

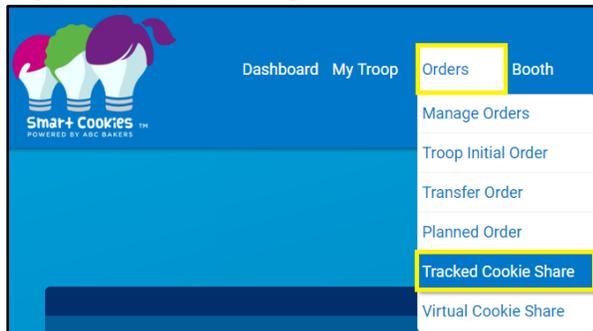
Troop Inventory Donations (Tracked Cookie Share) – Smart Cookies Guide

[Troop inventory donations](#) (Tracked Cookie Share) allow Girl Scout troops to donate cookies to a local organization. Girls collect money from supporters and distribute the cookies from their on-hand inventory.

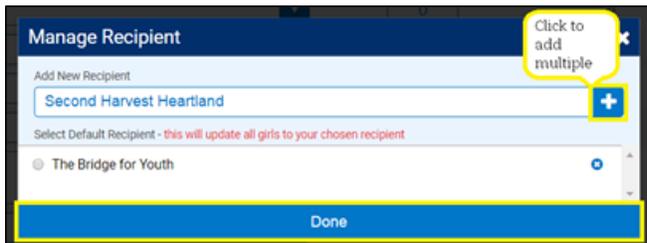
The **Tracked Cookie Share** page in Smart Cookies is where troops account for the donations they will be making with their own inventory. This page is a running tally and can be updated at any time with the current totals for donations.

To log these donations:

1. Log into Smart Cookies, go to the **Orders** tab and select **Tracked Cookie Share**



2. Click **Manage Recipients** above the list of girl names
3. Enter the name of the organization in the text box. To add multiple at one time, click the “+” button at the end of the text box.



4. Click **Done**
Note: If you do not yet know where the cookies will be donated, you can proceed with tracking the packages without a recipient listed.
5. Select the Donation Recipient by clicking the arrow in the dropdown box. One girl can only donate packages to one recipient in Smart Cookies.
6. Enter the number of packages to be donated by the girl in the **Other** column

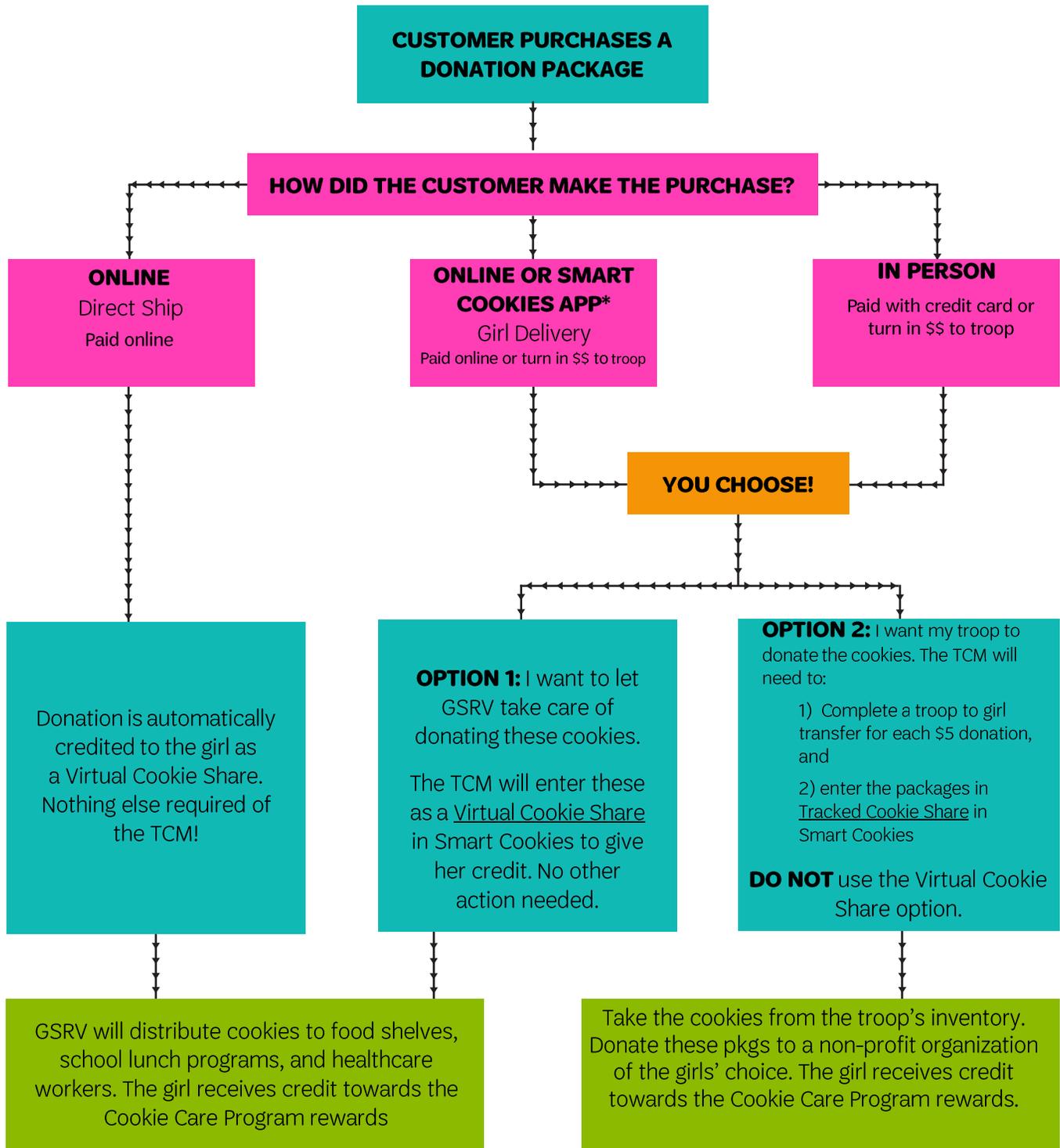
Manage Recipients		Loaded from Smart Booth Divider		Enter HERE		Packages
Name	Recipient	Initial Order	Booth Divider	Other	Total	
Katherine Parr	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Kathryn Howard	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Anne Cleves	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Jane Seymour	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Anne Boleyn	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Catherine Aragon	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Elizabeth Tudor	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Troop Totals						
INITIAL ORDER	0	BOOTH	0	OTHER	0	TOTAL PACKAGES
Save						

Note: Entering packages on this page does not impact a girl's inventory or financial responsibility but does positively impact her donations rewards.

7. Click **Save**
8. If a girl has adequate inventory to cover her tracked cookie share donations, no additional transfers need to be created. The girl would give the physical boxes of cookies back to the troop volunteer to be donated. If the girl does not have any cookies in her inventory for donation, the troop should create a troop to girl transfer to transfer the number of packages credited for track cookie share. This will insure the girl has proper incentive credit. This will assign financial responsibility to the girl and the troop should collect for these cookies. The troop would retain the physical boxes for donation.

MANAGING DONATED COOKIES

To make sure you account for your cookie inventory correctly for all donations, follow these guidelines:



*If a girl shows customer Cookie Share purchases through Smart Cookies, those orders are not automatically credited as Cookie Shares. Girls can let the TCM know which option they prefer or check the Mobile & e-card Summary report to confirm (e-card - Girl Delivery- CShare or social - Girl Delivery - CShare).