

Ordering Girl Prizes and Recognition Certificates

Thank you for supporting the girls on this new and exciting initiative! Cookie All Stars is helping girls build life skills such as, decision-making, financial responsibility, planning, goal-setting – all important skills that add to a girls' personal growth.

By this time, the girls in your Unit have submitted their cookie orders to you. Review each order form received to ensure all the information was completed correctly and that it was signed by a parent/guardian.

Enter the information from all your girl order forms onto the Unit Tracking Order Form. This form helps to keep track of your girls' orders and of the prizing and recognition certificates your Unit is to receive. As they include personal information, such as names and addresses, keep Unit Tracking Order Forms and girl order forms in a secure location.

Orders for prizing will be delivered directly to Units in the Spring.

Ensure all girls participating in cookie selling receive the recognition certificate for participation. This recognition certificate will be available by mid-February on the Cookie All Stars section of Member Zone. Provinces are responsible for mailing certificates to Units for girls who sell 10-24 cases signed by their Provincial Commissioner and Provincial Cookie Adviser. Girls who sell 25 cases or more will receive a certificate signed by the Chief Commissioner and National Cookie Adviser. The national office is responsible for mailing these directly to Units along with the prizing.

The site for ordering recognition and prizes is open from **January 14 to February 2, 2009**. In order for the girls in your Unit to receive their prizing before your Unit wraps up for the year, make sure the order is submitted by February 2, 2009. **No orders will be accepted after the deadline date of February 2.**

Before you start, ensure you have:

- Your Unit's information, including Unit name and iMIS number.
- The delivery location to where the prizing and certificates are to be mailed to, including receiver's name, complete mailing address and contact information.
- Approximate date your Unit finishes activities for the season.
- The list of all girls in your Unit that submitted cookie orders, including those that ordered less than five cases.
- Each girl's name (ensure the correct spelling), iMIS number and the number of cases ordered per girl.

To place your order for prizes and recognition certificates, follow these simple instructions.

Placing Orders for Girl Prizing and Recognition

To place an order, or to edit an existing order, type the website address <http://netsell.com/ggoc09/> into the browser and hit the Enter key. The introduction page appears.

From the introduction page, choose one of the links for the action you want to perform:

- **Instructions** – step-by-step guide on how to enter and edit orders for girl prizing and recognition certificates.
- **Order Girl Prizing** – form to enter the prizing and certificates the girls eligible to receive and the delivery address to send the items.
- **Edit Incorrect Information Entered** – form to edit any incorrect data that was entered. The Unit's iMIS number is required to make any changes.
- **Adding a Missed Girl Order** – form to enter additional girls either because they were missed or the girl submitted her order form late (but before the deadline date of this site closing). The Unit's iMIS number is required to make any additions.

How to Place an Order


To place an order to receive prizing and recognition certificates for girls:

1. Type the website address <http://netsell.com/ggoc09/> into the browser and hit the Enter key. The introduction page appears.
2. From the introduction page, click Order Girl Prizing. The order form appears.
3. Enter the requested information under each heading:
 - Unit Information
 - Receiving Guider Delivery Information
 - Approximately, on what date does your Unit's season end?
 - Number of Girls in your unit that sold cases at the various levels (5-9 cases, 10-24 cases, and 25+ cases).



If you do not know the exact date when your Unit's season ends, an approximate date will do. This information will help the cookie department ensure prizes are sent in time to distribute to the girls.

4. Under, *List the names of ALL the girls in your unit that submitted cookie orders*, select from the dropdown list the number of girls in your Unit that submitted cookie orders **including those that ordered less than five cases**.

5. Click Enter Girls Now. A list of boxes appears matching the number of girls you selected from the dropdown list. Make sure you have on hand each girl's iMIS number and the number of cases ordered per girl.
6. Enter each girl's name, iMIS number and cases ordered. Before submitting the order, review the information for accuracy.
7. Click Submit Girls. The list of girls entered appears. Your order is now placed.
8. To exit website, click  in the upper right-hand corner of the browser.

How to Edit an Order

There are two reasons why an order needs to be edited:

1. The information was entered incorrectly
2. A girl order was missed when placing the order or the girl submitted the form after the order was placed.

To access the order for editing, you need your Unit's iMIS number.


Editing Incorrect Information Entered

To edit incorrect information on an order:

1. Type the website address <http://netsell.com/ggoc09/> into the browser and hit the Enter key. The introduction page appears.
2. From the introduction page, click Editing Incorrect Information Entered. The editing appears.
3. Enter the Unit's iMIS number and click Edit Unit. The original order submitted appears.
4. Edit any incorrect information that was entered.



If a girl order was missed or received after you submitted the order, follow the instructions for **Adding a Missed Girl Order**.

5. Once all information is correct, click Submit Girls. A screen appears confirming the Unit's order was updated.
6. To exit website, click  in the upper right-hand corner of the browser.

Adding a Missed Girl Order

To enter additional girls to an existing order:

1. Type the website address <http://netsell.com/ggoc09/> into the browser and hit the Enter key. The introduction page appears.
2. From the introduction page, click Adding a Missed Girl Order. The add screen appears.
3. Enter the Unit's iMIS number and click Add Girls to Unit. The original order submitted appears.
4. Under, *List the names of ALL the girls in your unit that submitted cookie orders*, select from the dropdown list select the number of additional girls to add to the order.

For example, you placed an order that listed 10 girls that submitted cookie orders. Two days after you placed the order, two more girls submitted cookie orders. From the dropdown list select 2. This will give you two empty boxes to enter the girls' orders.

5. Click Add New Girls Now. The additional number of boxes you requested appears.
6. Enter the additional girls' order. Verify information entered is correct before resubmitting order.
7. Once all information is correct, click Submit Girls. A screen appears confirming the order was updated with the additional number of girls. The additional girls are now added to the list of girls from the original order.



You will not be able to see the order. Any data that was edited or added will appear on the report generated by the national cookie department.

8. To exit website, click  in the upper right-hand corner of the browser.