

# COOKIE ALL STARS ORDERING MANUAL

Welcome to the Cookie All Stars ordering website! Please review the following manual for your  
Cookie All Stars ordering needs.

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## Cookie All Stars – How does it work?

Thank you for supporting the girls in this 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.

Cookie All Stars runs as a year-long\* initiative covering both the chocolatey mint and classic campaigns. Girls will work towards rewards and recognition based on the combined number of chocolatey mint and classic cookies they individually sell. *\*Year-long refers to a Unit's typical operational year.*

### Encouraging Girls

Guiders should work with the girls in their Unit on setting personal goals for how many cases of cookies they think they can sell. This will not only help girls take a more pro-active role in the cookie campaign but it will also help Guiders determine how many cases to order. Guiders order cookies as per the current process however the Guider should consult with and determine how many cases she thinks each girl in her Unit can sell, and then add the number of cases needed for cookie selling events .

### Reward levels

Girls have the entire year to achieve their cookie selling goals, making it easier for them to earn rewards for their hard work. Girls will now receive rewards for selling quantities of cookies as follows:

- Girls who individually sell **7 to 14** cases will receive a specially designed crest.
- Girls who individually sell **15 to 29** cases will receive the specially designed crest and a \$25 Movie Voucher
- Girls who individually sell **30 to 39** cases will receive the specially designed crest and a \$75 gift card for Chapters Indigo Canada.
- Girls who individually sell **40 to 79** will receive the specially designed crest and a \$125 gift card for Best Buy
- Girls who individually sell **80 or more cases** will receive the specially designed crest and a Camp Kit (\$300 value) or \$250 in Best Buy gift cards

### Group Sales

Girls that participate in group selling events with their Unit will receive a group sales crest if their Unit sells **10 cases** or more over the chocolatey mint and classic campaigns.

### Guider Crest

A specially designed crest is available to Unit Guiders who promote Cookie All Stars to girls and submit their orders for rewards based on each girl's total cookie sales for the year.

### Recognition certificates

- Every girl that participates in Cookie All Stars (regardless of the number of cases sold) should receive a recognition certificate from the Unit Guider (participation certificate is posted on Member Zone for download)
- Girls that sell 40 cases or more will also receive an additional certificate signed by the Chief Commissioner (these certificates will be mailed with rewards)

### CookieTracker Tool



**IMPORTANT** – The Cookie Tracker tool is currently unavailable due to a problem with the transfer of information from one tool to the other. If you trying to register for Cookie All Stars via the Cookie Tracker website please proceed directly to [Cookie All Stars](#).

### Unit Guider Tracking Form

If you prefer to keep track manually the Cookie All Stars Unit Tracking form helps the Guider track individual girl sales and Unit sales for both campaigns. Guiders can then use this form to transfer their girls information to the Cookie all Stars ordering site so as to submit their orders for rewards based on each girl's total cookie sales for the year. The tracking form can be downloaded from Member Zone.

### Before you start, ensure you have:

- Your iMIS number, necessary to log into the Cookie All Stars registration site.
- The delivery location where the rewards and certificates are to be mailed to, including receiver's name, complete mailing address and contact information.
  - a) Your mailing address will be loaded automatically from our iMIS database. Please check to ensure the address is current.
  - b) You are free to change package mailing location on the site. If you do so, please keep in mind that change occurs **only** on Cookie All Stars registration site. To change your address in iMIS database you need to contact your Provincial iMIS administrator.

- c) NOTE:Guiders PO Box addresses ARE NOT ACCEPTABLE especially for mailing individual rewards because a signature is required on delivery.
- Number of cases ordered by the Unit for the mint and classic campaigns.
  - Number of cases sold by Unit during the unit group sale events for each campaign.
  - Number of extra cases received, either from the surplus/wish list request or as a transfer from another Unit.
  - A list of all girls in your Unit that sold cookies individually, including those that ordered less than seven cases.
  - A list of girls in your Unit that participated in Unit group sales events (i.e. door to door sales, blitzes, Cookie Day)
  - A list of additional helpers (girls from another Unit helping with sales) or Lones attached to your Unit, along with their iMIS numbers

**The site for ordering recognition and rewards opens mid-February to the beginning of May. No orders will be accepted after the deadline date.**

## Ordering Rewards and Recognition Certificates

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

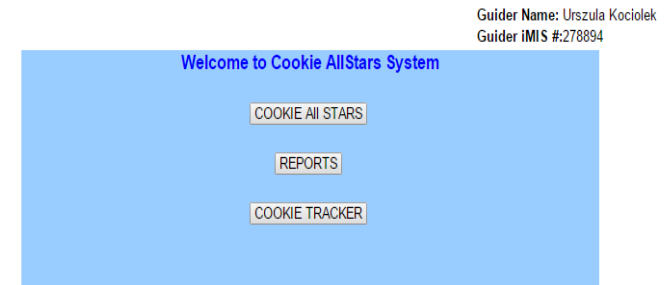
### Accessing the site

Go to the Cookie All Stars page on Member Zone or type the website address <https://cookie.girlguides.ca/CookieAllStars> into the browser. Press the Enter key. The Log in page appears.

- a) LOG in – using your iMIS number and your Member Zone password log in into the registration site :
- b) Click the Order Rewards button. From the pull down menu choose the Unit name.

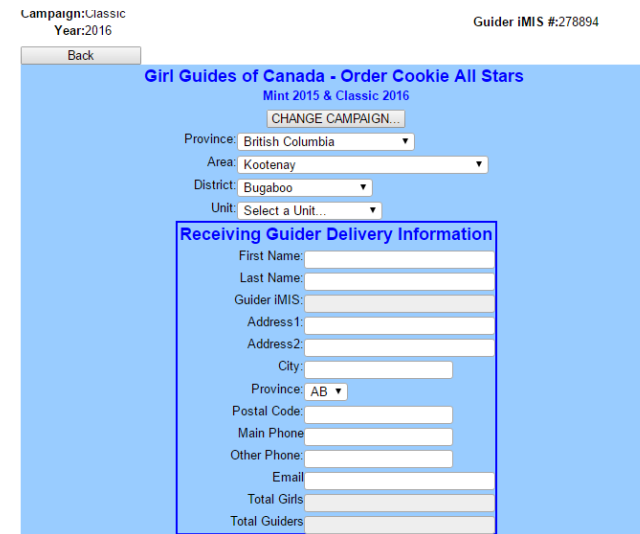


If you are a Contact Guider/Cookie Orderer for more than one Unit you need to register each Unit separately.



### Contact and Delivery Information

1. Check contact details. Under each heading confirm that information uploaded from the iMIS database is correct: (Carefully check mailing address, email and phone number is correct). If necessary make changes.
2. If rewards are to be delivered to a alternate location update the receiving Guider delivery Information. **PO BOX addresses are NOT ACCEPTABLE for packages sent by courier (i.e. all rewards above the 7-14 case level).**
3. Keep in mind that address changes will be **only applicable for Cookie All Stars** purpose. To update your address in iMIS database you need to contact your provincial iMIS/Unit administrator.



## Unit Cookie Order Details

1. Unit Order Placed - Enter total number of cases your Unit ordered for Mint and Classic campaign.
  - a) Please keep in mind that the number of cases entered under total Unit order placed includes only initial order placed for the Unit. Any additional cases received should be entered in the appropriate boxes
  
2. Group Sales - Enter total number of cases your Unit sold during group sales events. This includes all the sales the Unit did as a group i.e. door-to-door sales, Cookie Day, cookie blitzes, etc. **Remember this will reduce the number of cookies available for individual girl sales.**
  
3. Enter any additional cookies received after initial order placed, if applicable:
  - a) Cookie surplus/wish list orders - enter number of extra cases received as result of a wish list request
  - b) Cookie transfer from other Unit - enter number of extra cases received from other Units
  - c) Any cookies that you have carried over from the last campaign and are selling.

Campaign: Classic  
Year: 2016

Guider iMIS #: 278894

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### Girl Guides of Canada - Order Cookie All Stars

Mint 2015 & Classic 2016

CHANGE CAMPAIGN...

Province:

Area:

District:

Unit:

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#### Receiving Guider Delivery Information

First Name:

Last Name:

Guider iMIS:

Address 1:

Address 2:

City:

Province:

Postal Code:

Main Phone:

Other Phone:

Email:

Total Girls:

Total Guiders:

---

Unit Order Placed	
Mint	Classic
<input type="text" value="50"/>	<input type="text" value="50"/>

---

Group Sales	
Mint	Classic
<input type="text" value="5"/>	<input type="text" value="5"/>

---

Cookie Surplus/Wish List Orders	
Mint	Classic
<input type="text" value="10"/>	<input type="text" value="10"/>

---

Cookie Transfer From Other Units	
Mint	Classic
<input type="text" value="5"/>	<input type="text" value="5"/>

---

Last Campaign Cookies	
Mint	Classic
<input type="text" value="10"/>	<input type="text" value="10"/>

Girls Rewards

## Ordering Girl Rewards

1. Click Girl Rewards button located at the bottom of the first screen. The Unit roster will appear on a new page. Enter each girl's information separately.
  - a. At the top of the roster you will find the number of cases left for Girls Individual sales (Unit order – group sales= girls individual sales). As you enter the numbers that the each girl sold, that number will automatically be subtracted from the total number of cookies available. With large Units **save your work as you go** so as to not risk losing data.
  - b. Under Mint – enter number of cases each girl sold individually. Under Classic - enter the number of cases each girl sold individually.
  - c. Group sales – check the box to show that a girl took part in group sales. A girl needs to participate in at least one group sales event in either campaign to qualify for the group crest. If the girl did not participate in any group sales then leave the checkbox blank.
  - d. Under Group Mint – place a checkmark if the girl participated in group sale events during mint campaign (**click on box -checkmark should appear**)
  - e. Under Group classic – place a checkmark if the girl participated in group sale event for classic campaign

Mode:Open  
Campaign:Classic  
Year:2016

Guider Name: Urszula Kociolek  
Guider iMIS #:278894

### Girl Guides of Canada - Order Cookie All Stars

Mint 2015 & Classic 2016  
Province:British Columbia  
Area:Kootenay  
District:Bugaboo  
Unit:1st Golden Guide  
Unit iMIS#:9567  
Guider Name:Urszula Kociolek  
iMis #:278894  
Phone:416 446 - 1549  
Email:kocioleu@girlguides.ca

#### Girls Individual Sales

Mint		Classic											
Girl Home Unit	Girl iMIS	Girl Name	Mint	Mint Other Units	Classic	Classic Other Units	TOTAL	Reward Type	Group Mint	Group Classic	Details	Transferred Status	
9567	1049193	Orr Ainsley	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Details"/>	<input type="button" value="Save &amp; Submit"/>	
9567	1410174	Wilson Lucy	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Details"/>		
TOTALS:			<input type="text" value="0"/>	<input type="text" value="0"/>									

#### Girl Helper/Lones

Girl iMis #	Mint	Classic	GroupMint	GroupClassic
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unallocated Mint

Unallocated Classic

Total Ordered Mint

Total Ordered Classic

2. Check your order and click the **Save & Submit** (located on the left site of the Unit roster) to save your information.



**If your order will not save it is because you need to ensure that the number of cases entered as a record of Girls individual sales plus the number of cookies allocated for Group Sales does not exceed the original Unit order plus any additional cookies received i.e. wish list/transfers/last campaign**

3. Details button. Click to see the detailed individual sales activity for each girl. This includes any cookie sales achieved as a girl helper for another Unit or as part of a Special Ops Unit (i.e. Trex, Trip). **See Complete Order – below – for more information.**



## Recording Additional Girl Information (Girl Helper/Lones)

1. If you have a girl from another Unit helping with your Unit sales or have a Lone attached to your Unit you can add their cookie sales to your order.
  - a) Enter her iMIS number and number of cookies sold both individually and as part of the group for each campaign.
  - b) Check for accuracy and Click the Add Girl Helper/Lones button.



If a girl is missing from the Unit Roster you must contact your provincial iMIS administrator to have the Unit records updated in iMIS in order to be able to enter the girl for rewards. Unit information is downloaded directly from iMIS so girl information will be available shortly after the administrator has made the change.

2. If you are missing a girl on your Unit roster, please add the girl to your Unit roster using this feature and notify your Provincial iMIS administrator..

Campaign: Classic  
Year: 2016

Guider Name: Urszula Kociolek  
Guider iMIS #: 278894

**Girl Guides of Canada - Order Cookie All Stars**  
 Mint 2015 & Classic 2016  
 Province: British Columbia  
 Area: Kootenay  
 District: Bugaboo  
 Unit: 1st Golden Guide  
 Unit iMIS #: 9567  
 Guider Name: Urszula Kociolek  
 iMIS #: 278894  
 Phone: 416 446 - 1549  
 Email: kocioleu@girguides.ca

**Girls Individual Sales**

Mint		Classic									
Girl Home Unit	Girl iMIS	Girl Name	Mint	Mint Other Units	Classic	Classic Other Units	TOTAL	Reward Type	Group Mint	Group Classic	Transferred Status
9567	1049193	Orr Ainsley	<input type="text" value="40"/>	0	<input type="text" value="40"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Details"/>	<input type="button" value="Save &amp; Submit"/>
9567	1410174	Wilson Lucy	<input type="text" value="7"/>	0	<input type="text" value="9"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Details"/>	
TOTALS:			<input type="text" value="47"/>		<input type="text" value="49"/>						

**Girl Helper/Lones**

Girl iMIS #	Mint	Classic	GroupMint	GroupClassic	
<input type="text" value="151708"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Add Other Girl Helper/Lones"/>

Unallocated Mint

Unallocated Classic

Total Ordered Mint

Total Ordered Classic

## Complete Order

1. Review all information and click on Save & Submit to save the entry.
2. Keep a copy of the order.
  - a. To print a copy of your registration click on the Print Receipt button.
  - b. To print or save an excel version of your order – click the Excel Report button
3. Keep the page as a record of your order. When package with the rewards for your Unit is delivered you may need to check on any changes in sales that have been applied to girls' total sales.

Unit iMIS#:9567  
 Guider Name:Urszula Kociolek  
 iMis #:278894  
 Phone:416 446 - 1549  
 Email:kocioleu@girlguides.ca

**Girls Individual Sales**  
 Cookie All Stars data successfully Saved and Submitted!

Mint	Classic	70										
Girl Home Unit	Girl iMIS	Girl Name	Mint	Mint Other Units	Classic	Classic Other Units	TOTAL	Reward Type	Group Mint	Group Classic	Details	Transferred Status
9567	1049193	Orr Ainsley	40	0	40	0	80	Best Buy			Details	Save & Submit
9567	1410174	Wilson Lucy	7	0	9	0	16	Landmark			Details	
TOTALS:			47		49							

**Girl Helper/Lones**

Girl Home Unit	Girl iMIS	Girl Name	Mint	Mint Other Units	Classic	Classic Other Units	TOTAL	Reward Type	Group Mint	Group Classic	Details	Transferred Status
9799	151705	Kompa Halina	10	0	5	0	0				Details	

**Girl Imis #**

Girl Imis #	Mint	Classic	GroupMint	GroupClassic

Unallocated Mint: 13  
 Unallocated Classic: 16  
 Total Ordered Mint: 75  
 Total Ordered Classic: 75

Excel Report  
 Print Receipt



IMPORTANT

All Girl individual cookie sales are combined and recorded by the girl's iMIS number.

If a Girl Helper in your Unit sells cookies or is a member of a Special Ops./Trip Unit, her total sales will be combined together and transferred to the home Unit – **if the home Unit has registered for Cookie All Stars.**

As a result the final confirmation report after site closing may differ from your record (printed during registration) depending on when each of the Units registered for rewards. Make sure that rewards are distributed according to the final sales numbers. You can confirm final numbers after the site closes by logging back into the site and checking the Roster sales details against your own records and the contents of the package.

## How to Edit an Order

There are several reasons why you may need to edit the order before the site closes:

- a) A girl sold additional cases/returned cases after the order was originally entered.
- b) The information was entered incorrectly
- c) A girl was not entered into iMIS prior to placing order for rewards
- d) Only mint sales data was entered
- e) Additional cookies were received and distributed

1. To access the order for editing, just log into the registration site and go to the page with the Unit Roster.
2. Edit any incorrect information by changing the appropriate case sales totals.
3. Once all information is correct, click Save and Submit. This will update the order and a message appears confirming the Unit's order was updated.

## Messages – What Do They Mean?

1. The number of cookies entered as Girls individual sales exceeds the number of cases available. Registration will not be saved.

Cookies ordered – cases set aside for group sales = Number of cookies available for individual girl sales

### Girls Individual Sales

Mint	Classic
<input type="text" value="80"/>	<input type="text" value="45"/>

Sales entered exceeds total cookie order!

2. Only whole numbers can be entered – no fractions, letters or symbols.

Please enter numbers only!

3. The information that you entered for girls individual and group sales **has been saved successfully**. Order has been placed.

### Girls Individual Sales

Mint	Classic
<input type="text" value="80"/>	<input type="text" value="45"/>

Cookie All Stars data saved successfully!

4. The iMIS number used is not currently in the iMIS database. Check to make sure you have entered the correct personal iMIS number for the girl.

Girl Not Found. Please confirm iMIS number!

Girl Imis #	Classic	Mint	GroupMint	GroupClassic
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5. Girl home Unit has already registered and Girl sales with your Unit will be transferred to her home Unit and combined with any other sales after registration site closes.

Mint	Mint Other Units	Classic	Classic Other Units	TOTAL	Group Mint	Group Classic	Details	Transferred Status
<input type="text" value="5"/>	0	<input type="text" value="0"/>	0	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Details"/>	Sales will transfer to home unit

6. Girl home Unit has not yet registered for Cookie All Stars. If Unit registers at a later date girl sales will transfer to her home Unit. However if the home Unit does not register for Cookie All Stars then any rewards earned by the girl will be sent to your Unit for distribution

Mint	Mint Other Units	Classic	Classic Other Units	TOTAL	Group Mint	Group Classic	Details	Transferred Status
<input type="text" value="0"/>	0	<input type="text" value="10"/>	0	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Details"/>	Sales may transfer to home unit

## Questions and answers:

If you have additional questions, please read the FAQs in the Cookie All Stars section on Member Zone. You may also contact your local cookie adviser or send your questions to the Cookie All Stars Team at [cookieallstars@girlguides.ca](mailto:cookieallstars@girlguides.ca).