

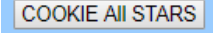
Cookie All Stars Ordering

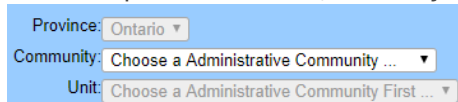
Navigating the Cookie All Stars Reward Site

1. To login to the [Cookie All Stars reward site](#) use the following credentials:

Login: Guider iMIS#

Password: Member Zone Password

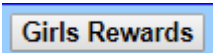
2. Click the:  button.
3. From the pull-down menu, choose your community number and unit name.



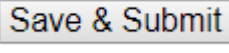
Province: Ontario ▼
Community: Choose a Administrative Community ... ▼
Unit: Choose a Administrative Community First ... ▼

4. On page one of the ordering site, confirm that the information is correct. Check the mailing address, email and phone number. Make any necessary changes.
5. Under the following headings, enter the required information:
 - Unit Order Placed - # of cases ordered during the campaign ordering period
 - Group Sales - # of cases your unit sold during group selling events - this includes door-to-door sales, Cookie Days in Canada and cookie blitzes
 - Cookie Surplus/Wish List - # of surplus cookies received during the campaign
 - Cookie Transfer from Other Units - # of cases received through a unit-to-unit transfer
 - Last Campaign Cookies - # of cases carried over from the previous campaign (unsold cases)

Ordering Girl Rewards

1. Click the:  button located at the bottom of the first screen.
2. The unit roster will appear on a new page. Enter each girl's cookie sale information separately.
3. At the top of the roster, you will find the number of cases left for individual sales.
 - a. Under Mint - enter the #of cases each girl sold individually.
 - b. Under Classic - enter the # of cases each girl sold individually.
4. Group sales - a girl needs to participate in at least one group sales event in either campaign to qualify for the group crest. If a girl did not participate in any group sales, you can leave the checkbox blank.
 - a. Please see our [Cookie Crest Chart](#) for information on Group Sales Crests.

How to Edit an Order

1. The Cookie All Stars order can be edited through the site until it [closes in May](#).
2. Edit any incorrect/outdated information by changing the case totals.
3. Once all information is correct, click: . This will update the order and a message will appear confirming the unit's order was updated.

If you are unable to access the site using your Member Zone Password, please send an email to ckhelp@girlguides.ca. For detailed information regarding the ordering site, please review the [National Ordering Manual](#).