



Troop User Guide

A Troop's Guide to Using Snap, ABC Bakers' online order management system.

NOTE – Do not use the BACK button on your browser at any time while navigating the Snap system. Using the BACK button will log you off of Snap and your changes will not be saved.

Your service unit cookie consultant will provide you with a login email address and password to access www.abcsnap.com:

My LOGIN Snap EMAIL ADDRESS is: _____

My LOGIN Snap PASSWORD is: _____



TO LOG IN

The SnapShot home page is the first screen you will see once you successfully log in to Snap. The home page presents a summary view of your Messages, Tasks, Important Dates, Favorite Reports, Charts and Graphs. Clicking the SnapShot icon at the top left of any page will return you to your home page at any time.

STEP 1: Go to <http://www.abcsnap.com> and enter the email address and password given to you by your service unit cookie consultant.

STEP 2: Ensure that your login Snap email address is correct. It is important that this email address be one that you check often! Notification of your booth sale assignments (if applicable) will be sent to this email. Also, if you forget your password, and press the "Forgot Password" link on the login screen, your password will be sent to this email address.

- If you need to change/edit your login email address: Select Edit My Profile in the upper right corner of the page and enter the correct information in the email field. Write it down in the space provided above.
- If you are the troop cookie manager for more than one troop, your service unit cookie consultant will set your Snap login email address as the login email address for each of your troops.
 - If you are set up as a contact for more than one troop, when you login, you will be presented with a drop-down list of troops to choose which troop to work with. If you need to log in as a different troop user, you will need to log off and select a different troop number when you log back in.
- To use the **Forgot Password** feature, enter your email address in Snap. Click on Forgot Password, enter your email address, and click on Reset Password. You will receive an email with your new password shortly.
- If you exceed the maximum number of tries at the login (5), you will be locked out and must contact your regional product sales manager, who will then contact ABC to have your password reset.



SETUP

Set up the following sections in Snap early in the process – before any orders are entered.

STEP 1: Edit My Profile - Click the **Edit My Profile** link at the top right corner of the page to make changes to your Snap profile. You must enter your contact information here. If needed, this is where you can also change your email address (which is used to log in to Snap) and password.

***Note** - Your password field will be blank. You do not have to enter a password here unless you want to change your current password. Please note that Girl Scouts of Western Ohio is unable to retrieve passwords. If you forget your password, you must use the “Forgot Password” feature on the log in page.

***Note** - If you update any part of your profile, you will be presented with a message that says “Update Successful! Log out and log back in again to complete the changes.”

STEP 2: Edit Troop Information - Put your cursor on the **My Troop** icon. Click **Edit Troop Information**. From this screen, you **MUST** enter your troop level, delivery station, proceed plan, troop contact name, and email address. You can also enter information here for an additional troop contact.

STEP 3: Add/Edit/Delete Troop Girls – You MUST add the names of all the girls SELLING in your troop. (You will enter each girl’s order under her name.)

- Put your cursor on the **My Troop** icon. Click **Add/Edit/Delete Troop Girls**.
- To add a girl, click on Add New Girl. Enter her name, and complete this process for each girl that you wish to add.
- To delete a girl, click the delete icon. 
- To edit a girl, double click on her name in the Girl Grid and update the appropriate information. Complete this process for each girl that you wish to edit. Click the Edit Girl button to save changes.



PLACING YOUR TROOP’S INITIAL COOKIE ORDER

Troops must have their initial cookie order entered and committed at www.abcsnap.com by **January 26, 2010**.

If troop cookie manager does not have internet access, she/he must give completed troop order form (T2), initial order recognition form (if recognitions were earned), and delivery site & time preference (if applicable) to his/her service unit cookie consultant by January 26, 2010, to be entered into Snap. You can access the initial recognition form online at www.girlscoutsofwesternohio.org.

STEP 1: Put your cursor over the **Cookies** icon. Click on **Initial Order**.

***Note** - Your troop may only place one initial cookie order.

STEP 2: The girl names added under Add/Edit/Delete Troop Girls will appear on the order grid. To create the order for each girl, use the tab key on your keyboard to move through each field and enter the quantity of each variety next to each girl’s name. ***The unit of measure when entering girl orders is packages.***

***Note** - Deliveries are made in full cases only. (A case contains 12 packages) So, the “**Extra packages for even cases**” row displays the packages required to fill the case. The order grid will display a row showing the total number of cases, by variety, at the bottom.

STEP 3: Add your troop’s cookies for booth sales in the Booths/Extras row. Enter the amounts need by variety.

***Should I order my troop’s cookie booth cookies on the initial order?** – If your troop has one or more booth sales scheduled during the first two weeks of booth sales, it is recommended that you order your booth cookies on your initial order. This ensures your troop will have all varieties of cookies at your booth and eliminates the need for your troop cookie manager to make an extra trip to a cookie cupboard just a day or two after delivery. If your troop runs out of booth sale cookies, you can always go to a cookie cupboard for additional cookies. Please note that although attempts will be made to keep all cookie cupboards in stock, cupboards are not *guaranteed* to have all cookie varieties at all times.

***Note** - There will NOT be mobile cupboards available at Buckeye Trails Delivery Sites this year.

***Cookie Share Note** – If girls in your troop sold cookies for Cookie Share on their initial order, check to see if you have enough in the “extra packages for even cases” row to fulfill your troops cookie share orders. If you need additional packages to satisfy your troop’s cookie share orders, add them into the “booths/extras line”.

YOU WILL receive these cookies! After the initial order has been submitted, and before March 22nd, be SURE to transfer cookie share cookies to each girl in order for them to count toward the girl's final recognitions.

***Note** – You may use the Cookie Share feature to help you keep track of the number of packages each girl sold for Cookie Share. The Cookie Share feature is located on the Cookies menu. This is a troop record keeping tool **ONLY**.

STEP 4: After entering the quantities, you can choose to Save or Commit the order. These choices are explained below:

- **Save** - This allows you to save the information that you have entered. You can still make changes to saved orders. To view or change an order that was saved, use the Manage Orders feature to display and edit the order.
- **Commit** – To commit an order means that the order is complete. Once you click the Commit button, a pop-up box will appear confirming that you want to commit the order. If you are finished with your cookie order and want to commit, click “yes” to commit.

***Note:** Review the order for accuracy. If you need to make changes, you may edit the order. Once you commit an order, you will not be able to make any changes to the order; you will have to contact your service unit cookie consultant to make any revisions for you.

STEP 5: Schedule Pick Up - If the delivery station you chose for your troop while “editing troop information” (you can change this if needed by clicking the My Troop icon, then click Edit Troop Information) is set up to accept appointments, you need to schedule a pick up appointment using the Schedule Pick Up feature. This feature is located under Delivery in the My Troop menu.


(Troops will not schedule pick ups in the Toledo region.)

***Your troop may not schedule an appointment until your initial order has been entered and committed in Snap.**

- To schedule a pick up, put your cursor over My Troop, click on delivery, then click Schedule Pick Up. A calendar will come up that displays the days that are available.
- Click Available Slots on the desired day to set up an appointment. A pop-up box will appear with specific time slots. Click the + sign next to the desired timeslot. A message will confirm the selected date and time. Click Okay. (If your troop has a very large cookie order, the system will automatically assign you multiple time slots.)
- Then, scroll down in the pop-up box with time slots displayed - click Close to complete your scheduling.

View Pick Up Times

To quickly view or delete appointments that have already been scheduled, click on the View Pick Up Times feature located on the My Troop menu. You may click Add Pick Up Time to schedule an appointment from this page as well. A calendar will come up that displays the days that are available to be scheduled. Click Available Slots on the desired day to set up an appointment. A pop-up box will appear with specific time slots. Click the + sign next to the desired timeslot. A message will confirm the selected date and time. Click Okay, then, scroll down in the pop-up box with time slots displayed - click Close to complete your scheduling.

- To delete an existing appointment, click the delete icon at the end of the row. 



PLACING YOUR TROOPS INITIAL RECOGNITION ORDER

Troops must have their initial recognition order entered and committed at www.abcsnap.com by January 26, 2010.

***Your troop may NOT order your initial recognitions until your initial order has been entered and committed in Snap.**

If the troop cookie manager does not have internet access, she/he must give completed troop order form (T2), initial order recognition form (if recognitions were earned), and delivery site + time preference to his/her service unit cookie consultant by January 26, 2010 to be entered into Snap.

***Note** - Initial order recognitions will be distributed at initial cookie order pick up.

Did your girls/troop earn an initial recognition item/s?

- 1) **Organic Cotton Messenger Bag** - Girls who sell at least 175 packages on their INITIAL ORDERS earn an Organic Cotton Messenger Bag.
- 2.) **Troop initial order bonus – Eco Tote Bag** - Troops that achieve a per girl average of 160+ packages on INITIAL ORDER earn an Eco Tote Bag for **each selling girl in the troop, plus one for the troop cookie manager.**



To place your troop’s “Early ” Recognition Order:

STEP 1: Put your cursor on the **Recognitions** icon. Click on **Create Recognition Order**, then click **Early**.

STEP 2: The Early recognition feature is automated. You will see a message saying that your Early recognition order is being calculated. Snap will automatically add an organic messenger bag to each girl’s early recognition order that met or exceeded the criteria of 175+ packages on initial order.

STEP 3: IF your troop’s “sales per girl selling” is 160+, put the number of eco totes your troop will need (1 per girl SELLING + 1 for the adult volunteer) in the quantity box under the first girl’s name.

Sales per Girl Selling 308
All quantities are in Packages

Girl	Total Sold	Booth Award	Extra item: Eco Tote G
Valerie Mott	400	0	Quantity <input type="text"/>
Jennifer Greene	90	0	Quantity <input type="text"/>
Amy Orwick	455	0	Quantity <input type="text"/>
			Quantity <input type="text"/>

Award: Organic Cotton Messenger Bag G
Award: Messenger Bag NOT Earned
Award: Organic Cotton Messenger Bag G

If a girl did not sell 175+ on her initial order, she will not be awarded the messenger bag and you will see this message...

STEP 3: Once the early recognition order is complete, click Save or Commit to complete the order. Click Cancel to reset the selections without making changes.



TRANSFERRING COOKIES TO GIRLS

Transfers are used to move quantities from one entity to another.

In order for your girls to get credit for all the cookies they sell (to count toward their recognitions), you must allocate all cookies to each girl. This includes; cookies added to your initial order by Snap to make full cases, cookies sold by girls after initial order taking and cookies sold during booth sales,

You do this by creating a transfer order.

Types of transfer orders available to you:

- Troop to Girl
- Troop to Troop
- Girl to Girl
- Girl to Troop

Transfers are NOT by variety, just by quantity.

Troop to Girl Transfer Order: (In PACKAGES) Use this if...

- Your initial order has to be in full cases - so the Snap system added 11 packages in the “Extra packages for even cases” row. During the time period between the initial order and booth sales, your daughter was able to sell these 11 packages to friends.
 - You'll need to transfer these 11 packages to her, so they count toward her recognitions and her total amount due.
- You ordered cookie booth cookies on your initial order in the Booths/Extras row.
 - Once you've had your booth sale/s, you'll need to give the girls who participated in the booth credit for the cookies they sold. You can do transfers throughout the sale, or do them all at once at the end of the sale.
- You picked up additional cookies from a cookie cupboard.
 - **These cookies will be added to your troop account by your regional product sales manager.** You will then need to transfer the appropriate amount of boxes to the girls who sold them.

Step 1: The Transfer Order feature is located under Cookies on the menu. Select Troop to Girl Transfer from the transfer type drop-down box.

Step 2: Your troop will appear in the From Troop box, click on your troop number. A quantity box will pop up.

- If you are transferring cookies that the girl will be financially responsible for, enter the quantity in the top box.
- If you are transferring cookies that a girl will get credit for selling at a booth sale, enter the quantity in the “booth” box. Girls are not financially responsible for booth cookies but booth sales do count towards the girl's recognitions. Click OK.

Step 3: The amount of product that each girl has already received credit for will appear next to her name. In the To Girl box, select the girl that is receiving the cookies. Once you select her name, the additional packages will be added to her total and deducted from the total amount the troop still has to allocate.

Step 4: Click Save to save the Order. A pop-up message will confirm that the transfer was successful.

Troop to Troop Transfer Order: (In PACKAGES) Use this if...

- A troop in your service unit is finished with their booth sales. They still have 10 packages of Thin Mints leftover. Your troop still has a booth sale left and could use these extra packages of Thin Mints.
 - **Use your troop's receipt book to document the transfer. Each troop should keep a copy of the transfer receipt. Each troop MUST put a copy of the receipt in their final report envelope.**

- **The troop that is giving away the cookies is responsible for entering the transfer order in Snap.**
- **The receiving troop now holds financial responsibility and gets credit towards recognitions for selling these boxes.**

Step 1: The Transfer Order feature is located under Cookies on the menu. Select Troop to Troop Transfer from the transfer type drop-down box.

Step 2: Select the troop in the From Troop box that you are transferring product from. The amount of packages available to transfer will appear next to the transferring Troop's number. A quantity box will pop up.

- If you are transferring packages that the girls will be financially responsible for, enter the quantity in the top "quantity" box.

Step 3: Select the troop in the To Troop box that is receiving the cookies. Click Save to save the Order. A pop-up box will ask you to confirm your transfer. Click okay. Then, the additional packages will be added to that troop's total and subtracted from the "from" troops total. A pop-up message will confirm that the transfer was successful.

Girl to Girl Transfer Order: (In PACKAGES) Use this if...

- A girl in your troop had an initial order customer that now lives in another state. She cannot get in touch with the customer, and may be stuck with the customer's order of 12 boxes of Thin Mints. However, another girl in your troop asked her family, and her grandmother wants 12 additional boxes of Thin Mints! So, you can transfer these 12 boxes from one girl to the other to ensure that the seller receives the credit.

Step 1: The Transfer Order feature is located under Cookies on the menu. Select Girl to Girl Transfer from the transfer type drop-down box. The girl names you add under Add/Edit/Delete Troop Girls feature will appear in the From Girl box. The amount of product that a girl has already received credit for will appear next to her name.

Step 2: Select the girl in the From Girl box that you are transferring product from. The amount of packages available to transfer will appear next to the transferring girl's name. A quantity box will pop up.

Step 3: Enter the number of packages you will be transferring in the quantity box. Click OK.

Step 4: Select the girl in the To Girl box that is receiving the cookies. The amount of packages allocated to the receiving girl will appear next to the girl's name. Once you select the "to" girl, the additional packages will be added to that girl's total and subtracted from the "from" girl's total.

Step 4: Click Save to save the Order. A pop-up box will ask you to confirm your transfer. Then, a pop-up message will confirm that the transfer was successful.

Girl to Troop Transfer Order: (In PACKAGES) Use this if...

- A girl in your troop had an initial order customer that lost her job and now cannot pay for her cookie order. The order was for 10 Peanut Butter Patties and 10 Peanut Butter Sandwiches. No other girls from your troop have a customer who wants to buy peanut butter cookies at the moment. So, you can transfer these 20 boxes from the girl to the troop in order to use them for an upcoming cookie booth.

Step 1: The Transfer Order feature is located under Cookies on the menu. Select Girl to Troop Transfer from the transfer type drop-down box.

Step 2: The girl names you add under Add/Edit/Delete Troop Girls feature will appear in the From Girl transfer box. The amount of product that a girl has already received credit for will appear next to her name. The amount of product allocated to the troop will appear next to the troop number in the To Troop box.

Step 3: Select the girl in the From Girl box that you are transferring product from. A quantity box will pop up.

- If you are transferring packages that will impact the girls balance due amount, enter the quantity in the top "quantity" box.

- If you are transferring packages that girls will be selling at a booth sale, enter the quantity in the “booth” box. Girls are not financially responsible for Booth cookies but booth sales do count towards the girl’s recognitions. Click OK.

Step 4: Select the troop in the To Troop box that is receiving the cookies. Click Save to save the Order. A pop-up box will ask you to confirm your transfer. Click okay. The additional packages will then be added to the troop’s total and subtracted from the “from” girls total. A pop-up message will confirm that the transfer was successful.



PLACING YOUR TROOPS FINAL RECOGNITION ORDER

Troops must have their final recognition order entered and committed at www.abcsnap.com by **March 25, 2010**. If troop cookie manager does not have internet access, she/he must give completed troop order form (T2) and final recognition form to his/her service unit cookie consultant by March 25, 2010 to be entered into Snap.

STEP 1: Put your cursor on the **Recognitions** icon. Click on **Create Recognition Order**, then click **Main**.

***Note** - Your Troop may only place one Final recognition order.

STEP 2: The Main recognition feature is automated. You will see a message saying that your Main recognition order is being calculated. When the recognition screen appears...

1. **IF** girls in your troop earned cookie booth patches, cookie share patches, or goal getter patches, put the number of each patch your troop will need in the quantity box under the first girl’s name OR you may enter them under each girl’s name separately.
2. Participation certificates are **ONLY** for girls who sold 1-29 packages. **IF** you had any girls sell **ONLY** 1-29 packages, put the number of participation certificates under the first girl’s name OR you may enter them under the girls name separately.
3. Any item that appears with a drop down box, a choice **MUST** be selected – please make sure you select the actual recognition the girl desires. Otherwise, Snap will order the default item and it may not be the item the girl wants.

Valerie Mott	400	0	Extra item #1: Cookie Booth Quantity <input type="text" value="1"/>
			Extra item #2: Cookie Share Quantity <input type="text" value="1"/>
			Extra item #3: Goal Getter Quantity <input type="text" value="1"/>
			Extra item #4: Participation Cert. Quantity <input type="text" value="2"/>
			Award #1: Order certificate above
			Award #2: Theme
			Award #3: L2L Tattoo Sheet
			Choose award #4: <input type="text" value="Frog Pewter Figurine"/>
			Choose size #4: <input type="text" value="No Size"/>
			Choose award #5: <input type="text" value="L2L Eco Journal G"/>

STEP 3: Once the final recognition order is complete, click Save or Commit to complete the order. Click Cancel to reset the selections without making changes.

View All Recognitions Orders

To manage recognition orders, click on **View All Recognitions Orders** located under **Recognitions** on the menu. The Manage Orders page will appear displaying the different order types. Use the green down/up arrow key on the far right of the blue bar to expand/contract the list of orders within each order type. A list of the orders will display with the status of each order. When the orders are displayed, you can roll your mouse over the order number to view a sampling of the data contained within that order.

To edit an order in this screen, move your mouse over the order number and a pop-up screen will appear revealing a preview of order details. Click the order number to view the entire order. Use the tab key to tab through the order and to change quantities. Click Save or Commit to complete the order. Click cancel to reset the selections without making changes. Once changes are complete, you can Save or Commit the order. Click Cancel to reset selections without making changes.

Other Features

Manage Orders

The Manage Orders feature allows you to commit orders or make revisions to pending orders. The Manage Order feature is located on the Cookies menu. When you click on Manage Orders, a page will appear displaying the orders categorized by order types. Use the green down/up arrow key on the far right of the blue bar to expand/contract the list of orders within each order type. A list of the orders will display with the status of each order. When the orders are displayed, you can roll your mouse over the order number to view a sampling of the data contained within that order.

***Note:** To protect the integrity of your data, orders in Snap cannot be deleted. Orders that are saved can be edited at any level; troop, service unit or council. Orders that are committed can only be edited by the level above. For example, if a troop accidentally commits their order before they are ready, their order can still be edited by the service unit user.

- **Viewing Individual Orders** - Clicking an order number link will display that specific order in the order screen.
- **Editing Orders** - Highlight the order you are editing and double-click. When the order is displayed, type the new quantities. Use the Tab key on your keyboard to move through the fields. When finished, click on the Save or Commit button.
- **Committing Orders** - Click on the order number you want to commit. When the order is displayed, review the order for accuracy. This is your last chance to edit the order. If you notice an error, make the necessary adjustments. If the order is correct, click the Commit button. Once you click the Commit button, a pop-up will appear confirming that you want to commit the order.

Cookie Share

*This is a troop record keeping tool ONLY. Using it is strictly optional.

The Cookie Share feature allows you to keep track of the amount of cookies that went toward Cookie Share during the sale. The Cookie Share feature is located on the Cookies menu. Be sure to keep track of how many cookie share boxes each girl has sold by holding onto their initial order cards. After the initial order has been submitted, and before March 22nd, be SURE to transfer cookie share cookies to each girl, in order for them to count toward the girl's final recognitions.

Reports

Snap allows you to run a variety of reports to review information about your cookie sale. Reports are located under the Reports menu and are generated in real time, which means that as soon as you enter information, you will be able to view the current information via the reports.

Reports are divided into the following categories for easier use:

- **Charts/Graphs Reports** allows you to run a variety of charts and graphs to show a picture for fast data analysis.
- **List Reports** displays information about troops, delivery stations, banks etc.
- **Order Reports** allow you to view orders **individually**. One order per page will be displayed. This is an easy way for you to view information about a single order and may be a fast way to check against paperwork.
- **SnapShot Reports** are the reports that display on your SnapShot home page.
- **Summary Reports** are the most comprehensive reports available to you. They show the most information as possible on a page.

Favorite Reports

To make the reporting process simpler and more efficient, Snap gives you the ability to identify your favorite reports. To set a Favorite Report, click on Reports. Select a Report Category and a Report. Click Add to Favorites. A pop-up will appear to confirm that you want to add the report to your favorites. Click OK to proceed. The selected report will now show up as a favorite. Click the delete icon to remove it from your favorites view.

Finances

This feature allows you to record individual girl cookie payments to the troop and record money deposited into the council account, if you wish. This is a troop record keeping tool **ONLY** and is **NOT** proof of payment. Any girl payments recorded in Snap will **NOT** be reflected on the troop balance summary. This is strictly a feature for your own record keeping.

To enter a girl deposit, click the Finances icon, then click Add New Girl Transaction. Click on the down arrow key to select a girl. The date will auto-fill to the current date. Enter the amount and any reference number or notes and click Save to save changes. If you click Close, selections will be reset and changes will not be saved.

Message System

Snap's Message System:

- Allows your council or service unit cookie consultant to send you messages
- Lists messages, with newest message showing first, on your SnapShot page
- Displays messages by clicking the envelope under

Task Manager

Snap's Task Manager:

- Allows your council manager to set tasks for all troop volunteers at the same time
- Gives the ability for tasks to be tied to important dates

Calendar

Snap's Calendar:

- Shows important dates that have been set by the council
- Shows your booth schedule dates
- Shows your delivery station pick-up time if applicable

Help

Online help is available in Snap. The Help files are located in the Help menu. When you click on the Help menu, a window will pop up, giving you information about the section that you are currently working in. Additional frequently asked questions are available by clicking FAQ on the Help menu. To contact ABC, choose the Contact Us option on the Help menu.



Cookie Booth Scheduler

For Council-Sponsored Cookie Booths

Snap gives troop users the ability to find and request booth sales that have been set up by your regional Girl Scout Center. This method of reserving council-sponsored cookie booths was designed to give you:

- Less Paperwork.
- Fairness in initial council-sponsored cookie booth assignment.
- “Real time” availability for additional cookie booths.
- Troops can enter up to **ten** preferences during the initial request phase. The program will assign **at least one** council-sponsored cookie booth to each troop and **up to a maximum of three** cookie booths. We will work to ensure each troop will receive **at least one** cookie booth during this initial assignment.

TO ENSURE A GOOD RELATIONSHIP WITH LOCAL BUSINESSES, PLEASE DO NOT SOLICIT COOKIE BOOTHS FROM ANY COUNCIL-SPONSORED BUSINESSES. BEFORE CONTACTING ANY BUSINESS, PLEASE CONFIRM WITH YOUR REGIONAL PRODUCT SALES MANAGER THAT THE BUSINESS HAS NOT BEEN CONTACTED BY THE COUNCIL.

Online council-sponsored cookie booth reservation timeline:

January 4 @ 9:00 a.m. - Troop cookie managers will be able to begin signing up for their booth location preferences. Troops can enter up to **ten** preferences during the initial request phase. *There will not be any advantage to the date or time cookie booths are requested as long as all requests are submitted by 10 p.m. on January 15.*

January 8 @ 5:30 p.m. - All paper-based council-sponsored cookie booth request forms must be submitted to your regional Girl Scout Center.*

January 15 @10:00 p.m. - The online system will shut down and booth assignments will be done through a computer-generated, random selection to ensure the fairest assignment possible. If you miss this deadline, you will need to wait until January 23 at 9 a.m. when additional cookie booth reservations can be made. *The program will assign at least one council-sponsored cookie booth to each troop, up to a maximum of three cookie booths at this time.*

January 20 – Troop cookie managers will be notified via email of your booth sale assignments.

January 23 @ 9:00 a.m. - Real time booth sign up begins (limit of 10 total – includes computer assigned booths).

February 6 @ 9:00 a.m. - Real time booth sign up – no limit.

***Note** - While we encourage that all troops request council-sponsored cookie booths via the online system, we understand that some do not have access to the internet. It is for this reason that we will allow those troop cookie managers to complete the paper-based council-sponsored Cookie Booth Request Form with their top ten preferences selected. A copy of this form can be found on the Girl Scouts of Western Ohio website or from your service unit cookie consultant. If your troop is going to use this form, it **MUST** be submitted to your regional Girl Scout Center by January 8. Once the forms have been received, Girl Scout volunteers and staff will enter the troop's request(s) into the online system. **THERE IS NO ADVANTAGE IN SUBMITTING PAPER-BASED FORMS;** this is solely a convenience for those troops without internet access.



Initial Council-Sponsored Cookie Booth Request Process

The Booth Scheduler feature will first be run on a random assignment basis from January 4, 2010 – January 15, 2010. You may want to request the maximum of 10 booth sales because you may not receive all your requests. You will have the ability, after the random assignment is complete, to deselect and/or select a different booth sale(s).

Step 1: Discuss possible council-sponsored cookie booth dates, times and locations with your troop leader(s), parents, and girls. Be sure to consider the schedules of any adults that will be helping at the cookie booths and any school/church/sporting events that may affect the troop's ability to participate in a cookie booth.

Step 2: Between 9:00 a.m. on January 4, 2010, and midnight on January 15, 2010, go to www.abcsnap.com to begin the initial request process.

Step 3: To sign up for a booth sale, go to the Cookie icon, select Booth Scheduler and then choose Find and Schedule Booth Sale from the sub-menu. On the Find and Schedule Booth Sale page, you will have the ability to request up to 10 booth sales.

Step 4: To find and request a Booth Sale time and location, use the Search box to enter the desired chain name, city or zip to identify matching sale locations. If you know you'd like to stay within a certain area in a neighborhood, you can also enter a zip code for that area and the number of miles to search within. Click the Search bar and you will be presented with a Result Set, which can be sorted, by any of the columns.

Step 5: To choose the one you would like, double click on the desired location. A pop-up calendar will appear showing you all available dates for that location. By moving the cursor over the Available date on the calendar, you will be presented with a calendar showing available times on that date. Click on the Available date that you would like to schedule, and then choose a time.

Booth Sale Notification Process

When the computer generated random process is complete, you will be notified via email to the Troop's contact(s) of your Booth Sale assignments.



Reserving Additional Council-Sponsored Cookie Booths Online

Beginning at 9:00 a.m. on January 23, troops will be able to sign up for additional cookie booths in "real time." This means that you will have access to all of the remaining council-sponsored booths via www.abcsnap.com, and once a cookie booth is selected by a troop, it is automatically removed as a possible choice. This also means that if a troop cancels a cookie booth, it will become available for others. During this first week of "real time" sign up, troops will be limited to a combined total of 10 cookie booths. So, for example, if your troop received two cookie booths from the initial request phase, then you can reserve up to eight more during this limited "real time" sign up. Beginning February 6, 2010, all reservation restrictions will be removed and troops may reserve as many cookie booths as they wish.

Step 1: To sign up for additional booth sales, go to the Cookie icon, highlight Booth Scheduler and then choose Find and Schedule Booth Sale from the sub-menu. Follow the same steps as the initial cookie booth request process.

Also, check the reservation site frequently as new booth locations may be added throughout the sale.

Other Features:

Booth Sale Mapping Function

By clicking on the map next to a booth location, a pop-up Google map of the location will be presented.

View All Booth Sales

To view all of your Troop's booth sales, go to the Find and Schedule Booth sale page. Your SnapShot calendar will also display your booth sale.

Deleting Unwanted Cookie Booths

Please be a sister to every Girl Scout and delete any booths that your troop no longer wants or will not be able to attend. By deleting unwanted cookie booths, you are helping other troops by giving them the opportunity to sell cookies at that location. At any time, while the online cookie booth system is open, you may delete unwanted cookie booths. To delete an unwanted booth, go to the Cookie icon, and select Booth Sales and then click on Schedule Booth Sales. From the table view, click on the red X delete key at the end of the row to delete it.