



it's Cookie time!

Welcome to the 2012 Cookie Program. This tutorial will provide you with step-by-step instructions for the SNAP online program for cookie sales.



SNAP is the online program used to place your cookie orders, record sales by the girls, and order recognition's at the end of the sale. SNAP is not optional. SNAP instructions are easy to follow and can help to simplify the cookie program if used correctly. Let's get started...

Visit the website below and follow the steps as directed.

www.abcsnap.com

Step 1:

Log in to your SNAP account

Follow the **red** arrows below to complete step one. New users: type in the email address you provided on the HCSU cookie website and use the password "cookies"

Previous snap users: use last year's email and password.

Unable to log in? Contact Tammy Hazen. thehazens@gmail.com



The image shows a screenshot of the SNAP login page. On the left, there is a circular inset photo of two young girls smiling and holding boxes of SNAP products. The main page has a yellow background with a pattern of cookies and the word "snap" in large blue letters. Below the logo, it says "Welcome to Snap!" and "Please enter your user name and password and press the Login button to begin working." There are two input fields: "Email:" with the text "cookiemom@gmail.com" and "Password:" with the text "cookies". A red arrow points from the text "Your email address" to the email field. Another red arrow points from the text "You can change this password after your first log in." to the password field. Below the password field is a "Login" button and a "Forgot Password?" link. At the bottom of the page, there is a copyright notice and the ABC logo.

Welcome to Snap!
Please enter your user name and password and press the Login button to begin working.

Email: ← **Your email address**

Password: ← **You can change this password after your first log in.**

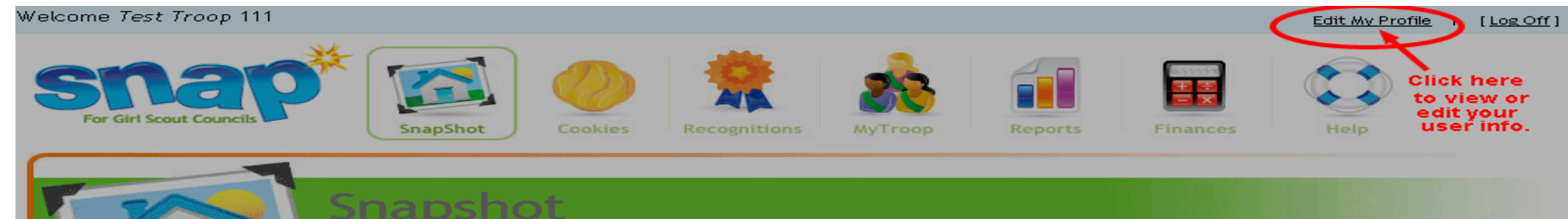
[Login](#)
[Forgot Password?](#)

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Step 2: Edit your profile information

Follow the **red** arrows below to edit your profile information.
Fill in the required information and make any changes needed.
Select **Edit User** to save the changes.



My Profile

EDIT MY PROFILE

Please fill out this form completely

*First Name	<input type="text" value="Test"/>	Address 1	<input type="text"/>
*Last Name	<input type="text" value="Troop"/>	Address 2	<input type="text"/>
*Email	<input type="text" value="test@gmail.com"/>	City	<input type="text"/>
Password	<input type="password" value="*****"/>	State	<input type="text" value="ALABAMA"/>
Re-enter Password	<input type="password" value="*****"/>	Zip	<input type="text"/>
		Phone	<input type="text"/>
		Fax	<input type="text"/>
		Mobile	<input type="text"/>

Change your password here.

Step 3: Enter or update your girls.

Follow the **red** arrows below below to add/edit/or delete girls from your troop. Be sure to use full first and last names with **NO NICKNAMES**.

Welcome Test Troop 111

[Edit My Profile](#) | [\[Log Off \]](#)



SnapShot



Cookies



Recognitions



MyTroop



Reports



Finances



Help



My Troop

GIRLS

Use the Add/Edit/Delete troop girls pull down

[Add New Girl](#)

Click here to add girls to your roster.

Search

Double click on the name to edit spelling. Council requests full names- first and last with **NO NICKNAMES**. (they verify this info using their gs registration forms)

First Name	Last Name	GSUSAID	Action
Donner	Blitzen		
Comet	Cupid		
Prancer	Vixen		
Dasher	Dancer		

1 / 1 25 4 Row(s)

Delete girls who are no longer in your troop.

Step 4: Edit troop information

Follow the **red** arrows below to edit your troop information. Please be sure to complete this page carefully (**Older troops- you are responsible for ensuring that your troop earns \$.65 per box instead of recognition toys by completing this form correctly.**) Be sure to fill in your name and phone info and use your troop leader for the alternate info.

Save your changes and click OK to confirm.

For Girl Scout Councils

Snapshot Cookies Recognitions **MyTroop** Reports Finances Help

My Troop

TROOP INFO

Girls Active: 4

Girls Selling:

Troop 111

*Level

Service Unit Harbour City

Delivery Station

*Proceed Plan

Early Recog. Plan

*Main recog. Plan

*First Name

Use the Edit Troop Information pull down to get to the screen shown here.

Select troop level. If you are a multi-level troop (eg. both brownies and juniors) select the YOUNGEST level girl.

Set delivery station to Melbourne Greyhound Racetrack

This should only be changed if you are Cadettes or higher and want to earn \$.65 per box in place of recognitions.

This should only be changed to Cadette/Sr/Amb only if you are an older troop and want to earn \$.65 per box in place of recognitions.

Complete the rest of the starred boxes and SAVE.

Congratulations- you are ready to go!

If you followed steps 1-4 completely, you are now set to begin cookie sales on January 2nd. If you have any questions with these first 4 steps please contact me so that I can help you. I will be adding more slides to the presentation as the cookie season progresses so be sure to keep checking our website for updates.

www.cookies.harbourcitysu.org

Coming Soon....placing your initial cookie order on SNAP.

