



Troop User Guide

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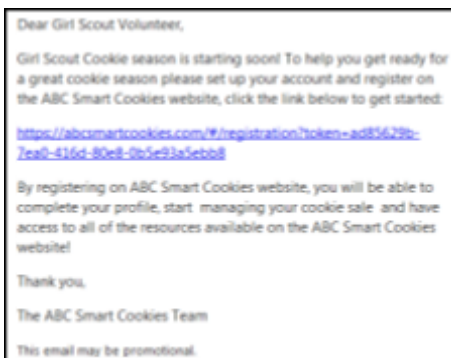
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Getting Started in Smart Cookies

Registration

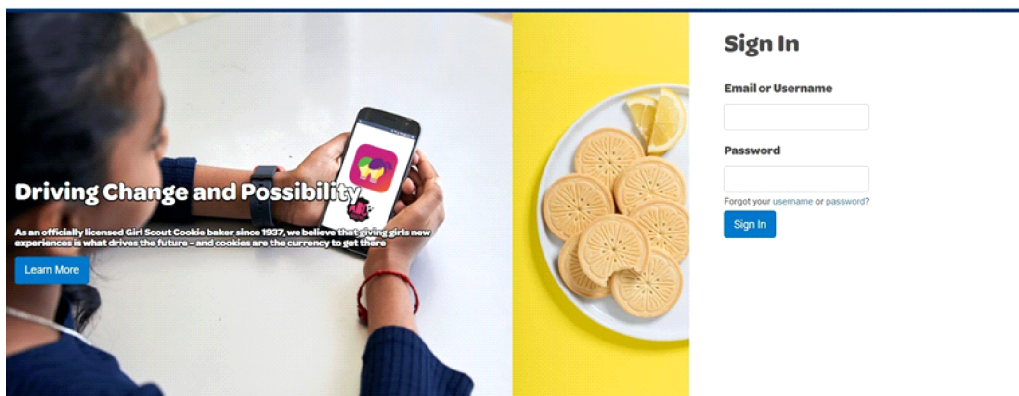
Troops and users are uploaded into Smart Cookies by the council and an email from noreply@abcsmartcookies.com will be sent. Volunteers are encouraged to add the email address to your safe sender list. If you do not receive your registration email, contact your council as directed.

- Click the unique link in your email.
- Complete all required fields. Some fields may be pre-populated.
- If any information is incorrect, contact your council as directed.

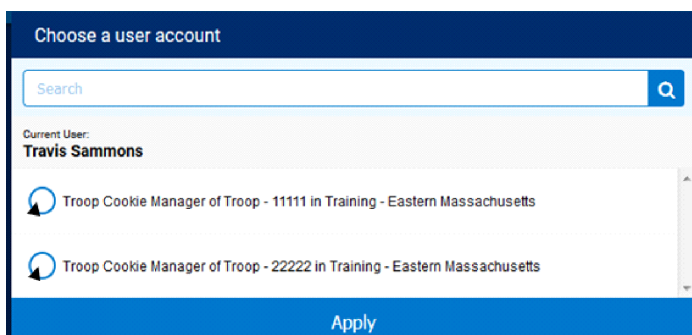
A registration form for the ABC Smart Cookies website. The form is divided into two main sections: "Troop Info" and "Profile Info". The "Troop Info" section includes fields for Position (pre-filled with "Troop Cookie Manager"), Girl Level (pre-filled with "Brownie"), Troop Number (pre-filled with "11111"), Suite/Apt. #, City (with a red "City is required" error), State (with a red "State is required" error), Zip Code (with a red "Zip code is required" error), and Phone Number (with a red "Phone number is required" error). The "Profile Info" section includes fields for First Name (pre-filled with "Travis"), Last Name (pre-filled with "Sammons"), Email (pre-filled with "tvsammons@outlook.com"), and a password creation section with fields for "Enter Password" and "Re-enter Password", both with red "Password is required" errors. Below the form is a "Submit" button. At the bottom, there is a blue banner with the text "You've successfully registered!" and "Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!".

Logging into Smart Cookies

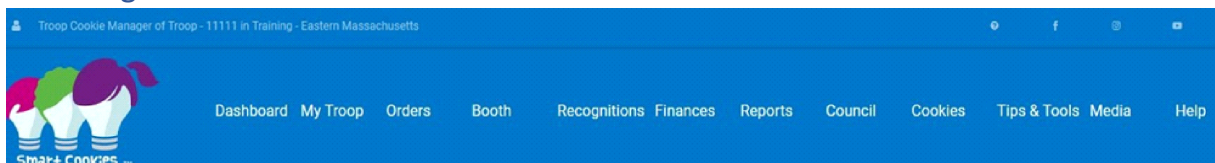
- Go to www.abcsmartcookies.com (bookmark for easy access during sale).
- Username is your email and the password you selected during registration.
- If you forget your password, use the forgot password link.



- Choose your role if applicable. If you only have one role, then you will be sent directly to your user dashboard.
- If you have multiple roles, click the button next to the role you will use in this session and click Apply.

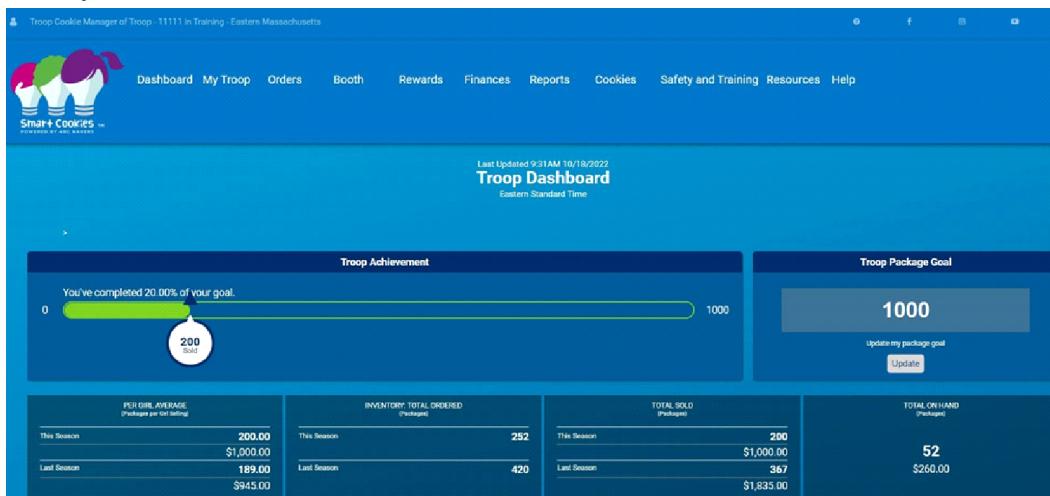


Switching Roles in Smart Cookies



- Click on the person icon in the upper left corner of the page
- Choose Switch User
- The Choose a User Account pop up will appear – choose a role and click Apply

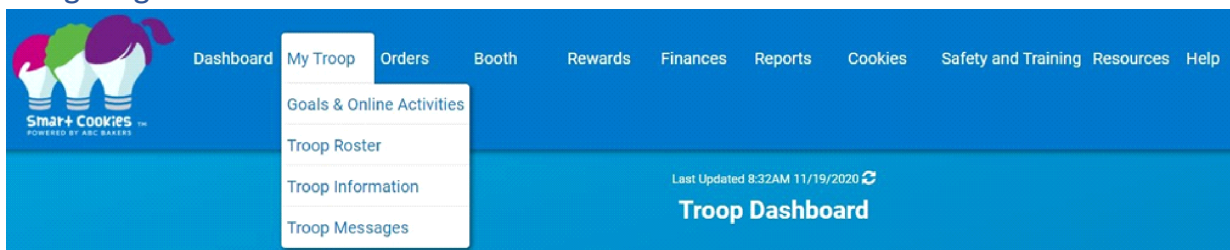
Troop Dashboard



The Troop Dashboard provides an overview of all activity for your troop. Set a troop goal and watch the troop achievement bar progress as cookies are assigned to Girl Scouts in the troop. Key stats include:

- Per Girl Average (selling) – this year vs. last year
- Inventory Ordered (in packages) – this year vs. last year
- Total Sold (in packages) – this year vs. last year (sold indicates cookies assigned to girls)
- Total On Hand (in packages) – number of packages still left to be assigned to Girl Scouts
- Calendar with important dates and tasks associated with them
- Messages – either from Council or your Service Unit (if applicable)
- Girls Registered and Selling – this year vs. last year
- Financial Summary – Total Sales, Troop Proceeds, Council Proceeds (total amount due to Council), Credits, Deposits, Debt, Amount Collected (by Council) or Online, and Balance Due (to Council)
- Girl Sale Details by Channel (cookies transferred to them; shipped, booth credit); by Cookies (varieties), Financial Responsibility (showing amounts due, paid and balance)

Navigating Smart Cookies



There are multiple tabs shown on the troop dashboard with action items under each tab. Click on the tab and the action item to move to that area of Smart Cookies.

- Dashboard
- My Troop
 - Troop Roster
 - Troop Information
- Orders
 - Manage Orders

- Troop Initial Order
- Transfer Order
- Planned Order
- Virtual Cookie Share
- Troop Direct Ship Orders
- Booth
 - Schedule Booths
 - My Reservations
 - Troop Secured Booths
- Rewards
 - Manage Recognition Orders
 - Recognition Order
- Finances
 - Financial Transactions

- Reports
 - Current
 - Archived
- Cookies
- Safety and Training
 - Smart Cookies Training
 - Safety
- Resources
- Help

My Troop

Troop Roster

The troop roster will display all of the Girl Scouts registered in your troop. **IMPORTANT NOTE: Girl registered in your troop in Smart Cookies will import into Digital Cookie. All corrections on the roster MUST be completed before your troop initial order is submitted.** Contact your council as directed for any additions or deletions to your roster. Limited edits can be made by clicking the pencil icon.

Manage Troop Girls

Drag a column header here to group by that column

District ▼	Service Unit ▼	Troop ▼	First Name ▼	Last Name ▼	GSUSAID ▼	Grade ▼	Parent ▼	Email ▼	
Q	Q	Q	Q	Q	Q	Q	Q	Q	
	Abington	11111	Test	Girl		Five	Travis Sammons	tsammons@gsema.org	
	Abington	11111	Sample	Girl		Five	Travis Sammons	tsammons@gsema.org	

- Click on the pencil
- Edit the Main Recognition program (if applicable); Grade Level; Apparel and Sock sizes.
- Click Save

Update Troop Girl

Girl GSUSA ID:*

122357146

Troop:*

Grade Level:*

K

First Name:*

Gertrude

Nickname:

Apparel:

Last Name:*

Fales

Main Recognition Plan:

Girl Cookie Dough Option

Socks:

Parent Information

First Name*

Weldon

Street

Last Name*

Dad

Suite

Email*

wfales@msn.net

Promising Practice: Select apparel and sock sizes early in the sale to allow for auto-population when the recognition order is created.

Troop Information

Click on Troop Information to view. Information in shaded fields cannot be edited. Contact your council as directed to update. Based on your council set-up, you may have permission to do the following:

- Edit your program level
- Choose a Proceed Plan
- Choose a Main Recognition Plan
- Choose an Early Reward Plan
- Edit your troop Banking Information

Troop Information

Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-999)	Troop GSUSA ID
12	7		TROOP49073
Troop Number		Level	Service Unit
6		Ambassador	644
Proceed Plan*			Proceed Plan Notes
Proceeds with Rewards			No Notes Available
Main Recognition Plan			
Main Recognition Plan TWO			
Early Recognition Plan			
Early Reward Plan			
Troop Recognition Plan			
Troop PGA 300+			
Submitted documentation, if required?	Warning for funds owing?		
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Bank Account	Bank Routing		
xxxxxx7562	054001725		
Primary Contact			
First Name	Last Name		
Chris	McDaniel		

Orders

Initial Orders

Initial orders are entered either by girl (typically an order taking sale) or by cookies (typically a direct sale model). Follow your specific council instructions on type of order and dates due.

Orders by Girl

- Navigate to Orders>Troop Initial order.
- Click on the arrow at the end of the row for each girl.
- Any manual orders entered by caregiver/girl in Digital Cookie will flow into first column. These orders can be edited.
- If no entries in first column, enter any orders for Girl Scouts from order card.
- Pre-paid girl delivery orders from Digital Cookie will flow in to the second column. These cannot be edited.
- Repeat for each girl in the troop.
- Enter any additional packages desired for booth sales.
- Smart Cookies will automatically round up the final troop order to full cases (12 packages per case).
- Click Save to save the order and select a delivery station.

Flows automatically from parent manual entry in DC. This amount can be changed by the troop leader in SC. These fields are editable.

Flows automatically from DC pre-orders

Carolina Peaks	\$100.00	Inv. Pkgs: 20	\$600.00	Pre Sale Pkgs: 120	\$700.00	Total Pkgs: 140
Cookie Share	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Adventurefuls	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Toast-Yay	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Lemonades	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Trefoil	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Thin Mints	\$50.00	Inv. Pkgs: <input type="text" value="10"/>	\$600.00	Pre Sale Pkgs: 120	\$650.00	Total Pkgs: 130
Peanut Butter Patties	\$50.00	Inv. Pkgs: <input type="text" value="10"/>	\$0.00	Pre Sale Pkgs: 0	\$50.00	Total Pkgs: 10
Caramel deLites	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Peanut Butter Sandwich	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Caramel Chocolate Chip	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
Total	\$100.00	20	\$600.00	120	\$700.00	140

After saving order, you must select a delivery station. Some locations may have multiple dates available or may require an appointment. Follow your council guidance on selecting a delivery station.

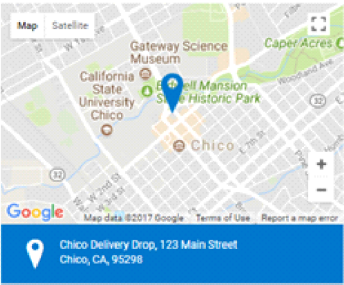
- Scroll down to Select Delivery Station
- If you have a choice of locations, click the one you wish to attend for initial order pick up by clicking the blue bar.
- If prompted, pick a date and time for pick up.
- If you change your troop initial order before the deadline, you may have to select your delivery station again.

Select Delivery Station
✕

1. Choose a Location

2. Pick A Date

3. Make An Appointment



The selected delivery station does not require an appointment. Press save to continue.

Orders by Troop

- Navigate to Orders>Troop Initial Order

Initial Order
Troop: 257

TOTAL SOLD LAST SEASON
No Data

PER GIRL AVERAGE

This Season **0.00**

Last Season **0**

TROOP INITIAL ORDER CASES

This Season **0**

Last Season **0**

TROOP INITIAL ORDER VALUE

This Season **\$0.00**

Last Season **\$0.00**




Troop Order Deadline: November 24, 2017 @ 11:59 PM

READY FOR REVIEW ☐

Clear Order

Build Order By: ☒ Cookies ☐ Girl

Measure By: ☒ Cases ☐ Packages

		Troop Order	Total Cases
 Thanks-A-Lot	\$8.00	<input type="text" value="0"/>	0
 S'mores	\$8.00	<input type="text" value="0"/>	0
 Lemonades	\$8.00	<input type="text" value="0"/>	0

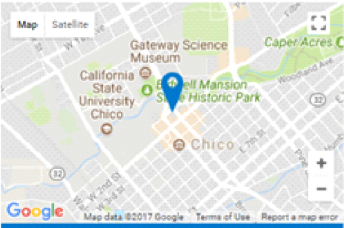
- Enter the total number cases by variety.
- Click Save.
- Scroll down to Select Delivery Station.
- If you have a choice of locations, click the one you wish to attend for initial order pick up by clicking the blue bar.
- If prompted, pick a date and time for pick up.
- If you change your troop initial order before the deadline, you may have to select your delivery station again.

Select Delivery Station

1. Choose a Location

2. Pick A Date

3. Make An Appointment



The selected delivery station does not require an appointment.
Press save to continue.

Chico Delivery Drop, 123 Main Street
Chico, CA, 95298

Manage Orders

The Manage Orders page reflects all cookie orders during the sale. Totals are rounded to full cases. The top section of the page details total amounts of cases during different phases:

Manage Orders			
PLANNED	ORDERED	SOLD	ONHAND
Cases 83	Cases 135	Cases 10	Cases 124
Total Value \$4,068	Total Value \$6,508	Total Value \$540	Total Value \$5,968
Show Transactions	Show Transactions	Show Transactions	Details

- Planned – Orders currently showing as saved – not approved.
- Ordered – Total amount of cases ordered by troop including troop initial order, transfers from cupboards or other troops, shipped packages; virtual Cookie Share and Damage Orders (if applicable).
- Sold – Cookies assigned to Girl Scouts including Girl Initial Order (if applicable), transfers, Shipped, Virtual Cookie Share, Damage Orders (if applicable).
- On Hand – Total amount of cases in troop inventory, but not yet assigned to a Girl Scout (ordered minus sold).
- On hand should equal ordered minus sold, but rounding can impact total.

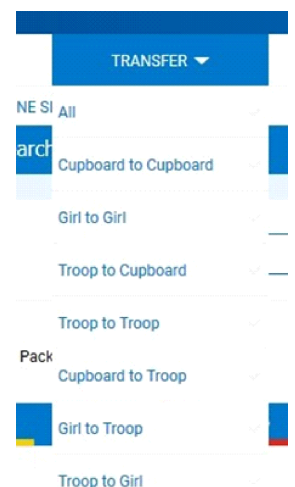
Filtering Orders

To view specific types of troop orders, use the filters located on the Manage Orders page.

ALL	INITIAL ORDER	PLANNED	RESTOCK	TRANSFER	DAMAGED	COOKIE SHARE	DIRECT SHIP	CS DONATION
REFINE SEARCH								
Apply Search Parameters								

The types of filters are:

- All – selects all available filters.
- Initial Order – will display troop initial order.
- Planned – will display any planned orders not yet approved.
- Restock – not used at troop level.
- Transfer – must select a specific type of transfer to display. Click the arrow next to transfer to display types.
- Damage – not typically available for troops.
- Cookie Share – show all cookie virtual cookie share orders including those from Shipped and booth sales.
- Direct Ship – shows orders shipped directly to consumers from girl or troop links.
- CS Donation – used and displayed only on Council level.



- Use the Refine Search feature to add more filters to see orders for specific girl(s) or from a specific cupboard.
- To display troop to girl or girl to troop transfers, you must select girls in the refine search field.
- After the desired filter(s) are selected, click Apply Search Parameters and the orders will appear in the table.
- Click Clear all filters to remove all of the selected filters and re-select.

The Manage Order table appears as follows:

7 Results

Search By: All Keyword:

From: To: Apply

☐ Cases ☒ Packages ☐ Cases/Packages

Action: Select Apply

DATE	ORDER #	TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	RR	STATUS
10/12/2022	1	T2G	Test Girl	11111	0	-200	0	0	0	0	0	0	0	0	0	
10/18/2022	2	C2T	11111	Test Cupboard 1	0	24	12	24	24	60	36	48	12	12	0	
10/18/2022	3	T2G	Test Girl	11111	0	-10	0	0	0	0	0	0	0	0	0	
10/18/2022	4	T2G	Test Girl	11111	0	0	0	0	0	-10	0	0	0	0	0	

Results are searchable by keyword, order number or date range. Orders can be displayed in cases, packages or cases/packages. All columns can be sorted by clicking on the header.

You can also view details of the order by clicking the ellipsis to the far-right of the order row

TYPE	TO	FROM	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	RR	STATUS
T2G	Test Girl	11111	0	-200	0	0	0	0	0	0	0	0	0	
C2T	11111	Test Cupboard 1	0	24	12	24	24	60	36	48	12	12	0	
T2G	Test Girl	11111	0	-10	0	0	0	0	0	0	0	0	0	

Troop level users can edit troop to girl, girl to troop orders and any troop to troop orders initiated by the troop user. Initial orders or planned orders can only be edited if deadline for submission has not passed. Damage orders entered by the troop can be edited (not common for troops to have permission to create damage orders). If there is an order displayed with T2G(B), you must edit that order by editing the Smart Booth Divider entries. See section on Smart Booth Divider for more information.

Transfer Order

There are four types of transfers a Troop user can create:

- Troop to Girl (T2G) – transfers packages to Girl Scouts from the troop inventory
- Girl to Girl (G2G) – transfers packages from one Girl Scout to another
- Girl to Troop (G2T) – transfers packages back to troop inventory from a Girl Scout
- Troop to Troop (T2T) – transfers packages (and financial responsibility) to another troop

Once a transfer is complete, you can print a receipt for your records, go to the Manage Orders page, or click Make Another Transfer to stay on the page and do another transfer.

Troop to Girl (T2G) Transfers:

- Select Troop to Girl in the Type of Transfer box.
- The From row will populate with your troop. On the To row, click the down arrow to select the girl receiving the packages.
- Click Apply.

The screenshot shows a web form for 'Troop to Girl' transfers. At the top, a dropdown menu labeled 'TYPE OF TRANSFER:' is set to 'Troop to Girl'. Below this, the 'From:' section is populated with 'SERVICE UNIT Abington' and 'TROOP 11111'. A blue bar below the 'From:' section displays 'Quantity: 1491 Packages' and 'Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org'. The 'To:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111'. A dropdown menu next to it is open, showing 'GIRL Sample Girl'. A blue bar below the 'To:' section displays 'Quantity: 20 Packages' and 'Contact: Travis Sammons | | tsammons@gsema.org'. A 'Reset' button is located at the top right of the 'To:' section.

- Enter the number of packages, by cookie variety, to the Girl Scout in either the Packages or Booth Packages column.
- Packages column – transfers packages to Girl Scouts with the financial responsibility attached.
- Booth Packages column – transfers packages to Girl Scouts with no financial responsibility.
 - The best practice is to use the Smart Booth Divider to allocate booth packages sold. See section on Smart Booth Divider.
- Once the packages are entered, add any order notes and then click Save to complete the transfer.

Girl to Girl (G2G) Transfers

- Select Girl to Girl in the Type of Transfer box.
- Click on the From row to select the Girl Scout to transfer from and click Apply.
- Click on the To row to select the Girl Scout to transfer to click Apply.

The screenshot shows a web form for 'Girl to Girl' transfers. At the top, a dropdown menu labeled 'TYPE OF TRANSFER:' is set to 'Girl to Girl'. Below this, the 'From:' section is populated with 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Sample Girl'. A blue bar below the 'From:' section displays 'Quantity: 30 Packages' and 'Contact: Travis Sammons | | tsammons@gsema.org'. The 'To:' section shows 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Test Girl'. A blue bar below the 'To:' section displays 'Quantity: 110 Packages' and 'Contact: Travis Sammons | | tsammons@gsema.org'. 'Reset' buttons are located at the top right of both the 'From:' and 'To:' sections.

- Put the number of packages you are transferring from one Girl Scout to another, by cookie variety, in the Packages column.
- Once the packages are entered, add any order notes (optional) and then click Save to complete the transfer.

Girl to Troop (G2T) Transfers:

- Select Girl to Troop in the Type of Transfer box.
- Click on the From row to select the Girl Scout to transfer from and click Apply. The To row will display your troop.

The screenshot shows the 'Girl to Troop' transfer interface. At the top, 'TYPE OF TRANSFER:' is set to 'Girl to Troop'. Below this, the 'From:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'GIRL Test Girl' dropdown. The 'Quantity' is '120 Packages' and the 'Contact' is 'Travis Sammons | tsammons@gsema.org'. The 'To:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'Quantity' of '1481 Packages' and the same contact information. A 'Reset' button is visible in the top right corner.

- Put the number of packages you are transferring from the Girl Scout, by cookie variety, in either the Packages or Booth Packages column.
- Once the packages are entered, add any order notes (optional) and then click Save to complete the transfer.

Troop to Troop (T2T) Transfers

- Select Troop to Troop in the Type of Transfer box.
- Click on the FROM row to select the SU and Troop to transfer from; click Apply.
- Your troop will default to the TO Troop.

The screenshot shows the 'Troop to Troop' transfer interface. 'TYPE OF TRANSFER:' is set to 'Troop to Troop'. The 'From:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'Quantity' of '1491 Packages' and contact 'Travis Sammons | (978) 269-6660 | tsammons@gsema.org'. A 'Transfer Order' button is present. The 'To:' section shows 'SERVICE UNIT Abington' and 'TROOP 22222' with a 'Quantity' of '-6 Packages' and contact 'Erin Sullivan | (781) 373-4237 | esullivan@gsema.org'. A 'Reset' button is in the top right corner.

- Put the number of packages you are transferring FROM the other troop, by cookie variety, in the Packages column
- Once the packages are entered, add any order notes and then click Save to complete the transfer.

Note: Only the troop receiving the transfer can complete a troop to troop transfer. This is because financial responsibility transfers to the receiving troop for T2T transfers.

Once the transfer is saved in the system, all reports will be adjusted automatically.

Planned Order

Planned Orders are cookie orders for pick-up at cupboard locations during the sale. To create a Planned Order:

- Navigate to Orders>Planned Orders.
- Select the cupboard to pick-up from in the first box (a clickable Google map is shown to provide more location details) and click Continue.
- Select the date and click Continue.
- Select the time and click Continue.

The screenshot shows a web form for creating a planned order. At the top, it displays 'TROOP 11111' and contact information for Travis Sammons. The form is divided into three main sections: 'CUPBOARD', 'DATE', and 'TIME'. Under 'CUPBOARD', 'Test Cupboard 0' is selected, with a Google map showing the location at 265 Beaver Street, Waltham, MA. Under 'DATE', 'Tuesday, May 29' is selected. Under 'TIME', '12:00 PM TO 01:00 PM' is selected. Each section has an 'Edit' button.

Please note the council required Unit of Measure (UOM) for planned orders. Orders may be placed in cases, packages or cases/packages based on council settings.

- Enter the number desired, for each variety, in the boxes shown:

Clear Quantities			CASES
	Adventurefuls	\$0.00	<input type="text" value="0"/>
	Toast-Yay	\$0.00	<input type="text" value="0"/>
	Lemonades	\$0.00	<input type="text" value="0"/>
	Trefoil	\$0.00	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>
	Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>
Totals		\$0.00	0

- Re-check the order for accuracy and click “Save” when finished.

You can print a receipt for the order at this time. Planned orders will show as saved until the order is picked up and the cupboard manager has approved. Once the order is approved it will show as a cupboard to troop transfer on all troop records.

Virtual Cookie Share

Virtual Cookie Share orders are designated as donation cookies and are ADDED to your troop’s sales. The troop is financially responsible for these cookies. Troops will not have to manage the physical inventory for these packages. Your council will process orders and deliver cookies.

- o Click Orders>Virtual Cookie Share.
- o Enter the number of donation packages for each girl.
- o Add any desired order notes.
- o Click Save.

Virtual Cookie Share
Cookies for a Cause

DISTRICT No Specified DistrictSERVICE UNIT AbingtonTROOP 11111

Troop: 11111Name: Travis Sammons Phone: (978) 269-6660 Email: tsammons@gsma.org

Name	Total
Test Girl	2
Sample Girl	5
Total	7

Order notes
Type here (200 Character max)

Save

If cookie share cookies are sold at a booth, enter the package quantity in the Smart Booth Divider and cookie share order for the troop will be created. (see pg. 21 - Smart Booth Divider)

Troop Shipped Orders (imported from Digital Cookie)

All orders from the troop ship only link will appear under this section. It is recommended you check-in periodically to make sure there are no orders that are Pending distribution.

DATE	ORDER #	Customer Name	Customer Address	Status
12/9/2020	669737			Pending distribution
12/9/2020	669726			Pending distribution
12/9/2020	669723			Pending distribution

- o Navigate to Orders>Troop Ship Orders.
- o Orders shown as Pending Distribution will be totaled at bottom of screen.
- o Click Distribute Orders to girls.

CSHare	ADV	TY	LEM	TRE	TM	PEP	CD	PBS	GFC	PACKAGES	TOTAL \$
0	11	5	8	2	18	15	19	7	3	88	443.00

Distribute orders to girls

- o Select the Girl Scouts to allocate packages.
- o Click Continue to display allocation grid.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold.

Search

Alexis H

☒

Amelia B

☐

Amy T

☒

Brooke L

☒

Elaina C

☐

Elizabeth

☐

Cancel

Continue

GIRL NAME	CSHare	ADV	TY	LEM	TRE	TM
Alexis	0	3	1	2	0	6
Amy	0	3	1	2	0	6

- o Adjust each girl totals by variety to clear any red boxes shown.
- o Click Save.
- o Troop Ship Orders will now display as distributed.
- o Ensure all orders are distributed before the end date of the sale.

Booth

Schedule Booths

There are multiple ways to schedule a booth sale in Smart Cookies. Depending on your council set up, the following options may be available:

- Lottery – troops select a number of locations as determined by the council. A random lottery is run and troops are awarded a specific number of booths as determined by the council. Troops are notified of sites assigned.
- First Come First Serve – based on criteria set by the council, troops pick locations/times for a booth sale. Troops are awarded selections immediately.

Making Selections

To make selections in the Lottery or First Come First Serve (FCFS):

- Click on Booth>Schedule Booths.
- A banner will display type of schedule available and details.

Schedule Booths
Booth Locations

Open: Lottery

Opens On:

May 01 @ 12:00 PM

Closes On:

Jul 31 @ 12:00 PM

Max Requests

100

Max Premium Wins

N/A

Max Total Wins

3

DISTRICT No Specified District

SERVICE UNIT Abington

TROOP 11111

- A list of location available for selection appear to the left and a Google map displays to show locations. Based on council settings, you may not see all locations.

Schedule Booths
Booth Locations

Open: First Come, First Served - Reservation 1

Opens On:

May 24 @ 09:00 AM

Closes On:

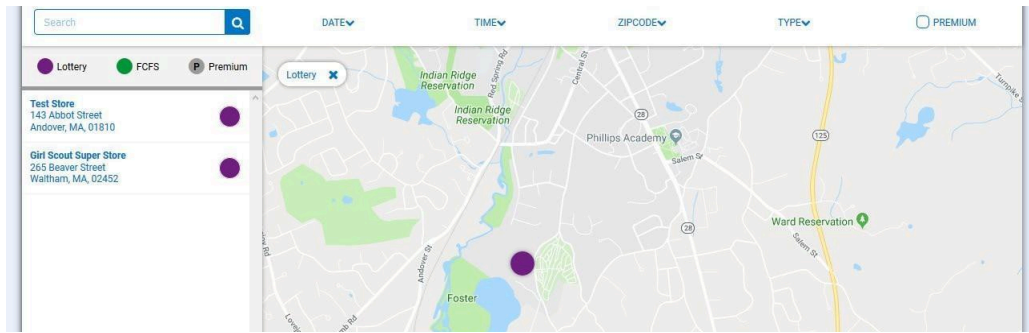
Jun 30 @ 12:00 PM

Max Premium Reservations

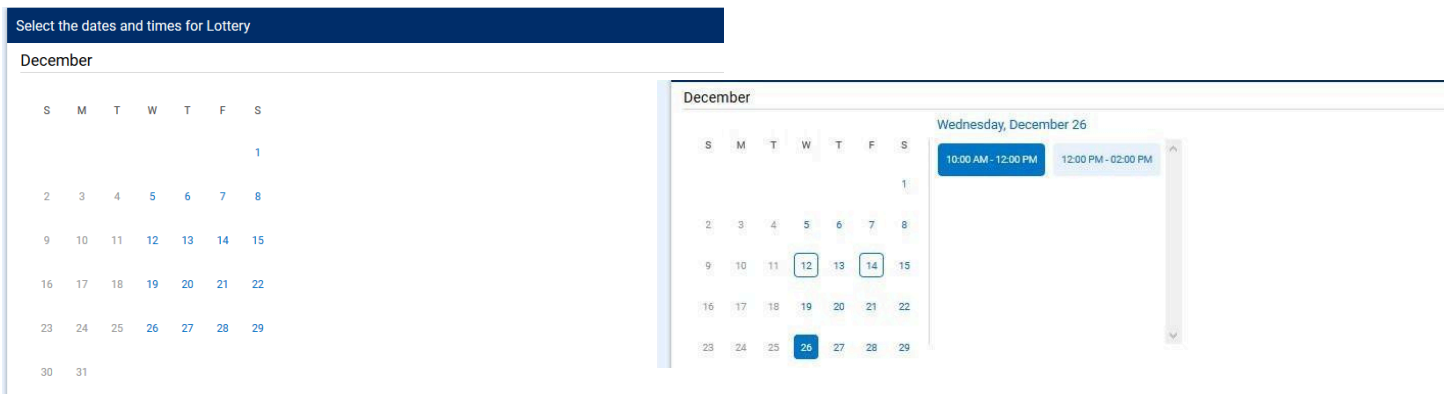
N/A

Max Total Reservations

2



- Use additional filters to narrow your search.
- Click on the site you would like to request for the lottery; calendars will appear for the month(s) the site is available – dates highlighted in blue let you know there are available times to request.
- Click on a date highlighted in blue and all available times will appear.
- Click on a time slot to request.



- During the lottery, you can make multiple selections from this screen. Assignments will be selected during the random lottery and troops are notified via email.
- During FCFS, you must return to the selection screen to secure additional selections. Selections made will be assigned to the troop immediately.
- Once all selections have been made, click Save.
- Return to the selection screen if you want to make choices at different sites.

My Reservations

From the My Reservations page, you can view all activity related to booths including lottery reservations (until lottery runs), FCFS reservations, reservations made by council and troop secured locations. From the top section, you can also filter to only show a specific type of booth. Most troops will want to display all locations.

Troop Booth Reservations			
Lottery	First Come, First Served (FCFS)	Troop Secured	Council Reservations
Premium Wins 0 Premium Wins Max 0	Premium Reservations 0 Premium Reservations Max 0	Approved 0	Premium 0
Total Wins 0 Total Wins Max 3	Total Reservations 0 Total Reservations Max 0	Denied 0	Total 0
Requests 26 Requests Max 100		Pending 0	
<input checked="" type="checkbox"/> Show Results	<input checked="" type="checkbox"/> Show Results	<input checked="" type="checkbox"/> Show Results	<input checked="" type="checkbox"/> Show Results
DISTRICT No Specified District			
SERVICE UNIT Abington			
TROOP 11111			
Troop: 11111 Name: Travis Sammons Phone: (978) 269-6560 Email: tsammons@gsema.org			

- Lottery – shows total requests, wins after lottery runs. Please note that you will not be able to see the locations requested after the lottery has run.
- First Come, First Serve – will display the number of reservations made to date. Will update throughout the sale if additional selections are made or locations are deleted.
- Troop Secured – will display the number by status – approved, denied or pending

36 Results

Share Booth Locations

f

t

l

Search

☒ Show Confirmed Reservations

☒ Show Pending or Denied Reservations

☒ Booths left to distribute

SBD detail export

ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
222 Mountain Rd	Fallston	21047	Saturday, Nov 06	09:00 AM - 01:00 PM	<input type="checkbox"/>	FCFS		192	970	<div></div>
303 Fallston Blvd	Fallston	21047	Friday, Nov 12	04:00 PM - 08:00 PM	<input type="checkbox"/>	FCFS		310	1556	<div></div>
3005 Emmorton Road	Abingdon	21009	Wednesday, Sep 28	07:00 PM - 08:00 PM	<input type="checkbox"/>	FCFS		20	100	<div></div>
16952 York Rd	Monkton	21111	Thursday, Sep 29	12:00 PM - 01:00 PM	<input checked="" type="checkbox"/>	FCFS		36	184	<div></div>
16952 York Rd	Monkton	21111	Friday, Sep 30	12:00 PM - 01:00 PM	<input checked="" type="checkbox"/>	FCFS		0	0	<div></div>

- Click the ellipsis at the end of a row for the following actions:
 - o Booth Details
 - o Smart Booth Divider
 - o Remove Reservation

Troop Secured Booth

Based on your council settings, troops may enter a troop secured booth location. Follow your council guidance on number of days needed for approval of a location. Council has the option to approve or deny the booth and troops will be notified by email. To access the process, navigate to Booth>Troop Secured Booth. Complete all required information before attempting to add appointment times.

Booth Information

Appointment Times

Address

Store Name

Location Information (Optional)

☐ Is this a Virtual Pick up Booth?

- Store Name
- Booth Location Address (must be a valid address for Google Mapping)
- City
- State
- Zip Code
- Troop Contact will populate with user information – can be edited

Your council will advise you on the Booth Permission Box. This allows Council to assign available time slots to other troops. Council may contact the location to secure additional time slots and make those available to other troops. If this location is restricted to your troop only, do not click the Booth Permission box. Contact your council with additional questions on this process.

Optional information can also be entered that may help find the location. Enter any additional information in the Location Information box (such as cross streets, shopping center names, etc.).

- Once the required Booth Information has been entered, click “Next” and the “Appointment Times” tab will then activate:

Booth Information

Appointment Times

test2
111 East Grove Street
Middleboro, MA 02346

Please add appointment times for your booth.

Add Appointment Time

- Click Add Appointment Time to select the dates and start/end times:

Request Appointment Time

1. Pick a Date

2. Pick your appointment time

May 2018

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

Start time

AM

PM

10:00

End time

AM

PM

12:00

Save

- Once the date, start time, and end time have been selected, click Save. Additional dates and times can be entered as desired.

Booth Information

Appointment Times

test2
111 East Grove Street
Middleboro, MA 02346

Add Appointment Time

DATE

TIME

BOOKING STATUS

ACTIONS

This location will show on your Booth Reservation page as pending until approved by Council. Once it is reviewed by council, the status will change to approved or denied. You will receive an email when the booth is approved or denied by council.

Using the Smart Booth Divider

- Click on Booth>My Reservations
- Scroll to the Booth table and select the booth to enter sales.
- Click the ellipse to open the menu
- Click on Smart Booth Divider

6 Results

☒ Show Confirmed Reservations ☒ Show Pending or Denied Reservations ☒ Booths left to distribute

ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
01810	Dec 12	10:00 AM - 12:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0
01810	Dec 12	12:00 PM - 02:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0
01810	Dec 14	12:00 PM - 02:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0
01810	Dec 05	12:00 PM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
02452	Dec 20	01:30 PM - 04:00 PM	<input type="checkbox"/>	FCFS		0	0
01810	May 25	10:00 AM - 11:00 AM	<input type="checkbox"/>	TROOP_SECURED	APPR		

[Booth Details](#) [Smart Booth Divider](#) [Remove Reservation](#)

Smart Booth Divider
Distributed Sales

Booth Summary (Packages)
Andover Council
143 Andover Street
Andover MA, 01810
Friday, May 25
10:00 AM - 11:00 AM

Total Left to Distribute
0

Total Enter Booth
0

Total Sold
\$0.00

You MUST distribute all the packages sold to the girls in your troop.

Clear All

CShare

ADV

TY

LEM

TRE

TM

PBP

CD

PBS

GFC

0

0

0

0

0

0

0

0

0

0

Save and Go Back

Save and Distribute Sales

- Enter the number of packages, by cookie variety including Cookie Share.
- Click Save and Distribute Sales to continue.

CShare

ADV

TY

LEM

TRE

TM

PBP

CD

PBS

GFC

5

4

3

6

1

4

8

6

4

1

Save and Go Back

Save and Distribute Sales

- A list of all Girl Scouts in your troop will display.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold during the booth sale.

Search

Sample Girl

Test Girl

22

- Select the Girl Scouts who participated in a booth sale and click continue.

Booth Summary (Packages)

Total Packages: **42**
 Total Scouts: **4**
 Total Sales: **38**
 Total Time: **42**

You MUST distribute all the packages sold to the girls in your troop.

Package	CSHare	ADPV	TY	LEA	TRIE	TM	PSP	CD	PSG	GPC
1	5	4	3	6	1	4	8	6	4	1

[Cancel Distribution](#)
[Edit Booth Sales](#)

2 Girls

GIRL NAME	CSHare	ADPV	TY	LEA	TRIE	TM	PSP	CD	PSG	GPC	PACKAGES SOLD
Test Girl	2	2	1	3	0	2	4	3	2	0	15
Test Two	2	2	1	3	0	2	4	3	2	0	15
Packages left to Distribute	1	0	1	0	1	0	0	0	0	1	1
Troop Total	4	4	2	6	0	4	8	6	4	1	30

- Smart Booth Divider will split the packages evenly among the number of Girl Scouts selected.
- Packages remaining after automatic distribution will display in red.
- Add packages to each girl to clear the remaining packages.

GIRL NAME	CSHare	ADPV	TY	LEA	TRIE	TM	PSP	CD	PSG	GPC	PACKAGES SOLD
Test Girl	2	2	1	3	1	2	4	3	2	1	21
Test Two	3	2	2	3	0	2	4	3	2	0	21
Packages left to Distribute	0	0	0	0	0	0	0	0	0	0	0
Troop Total	5	4	3	6	1	4	8	6	4	1	42

- Click “Save” to complete the distribution. You will see a pop-up notification of a successful distribution.
- Troop to Girl (T2GB) transfers will be created and will display on the manage orders grid.

The totals shown on the bottom of the page will represent all booth sales sold and distributed.



If at any time you need to edit a booth distribution, you can return to the Smart Booth Divider Screen and cancel the distribution and redistribute the cookies to Girl Scouts. At the conclusion of your sale if you wish to divide ALL Booth sales at one time, you can distribute all booth sales by clicking the Distribute Total Booth Sales. This will cancel all previous distributions, but keep all totals sold for each booth.

Troop Site Orders in Digital Cookie

Once a troop has set up the troop site in Digital Cookie, the troop can offer delivery orders or pick-ups at existing booth sales. Please see instructions below on how to view orders and allocate to girls. These orders will be managed in the booth reservations section of Smart Cookies using the Smart Booth Divider.

Troop Orders for Delivery

To view orders in Digital Cookie, run the All Orders Report and filter for orders with the first name Troop XXX and last name site. These will be orders generated from the troop link. Only orders approved by the site lead will import into Smart Cookies. You can view orders in the Smart Cookies Booth Credit Card Payment Export report and filter for delivery orders.

Click on the ellipse at the end of the row and use the Smart Booth Divider to allocate the cookies to girls. Once this has been completed the inventory will be removed from the troop available inventory.

Booth - Troop Reservations page:

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS
Virtual Delivery Pending Distribution	Online Booth Sales for delivery	-	-	-	-	<input type="checkbox"/>	VIRTUAL_DELIVERY	
Test Booth	123 Main Street	Brooklyn	11229	Sunday, Dec 31	07:00 AM - 08:00 AM	<input type="checkbox"/>	COUNCIL_RESERVED	

Troop Orders for Pick-Up

To allow for pre-paid pick up orders, the troop must “add pick up option” to any booth displayed in Digital Cookie. Orders can be viewed by running the Booth Credit Card Payment Export and filtering for the location date and time.

Type	Transactio	CreatedUs	Customer	Customer	CanTextC	Amount	Location	Address	ReservationDate	Reservatio	Status	TimeStam	CShare	ADV	TY	LEM	TRE
Pick Up	80594180				No	6	Test	143 Abbot	12/5/2023	12:00 PM	Approved	16:37:49	0	1	0	0	0
Pick Up	80594239				No	6	Belmont C 79 Leonar		12/5/2023	07:00 PM	Approved	20:38:38	0	0	0	0	0
Pick Up	80594244				No	12	Belmont C 79 Leonar		12/5/2023	07:00 PM	Approved	20:38:40	0	1	0	0	0
Pick Up	80594255				No	24	Belmont C 79 Leonar		12/5/2023	07:00 PM	Approved	21:07:39	0	0	0	0	0
Pick Up	80594259				No	24	Belmont C 79 Leonar		12/5/2023	07:00 PM	Approved	21:07:40	0	0	0	0	0
Pick Up	80594277				No	12	Belmont C 79 Leonar		12/5/2023	07:00 PM	Approved	21:23:11	0	0	0	0	1

Once these orders have been picked up, the troop must add the total packages to the packages sold to walk-up customers at the booth. Example: Pick Up orders totaled 2 ADV, 6 TM and 7 CDL. The troop sold an additional 25 packages of TM and 10 CDL at the booth. The totals entered in the Smart Booth Divider would be 2 ADV, 31 TM and 17 CDL. Distribute using the Smart Booth Divider.

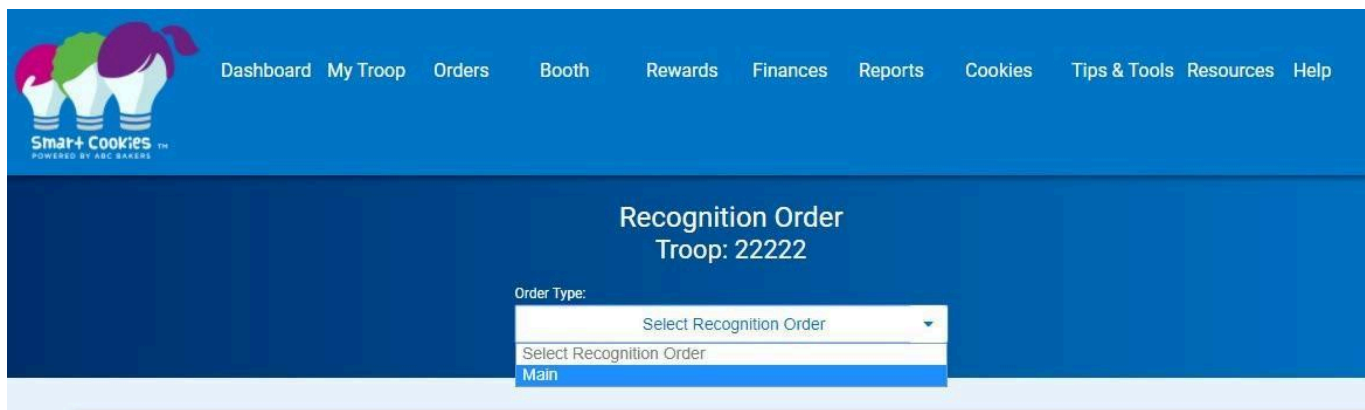
Rewards

Recognition Orders must be created so the Girl Scouts receive all of their earned recognitions based on sales and booth credit. Your council may have an early recognition, main recognition plan and troop recognition plan. Refer to your council's instructions on what types of plans are available.








Recognition Order

Troops must create the recognition order on or before the council published due date for recognitions. The order will automatically assign each girl the earned recognitions once the order is created. Once an order is created, the troop can go back through to the Manage Recognition Orders screen to edit the order.





- Navigate to Rewards>Create Reward Order.
- Select the Order Type – available type will depend on council set up and dates.



- Once you select the order, the system will generate the recognition order.
- If a red triangle appears on any row, action is required to complete the order. The actions are either a choice between multiple items or sizes for apparel.

 lilly cookie	Packages sold: 170	UNREAD  
 Membership Test	Packages sold: 0	UNREAD 
 rose cookie	Packages sold: 0	UNREAD 

- Click the arrow icon to the far-right to open the Girl Scout's recognition summary.

Items	Extras
1 - 24 Packages sold	
25 - 100 Packages sold	
101 - 500 Packages sold	 

Save

- Click the down arrow on the level indicated and complete the choice or size.

- Click on the button to select which recognition the Girl Scout would like or the correct size for apparel items.
- Once all selections are complete, the '!' icon disappears.
- Click Save to finalize this Girl Scout's recognitions and then click the Recognition Order button on the top-left of the page to return to troop listing.

- Any girl recognition orders marked unread do not have to be opened to save or submit the order.

lilly cookie	Packages sold: 170	
Membership Test	Packages sold: 0	UNREAD
rose cookie	Packages sold: 0	UNREAD

- Promising practice is to wait to create the recognition order until after all transfers to girls are complete. If the order is created earlier and additional transfers are made, the order will update to award the girl(s) any additional recognitions. This may trigger a need to review needed action items.

Manage Recognition Orders

Once an order is created and saved, any changes must be managed through the Manage Orders page.

Navigate to Reward>Manage Recognition Orders.

<input type="checkbox"/>	District ▼	SU ▼	Troop ▼	Type ▼	Date ▼	Number ▼	Status ▼	
<input type="checkbox"/>	No Specified District	Abington	22222	Main	November 5, 2018	0000004	COMPLETE	

The Recognition Order table will include:

- Type – Early, Main or Troop
- Date – order was originally created
- Status –
 - o INCOMPLETE – means an action needs to be taken, such as a recognition choice or size selection
 - o COMPLETE – means all actions have been taken and no further action needed at this time
 - o T – submitted by the troop
 - o S – submitted by Service Unit
 - o C – submitted by Council

The following icons are available during the sale on the recognition grid:

- Pencil – order can be edited by troop up to the stated due date
- Check Mark – used by troop to submit the order. Once submitted troop cannot edit order
- Trash Can – prior to the stated due date, the troop can discard the order and start over.

Finances

Financial Transactions

The financial transactions page has two tabs:

Troop Transactions – shows all payments for troops that have been received by Council, such as ACH payments, ship only payments, girl delivery and booth credit card payments. All troop financial transactions are locked and may not be edited by troops or SU volunteers.

Girl Transactions – shows all payments credited to each Girl Scout including payments posted by the troop (cash and checks turned in), girl delivery credit card payments, ship only payments.

See Troop Transactions table below:

Manage Financial Transactions

Troop Transactions									
Girl Transactions									
Drag a column header here to group by that column									
<input type="text" value="Search..."/>									
Transaction # ▼	District ▼	Service Unit ▼	Troop ▼	Bank ▼	Date ▼	Type ▼	Amount ▼	Ref # ▼	
Q	Q	Q	Q	Q	Q	Q	Q	Q	
0000002	No Specified District	Abington	11111	Test Bank	10/26/2017	ACH Deposit	\$1,000.00	ACH	
Sum: \$1,000									

See Girl Transactions table below:

Manage Financial Transactions

Troop Transactions Girl Transactions

Drag a column header here to group by that column:

Transaction #	District	Service Unit	Troop	Girl	Date	Payment Mth.	Amount	Ref #
0000001	No Specified District	Atterington	01010	Sam Girl	10/06/2017	Check	\$100.00	
0000002	No Specified District	Atterington	01010	Sam Girl	10/15/2017	Check	\$100.00	
							Sum: \$200	

[Add Girl Transaction](#)

To review all troop balances, please refer to the following report: [Girl Balance Summary Report](#)

Follow your council recommendations on posting Girl Transactions. Posting the payments turned in by girls will not affect the amount owed to the council by the troop, but will populate the Girl Balance Summary report. Girl Delivery and Ship Only credit card payments will automatically flow into Smart Cookies for each Girl Scout.

Add a Girl Scout Payment:

- Click on Add Girl Transaction; the following window will appear:

Add Girl Transaction

Girl*

Type*

Payment Method*

(Choose)

Select Transaction Type

None

Transaction Date*

Amount*

Reference

Notes

Save

Close

- Select a Girl Scout from the Girl drop-down
- Select the Type – Payment
- Select the Payment Method – Cash, Check, or Credit Card
 - Credit card payments are troop or council managed cards – payments from Digital Cookie will automatically post to each girl*
- Enter the Transaction
- Enter the “Amount”
- Enter a “Reference” (optional)
- Enter “Notes” (optional)
- Click Save

Reports

Current or Archive

Users have two options under reports. Current reports display information for the current sales year. Archive reports are available for the previous 3 seasons. You will be prompted to select the year if you choose Archive Reports. Your council will select reports for each user level as part of their set up process.

- Click the report category in the “Report Categories” box
- Select the report in the “Reports” box

Report Categories

Booths

Finance

Orders

Entity

Rewards

Inventory & Delivery

Reports

Financial Transaction Summary

Girl Balance Summary

Girl Deposit Summary

Total Troop Sales & Finances By Service Unit - View 1

Total Troop Sales & Finances By Service Unit - View 2

Total Troop Sales & Finances By Service Unit - View 3

Total Troop Sales & Finances By Troop - View 1

Total Troop Sales & Finances By Troop - View 2

Total Troop Sales & Finances By Troop - View 3

Total Troop Sales and Finances - Condensed View

Troop Balance Summary

Preview It

Report Info

Add to Favorites

Go To Report

- Click “Go to Report” button

Report Criteria

Girl Cookie Totals Summary

Council

Diamonds of Arkansas, Oklahoma and Texas

District

Reggie's District

ServiceUnit

SU 212

Troop

2123

Girl Name

Order Type

All

Unit Of Measure

Packages

Select View Type

PDF

Go to Report Listings

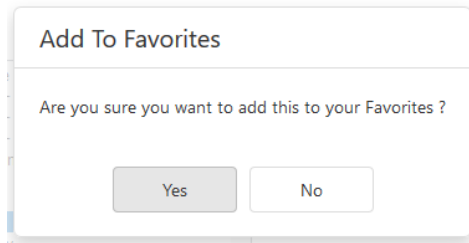
Reset

View Report

- District (if applicable), SU and troop will appear in all report filters. Additional filters are available for all reports.
- Recommend for most troop users to view reports in units of measure as packages and in PDF. Some reports (mostly export) will open in Excel.
- Click “View Report” to see the report, “Go to Report Listings” to go back to previous page, or “Reset” to set the filters to their default values.

Setting Favorite Reports

- Select the report category
- Select the report
- Click the Add to Favorites button
- Click Yes to Add to Favorites. Up to 10 reports can be added for quick access.



My 10 Favorite Reports

- ✖ Financial Transaction Summary
- ✖ Girl Cookie Totals Summary
- ✖ Mobile and Ecard Summary
- ✖ Total Troop Sales and Finances - Condensed View
- ✖ Transfer Order Summary
- ✖ Troop Balance Summary

Report Categories

Booths
Finance

Reports

Available Booth Sale Sumr
Booked Booth Sales Sumr

Cookies

Click on this tab to view a cookie menu and learn more about each variety

Safety and Training

Smart Cookie Training

Links to library of Smart Cookie Training videos and PowerPoint presentations

Safety

Link to Troop Leader Resources of Safety in the Girl Scout Cookie Program

Resources

Links to art, forms, checklists, cookie calculator, Allergen Flyer, Rally Guide and Leadership Skills

Help

Information on how to access support for the Smart Cookies Platform