

Training Session #2

Placing your initial orders on



www.abcsnap.com



Before you begin...

Before you can place your initial orders on SNAP you must have your snap account set up. Please refer to training session #1 and complete those tasks. Once your girls are set up in your troop you may begin your initial order.

Log into your Snap account then follow the instructions as shown below.

Welcome Tammy Hazen 111 [Edit My Profile](#) | [\[Log Off \]](#)

snap
For Girl Scout Councils

Snapshot Cookies Recognitions MyTroop Reports Finances Help

Snapshot

Scroll over the cookie icon and click on Initial Order

MESSAGES
(No Messages)

CALENDAR
December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

MY TASKS
(No Tasks)

Scroll over the cookie icon and then click on Initial Order.



Snapshot



Cookies



Recognitions



MyTroop



Reports



Finances



Help



Cookies

INITIAL ORDER

Cannot create the order because it is before the sales season begin date (1/3/2012) setup by the council.

Order Reference:

Step 1. Type "Initial Order" in the Order Reference box as shown.

Order Date:

Step 2. Enter the cookies each girl has sold (by Jan 16th) in the boxes below. This step is necessary to ensure the girls earn the early recognition recycled tote by selling 135+ boxes prior to the initial order.

All quantities are in Packages

	CShare	TAL	SO	LEM	S	TM	PBP	CD	PBS	Total
Charlotte Bronte	<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"/>
Emily Bronte	<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"/>
Jane Austin	<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"/>
Subtotals:	0	0	0	0	0	0	0	0	0	0

It is important to enter each variety of cookie sold by each girl in order for her to earn her early recognition award for initial sales over 135+ boxes.



INITIAL ORDER

Cancel order. The order is cancelled. You will receive an email notification of the cancellation.

Order Reference:

Step 3. Enter booths/Extra's cookies in the row shown.

Order Date:

Step 4. Use the "Extra packages for even cases" row to determine how many boxes should be added to get to the next case. All orders will be for cases of cookies.

All quantities are in Packages

	CShare	TAL	SO	LEM	SB	TM	PBP	CD	PBS	Total
Charlotte Bronte	<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"/>
Emily Bronte	<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"/>
Jane Austin	<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"/>
Subtotals:	0	0	0	0	0	0	0	0	0	0
Booths/Extras	<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"/>
Subtotals:	0	0	0	0	0	0	0	0	0	0
Extra packages for even cases	<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"/>
Totals in Packages:	0	0	0	0	0	0	0	0	0	0
Totals in Cases:	0	0	0	0	0	0	0	0	0	0

This row will show you how many boxes to add to your "Extra's" to round up to even cases (only full cases of cookies can be ordered)

Extra packages for even cases

Cancel

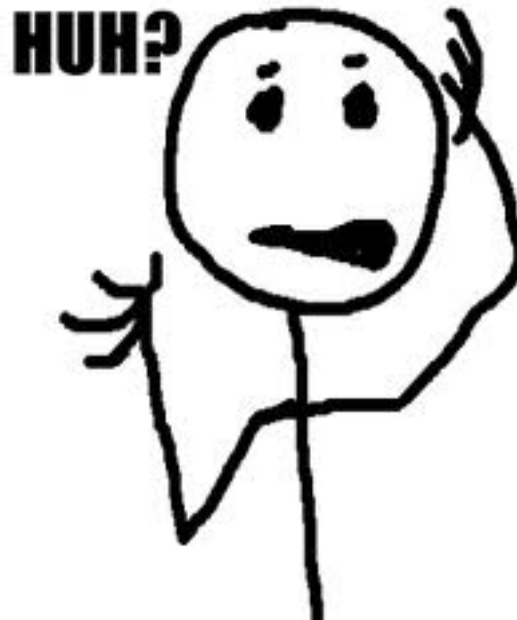
Are you confused about that Extra Packages row?

This is a easier to do than it is to explain. Since you are are required to order cases of cookies, the SNAP program will show you in the "Extra's Packages for Even Cases" how many boxes more you need to order so that it rounds up to the next case (12 boxes per case) For example, if you only have orders for 2 boxes of shortbreads, you must still order a full case. In the "Extra Packages" row you will see that you need to add 10 packages to round up to the full case.

Take this number and add it to the Booths/Extra's row just above. Then your "Extra Packages" row should show a zero. Only when the entire "EP row" shows zeros, is your order correctly entered.

To add to that confusion...

The Booths/Extra's row is also where you add the boxes of cookies you want to have on hand for booths. If you want to have 3 CASES of Thin Mints (in addition to your pre-orders) for booth sales...you will add 36 boxes into the Booths/Extra's box for Thin Mints. You are still entering boxes of cookies, but your order must round up to even CASES.



Still don't get it???

Give me a call and I will walk you through it.



Tammy
321-610-3285

Now...for the Big Question



What do I do now...should I **SAVE** or **COMMIT** my order?

Always SAVE

Never Commit!

We only SAVE orders. It is critical that you NEVER commit an order. Just save it! This goes for all orders in SNAP including cookies and recognitions. If you commit an order it cannot be modified or corrected in any way later on. I cannot stress how important it is to ALWAYS SAVE...NEVER COMMIT!!!!!!

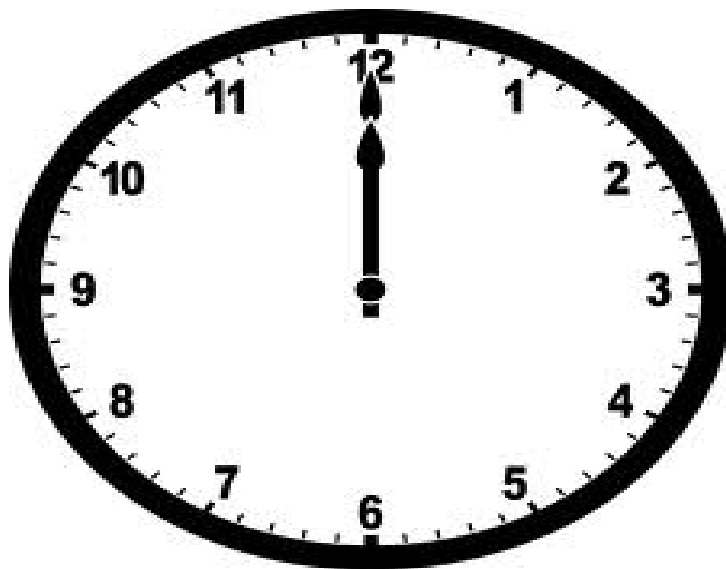
T-4 Order

In addition to the online order you will also need to turn in a T-4 order form. This is a four-copy form found in your troop supply bag. Please bring this with you to the January Service Unit Meeting (or deliver it to me by January 19th). I will collect the top two copies only of this form.

PLEASE wait to fill out this form until you are sure your order is correct.....it is difficult to read on the duplicate copies when you make changes.



Deadline for Initial Orders is **January 19th**
at **12:00 NOON.**



You must enter your initial order in SNAP

AND

turn in your T-4 order form (top 2 copies)

by this time

**OR YOU WILL NOT RECEIVE YOUR COOKIES ON
THE TRUCK DELIVERY FEBRUARY 9TH.**

Checklist



Have troop parents email a list of their daughter's cookie sales to you no later than January 16th.

Determine how many booth sales you plan to schedule and estimate how many cookies to purchase for these sales.

Complete the INITIAL ORDER on snap.com before noon on Jan 19

Fill out the T-4 Order and turn in the top two copies by noon on Jan 19th.



More training coming soon to a computer near you.