

# Entering Orders



Treats & Keeps



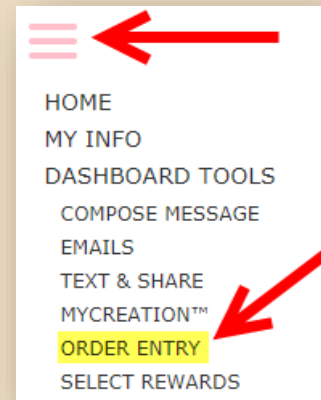
for girls and parents

As Simple as 1, 2, 3...

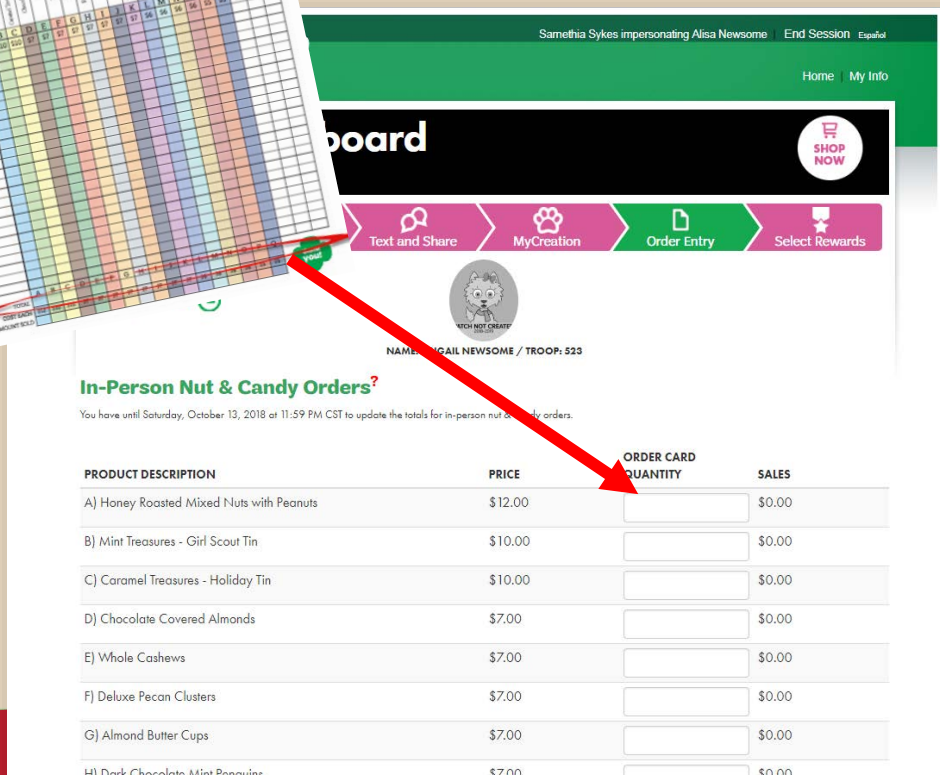
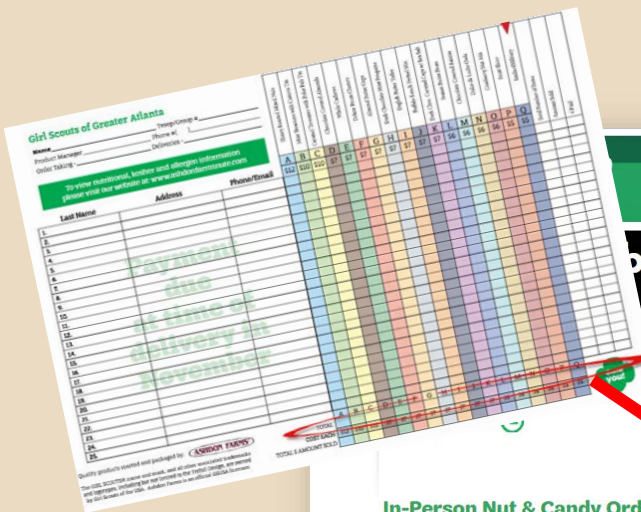
1) Log in to Unify [girlscouts.qspgao.com/gsgatl](https://girlscouts.qspgao.com/gsgatl)

Use the “hamburger menu” to access the **Order Entry** screen

2) Enter the total number of items needed for each variety collected on the Order Card.



To make it easy, the items online are listed in the same order as they appear on the Order Card.





H) Dark Chocolate Mint Penguins	\$7.00	<input type="text"/>	\$0.00
I) English Butter Toffee	\$7.00	<input type="text"/>	\$0.00
J) Buffalo Ranch Pretzel Mix	\$7.00	<input type="text"/>	\$0.00
K) Dark Chocolate Caramel Caps with Sea Salt	\$7.00	<input type="text"/>	\$0.00
L) Peanut Butter Bears	\$6.00	<input type="text"/>	\$0.00
M) Chocolate Covered Raisins	\$6.00	<input type="text" value="20"/>	\$120.00
N) Dulce de Leche Owls	\$6.00	<input type="text" value="30"/>	\$180.00
O) Cranberry Nut Mix	\$6.00	<input type="text" value="10"/>	\$60.00
P) Fruit Slices	\$5.00	<input type="text"/>	\$0.00
Q) Thank You Nuts	\$5.00	<input type="text"/>	\$0.00
<b>TOTAL</b>		60	\$360.00

[SAVE AND CONTINUE](#)

3) Click the “Save & Continue” button when everything has been accounted for.

Order quantities can be adjusted up or down until the troop submits their order. Check with your troop’s Treats & Keeps Chair to make sure all of your orders are entered by the girl/parent deadline; which varies from troop to troop. **REMEMBER:** IF you have received girl-delivery orders online, these have already been accounted for you within Unify and are automatically being ordered for you to receive from the troop—no need to enter these quantities.

## NOW...Select Your Rewards!

You have worked so hard to reach your goal—be sure to select the items you want to receive on the **SELECT REWARDS** tab.

Reward levels that you’ve reached will be tagged with this icon to indicate the item you’ll be receiving for your efforts.



Girl Dashboard

Compose Message | Emails | Text and Share | MyCreation | Order Entry | **Select Rewards**

4 Piece Eraser Set | 8 Scented Color Pen | Pencil Pouch

[Save and Continue](#)

Don't forget to click “Save and Continue” when you are done.