



## Cookie Finder Map FAQ's

### How do I load a booth sale on the map?

1. Go to the Sales Event Form and log in using your Unit iMIS number
2. This will take you to your Unit event history. Either choose Add New Event or click on one of the existing events in your History. If using existing event skip to #9.
3. If you choose to Add New Event fill in your contact details
4. Choose your province and city and click Find Locations
5. If other Units have entered locations for your town/city, they will be saved in the system and you will be able to use those details. If your event location is not listed, then choose Create new location
6. Fill in the details for the new location. **Make sure that the postal code is correct as this is how the event is plotted on the map**
7. Go to the Event Date box and choose the correct date on the calendar then select the start and end time.
8. Click on the Add Schedule Details button. This will transfer the new date and time to the Event Schedule List box
9. If you Use an existing event from your Unit history, then go directly to the Event Date Box and add the new date and time to the list in the Event Schedule List box
10. Finally click the Save Event box. This will submit your event for administrator approval. At this stage you will receive an email to let you know that the submission has been sent for processing.
11. Make sure that you allow at least two days for an event to be approved/show on the map.

### Can I load door to door events on the map?

Yes. Just choose the door to door option on the sales event form. It will pre-populate the event name of the location box and all that needs to be done is to add a cross-section of two roads in the neighbourhood along with the first section of the postal code eg. M4S and then follow the details from #7 on.

### Can I load more than one event on the same form?

If all the events are being held at the same location, then multiple dates and times can be loaded on the same form. Just enter the event date and time in the Event Schedule section and click Add Schedule Details. The information will transfer to the Event Schedule List below. Then you can just keep repeating this process to add subsequent dates and times at this same venue. Once you have completed all the dates and times just submit the event for approval.

### How do I know my event has been approved?

Once an event has been approved then the status line will change from draft to approved.

### I go to the same store each campaign. Can I save this information?

Any time you enter an event on the Cookie Finder Map the information is saved in your own personal Unit iMIS history. To find an existing event and update it just use the address search box directly below the Unit iMIS number and then update it using the instructions above and resubmit for approval.



## I need to change the date or time of my approved event?

- Go to the Sales Event Form and log in using your Unit iMIS number
- This will take you to your Unit event history. Click on the event that you want to make a change to.
- Scroll down to the Event Schedule section and highlight the existing time and date
- Once the time and date are highlighted click on the Remove Schedule Details button. This will delete the old time and date details
- Add the new date and time by clicking on the Event Date box and choose the correct date on the calendar then select the time the event starts and duration.
- Click on the Add Schedule Details button. This will transfer the new date and time to the Event Schedule List box
- Finally click the Save Event box. This will resubmit your event for approval with the updated date and time

## Can I cancel an event that I have submitted?

Yes. To cancel an event just log into your Unit history, find the specific event and pick the Cancel Event button. The update will be sent to the administrator, who will make the change.

## We plan our cookie sales events as a district. Can we log our events as a group?

Yes, the Sales Event Form accepts District iMIS numbers as well as the Unit iMIS, just submit the event via the most relevant number and follow the instructions as above.