



2023 Smart Cookies Guide for Volunteers

Smart Cookies (<https://www.abcsmartcookies.com/>) is the online platform that will help you and your troop through all the phases of the cookie program. For assistance, contact your Service Unit Cookie Manager, or Girl Scouts River Valleys. For after-hours support, contact ABC Smart Cookies Tech Support: 800-853-3730 or ABCSmartCookieTech@hearthsidefoods.com.

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Troop Set Up – Smart Cookies Guide

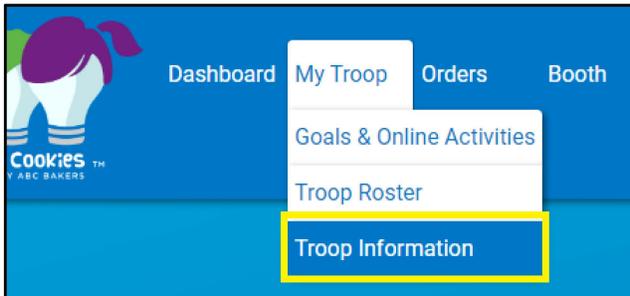
Register your Account

1. You will receive an email invitation from noreply@abcsmartcookies.com
2. Follow the link in the email to complete your Volunteer Profile.
3. After this is complete, you will receive a registration confirmation email

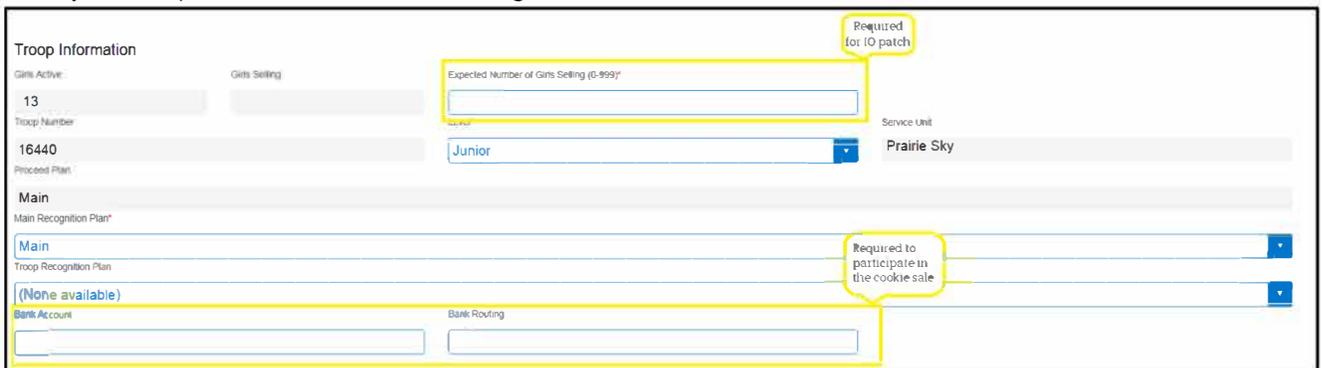
Note: User information is deleted from Smart Cookies each year, so you must register your account every year. This is to avoid duplicate accounts when Troops move Service Units or girls move Troops. It also ensures that all girls and troops in the system are registered Girl Scouts.

Enter Troop Banking Information and Number of Girls Selling

1. Go to the **My Troop** tab, and select **Troop Information**



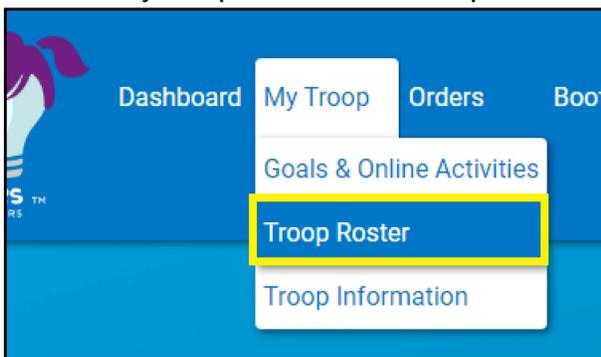
2. Enter the expected number of girls selling – you will need this for your initial order and rewards.
3. Enter your troop's Bank Account and Routing Numbers

A screenshot of the 'Troop Information' form. The form contains several fields: 'Girls Active' (13), 'Girls Selling', 'Expected Number of Girls Selling (0-999)', 'Troop Number' (16440), 'Level' (Junior), 'Service Unit' (Prairie Sky), 'Main Recognition Plan' (Main), 'Troop Recognition Plan' ((None available)), 'Bank Account', and 'Bank Routing'. Yellow boxes highlight the 'Expected Number of Girls Selling', 'Bank Account', and 'Bank Routing' fields. Callouts indicate that the 'Expected Number of Girls Selling' field is 'Required for IO patch' and the 'Troop Recognition Plan' field is 'Required to participate in the cookie sale'.

4. Click **Update Information** to save.

Confirm Girls Information

1. Go to the **My Troop** tab and select **Troop Roster**.



2. Confirm all girls in your troop are listed.

Note: All registered girls are uploaded directly into Smart Cookies by Girl Scouts River Valleys. If you notice a girl is not in Smart Cookies, please email at girlscouts@girlscoutsrv.org.

Manage Troop Girls

Drag a column header here to group by that column

District	Service Unit	Troop	First Name	Last Name	GSUSAID
Q	Q	Q	Q	Q	Q
Magratha	Tiger	12345	Juliette	GordonLow	
Magratha	Tiger	12345	Test Three	Girl	

- If your girls wish to utilize Smart Cookies during their sale, remind them to watch out for the email and follow the steps for 'Register Your Account' above.

You are now ready for your troop to start selling cookies!

Navigating the Dashboard—Smart Cookies Guide

1. Work with your troop to establish your cookie goal. You can update it anytime by clicking in the box, typing in a number, and pressing **Update**
2. See your progress towards your goal throughout the sale under Troop Achievement
3. Check how many packages have been sold divided by the number of girls selling (Per Girl Average).
4. Compare to your troop's PGA from the end of last year's sale.
5. Total ordered – total of initial orders, orders picked up from a cupboard or transferred in from another troop and direct ship packages.
6. Total Sold will include all cookies assigned to girls either by transfers to girls or through the Smart Booth divider.
 - Your total sold may end up being more than your total ordered if you had direct ship or virtual cookie share donations.
7. Total On-Hand in package amount and dollar amount.
 - Displays inventory remaining with troop – not assigned to girls
8. Important due dates and sale milestones
9. Announcements from River Valleys and your Service Unit will appear as Messages.
10. View your participation and compare to last year's numbers.
11. Financial Summary shows information such as your total sales, proceeds, and balance due.
12. Additional Sales Information
 - Sold by Channel: The way in which cookies were sold by girl
 - Sold by Cookies: The sales of each cookie variety
 - Girl Financial Responsibility: transfers to a girl, and balance due

Important Note: The dashboard is a great place to get a quick snapshot of your sale, but sometimes it experiences lags in keeping up! If you don't think your dashboard is accurately reflecting your sales numbers,

1. Click **refresh** at the top of the page
2. Check your reports, which will always give you the most accurate and up to date information.

Smart+Cookies™

Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

Last Updated 12:10PM 10/20/2020

Troop Dashboard

Troop Achievement

You've completed 0.00% of your goal.

0 2 0

5 Sold

Troop Package Goal

1 0

Update my package goal

Update

PER GIRL AVERAGE

(Packages per Girl Selling)

This Season 3 5.00
\$25.00

Last Season 0.00
\$0.00

Goals & Online Activities

INVENTORY: TOTAL ORDERED

(Packages)

This Season 5 933

Last Season 0

Details

TOTAL SOLD

(Packages)

This Season 6 5
\$25.00

Last Season 0
\$0.00

Details

TOTAL ON HAND

(Packages)

7 928
\$4,640.00

Details

Important Dates

Action Item	Due by	Status
Initial Order created	January 22nd	Not Created
Main Recognition Order created	April 7th	Not Created
Troop Recognition Order	April 7th	Not Created

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Tasks

8 Initial Order due
Due by: Jan 22nd, 2021

Initial Order due

Recognition Order due
Due by: Apr 7th, 2021

Recognition Order due

Last Day Users may Create, Edit or Commit an Order
Due by: Jul 31st, 2021

Last Day Users may Create, Edit or Commit an Order

Messages 9

Stats

	Girl Registered		Girl Selling		Online Sales Participation	
This Season	1	100.0%	1	100.0%	N/A	N/A
Last Season	N/A	100.0%	N/A	N/A	N/A	N/A

Financial Summary

Total Sales	Troop Proceeds	Council Proceeds	Credits	Deposits	Debt	Amount Collected	Balance Due
\$4,665.00	\$793.05	\$3,871.95	\$0.00	\$0.00	\$0.00	\$0.00	\$3,871.95

Sold By Channel

Cases Packages Cases/Packages

Sold By Cookies

Girl Financial Responsibility

12

Show Girl Self Reporting

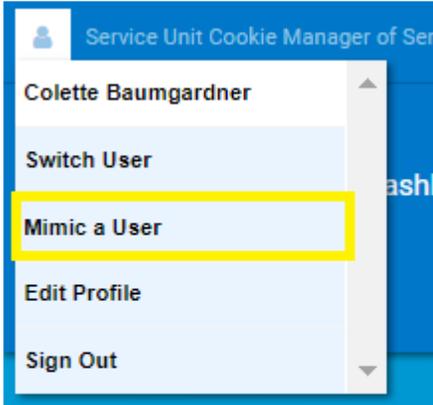
First Name	Last Name	Goal	Girl Online Activity						Smart Cookie Direct				
			Total #	Total \$	Initial Order	Net Transfer	Booth	C. Share	Total	E-Card	Keyed	Social Link	
Juliette	GordonLow	0	5	\$25.00	0	0	0	0	5	0	0	0	0

< 1 >

Mimic a User – Smart Cookies Guide

When using the 'Mimic a User' feature in Smart Cookies, you can view a person's account from their perspective. Service unit users are able to mimic troops and girls in their Service unit, and Troop users can mimic girl's in their troop. To mimic a user:

1. Log into Smart Cookies



2. Click on the person outline at the top left of your screen, and click **Mimic a User**
3. Click on the appropriate user
4. Click on **Mimic a User**

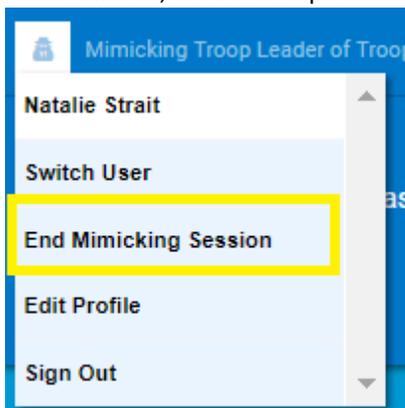
Drag a column header here to group by that column



Role	Position	Description	First Name	Last Name	Username
Troop	Troop Leader	98765	Natalie	Strait	natalie



5. Review the account as needed
6. Once finished, click on the person outline again, and click **End Mimicking Session**

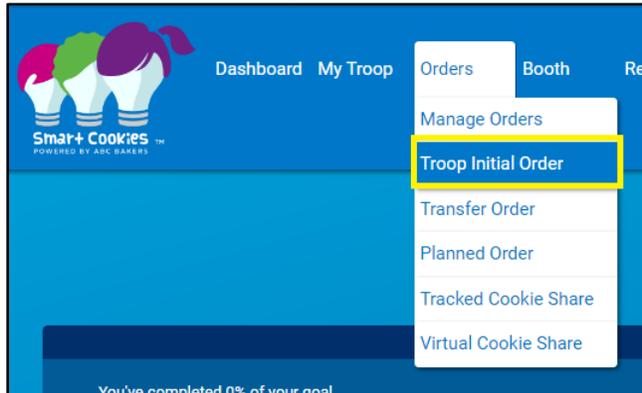


Initial Order – Smart Cookies Guide

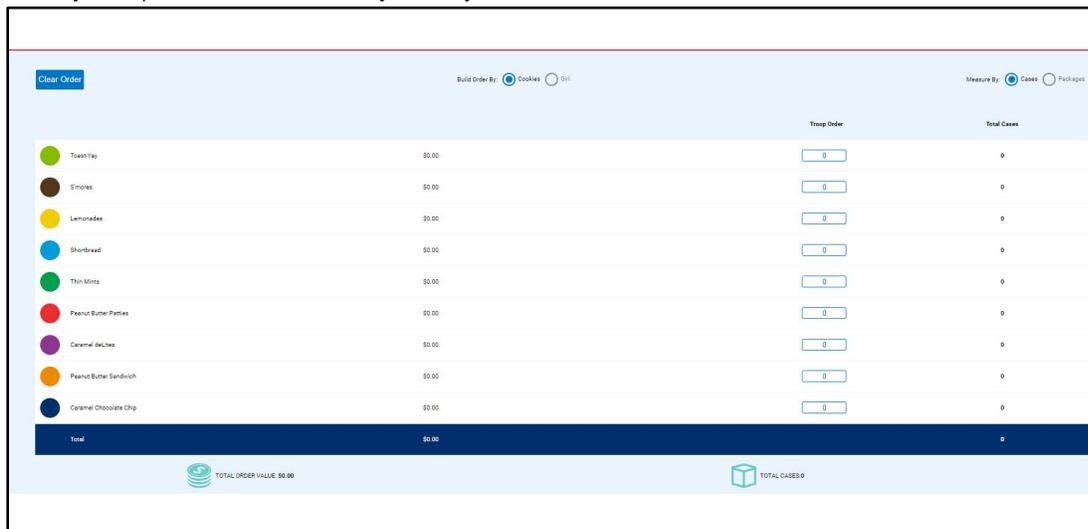
Placing an [initial order](#) ensures that your Girl Scouts have the cookies they need to get started Cookie Go Day. Connect with your troop to see what their goals are for this cookie season. For additional help on calculating your troops initial order, check out the [CookieCalculator.org](#).

Remember to place your Initial Order by the designated due date:

1. Log into Smart Cookies, go to the **Orders** tab, and select **Troop Initial Order**



2. Enter your quantities in CASES by variety.

A screenshot of the 'Build Order' form in the Smart Cookies application. The form is titled 'Build Order' and has radio buttons for 'Cookies' (selected) and 'Gift'. It also has radio buttons for 'Cases' (selected) and 'Packages'. The table below lists various cookie varieties with their prices and input fields for 'Troop Order' and 'Total Cases'.

		Troop Order	Total Cases	
	Toasty	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Simons	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Lemonade	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Shortbread	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel Delites	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
Total		\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>

TOTAL ORDER VALUE \$0.00 TOTAL CASES 0

Note: The Initial Order is picked up in full cases. Individual packages cannot be picked up with the Initial Order.

3. Click **Save**
4. Select your Delivery Station and time

Select Delivery Station

1. Choose a Location 2. Pick A Date 3. Make An Appointment

Cookie Station, 123 Cookie Ct.
Shortbread City, MN, 55123

Eden Prairie SUN, 7100 Washington Ave S
Eden Prairie, MN, 55344

Thu, Jan 30 Sat, Feb 1

Time of Day

Morning 6 AM - 12 PM Afternoon 12 PM - 5 PM Evening 5 PM - 11 PM

Hour

7 AM 8 AM 9 AM 10 AM
11 AM

Appointment

You'll need 10 minutes to accommodate your order size. Pick a start time.

08:00 08:10 08:20 08:30
08:40 08:50

Save

5. Click **Save**

Read more about [how to earn the Initial Order Reward](#) via Cookie Central.

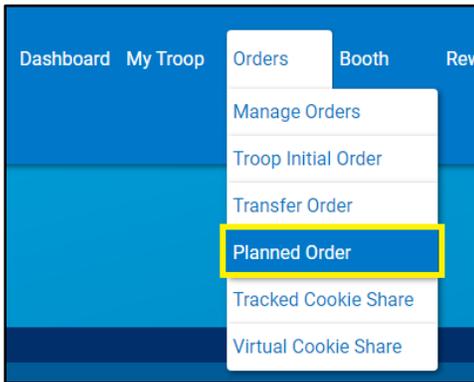
Planned Orders – Smart Cookies Guide

Select Cookie Cupboards use planned orders to manage inventory needed by troops. Planned Orders allow troops to schedule pick up for cookies, so they can have the cookies they want, when they want them.

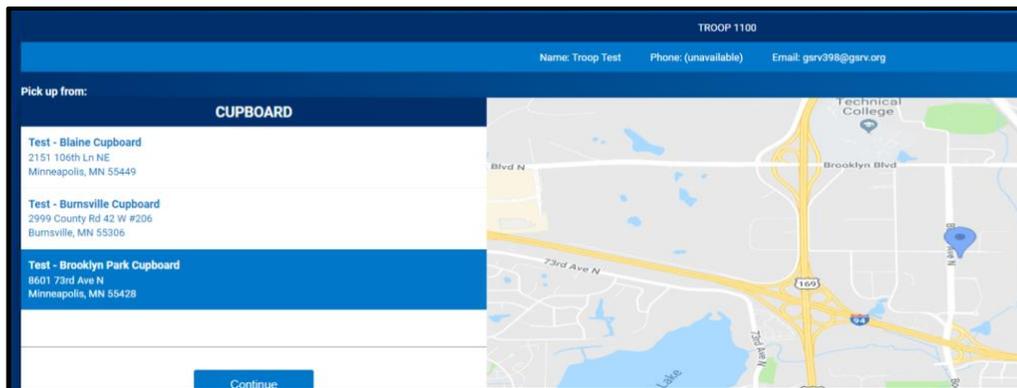
If you are visiting a cupboard that uses planned orders, follow these steps. Visit the [Cookie Cupboards](#) reference page to find which cupboards use planned orders.

To enter a planned order in Smart Cookies:

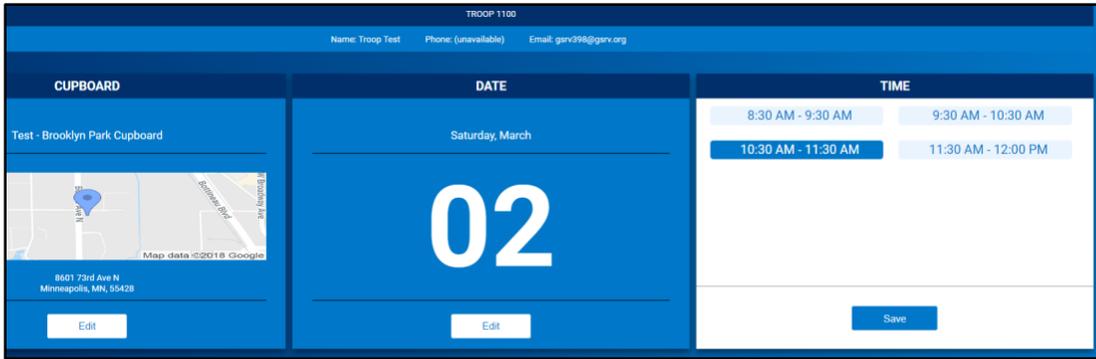
1. Log into Smart Cookies, go to the **Orders** tab, and select **Planned Order**.



2. Select the cupboard location and click **Continue** (troops that use a Regional/Regional Express cupboard will see their assigned cupboard on this list).



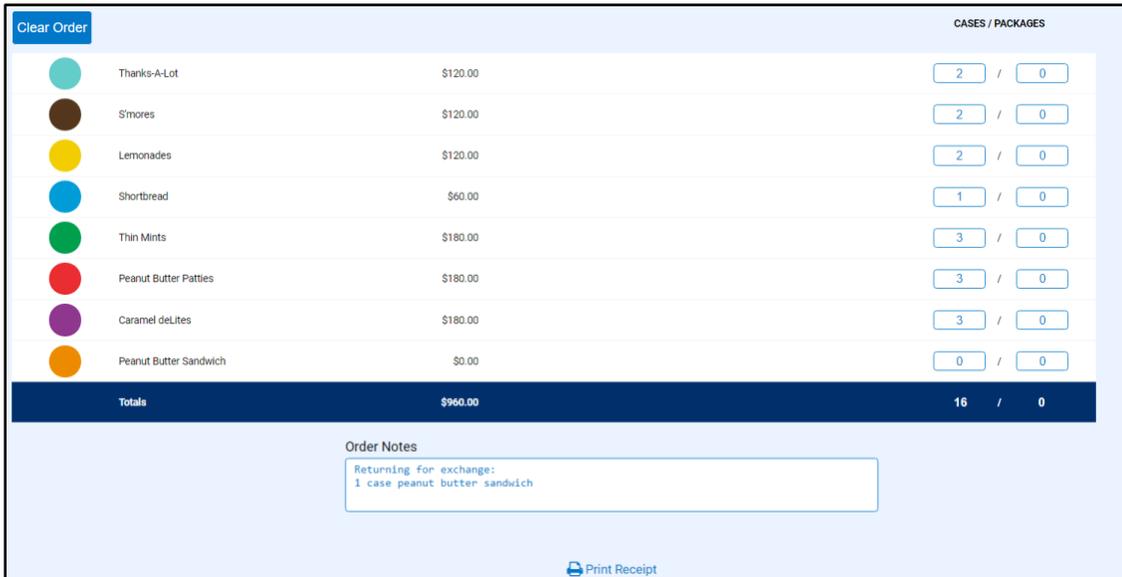
3. Select the date and time, and click **Save**



Note: Regional/Regional Express cupboards will have default time of 7:30 am will appear. This is **not** the actual pick up time, and you should refer to your cupboard hours of operations on the Smart Cookies Dashboard. Connect with your cupboard manager with questions.

4. Enter your order:

If you are making an exchange, write it in the **Order Notes**.



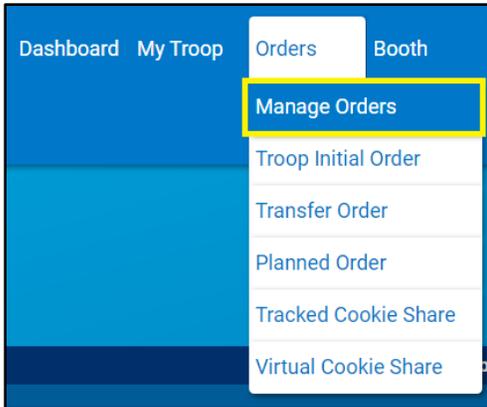
Note: Avoid using special characters such as &, !, %, etc. in the order notes. This may prevent you from submitting the order.

5. Press **Save**

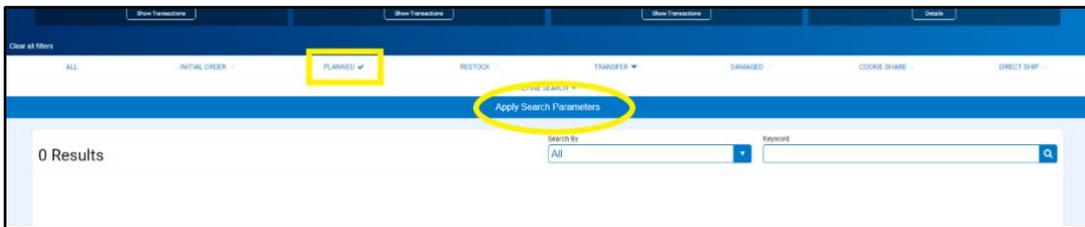
How to Edit Your Order After It Has Been Placed

If you need to edit your planned order after you have returned to the dashboard:

1. Go to the **Manage Orders** tab.



2. Filter for Planned Orders.
3. Click **Apply Search Parameters**



4. To edit, scroll over to the far-right hand side of the screen, and click **Edit Order**.

The screenshot shows the search results table with one result. The 'Edit Order' button is highlighted with a yellow box. The table has the following columns: DATE, ORDER #, TYPE, TO, FROM, CQShare, TAL, SMK, LEM, SS, TM, PDF, CD, PES, GFC, STATUS, TOTAL, and TOTAL #.

DATE	ORDER #	TYPE	TO	FROM	CQShare	TAL	SMK	LEM	SS	TM	PDF	CD	PES	GFC	STATUS	TOTAL	TOTAL #
11/2/2018	1554	PLANNED	1100	Test - Brooklyn Park Capboard	0	24	24	24	12	36	36	36	0	0	SAVED	192	

5. Repeat steps as shown above and save after making the necessary changes.

Cookie Transfers – Smart Cookies Guide

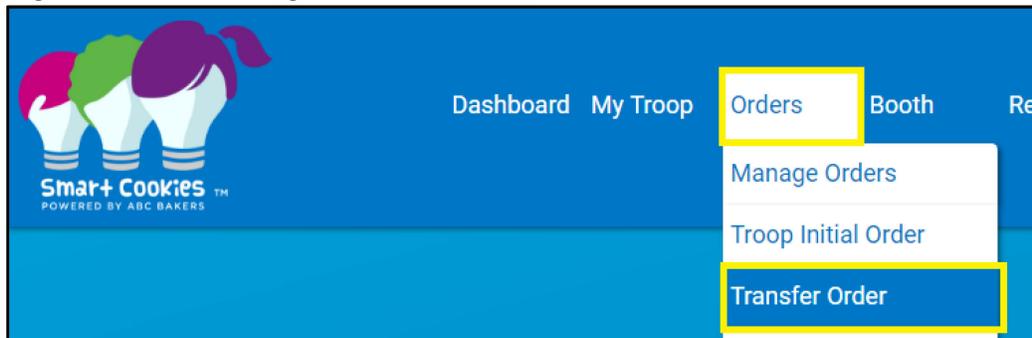
Troops have the ability to do Troop to Girl (T2G), Girl to Troop (G2T), Girl to Girl (G2G) and Troop to Troop (T2T) cookie transfers in Smart Cookies. All other transfers are done at the council level.

All cookie transfers done in Smart Cookies should also have a corresponding paper receipt. This will help with troop financial security and tracking of any inventory discrepancies.

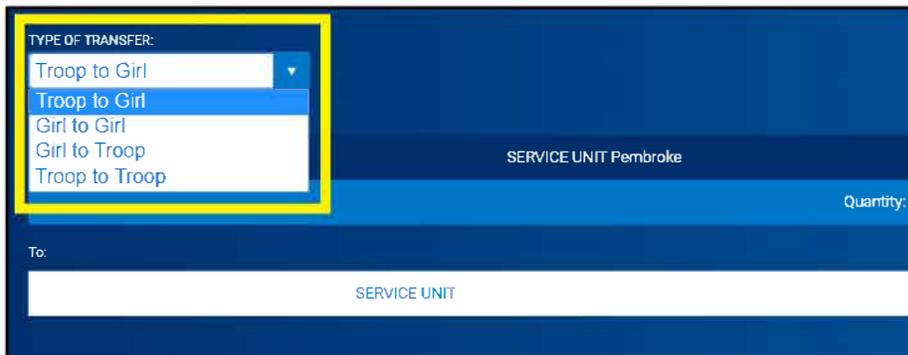
Troop to Girl Transfer

Transferring cookies from the troop the girl is called a “troop to girl” transfer. This is the way girls get credit for their sales and must be done for girls and troops to earn rewards. This transfer is commonly referred to as “allocating packages to girls.”

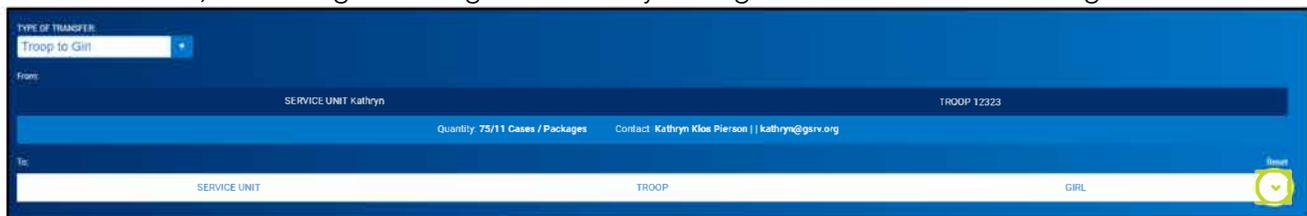
1. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**



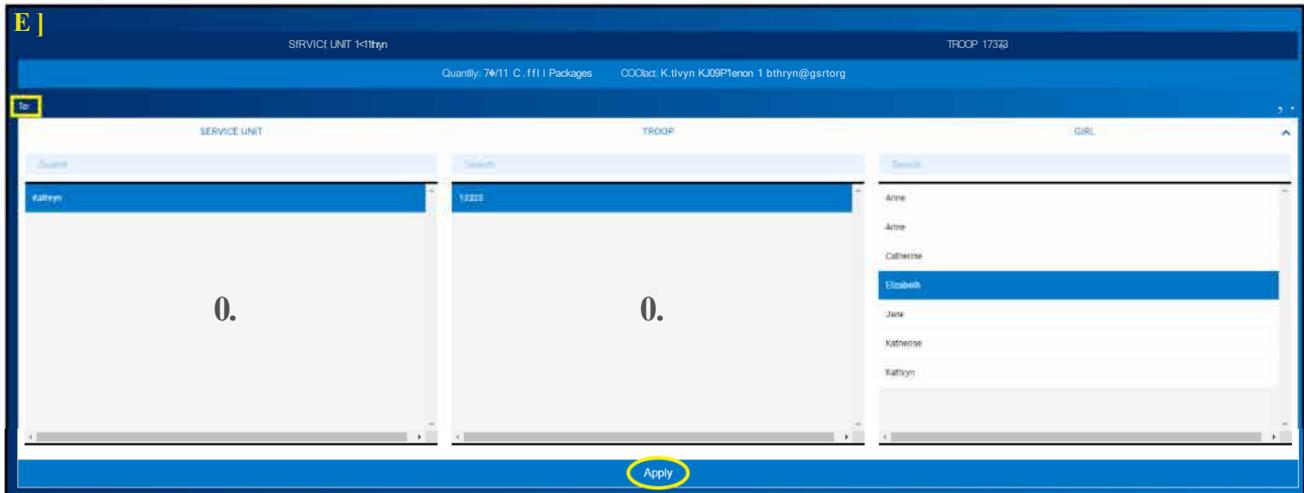
2. In the **Type of Transfer** dropdown, select **Troop to Girl**



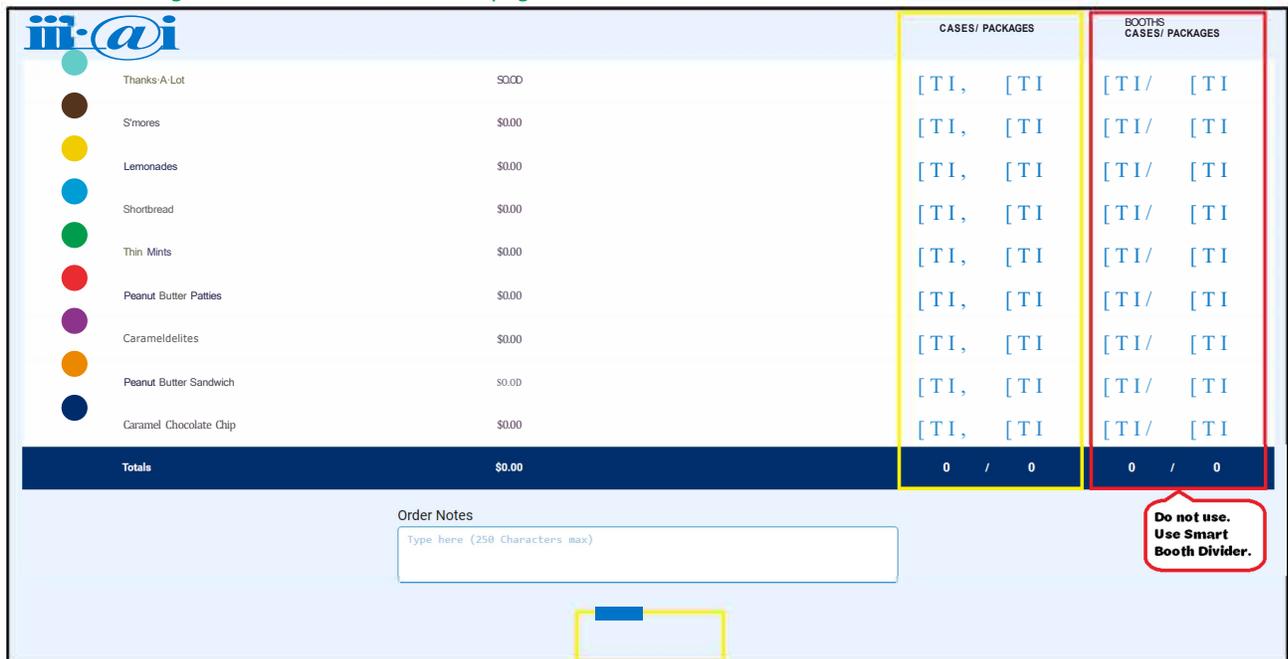
3. The Troop will auto populate in the **From:** Line.
In the **To:** Line, select the girl receiving the cookies by clicking the down arrow on the far-right side.



- Select the girl name and click Apply



- Use the Cases/Packages column to enter the cookie amounts to transfer
 Note: For booth sales, it is best to use the Smart Booth Divider to record booth sales, rather than entering them as Booths Packages on the Transfer Order page.



- Click Save
- A confirmation box with a green check should appear saying the transfer order was successfully saved
- You can then print receipt for your or the girl's records.
- See the Transferring Orders section to learn how to view this transfer on the Manage Orders screen.

Girl to Troop Transfer

These transfers are used when girls return packages to the troop. This process is almost the same as Troop-to-Girl transfers (above).

- Log into Smart Cookies, go to the Orders tab, and select Transfer Order
- In the Type of Transfer dropdown, select Girl to Troop
- Select the girl returning the cookies to the troop by clicking the down arrow by Girl in the From: bar
- Select the girl name and click Apply
- Use the Cases/Packages column to enter the transfer

6. Click **Save**

Girl-to-Girl Transfer

Before doing a Girl-to-Girl transfer, it is important to note that these transfers do not automatically appear on the Manage Orders screen. See the Reviewing Troop Orders section for info. To transfer cookies from one girl to another, there are two options:

1. Complete a G2G transfer, following steps similar to above.
 - a. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**
 - b. In the **Type of Transfer** dropdown, select **Girl to Girl**
 - c. Select the girl giving cookies for the **From:** line, and the girl receiving cookies in the **To:** line.
 - d. Select the girl name and click **Apply**
 - e. Use the **Cases/Packages** column to enter the transfer
 - f. Click **Save**

2. If you want to see all of the transfers by default on the Manage Orders page, pass the cookies through the troop inventory, rather than a G2G direct transfer.

For example: If Sally gives Jane 1 package of Shortbreads, you would have 2 transfers:

-Sally to Troop 1 package Shortbread,

-Troop to Jane 1 package Shortbread.

Entering them as two transfers will allow you to see the movement of these packages from a troop perspective.

Troop to Troop Transfer

These transfers are used when cookies are transferred between two troops.

Note: It is recommended the receiving troop completes this transfer as they are the ones assuming financial responsibility for the cookies. Be sure to communicate with the other troop about who will be completing the transfer.

Pro Tip: If you have a Smart Phone, complete the transfer on the Smart Cookies app while both troops are present to ensure accuracy.

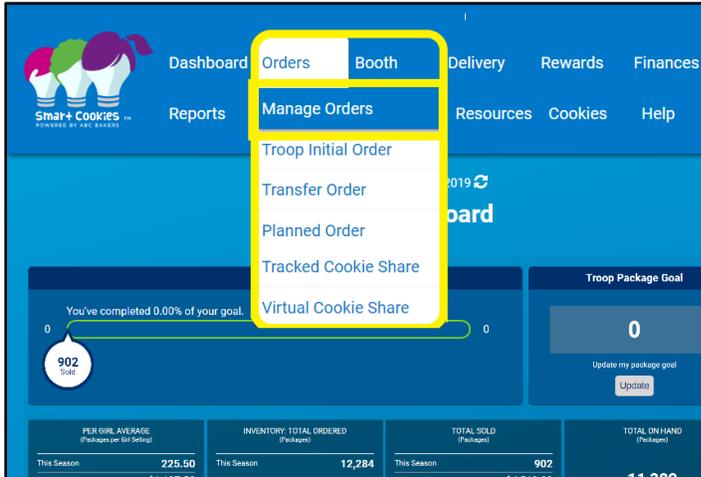
1. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**
2. In the **Type of Transfer** dropdown, select **Troop to Troop**
3. Select the Service Unit and Troop Number of the troop you are receiving cookies from
4. Your Service Unit and Troop number will automatically populate in the **TO:** bar.
5. Use the **Cases/Packages** column to enter the transfer
6. Click **Save**

Reviewing Troop Orders – Smart Cookies Guide

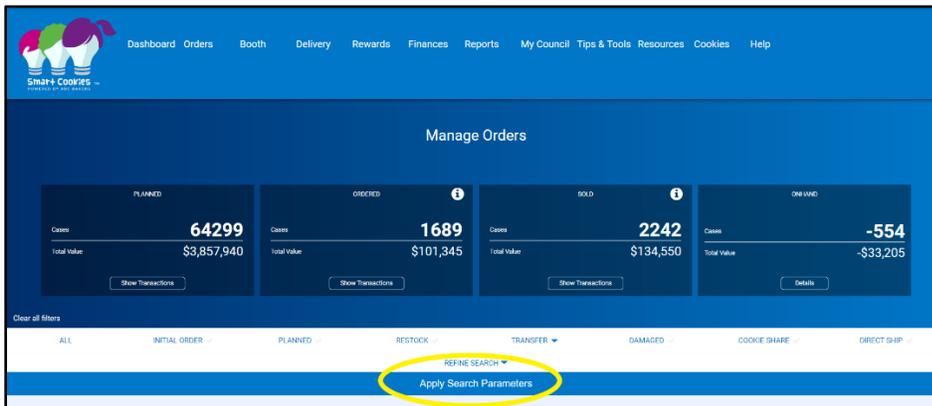
Any movement of inventory is done through Transfers in Smart Cookies.

While transfers are logged in many different ways, they can all be viewed using the following steps:

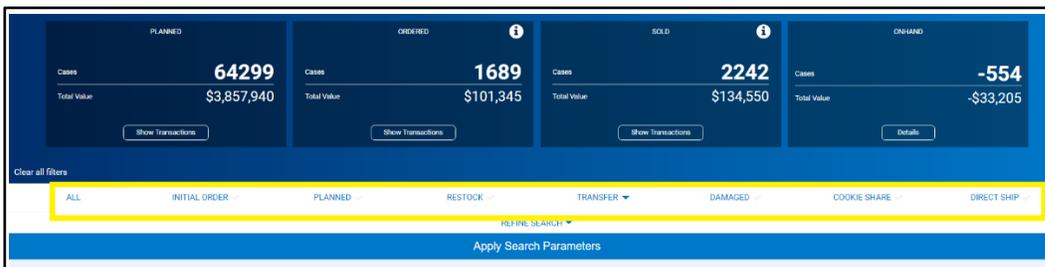
1. Log into Smart Cookies, go to the **Orders** tab, and select **Manage Orders**



2. View all your troop sale activity by pressing **Apply Search Parameters**.

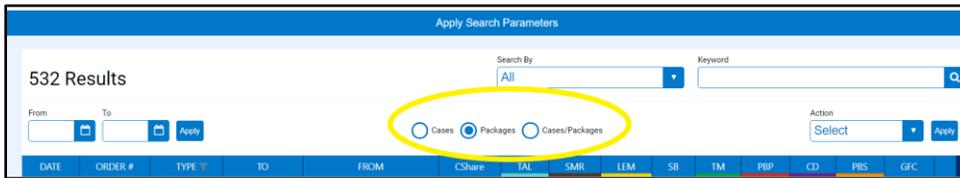


3. If you would like to add a filter to review a specific type of activity, select the type of order you wish to review – **Initial Order**, **Planned Orders**, **Transfer Cookie Share**, etc. When selecting transfers you must click the drop down arrow adjacent to transfer to select the types of transfers you wish to see. Those can be cupboard to troop, troop to cupboard, troop to troop, troop to girl, girl to troop and girl to girl. **Note:** If you filter for cookie share orders you will only see virtual orders for the Cookie Care Program (council inventory donations). You will not see tracked cookie share order for the Cookie Care Program (troop inventory donations).



4. You will see all the selected transactions into and out of your troop by variety. **Note:** the default unit of measure for display is packages but you can view your transactions by Cases or Case/packages.

It is recommended that you view by Packages or Cases/Packages only, as the Cases view will round up all your inventory to the nearest case, which is not the most accurate way to view.



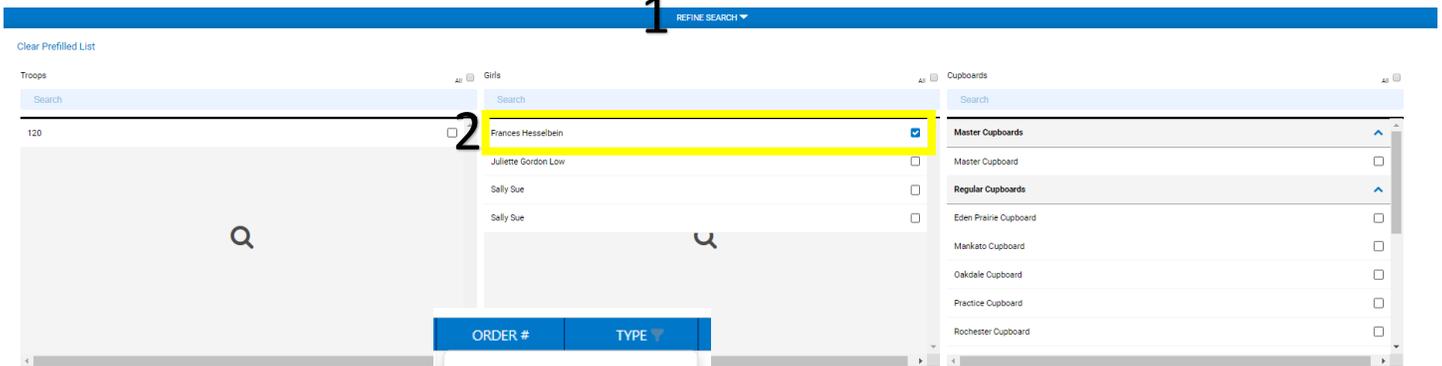
5. Organize the transfers by the headings in blue by clicking **Date, Order #, Type, To, From, CSHARE**, or a cookie variety.

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL
11/6/2018	1547	INITIAL	Master Cupboard	Master Cupboard	0	144
11/6/2018	1548	INITIAL	Test - Fridley Cupboard	Test - Fridley Cupboard	0	144

6. If you would prefer to view your transfers in excel, you may download them by pressing **Export to Excel** in the bottom right corner of the Manage Orders page. Keep in mind that this will need to be re-downloaded to see any future changes made.

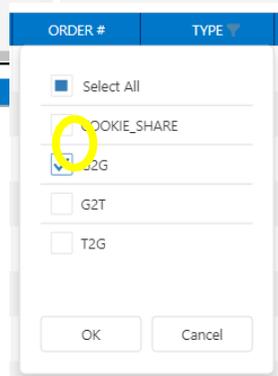
11/8/2018	1571	T2G	Doreen Amy	1003	0	-6	-12	-6	-12	-24	-24	-24	0	-6	-114	-570.00
11/8/2018	1572	C2T	1003	Test - Brooklyn Park Cupboard	0	12	12	12	12	24	24	24	6	12	138	690.00
11/8/2018	1573	T2G	Ava Williams	1003	0	-6	-6	-6	-6	-12	-12	-12	-6	-6	-72	-360.00
11/8/2018	1574	T2G	Doreen Amy	1003	0	0	0	0	0	-6	-6	-12	-6	0	-30	-150.00
11/8/2018	1575	T2G	Claire Turner	1004	0	-6	-6	-6	-6	-12	-12	-12	-6	-6	-72	-360.00
11/8/2018	1576	T2G	Isabella Jones	1004	0	-6	-12	-12	-6	-12	-12	-12	-6	-12	-90	-450.00

7. Girl to Girl transfers will not appear on this page, because they do not change the troop inventory. To view transfers between girls in your troop, Refine the search on the Manage Orders page, and select one or more girls. Click **Apply Search Parameters**



[cupboard-error-report-form/](#)

8. Filter for G2G & Click **OK**



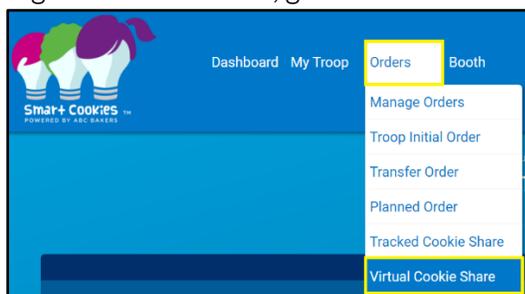
River Valleys Inventory Donations (Virtual Cookie Share) – Smart Cookies Guide

[Girl Scouts River Valleys inventory donations](#) (Virtual Cookie Share) allows Girl Scout troops to donate cookies through the council-wide effort that focuses on food shelves, the Red Cross, and school lunch programs. Girls collect money from supporters for a council-directed donation program. In this program, girls get credit for sales, increase their financial responsibility, but do not see any changes to their physical inventory. These donations are facilitated by Girl Scouts River Valleys.

Funds collected for council donations are tracked in Smart Cookies on the **Virtual Cookie Share** page.

To log these donations:

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



2. Enter the package quantities by girl and click **Save**

Name	Packages
Lucy	0
Elizabeth	0
Violet	5
Lily	0
Taylor	0
Ella	0

< 1 2 >

Total	5
--------------	----------

Order notes

Door to Door Sale, Feb 25

Save

This credits Violet with 5 packages sold as a CSHARE donation. She will become financially responsible for these packages and receive credit for the sale, but her and her troop's inventory will not be affected.

See the **Reviewing Troop Orders** section to learn how to see these orders on the Manage Orders page.

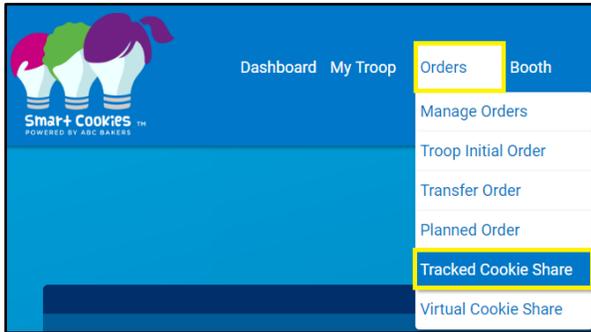
Troop Inventory Donations (Tracked Cookie Share) – Smart Cookies Guide

[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.

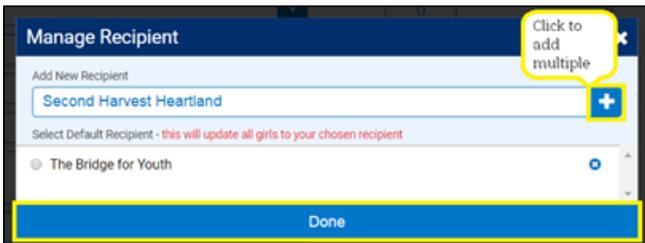
The **Tracked Cookie Share** page in Smart Cookies is where troops account for the donations they will be making with their own inventory. This page is a running tally and can be updated at any time with the current totals for donations.

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

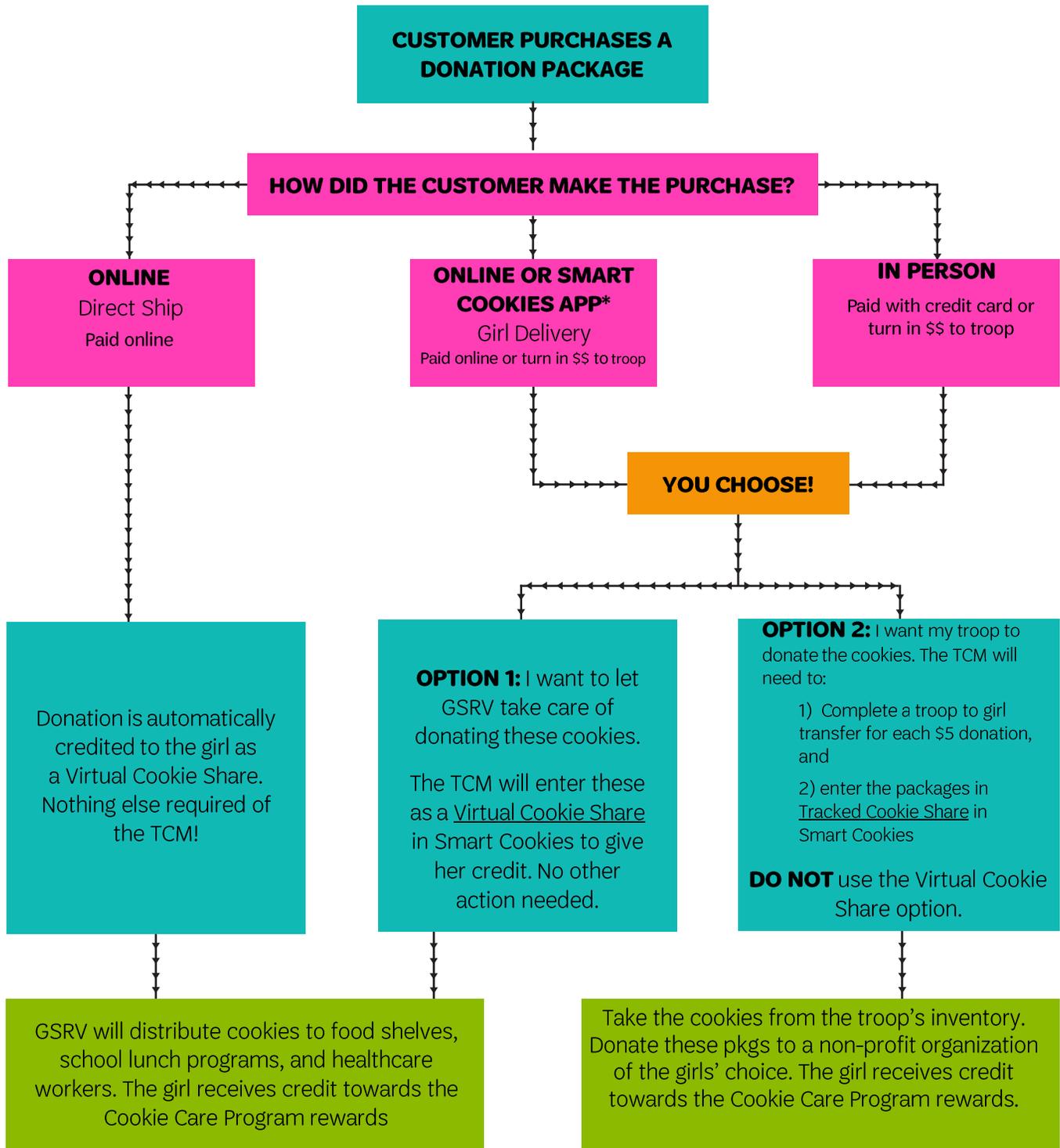
Manage Recipients		Loaded from Smart Booth Divider		Enter HERE		Packages
Name	Recipient	Initial Order	Booth Divider	Other	Total	
Katherine Parr	<input type="text"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	
Kathryn Howard	<input type="text"/>	<input type="text" value="0"/>	0	<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:



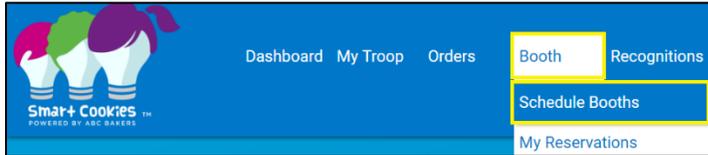
*If a girl shows customer Cookie Share purchases through Smart Cookies, those orders are not automatically credited as Cookie Shares. Girls can let the TCM know which option they prefer or check the Mobile & e-card Summary report to confirm (e-card - Girl Delivery- CShare or social - Girl Delivery -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

Entering the Cookie Booth Lottery—Smart Cookies Guide

As part of the booth sign-up process, your troop can enter the [booth lottery](#). For more information on cookie booths, including specifics on the lottery and First Come, First Served process, visit Cookie Central on Cookie Booths.

To sign up:

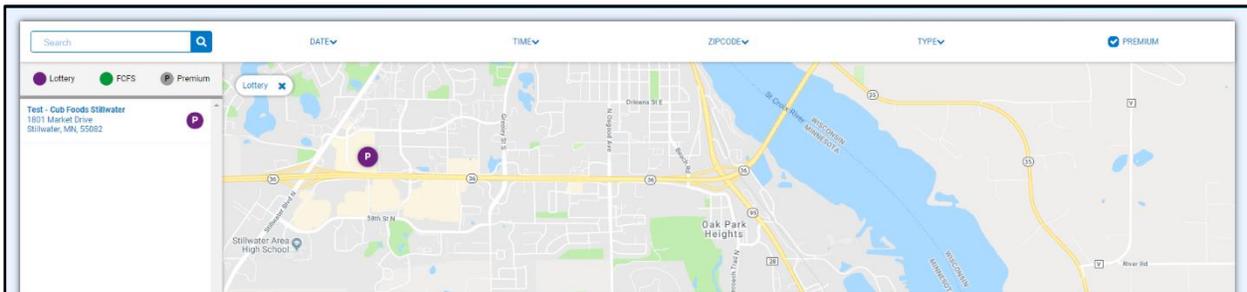
1. Go to the **Booths** tab and select **Schedule Booths**.



2. See the dates at the top for the lottery deadline, and when First Come, First Booths will start.



3. Once on the **Schedule Booths** page, there are several ways that to find a booth:
 - Search by Date, Time, Zip Code, and/or Type by clicking on the down arrow to the right of the text
 - Type in the location name by using the **Search** feature
 - Search by using the map. You can zoom in and out on the map and select the booth you would like by clicking on the location's icon.
 - Lottery Booths will appear in Purple



4. When you find a location you would like, select it on the list on the left.

5. Select an available date and time. You can select multiple booth appointments before pressing **Save**.

The screenshot shows a web interface titled "Select the dates and times for Lottery". On the left is a calendar for the month of July. The date July 23 is highlighted in blue. To the right of the calendar is a list of time slots for Tuesday, July 23. The time slots are: 08:00 AM - 09:30 AM, 09:30 AM - 11:00 AM, 11:00 AM - 12:30 PM, 12:30 PM - 02:00 PM, 02:00 PM - 03:30 PM, 03:30 PM - 05:00 PM, 05:00 PM - 06:30 PM, and 06:30 PM - 08:00 PM. The 03:30 PM - 05:00 PM slot is selected and highlighted in blue. A vertical scrollbar is visible on the right side of the time slot list. At the top right of the interface, it says "3 Times Selected". At the bottom center, there is a blue "Save" button.

6. Make sure you have selected no more than the maximum number allowed. If you select more than the max, you will not be able to proceed.

7. You will be emailed with your booth location the date the lottery runs.

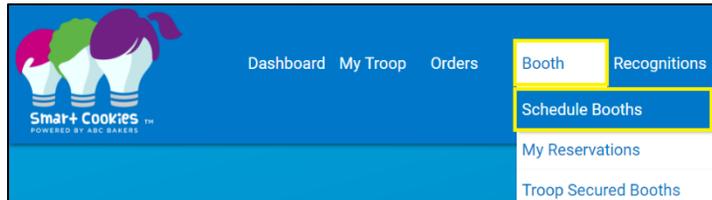
* Note: Don't select booths you would not want to or be able to attend. You can select less than the maximum.

First Come, First Serve Booth Reservations – Smart Cookies Guide

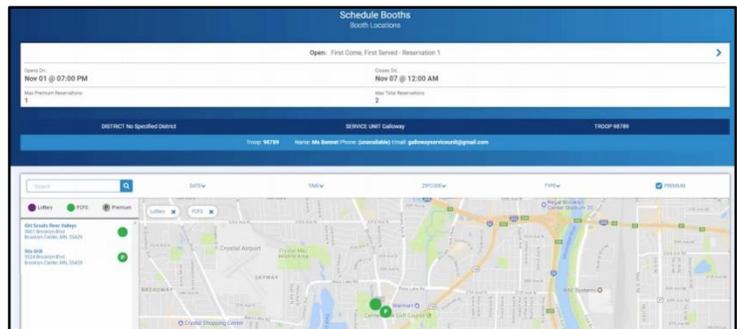
A council-secured booth is a cookie booth that GSRV has secured for troops to sign up for in Smart Cookies. They will be initially available through the Booth Lottery. Following the lottery, they will become available on a first come, first serve basis. For more information on cookie booths, please visit <https://volunteers.girlscoutsrv.org/reference/articles/cookie-booth-sales/>

To reserve a first come, first serve booth in Smart Cookies, follow the steps below.

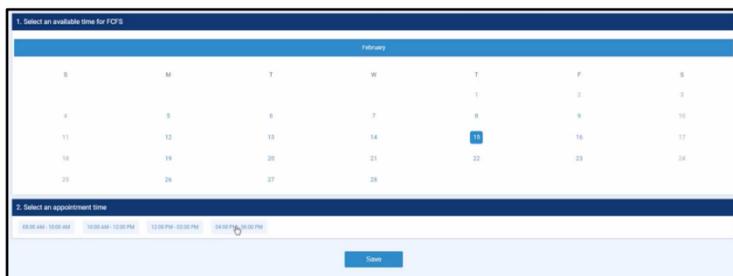
1. Log into Smart Cookies, go to the **Booth** tab, and select **Schedule Booths**



2. Once on the **Schedule Booths** page, there are several ways that to find a booth:
 - Search by Date, Time, Zipcode, and/or Type by clicking on the down arrow to the right of the text
 - Type in the location name by using the **Search** feature
 - Search by using the map. You can zoom in and out on the map and select the booth you would like by clicking on the location's icon.
 - First Come, First Serve (FCFS) Booths will appear in Green



3. Once you have selected a cookie booth, a calendar will appear



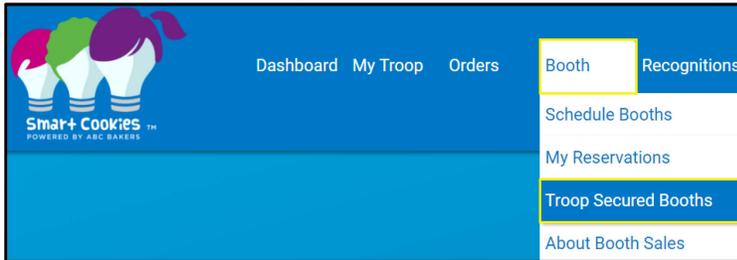
4. Select the desired date and time.
5. **Press Save.** Your troop will immediately be assigned to this location and you will receive an email confirmation from the Smart Cookies system.
6. You will see the booth appear under **My Reservations** under the Booth tab

Reserve a Troop-Secured Booth – Smart Cookies Guide

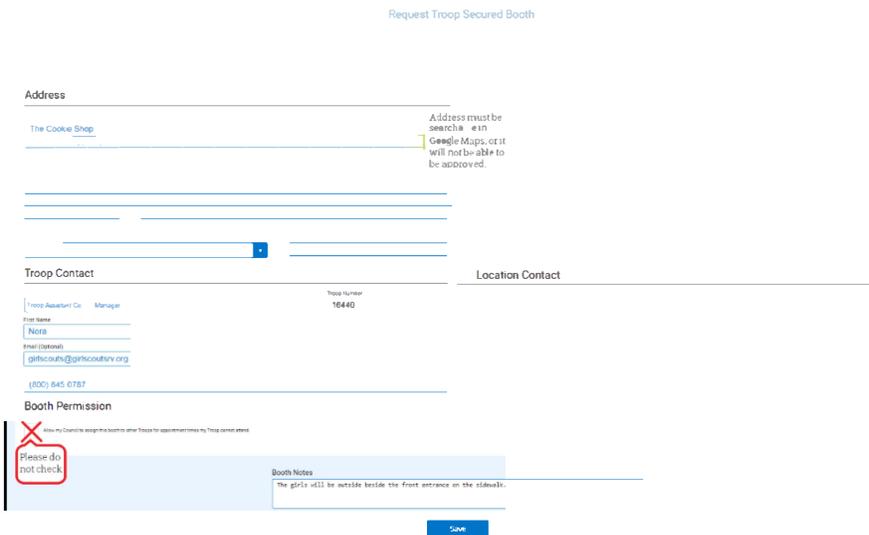
Troop-secured booths are located at stores that troops have contacted and requested to sell. These booths need to be requested in Smart Cookies at least 3 days in advance so that we can make sure there aren't any timing conflicts with another troop and the location follows the Cookie Booth Policies. You will receive an email once your booth request has been approved or denied. We thank you for your patience as we process many awesome booth locations at the beginning of the sale! Once it is approved, your booth's location will be included in the GSUSA Cookie Finder feature which is linked from Cookie Central.



1. Log into Smart Cookies, go to the **Booth** tab, and select **Troop Secured Booths**



2. Fill out the form (location contact information is optional)



The form is titled "Request Troop Secured Booth". It contains several sections:

- Address:** A text input field with "The Cookie Shop" entered. A note states: "Address must be searchable on Google Maps, or it will not be able to be approved."
- Troop Contact:** Fields for Troop Name (Troop Assistant Co. Manager), First Name (Nora), Email (optional) (girlscouts@girlscouts.org), and Phone ((600) 845 0787). A Troop Number field contains "16410".
- Location Contact:** An empty text input field.
- Booth Permission:** A checkbox labeled "Please do not check" is checked. A note says: "You may choose to request a booth for other Troops for approval on my Troop request." Below this is a "Booth Notes" field with the text "The girls will be outside beside the front entrance on the sidewalk."

A "Save" button is located at the bottom right of the form.

3. Click **Save**
4. Click **Request Appointment Time**



5. Fill out the time and date information
6. Click **Save**
7. If you want to request multiple time spots, click **Request Appointment Time** again and refill out the pop-up screen.
8. Once all times have been entered for that location, click **Request Troop Secured Booth**.
9. A green checkmark confirmation box will appear saving your submission.
10. To see submissions and their status, go to **My Reservations** under **Booth** on your dashboard.

The screenshot shows a 'Request Appointment Time' dialog box. It has two main sections: '1. Pick a Date' and '2. Pick your appointment time'. In the first section, a calendar for February 2019 is displayed with the 23rd highlighted. In the second section, there are radio buttons for 'AM' and 'PM', and two dropdown menus for selecting the start and end times. The start time is currently set to 09:00 and the end time to 11:00. A blue 'Save' button is located at the bottom of the dialog, highlighted with a yellow border.

The screenshot displays the 'Request Troop Secured Booth' interface. At the top, there's a header 'Request Troop Secured Booth'. Below it, the page is divided into 'Booth Information' and 'Appointment Times'. The booth information includes 'The Cookie Shop' at '123 Cookie Lane, Minneapolis, MN 55408'. The 'Appointment Times' section contains a table with two rows of pending reservations for 2019-02-23 and 2019-03-02, both from 9:00 AM to 11:00 AM. A blue 'Request Appointment Time' button is highlighted with a yellow box. Below the table, there are two buttons: 'Go to Troop Reservations' and 'Request Troop Secured Booth', with the latter also highlighted. At the bottom, a green checkmark icon and the text 'Successfully requested troop secured booth.' are shown. Callout boxes provide additional instructions: 'To request more times for this booth location' points to the 'Request Appointment Time' button, and 'The most important step. Click this to make request and save any changes' points to the 'Request Troop Secured Booth' button.

DATE	TIME	BOOKING STATUS	ACTIONS
2019-02-23	9:00 AM - 11:00 AM	PENDING	Edit Delete
2019-03-02	9:00 AM - 11:00 AM	PENDING	Edit Delete

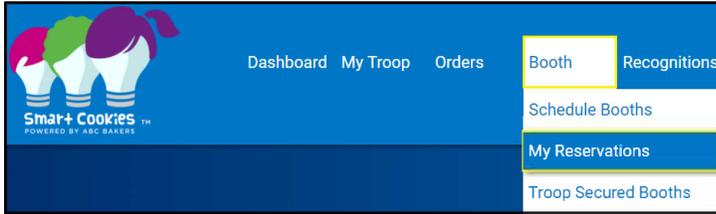
11. If you would like to enter additional times for this booth location after your initial request, select **Booth Details** on the **My Reservations** page, and **Request Appointment Time** on the **Appointment Times** Tab.

Reminder: Please allow 3 days for your troop secured booth request to be approved.

Review and Edit Booths – Smart Cookies Guide

After you have reserved a booth, you can review and edit it using the following steps:

1. Log into Smart Cookies, go to the **Booth** tab, and select **My Reservations**



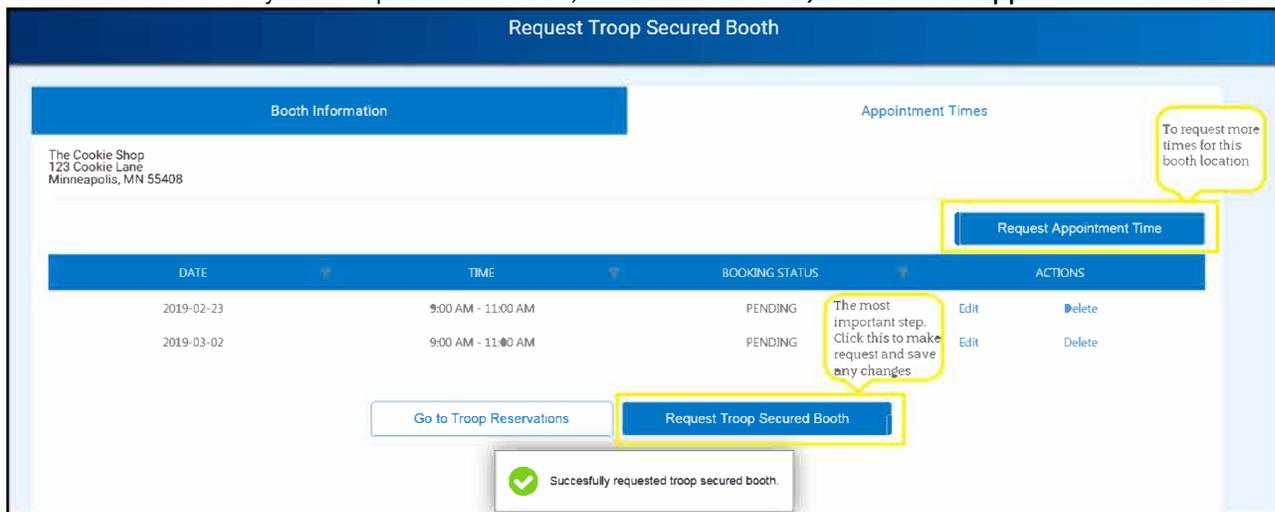
2. Use the **Search** feature to find the desired booth request (filters located to the right of each heading or scroll through the list shown)
3. Scroll to the right using the scroll bar under the list of booths.
Note: This scroll bar will only appear when your mouse is hovering inside the list of booth reservations.
4. Click on the three vertical dots on the far right. Here you will be able to see **Booth Details**, enter sales in the **Smart Booth Divider**, or **Remove a Reservation** for Council and Troop Secured booths

A screenshot of a table showing booth reservations. The table has columns for DATE, TIME, PREMIUM, TYPE, STATUS, QTY SOLD, and TOTAL \$. The first row is for Feb 03, 09:30 AM - 12:00 PM, FCFS, with 0 QTY SOLD and 0 TOTAL \$. The second row is for Feb 09, 08:00 AM - 10:00 AM, FCFS, with 0 QTY SOLD and 0 TOTAL \$. The third row is for Mar 03, 05:00 PM - 07:00 PM, FCFS, with 0 QTY SOLD and 0 TOTAL \$. The second row is highlighted with a yellow box, and the 'Booth Details', 'Smart Booth Divider', and 'Remove Reservation' buttons are also highlighted with a yellow box. A scroll bar is visible at the bottom of the table.

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Feb 03	09:30 AM - 12:00 PM	<input type="checkbox"/>	FCFS		0	0
Feb 09	08:00 AM - 10:00 AM	<input type="checkbox"/>	FCFS	Booth Details Smart Booth Divider Remove Reservation	0	0
Mar 03	05:00 PM - 07:00 PM	<input type="checkbox"/>	FCFS		0	0

Note: If you find that your troop will not be able to attend the booth, please cancel as soon as possible. This opens it up for other troops and prevents the public from seeing when using the Find Cookies feature on the River Valleys website.

5. To add more times to your Troop Secured booth, click **Booth Details**, and click the **Appointment Times**.



6. Also on this page, the **Type** column will tell you what type of booth you have scheduled, and the **Status** column will tell you the status of your Lottery and Troop Secured booths.

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD
Wednesday, Jul 17	04:00 PM - 08:00 PM	<input checked="" type="checkbox"/>	FCFS		0
Wednesday, Jul 24	09:30 AM - 11:00 AM	<input checked="" type="checkbox"/>	LOTTERY	REQUESTED	0
Saturday, Jul 13	08:00 AM - 10:00 AM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0
Wednesday, Jul 31	10:00 AM - 12:30 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0

Set Up a Virtual Booth – Smart Cookies Guide

The Smart Cookies Virtual Booth feature allows customers to order and pay for delicious Girl Scout cookies via credit card in advance of a pickup event. Team with the girls in your troop to set the date/time of the event, promote it, and ensure the cookie orders are packed and picked up. After the event, you'll take care of verifying the orders and giving girls credit for the sales. Follow the steps below to get started:

Set Up the Troop Secured Virtual Booth Event

The event you set up in these steps is for your curbside pick-up. Use the date, time, and location of when/where customers will pick up their cookies after they've ordered online

1. Login to Smart Cookies and navigate to the Booth menu
2. Click on Troop Secured Booth
3. Enter the Location information for where the pickup will be.
4. Be sure to check the “Is this a Virtual Pick up Booth?” box

Booth Information

Address

Store Name
Walmart

Location Information (Optional)
Union

Is this a Virtual Pick up Booth?

Booth Location Address
Duck Springs Rd

Suite/Apt #
City
Union

State
New Jersey

Zip Code
07083

5. Click next at the bottom of the screen to enter the date/time of your event
6. Click on Add Appointment time

Add Appointment Time

1. Pick a Date

2. Pick your appointment time

Start time
AM PM
02:00

End time
AM PM
03:30

Save

7. Select the date and enter the start and end time of the pick-up event
8. Click Save to close the appointment times window

9. Click Save to complete the reservation

10. Unlike traditional Troop Secured Booth requests, Troop Secured Virtual Booth events do not require Council approval

11. You can create multiple pick-up dates. When customers click on your Troop Virtual Booth Link, they will be able to see all active pick-up dates and select the one that works best for them.

Multiple pick-up dates will look like this in Smart Cookies under My Reservations:

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Cindy's driveway	47 Hillcrest Avenue	Cranford	07016	Saturday, Nov 14	09:00 AM - 09:30 AM	<input type="checkbox"/>	VIRTUAL_PICK_UP		0	0
Cindy's driveway	47 Hillcrest Avenue	Cranford	07016	Saturday, Nov 21	02:00 PM - 04:00 PM	<input type="checkbox"/>	VIRTUAL_PICK_UP		50	254
Cindy's driveway	47 Hillcrest Avenue	Cranford	07016	Saturday, Nov 28	05:00 PM - 06:00 PM	<input type="checkbox"/>	VIRTUAL_PICK_UP		5	25

Multiple pick-up dates will look like this when a customer is placing an online order:

Enter your pick up information

First Name *
Cookie

Last Name *
Customer

Email Address *
customer@order.com

Mobile Number *
(667) 777-4444

I consent to receiving communication via text message.

Select pick up location

November 21, 02:00 PM to 04:00 PM
Cindy's driveway, Cranford, 47 Hillcrest Avenue, Cranford, NJ, 07016

November 28, 05:00 PM to 06:00 PM
Cindy's driveway, Cranford, 47 Hillcrest Avenue, Cranford, NJ, 07016

Next

Set up Start and End Dates for Accepting Orders

The dates you set up in these steps determine how long your Troop Virtual Booth link will be active for customer orders. If you have multiple pickup appointments, make sure these dates extend long enough for people to place orders for all events. If you would like, you can shut off orders several hours or days before your pickup to allow for time to pick and pack orders. *Make sure your order dates coordinate with the pick-up booth event(s). Avoid having a customer clicking on a troop link that has no future events scheduled.*

1. Navigate to the My Troop menu

2. Select Troop information

3. Scroll to the bottom of the page to the Troop Virtual Booth section

Troop Virtual Booth

Please set the Begin date and End date for your troop's virtual booth sale. Once these dates are saved, your virtual booth link will appear at the bottom to share with your friends and family via email or social media.

Begin accepting sales: 11/4/2020

End accepting sales: 12/15/2021

Allow delivery for Virtual Booth Sale?

Yes No

<https://usapp.abccmartcookies.com/virtual-booth-landing/af62f4a5-b2ad-440e-80aa-3ad326ed30a3> [Copy Link](#)

Select link by clicking Copy Link.
Go to where you want to paste it, right click, choose PASTE

4. Enter the date you want to start accepting orders for your Virtual Troop booth event
5. Enter the date you want to stop receiving orders for your Virtual Troop booth event
6. If you want to include accepting requests for delivery with your Virtual Troop booth link, check Yes

A word of caution: If you allow customers to ask for delivery, things could get a little bit complicated! You would have to track where all the orders need to be delivered to, in addition to the customer orders for those attending your pickup. To keep things simple, we recommend not allowing the delivery option, but you can decide as a troop what works best for you.

Share Your Troop Virtual Booth Link

1. Below where you just entered your dates, there is a link.
2. Click “Copy Link” next to the URL. You can also access your troop link as a QR code by clicking the print report button next to the copy link button. The QR code can then be pasted into texts, emails or on social media.
3. Paste your link in the desired medium (text, email, social media post, etc.)

Review Orders Received

1. Once your Troop Virtual Booth Link is shared and your start date for accepting orders is active, you will be able to see order requests
2. To view orders received, navigate to the Booth Menu and select View Booth Credit Card Payments
3. You will see order that are pending approval highlighted in red

Troop Cookie Manager of Troop - 92233 in Central Maryland

Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

View Booth Credit Card Payments

12 Booth Payments

Transaction #	Type	Customer Email	Packages #	Amount	Location	Reservation Date	Status	Created By	Action
1	Pick Up	ncschafers@gmail.com	3	\$15.00	Hamptons - Virtual pickup test	Nov 28, 2020 @ 09:00 to 11:00AM	Pending	Cindy Schafer	
2	Pick Up	ncschafers@gmail.com	1	\$5.00	Hamptons - Virtual pickup test	Nov 20, 2020 @ 04:00 to 05:30PM	Cancelled	c s	

4. Click on the menu ellipsis on the end of the order row to review the order
5. Click to approve fulfilling the order or cancel if you cannot fulfill your order

Approve or Cancel each Order

Selected Pick up : Hamptons - Virtual pickup test, 1650 north downs lane, Huntersville, NC, 28078 on Nov 28, 2020 @ 09:00 to 11:00AM

Customer Details

First Name Cindy	Last Name Schafer
Email Address hcschafers@gmail.com	
Mobile Number (555) 444-6666	Can test customer? No



Cookie Packages

 Lemonades	1
 Shortbread	1
 Thin Mints	1
Total	\$15.00

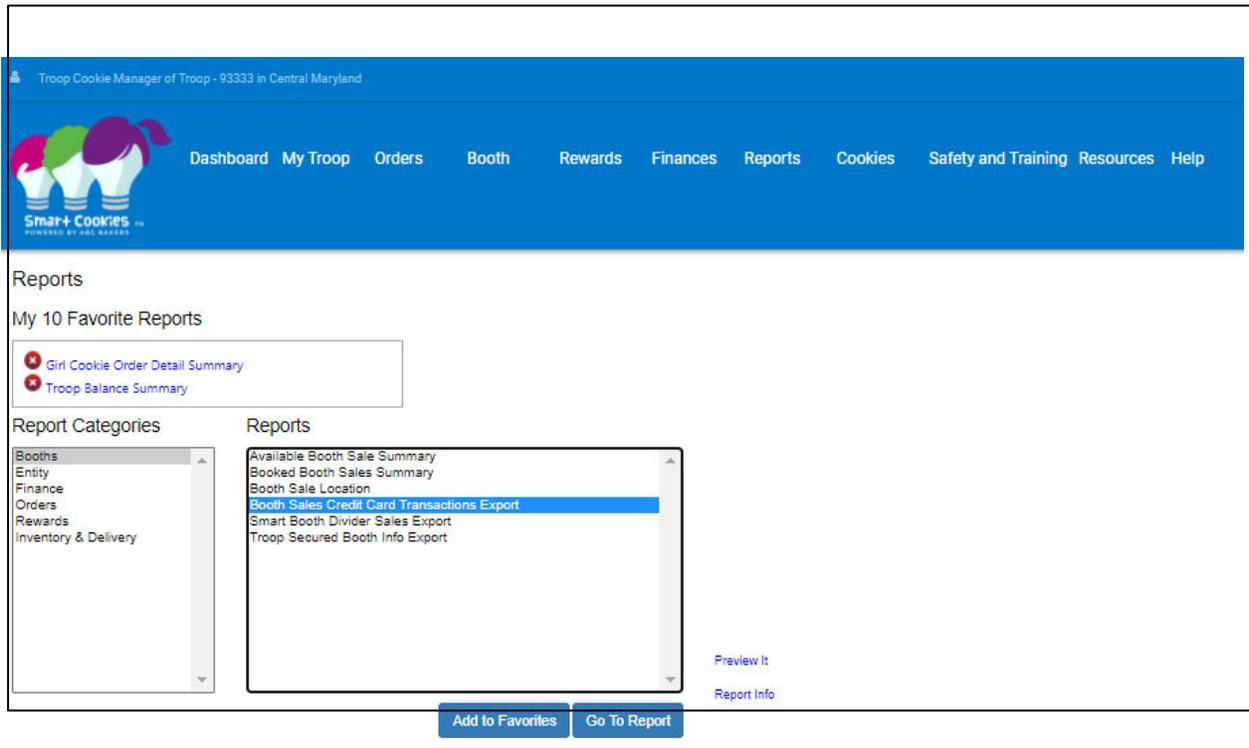
Virtual Booth Sales Details

Sale Number 238537	Date sold Nov 18, 2020
Sale status Pending	Selected for Donation if Undeliverable? No
Paid No	

1. Note the pickup location and date at the top of the order (in red)
2. Note the customer information
3. Review the order requested
4. Click Cancel Sale or Approve Sale
5. You'll need to compile all the orders for each pickup location to ensure that you have inventory or can arrange to get additional cookies to fulfill your orders
6. Approved orders send an email to the customer advising them their sale will be ready for pick up at the designated place and time and that their credit card has been charged
7. Cancelled orders send an email to the customer advising them that their order cannot be fulfilled, their credit card has not been charged and provides a link to order via direct ship

Complete your Order Pick-Up

1. To get a printable list of all the orders, click Reports in Smart Cookies and run the “Booth Sale Credit Card Transaction Report.”



The screenshot shows the Smart Cookies web application interface. At the top, there is a blue navigation bar with the text "Troop Cookie Manager of Troop - 93333 in Central Maryland" and a logo of three hands holding cookies. The navigation bar contains the following menu items: Dashboard, My Troop, Orders, Booth, Rewards, Finances, Reports, Cookies, Safety and Training, Resources, and Help. Below the navigation bar, the "Reports" section is displayed. It includes a "My 10 Favorite Reports" list with "Girl Cookie Order Detail Summary" and "Troop Balance Summary". There are two side-by-side lists: "Report Categories" (Booths, Entity, Finance, Orders, Rewards, Inventory & Delivery) and "Reports" (Available Booth Sale Summary, Booked Booth Sales Summary, Booth Sale Location, Booth Sales Credit Card Transactions Export, Smart Booth Divider Sales Export, Troop Secured Booth Info Export). The "Booth Sales Credit Card Transactions Export" report is highlighted in blue. Below the "Reports" list, there are two buttons: "Add to Favorites" and "Go To Report". To the right of the "Reports" list, there are two links: "Preview It" and "Report Info".

2. The report provides the detail on each order that needs to be filled
3. Use this report to work with your Troop girls to pack each order ahead of time
4. Label and tag each order to make them easily identifiable and ready for pick-up
5. Load your pre-packed and labeled orders into your car
6. Set up at your pickup location 10 minutes before pickups start. Be sure to have signage visible for customer to locate you.
7. Orders will have been paid for when approved for pickup, no cash is needed for this event
8. Set your orders up so that you can find them easily as customers pull up in their vehicles or walk up
9. The email order confirmation the customer receives advises them to bring ID or a copy of their order confirmation to identify themselves
10. Check the ID and have the order available for the customer to pickup, or place the order in the customer’s car if you are having curbside pick-up.
11. Keep track of who came to pick up their cookies, and who didn’t.

Mark Orders as Delivered

1. Return to the Booth Menu and View Booth Credit Card Payments

2. Locate the order, click the ellipsis under the Action heading and click on Set as Delivered

Transaction #	Type	Customer Email	Packages #	Amount	Location	Reservation Date	Status	Created By	Actions
861936291	Pick Up	neschaffers@gmail.com	3	\$15.00	hamptons - Virtual pickup test	Nov 28, 2020 @ 09:00 to 11:00AM	Approved & Paid	Cindy Schaffner	View Details, Refund, Set as Delivered

3. The customer will receive an email confirming the order has been delivered

4. The order status will change to delivered on the View Booth Credit Card Payments page

Credit Girls for Virtual Booth Sales

1. Navigate to the My Reservations booth menu option

2. Booth events that have not been credited to girls will be **Pending Distribution**

Booth Name	Address	City	Booth ID	Date	Time	Status	Lottery Type	Win/Loss	Actions
Higgs	1329 Defense Highway	Gambriels	21054	Thursday, Mar 04	03:00 PM - 06:00 PM	<input type="checkbox"/>	LOTTERY	WIN 0 0	⋮
Dollar-Tree	1641 Crofton Center	Crofton	21114	Thursday, Jan 07	11:00 AM - 01:00 PM	<input type="checkbox"/>	LOTTERY	WIN 0 0	⋮
Sunoco	1025 RT 3 N	Gambriels	21054	Monday, Nov 16	06:00 PM - 08:00 PM	<input type="checkbox"/>	FCFS	0 0	⋮
Virtual pickup test	1650 north downs lane	Huntersville	28076	Saturday, Nov 28	09:00 AM - 11:00 AM	<input type="checkbox"/>	VIRTUAL_PICK_UP	3 15	⋮
Walmart	209 E Ridgeville Blvd	Mount Airy	21771	Thursday, Feb 18	04:00 PM - 05:00 PM	<input type="checkbox"/>	VIRTUAL_PICK_UP	0 0	⋮
Walmart	900 Springfield Rd	Union	07063	Saturday, Jan 16	02:00 PM - 03:30 PM	<input type="checkbox"/>	VIRTUAL_PICK_UP	0 0	⋮

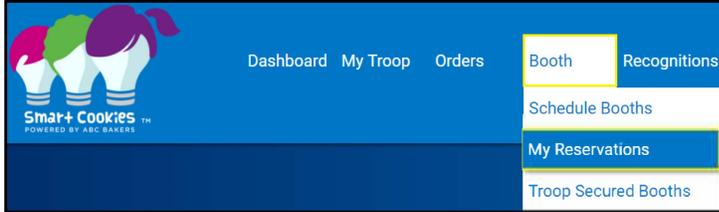
4. Click the ellipsis next to the booth event, and click on the Booth Divider

5. Use the Virtual Booth Divider to distribute credit for the virtual booth event to the girls in your troop

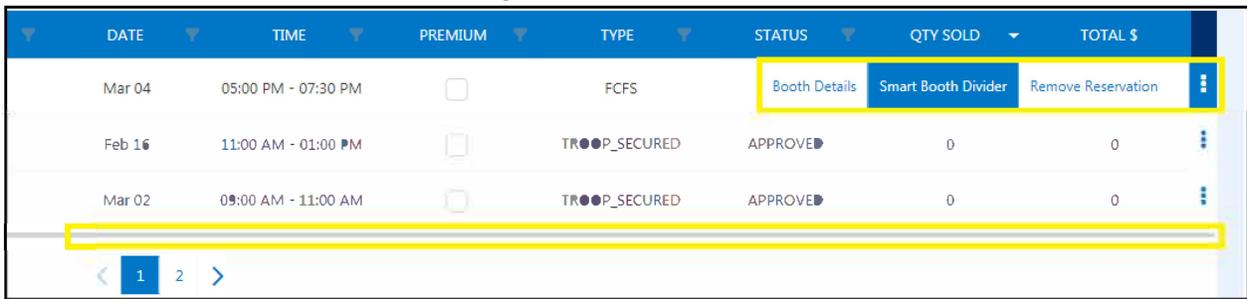
Entering Booth Sales with the Smart Booth Divider – Smart Cookies Guide

The Smart Booth Divider is an easy way to distribute credit for booth packages sold to multiple girls quickly and evenly. The girls are not financially responsible for packages sold through the Smart Booth Divider, but they will be provided the credit to go toward their rewards. Using the Smart Booth Divider also provides River Valleys with important data about booth activity that can be used for future booth sales.

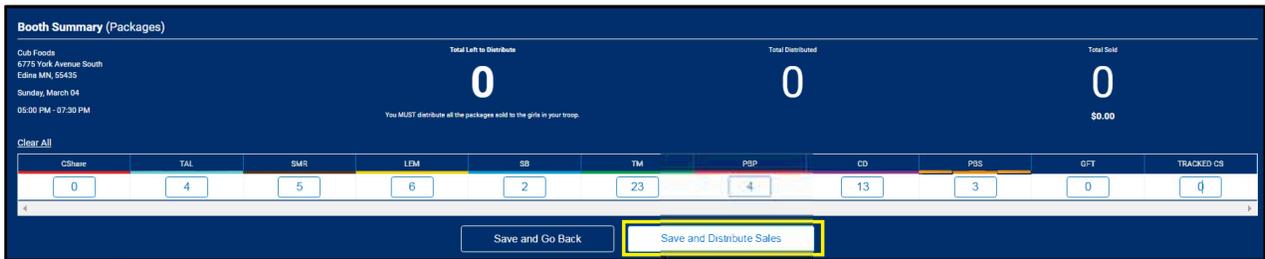
1. Log into Smart Cookies, go to the **Booth** tab, and select **My Reservations**



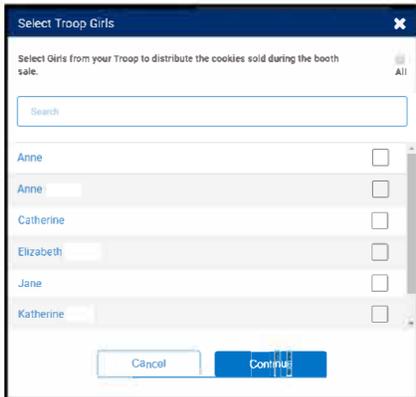
2. Use the **Search** feature to find the desired booth request or scroll through the list shown
3. Scroll to the right using the scroll bar under the list of booths
Note: This scroll bar only appears when your mouse is hovering inside the list of booth reservations.
4. Click on the three vertical dots on the far right to view booth details and select **Smart Booth Divider**



5. Enter the quantities sold in packages by variety.
6. Click the **Save and Distribute Sales**



7. Select the girls who sold at the booth



8. Click **Continue**

9. The packages will automatically divide evenly between all girls selected.
- Note: If there are any varieties that were not able to be distributed evenly, they will be highlighted red. Distribute the remaining packages to girls, so each variety has zero packages left to distribute.

4 Girls Clear All

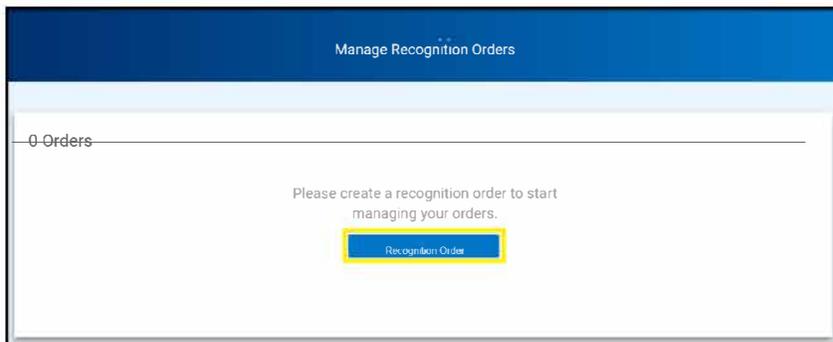
GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFC	Tracked CS	PACKAGES SOLD
Anne	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	12
Elizabeth	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	12
Jane	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	12
Katherine	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="5"/>	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	12
Packages left to Distribute	0	0	1	2	2	3	0	1	3	0	0	12
Troop Total	0	4	4	4	0	20	4	12	0	0	0	48

10. Hit **Save**
11. You will see a green check confirmation message appear. Smart Cookies will automatically transfer the appropriate quantity of each variety to the girls and can be viewed on the **Manage Orders Page**.
- Note: If you don't immediately see the confirmation message, allow the webpage some time to load before clicking **Save** again – clicking save multiple times can create duplicate transfers to girls.

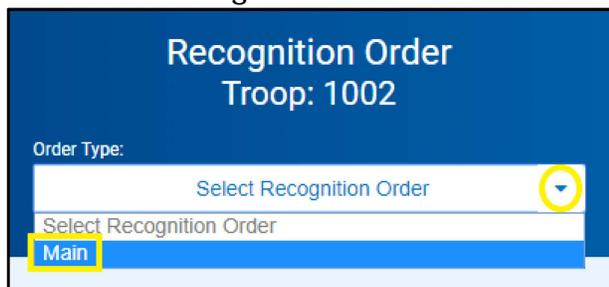
Ordering Girl Rewards – Smart Cookies Guide

As the cookie sale comes to an end, it is time for girls to choose their rewards! Each girl's rewards eligibility is automatically loaded into Smart Cookies, but troop leaders have to create the recognition order and make the selections for girls. If a selection is not made by the deadline, the girls will be defaulted to Cookie Credits. Girls will receive rewards for packages sold and donations sold.

1. Log into Smart Cookies, and select **Recognition Order** under the **Rewards Tab**.



2. Click **Select Recognition Order** and choose **Main**.



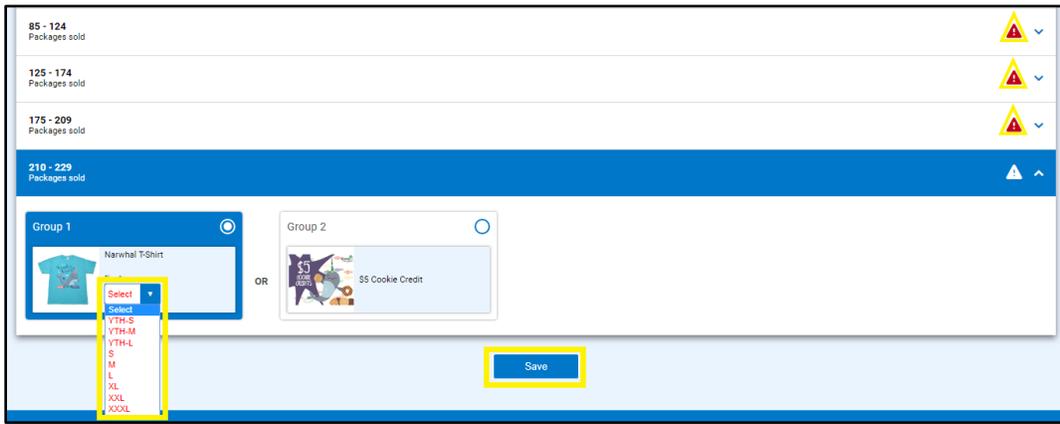
3. You will now see the main Recognition Order Page. Any girl with this symbol  by her name requires a decision on which reward she would like. Press the blue arrow to proceed.



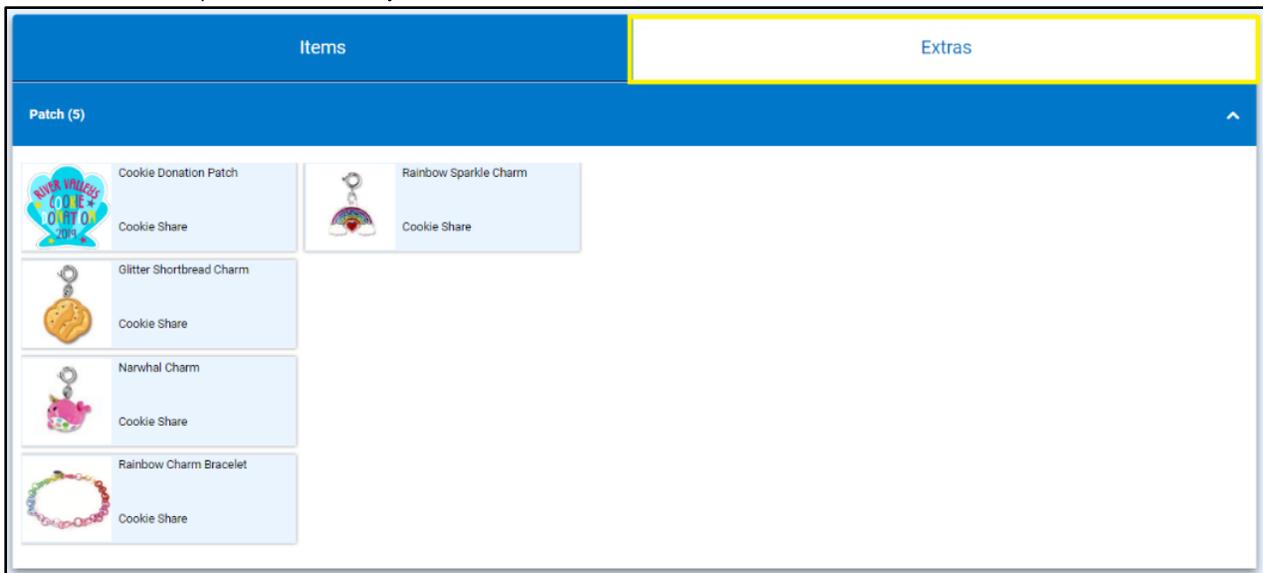
4. Select the girls rewards choice for each level between the item and the Cookie Credit. Repeat this for each reward level, until there are no more exclamation mark symbols.

Then press **Save**.

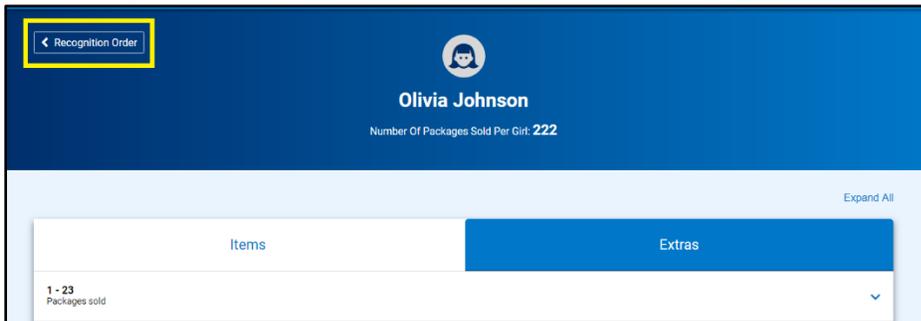
Note: Some rewards, such as t-shirts, require you to input the size before proceeding.



- If the girl has qualified for a Donation Reward, select the **Extras** tab at the top of her order page. This will show you her rewards related to donations (both tracked and virtual). No additional steps are necessary for the donation rewards.



- After the girl has completed all her selections, press **Recognition Order** at the top of the page to go back to the main Recognition Order Page.



Repeat this process until all girl reward selections are complete. No need to submit or commit an order. Pro tip: to view all choices that need to be made for a girl, click on the **Expand All** text to expand all the drop-down arrows.

Watch out for communication on the deadline to submit your rewards order. If the deadline is missed, the girl orders will default to cookie credits

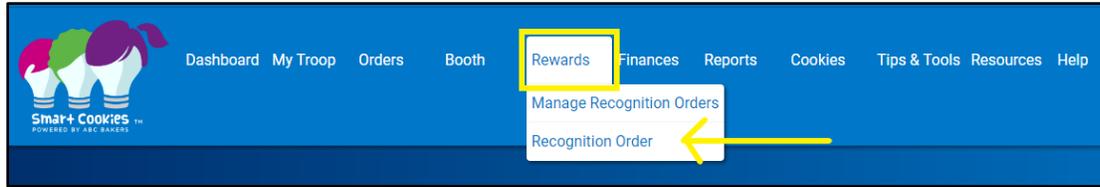
Combo Patch, Patch Programs, and online rewards will all be managed outside of Smart Cookies.

Ordering Troop Rewards – Smart Cookies Guide

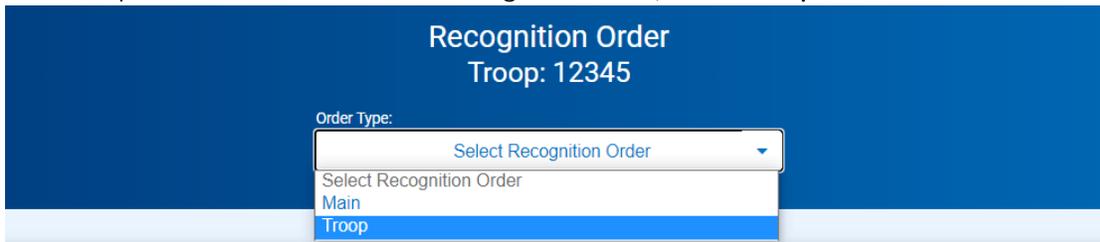
Troops who reach a certain Per Girl Average (PGA) of packages sold will earn special rewards, which can be ordered in Smart Cookies. If your troop did not reach a PGA of over 240, then no actions are needed.

If your troop did reach a PGA of over 240, follow these steps to order PGA rewards:

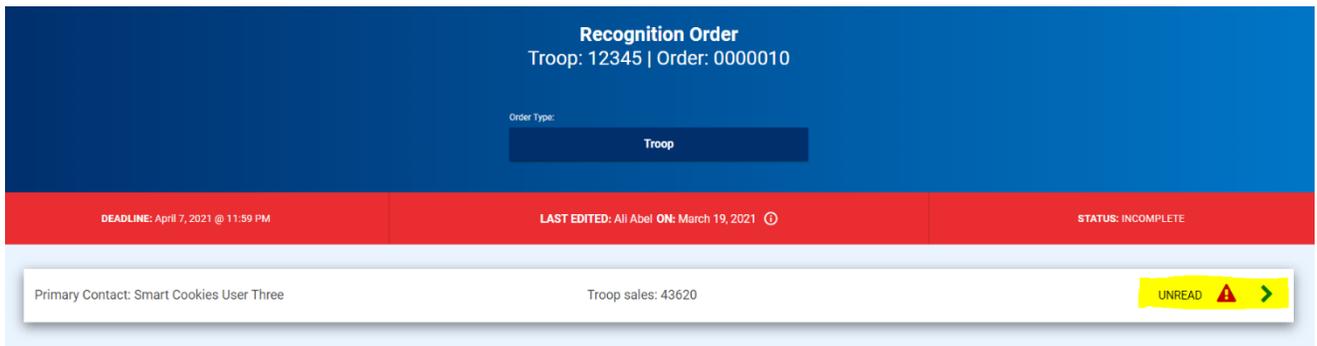
1. Log into Smart Cookies, and select **Recognition Order** under the **Rewards Tab**.



2. In the drop-down menu under Select Recognition Order, select **Troop**



3. You will now see the Troop Recognition Order Page. If you have not selected your Troop PGA Rewards yet, your troop will have a  symbol on the right side of the screen. Click the blue arrow next to it to start ordering your troop rewards. If there is not a  symbol on the screen, then your troop did not meet the PGA of at least 240. You don't need to continue ordering troop rewards.



4. On this page, you will see your Total Troop Sales, your number of Girls Selling, and your Average Number of Packages Per Girl Selling. For each level of the Troop PGA Rewards that you've reached, you will see a row with a  symbol. The troop in the example below has reached the 240, 340, and 440 levels.

If you do not see a  symbol next to one or more of the rows, then no action is needed. The symbol will only show up next to the PGA levels your troop achieved.

Recognition Order



Troop Order: Smart Cookies User Three

Average Number Of Packages Per Girl Selling: **450.00**

Girls Registered 5	Girls Selling 2	Total Troop Sales 900
-----------------------	--------------------	--------------------------

Expand All

Items	Extras
1.00 - 219.99 Packages sold	▼
220.00 - 319.99 Packages sold	▲ ▼
320.00 - 419.99 Packages sold	▲ ▼
420.00 - 9,999.99 Packages sold	▲ ▼

Save

- Click the blue drop-down arrows to open each row. For bracelets and socks, type the number of girls selling in your troop in the red box. You will receive one item per girl selling.

Group 1 ⊙



Bottle Bracelet

Quantity: *

Group 1 ⊙



Ankle Socks

Quantity: *

- For the sportbags, enter the number of girls selling plus up to 2 extra for the adults in the troop. For Juliettes, order 1 bag for the girl selling and 1 bag for the adult mentor, for a total of 2 sportbags.

Group 1 ⊙



Sport Bag

Quantity: *

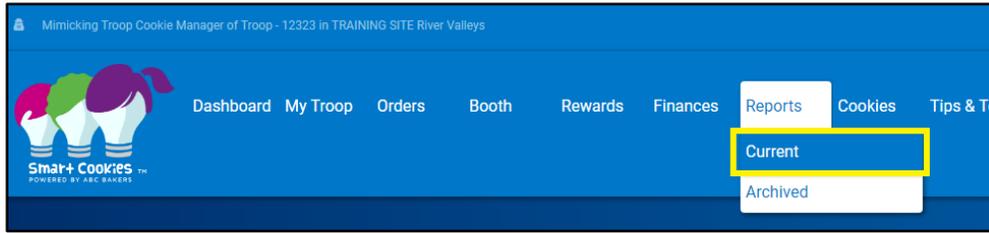


9. Click Save at the bottom of this page. **When you are finished with entering the Items** (bracelets, socks, and sportbags). **If your choices are complete your Troop Recognition Order page will not have any red  symbols. No further actions are needed.**

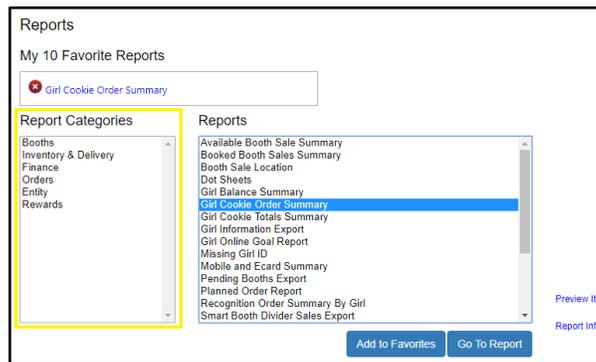
Navigating Reports—Smart Cookies Guide

Reports can be a helpful way to look at the data for your troop. For a summary on helpful reports that your troop can use, review the **Reports Highlights** guide in the Smart Cookies Guide.

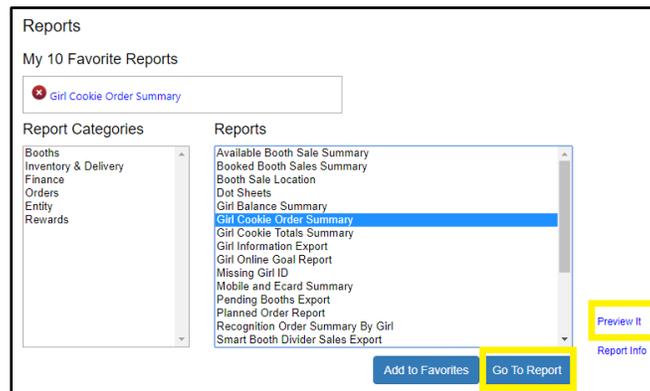
1. Under the **Reports** tab, select **Current**



2. On the right, you will see a list of reports. Narrow the list down by selecting a **Report Category**, if you wish.



3. When you find the report you are looking for, select it.
4. You can either **Preview** what the report will look like or select **Go to Report** to receive a complete downloadable and printable version.



5. Each report will have certain settings for you to select. You may want to add additional information if you are looking for a specific piece of information. Most commonly, you will want to select the Unit of Measure (packages for the most accurate numbers), and the View Type.

Report Criteria
Girl Cookie Totals Summary

Council TRAINING SITE Girl Scouts River Valleys

District [Unassigned]

ServiceUnit Kathryn

Troop 12323

Girl Name

Order Type All

Unit Of Measure Packages

Select View Type PDF

PDF
HTML
TEXT_EXCEL

Go to Report Listings

6. Press **View Report**. Your report will open in a new page. When you are done, you may press **Go to Report Listings** to go back to the list of reports or **Reset** to clear out any settings you entered.

Report Criteria
Girl Cookie Totals Summary

Council TRAINING SITE Girl Scouts River Valleys

District [Unassigned]

ServiceUnit Kathryn

Troop 12323

Girl Name

Order Type All

Unit Of Measure Packages

Select View Type PDF

Go to Report Listings Reset View Report

Reports Highlights—Smart Cookies Guide

Reports might be intimidating to a new user, but once you know what you are looking for, they can give you a wealth of information about the cookie sale. Below is a list of some of the most commonly used reports and what they can tell you.

Girl Cookie Totals Summary

- Total Cookies that have been transferred to a girl, including patches sold through Operation Cookie Care Package
- This is the number of packages that will be used to measure rewards eligibility.

ABC Smart Cookies Girl Cookie Totals Summary							
Page: 1 Date: 7/5/2019							
TRAINING SITE Girl Scouts River Valleys Service Unit = Kathryn; Order Type = All Order Types; Service Unit: Kathryn							
Girl Name	Grade Level	GSUSAID	Troop Level	Troop No	Total Pkgs	CShare Pkgs	Balance Pkgs
Anne	Fi		Brownie	12323	25	0	25
Elizabeth	Fi		Brownie	12323	59	5	54
					84	5	79

Girl Balance Summary

- Used to see how much money each girl owes the troop for her cookies sold.
- The top section is the girl's information.
- In the middle, you can see the transfers in and out of the girl's inventory. This girl had 43 cookies given to her (22 non-booth, 21 booth), and she gave 14 back to the troop.
- You can also see any finance transactions that have already been made. It looks like she paid the troop \$120.00 already.
- The bottom section shows her totals. The most important is the bottom line that says **Total Money Owed**. That shows the amount that she still owes the troop.

ABC Smart Cookies Girl Balance Summary			
Page: 1 Date: 11/14/2019			
TRAINING SITE Girl Scouts River Valleys			
Troop = 120;			
Troop Desc 120			
Girl Name Frances Hesselbein			
Grade Level Three			
GSUSAID 000001000154		Packages	
Cookie Share Sales		9	
Cookie Sales Initial Orders		0	
Smart Cookies Direct Ship		0	
Booth Transfers IN			
OrderID	Details	Ref Number	Amount
0000041	To: Frances Hesselbein, FROM: Troop: 120		21
Total			21
Non-Booth Transfers IN			
OrderID	Details	Ref Number	Amount
0000001	To: Frances Hesselbein, FROM: Troop: 120		12
0000019	To: Frances Hesselbein, FROM: Troop: 120		5
0000020	To: Frances Hesselbein, FROM: Troop: 120		5
Total			22
Non-Booth Transfers OUT			
OrderID	Details	Ref Number	Amount
0000035	To: Troop: 120, From: Frances Hesselbein		(14)
Total			-14
Finance Transactions			
OrderID	Details	Ref Number	Amount
0000001	Type: Payment; Payment method: Cash		\$120.00
Total			120
Total Transfers		8	
Total Collected		\$120.00	
Total Cookies Ordered		17	
Total Money Owed		\$85.00	

Troop On-Hand Inventory

- Breakdown of cookies that the troop has but has not yet distributed to girls.
- This report is a great to use to see if everything has been tracked correctly in Smart Cookies. If the number of packages for each variety matches what you physically have on-hand, that is a good indicator that everything is accurate in Smart Cookies.

ABC Smart Cookies Troop On Hand Inventory													
Page: 1 Date: 7/5/2019													
CouncilDesc													
Council = TRAINING SITE Girl Scouts River Valleys; District = No Specified District; Service Unit = Kathryn; Troop = 12323;													
Service Unit	Troop No	Transfers Pkgs	CShare Pkgs	TAL Pkgs	SMR Pkgs	LEM Pkgs	SB Pkgs	TM Pkgs	PBP Pkgs	CD Pkgs	PBS Pkgs	GFC Pkgs	Total Pkgs
Kathryn	12323	0	0	60	48	33	120	240	234	96	56	24	911
Total :		0	0	60	48	33	120	240	234	96	56	24	911

Track Cookie Share

- Total packages donated from both donation programs.
- Cookie Share Pkgs column shows total donations
- To the right, you can see the sales minus what was sold through donation.
- These totals will be used to calculate the donations rewards.

ABC Smart Cookies Track Cookie Share		
TRAINING SITE Girl Scouts River Valleys		
Service Unit	Cookie Share Pkgs	Total Sales - CookieShare Pkgs
Kathryn		
Troop 12323		
Katherine Parr	5	0
Kathryn Howard	13	0
Anne Cleves	2	23
Anne Boleyn	8	0
Catherine Aragon	10	0
Elizabeth Tudor	9	42
12323 Totals:	47	65
Kathryn	47	65
TRAINING SITE Girl Scouts River Valleys	47	65

Troop Balance Summary

- Troop information is on the top half of the summary, including Per Girl Average, number of girls selling, and troop proceed plan. The **Avg. Packages Sold Per Girl Selling** is used for increased proceeds and troop PGA rewards.
- Orange squares toward the bottom show the total packages and cases sold. These numbers are used to calculate the sales amounts.
- In this example, the troop sold 941 packages of cookies. At \$5.00 per package, the total sales was \$4,705.00.
- The sales amounts are broken into Troop and Council Proceeds. The Council dollars is equal to what the troop owes. The **Balance** is listed at the very bottom.
- ACH and credit card transactions will appear under **finances** and be applied to the balance due.
- This is a great report to check as the ACH deadline approaches, to ensure your troop bank account matches this report.

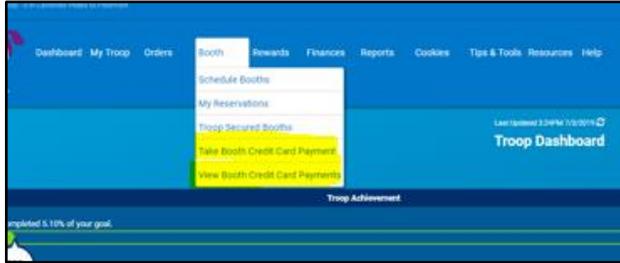
ABC Smart Cookies Troop Balance Summary			
TRAINING SITE Girl Scouts River Valleys			
Council = TRAINING SITE Girl Scouts River Valleys; District = No Specified District; Service Unit = Kathryn; Troop = 12323;			
Contact 1 Information		Contact 2 Information	
Contact Full Name: Kathryn		Contact Full Name:	
Address:		Address:	
Contact Day Phone:		Contact Day Phone:	
Contact Email:		Contact Email:	
Troop No: 12323	Brownie	Proceed Plan: Main	
Service Unit: Kathryn		Girls Selling: 6	
Avg. Packages Sold Per Girl Selling: 156.83		Girls Reg: 7	
Avg. Packages Sold Per Girl Registered: 134.43		Early Plan: None selected	
		Main Plan: Main Plan	
Received:	Initial Order Received	Pkgs	936
	Damages		0
	Total Received		936
	CookieShare		5
	Smart Cookies Direct Ship		0
Transfers In:	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>
	Total Transfers In:		
Transfers Out:	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>
	Total Transfers Out:		
Total Pkgs Sold (not including Gluten Free):	917	Total Cases Sold (not including Gluten Free):	76
Total Gluten Free Pkgs Sold:	24	Total Gluten Free Cases Sold:	2
Sales Amounts	Troop \$\$		\$752.80
	Council \$\$		\$3,952.20
	Total Sales \$\$		\$4,705.00
Finances:	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>
	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
	Total Finances:		
Uncollected Debts:	<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>
	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
	Total Uncollected Debts:		
Signature:		Balance	\$3,952.20

Booth Credit Cards – Smart Cookies Guide

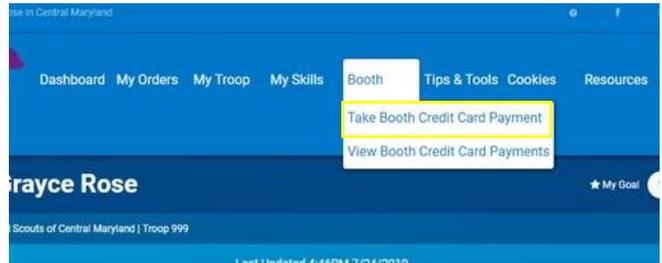
Smart Cookies allows you to accept payments at a booth using the Booth Credit Card Payment function. Log into your troop or girl account at the start of your booth to be ready to take credit card payments. Credit card payments will be credited to the troop and will reduce the final balance due to council. This will not credit any girls with cookie sales. To credit girls with sales, please view the Smart Booth Divider Smart Cookies Guide.

1. In either the troop or girl account, log into Smart Cookies and select **Take Booth Credit Card Payment** under the **Booth** tab.

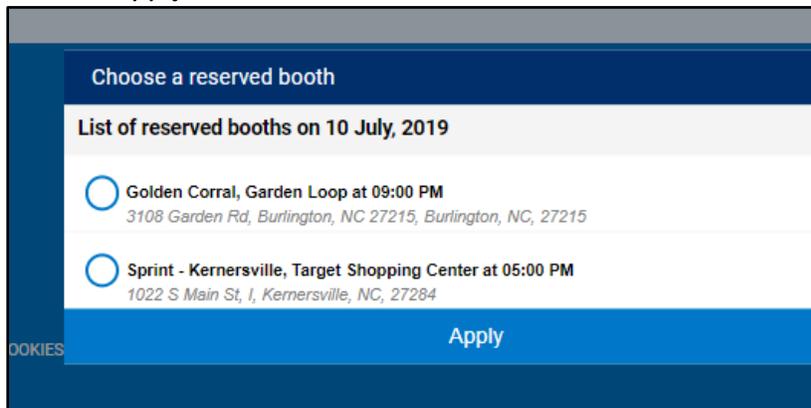
Troop Perspective



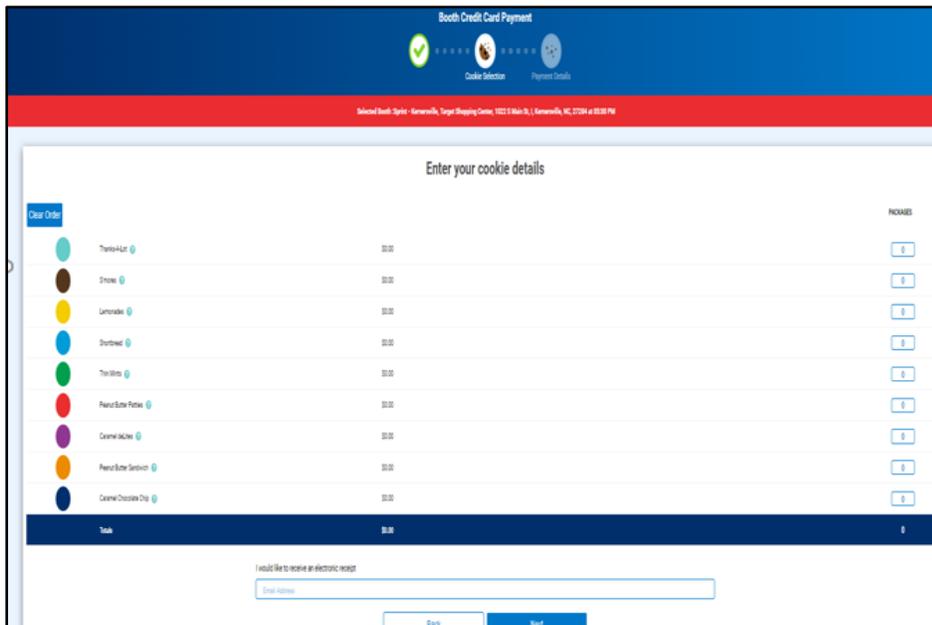
Girl Perspective



2. All of your troop's reserved booths in Smart Cookies for the current day will appear. Select the applicable booth and click **Apply**.



3. Enter the customer's order by variety.



4. Ask your customer if they would like to receive a receipt. If so, enter the customer email and then click **Next**. If not, click **Next**.
5. Enter Credit Card information and click **Pay Now**.

Booth Credit Card Payment

Cookie Selection Payment Details

Accepted Booth (Sprinkles - Kennesawville, Target Shopping Center, 1022 E Main St., Kennesawville, NC, 27284)

Please enter the customer Credit Card information

Total \$4.00

Accepted Credit Cards: American Express, Discover, VISA, Mastercard, Visa Signature

CARD NUMBER*
**** * * * *

CARD EXPIRATION*
MM / YYYY

CARD CVV*
CVV

CARD HOLDER BILLING ADDRESS ZIP CODE*
12345

Back Pay Now

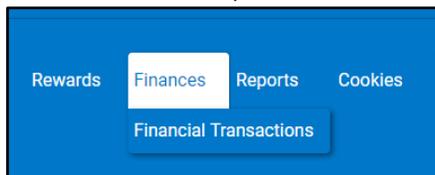
6. When payment is processed, a confirmation screen will appear.
7. You can view these transaction on the **Financial Transactions** page. Booth credit card payments will appear with a transaction number starting with BT. The Bank will be listed as Booth Payment Credit Card. These transactions will not be able to be edited.

Tracking Girl Finances - Smart Cookies Guide

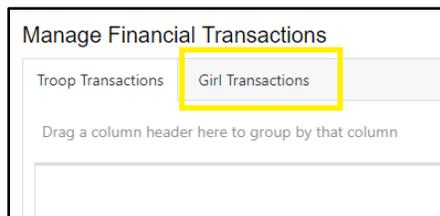
As girls collect cookie money, they will deposit it back to the troop. We recommend that those deposits are added in Smart Cookies to keep track of the girls' balance owed. Financial transactions added for girls will be applied to the Girl Balance Summary report. The Girl Balance Summary Report shows you how many cookies each girl has sold at booths and individually, and you can see how much money she owes the troop.

To track girl deposits:

1. On the **Finances** tab, click **Financial Transactions**

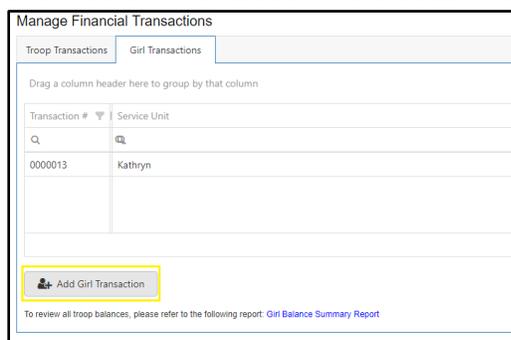


2. Select the **Girl Transactions** tab.

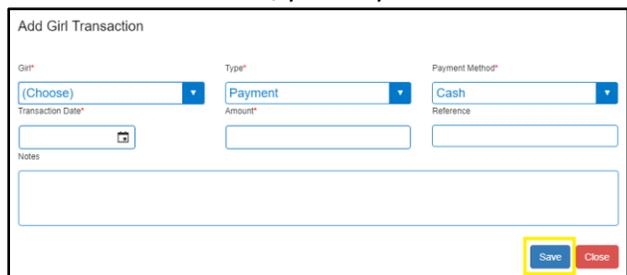


Note: The Troop Transactions tab will display your ACH transactions, and girl credit card. Cash/check deposits you make into the troop account are not visible in Smart Cookies.

3. Click **Add Girl Transaction** in the bottom left corner.



4. Enter in the required information; **Girl, Type, Payment Method, Transaction Date,** and **Amount.** If you have any additional information, you may add it in the notes as well. Press **Save**

A screenshot of the 'Add Girl Transaction' form. The form contains several input fields: 'Girl*' (a dropdown menu with '(Choose)' selected), 'Type*' (a dropdown menu with 'Payment' selected), 'Payment Method*' (a dropdown menu with 'Cash' selected), 'Transaction Date*' (a date picker), 'Amount*' (a text input field), and 'Reference' (a text input field). There is also a 'Notes' section with a large text area. At the bottom right, there are 'Save' and 'Close' buttons. The 'Save' button is highlighted with a yellow box.

5. For each deposit a girl makes, you should see a line item listed. You can edit or delete any transaction on in the right column

Transaction # ▼	Service Unit ▼	Troop ▼	Girl ▼	Date ▼	Payment Me... ▼	Amount	Ref # ▼	
Q	Q	Q	Q	Q	Q	Q	Q	
0000013	Kathryn	12323	Elizabeth	7/5/2019	Cash	\$10.00		 
0000014	Kathryn	12323	Jane .	7/5/2019	Check	\$150.00		 

Tracking Troop Finances – Smart Cookies Guide

When the troop deposits money into the bank, they will *not* add a corresponding financial transaction in Smart Cookies. Troops should keep track of how much money they have deposited outside of Smart Cookies. This guide will show how to find your total packages and dollars sold, proceed rate, and balance owed. To do this we will look at the report **Troop Balance Summary**. Download this report in packages as a PDF.

Total Packages Sold

Look for these four boxes on the report.

Total Pkgs Sold (not including Gluten Free):	1,344	Total Cases Sold (not including Gluten Free):	112
Total Gluten Free Pkgs Sold:	12	Total Gluten Free Cases Sold):	1

On the left is total packages sold, and the right is the total in cases. Add up the total packages sold + Total Gluten Free packages to get your total packages sold.

This troop sold 1,356 packages.

Total Dollars Sold

Below the four boxes with the package counts is the Sales Amounts. You can see the total Sales \$\$ in bold. This equals the total packages sold X \$5.

Page: 2		ABC Smart Cookies	
Date: 12/8/2020		Troop Balance Summary	
Sales Amounts	Troop \$\$		\$1,288.20
	Council \$\$		\$5,491.80
	Total Sales \$\$		\$6,780.00

This troop had \$6,780.00 in sales.

Proceed Rate

Refer to the proceed information in the Troop Cookie Manager Guidebook to see the reasons for the various proceed rates. If you aren't sure which one you qualified for:

Divide Troop \$\$ by total packages sold. That will give you the proceeds per package that your troop earned.

This troop earned \$0.95/packages (\$1,288.20 ÷ 1356 pkgs)

Balance Owed

The balance is listed on the very last line of the report.

Signature: _____ **Balance** \$11,478.90

The balance is calculated by taking the Council \$\$ from the sales amounts and subtracting anything listed under **Finances**.

The Finances section tracks any money that River Valleys has already collected from the troop. Any time a girl or troop takes orders via credit card in Smart Cookies, the money is automatically put into the River Valleys bank account. The report will auto-adjust to give you your troop proceeds back for these sales. Also included in the finances section is any money already collected by River Valleys through the first ACH (see Cookie Central for more information on the ACH process). In summary, the balance owed is the Council Proceeds, minus any money you've already paid us.

You should check your bank receipts to ensure you have deposited an amount that matches the troop balance.

Juliette Balances

Juliettes deposit all cookie money into the River Valleys Wells Fargo account using special encoded deposit slips that they receive. The deposit amount must equal the Total Sales \$\$ (\$665 in this example). The Balance amount at the end should equal a negative of the Troop \$\$ (-\$106.40 in this example). Which means that River Valleys owes Juliette Program Credits to the Juliette Troop. Please note that Juliette's earn proceeds at a range according to packages sold. The ranges will be sent in an email to all Juliette Mentors.

<u>Sales Amounts</u>	Troop \$\$	\$106.40
	Council \$\$	\$558.60
	Total Sales \$\$	\$665.00

Finances:

<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
2020-02-24	0008942		Wells Fargo Product Sales Account	Deposit	\$382.00
2020-04-24	0051830		Wells Fargo Product Sales Account	Deposit	\$283.00
Total Finances:					\$665.00

Uncollected Debts:

<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
Total Uncollected Debts:					

Signature: _____

Balance (\$106.40)