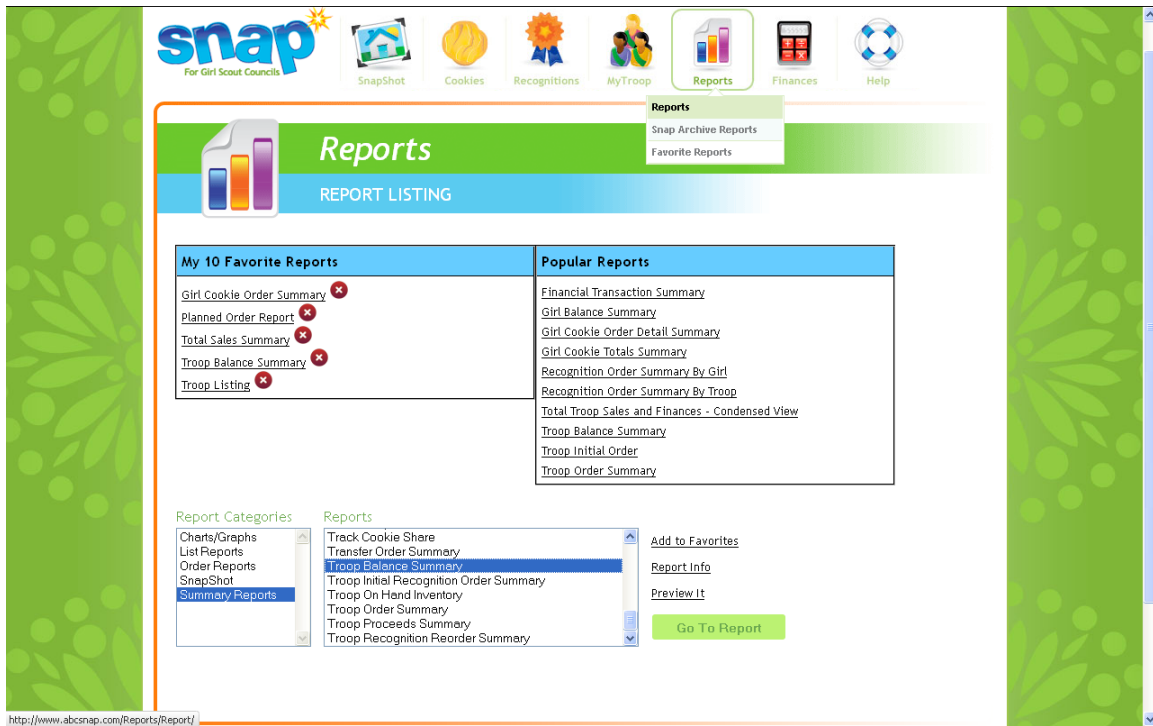
Then highlight the girl you wish to transfer to, then click SAVE.



- 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, then click Save, or Commit if you are sure you will not make any changes to the girl cookie totals.



9. 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 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



10. 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,

