



2024 GIRL SCOUT COOKIE PROGRAM

SmartCookies Reference Guide

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SmartCookies Overview

SmartCookies is the Cookie Program online portal where volunteers can manage every aspect of their cookie business from a computer, tablet, or smartphone. Note – Girl Scouts will use the Digital Cookie platform to manage their cookie business. Go to <u>www.abcsmartcookies.com</u> to access the online portal. SmartCookies supports Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari; it does not support Internet Explorer.

This reference guide includes detailed instructions on the following SmartCookies topics:

<u>Set Up an Account</u>	Create a Planned Order
Manage Troop Information	<u>Create a Troop-to-Girl (T2G) Transfer</u>
<u>Set Troop Goals</u>	Create a Reward Order
Navigate the Troop Dashboard	Request a Council-Scheduled FCFS Cookie Booth
Create an Initial Troop Order	Request a Troop-Secured Cookie Booth

Use the Smart Booth Divider to Distribute Cookies Troop Direct Ship Orders (Imported from DC Cloud) Financial Transactions Helpful SmartCookies Reports

A Note: Video tutorials describing these processes and more, are also available online at www.abcsmartcookies.com

Set Up an Account

Troop information is loaded into SmartCookies (and Digital Cookie) beginning the week of **December 4, 2023**. One account is created per troop. You will receive two emails: one from **noreply@abcsmartcookies.com** and another one from **email@email.girlscouts.org** to set up your accounts. If you (TCM) are responsible for more than one troop, separate emails (and accounts) for each troop are sent.

- 1. Click the link in each email. When the website opens, basic troop information is pre-populated.
 - Note: If you have more than one troop, there is a second screen in *SmartCookies* where you can select which troop you are logging in for you can switch between troops without logging out. In *Digital Cookie*, there is a "role selector" screen where you can switch between accounts.
- 2. Enter any missing troop information in the required fields, as indicated by an asterisk (*).
- 3. Confirm your troop Level.
- 4. Create a Password.
 - If you volunteered last year, you can use the same password.
 - If you have more than one troop, use the same password for every troop.
- 5. Click **Submit** to complete the process. A confirmation message appears at the top of the screen. You will also receive an email confirmation with your **Username** (email address) and **Password**.
- Note: If you have issues setting up your account (e.g., you have not received the initial email from noreply@abcsmartcookies.com), contact the Product Program Manager. Find PPM contact information in the TCM Handbook.

Welcome! A few steps to complete your profile								
Required fields indicated by * Troop Info								
reason Troop Leader	Orl Level Unassigned Troop Number 102 Coursel Girl Scouts of Central Maryland							
Contact Info	• • •							
term Advess* 112234 Oak Lane SeteXpt:* Cay* Richmond Zip Code* Virginia 23235	Fac (Openor) Phone Number • ((004) 999-1234							
Ters Notes Catherine Last Nores * Smth Dexa* (ccas1371@gmail.com	Create your password that you will use to sign in Smartcookies and manage your Service Unit! Erere Password * Reenter Password *							
5	Ligitopart your picture have							

Manage Troop Information

Review general troop information in the **My Troop** > **Troop Information** tab. Contact the Council if any pre-populated information is incorrect.

The Council will load registered Girl Scouts into the appropriate troops in *Digital Cookie* beginning **January 8, 2024**, and weekly from there. You will receive an email when this upload is complete. Once the Council finalizes data input, confirm your troop information.

Opt-Out Troops: If your troop chooses to opt-out of rewards, make sure you go to the My Troop > Troop Information tab and update your Proceed Plan and Main Recognition Plan to the Opt Out Plan option.

777777	Group	•			
Proceed Plan*					
Standard Plan		/ -			
Main Recognition Plan					
Standard Plan with Recognitions	Expand these dropdown menus	•			
Troop Recognition Plan	and select Opt Out Plan .				
No Recognition Plan		•			

Set Troop Goals

From the **My Troop** > **Goals & Online Activities** tab, you can update the troop package goal, provide a description of the troop's goal, send messages to the whole troop at once or to individual Girl Scouts, view all of the participants' progress within the troop, and more.



Navigate the Troop Dashboard

The table below shows the images and describes each section of the Troop Dashboard.



Stats 7													
		Girl Registered				Girl Selling				Online Sales F	Participation		
This Season	20		100.0%		20		100.0%		5		25.0%		
Last Season	N/A		100.0%		N/A		N/A		N/A			N/A	
Financial Summ	nary 🕄 😣												
Total Sales	Troop Proc	eeds Cou	ncil Proceeds	Credits		Deposits		Debt	A	mount Collected		Balance Due	
\$19,148.00	\$3,356.8	i0 \$	15,791.20	\$0.00		\$0.00		\$0.00		\$0.00		\$15,791.20	
Sold by Cookies													
Cases O Packages (Cases/Packages)											
Girl Name	Total #	Total \$ 🔻	CShare	TAL	SMR	LEM	S 8	TM	PBP	CD	PBS	GFT	
Angel Byrd	88	360	16	8	8	8	8	8	8	8	8	8	1
Dianne Jackson	88	360	11	8	8	8	13	8	8	8	8	8	1
Phyllis Dennis	83	340	11	8	8	8	8	8	8	8	8	8	1
Tricia Christensen	83	340	11	8	8	8	8	8	8	8	8	8	1
Ida Caldwell	88	360	11	8	8	8	8	8	8	8	13	8	÷
Yvetter Swanson	83	340	11	8	8	8	8	8	8	8	8	8	1
Shari Phillips	83	340	11	8	8	8	8	8	8	8	8	8	1
Joan Morales	88	365	11	8	8	8	8	8	8	8	8	13	1
Krista Brock	83	340	11	8	8	8	8	8	8	8	8	8	1
Christina Boone	88	360	11	8	8	13	8	8	8	8	8	8	1
(10)					< 1 2	>							
TOTAL #	TOTALS	CShare TAI	SMR		EM	58	тм	PBP		со	P0S	GFT	
3870	15860	446 384	380	1	380	380	380	380		380	380	380	

#	Description
1	As the season progresses, the Troop Achievement sliding scale updates as sales data is entered into SmartCookies. The order data boxes below the scale also update throughout the season.
2	Per Girl Average shows last year's PGA (in packages), and updates with the current year's PGA throughout the season. Click Goals & Online Activities to send messages to the whole troop or individual Girl Scouts.
3	Inventory: Total Ordered shows last year's order amount (in packages), and updates with the current year's order total throughout the season. Click Details to view the total order broken down by variety (in packages) and the % of each variety sold.
4	Total Sold shows how much the troop sold last year, and updates with the current year's volume sold throughout the season. Click Details to view the total sold broken down by variety (in packages) and the % of each variety sold.
5	Total on Hand shows how much inventory the troop has left to sell. Click Details to view the current remaining inventory broken down by variety (in packages) and the % of each variety left.
6	The Calendar and Tasks sections at the bottom of the Dashboard list the important due dates throughout the program.
7	Stats shows a comparison of last year's values to this year's values with respect to registered participants, participants selling, and online sales.
8	Click on the 1 in the Financial Summary section to see a definition of each financial term.
9	Sold by Cookies shows how many packages each Girl Scout in the troop has sold. View in cases, packages, or case/packages.
10	The troop's total sales amount is listed at the bottom of the grid.

Create an Initial Troop Order

Place an Initial Troop Order if the troop decides they want cookies on hand before they start selling. You must create the Initial Order no later than **January 12, 2024**. Troops are not required to place an initial order.

1. Click Orders > Troop Initial Order. The Initial Order screen appears.



- 2. Verify that Build Order By: Cookies and Measure By: Cases are selected.
- 3. In the **Troop Order** column, enter the number of <u>CASES</u> of each cookie variety that you want to order. Press **Tab** to move from box to box.

A Note: The Initial Order is the <u>only</u> time you will order cookies by the case.

- 4. Enter Order Notes, as desired. For example, enter the pick-up person's name and phone number.
- 5. Re-check the order for accuracy, and then click **Save**. A confirmation message appears, and the **Delivery Station** options are shown below the order.



- 6. Select a pickup Location from the pre-populated location(s) assigned by the Council. There may be one or more options available to choose from.
- 7. If the location has a pickup schedule, select from the pre-populated dates and times assigned by the Council. If the scheduling feature does not appear, your PPM will notify you how to sign up for a pickup time.
- 8. Click Save. A confirmation message appears, along with the Delivery Appointment Details.



Create a Planned Order

Placing a Planned Order in SmartCookies is the only way for troops to pick up cookies at a Cookie Cupboard throughout the program. Once the Planned Order is picked up from the Cookie Cupboard, it's converted into a *Cupboard-to-Troop Transfer*. You can view this on the **Orders > Manage Orders > Transfers** tab.

- Important: Troops are allowed <u>one</u> Planned Order per week. You must submit your order for the upcoming week in SmartCookies before 11:30 PM MST on Sunday.
 - 1. Click Orders > Planned Order. The Planned Order screen appears.
 - 2. Select the **Cupboard** where you want to pick up your cookie order. A clickable Google map on the right provides more location details.
 - 3. Click Continue.



- 4. Select a pickup **Date**, and then click **Continue**. Only the dates that the Cupboard is open appear.
- 5. Select a pickup Time, and then click Save. Only the times that the Cupboard is open appear.
- 6. In the **Packages** column, enter the number of **PACKAGES** of each cookie variety that you want to order.
- 7. Enter Order Notes, as desired. For example, enter the pick-up person's name and phone number.

- 8. Re-check the order for accuracy, and then click **Save**. A confirmation message appears, and the **Planned Order #** is shown at the top of the screen.
- Important: You <u>must</u> contact the Cookie Cupboard Manager to confirm the pickup date/time. This selection does not guarantee an appointment!

			Planned Order				
Planned Order for:							
L	Тгоор: 102	Name: Chris McDaniel		Phone: (unavailable)	Emsit o	entralmaryland.troop@outlook.com	
Pick up from:	CUPBOARD	(4)	DATE	5	п	ме	
Click Edit to pick a different Cupboar ocation.	d Cupboard 9003	Sun Fri	October 15 Wed 20		2:00 PM - 3:00 PM 4:00 PM - 4:30 PM	3:00 PM - 4:00 PM	
	3143 Washington (Bid Bebruce), M3 21230 Edit		Continue		\$	ave	
Clear Order						6	
	Thanks-A-Lot	\$240.00				5	
	\$mores	\$240.00				5	
	Lemonades	\$240.00					
	shortsread This Misso	5240.00					
	Pearut Rutter Patties	\$240.00					
	Caramel deLites	\$240.00					
	Peanut Butter Sandwich	\$240.00				5	
	Tech (7)	\$1,920.00				40	
		der Notes			-	the second se	
	Ľ	lanned Onder for Girla Door to Door Onder	8 and upcoming Booth Events.		The ord the Cou of 11:30 night. R make a	der can be edited u uncil designated d O PM MST on Sun Remember to Save ny changes.	unt ea da e if

Create a Troop-to-Girl (T2G) Transfer

Troop-to-Girl Transfer is used to transfer troop cookie inventory to a Girl Scout's inventory. By completing this process, the participant assumes financial responsibility for these packages and receives credit toward her reward calculation. Create a T2G Transfer each time you distribute cookies to a Girl Scout.

- **Note:** Wait until the end of the Cookie Program to transfer *Gift of Sharing* cookies to the individual Girl Scouts' inventories. These cookies will be taken either from the troop inventory or a final cupboard order.
 - 1. Click Orders > Transfer Order. The Transfer Order screen appears.
 - 2. In the Type of Transfer dropdown, select Troop to Girl.
 - 3. Service Unit/Troop information is pre-populated in the **From** row. In the **To** row, select the **Girl** receiving the transfer order.
 - 4. Click Apply.

		Transfer Order				
Trope to Girl						
SERVICE UNIT 654				TROOP 1	02	
	Quantity: 2955 Packages	Contact: Chris McDaniel centralmaryland	d.troop@outlook	k.com		
То:						Reset
SERVICE UNIT		TROOP			GIRL	^
Search	Search			Search		
654	102		^	Krista Brock		^
				Lisa Cohen		
				Mona Griffin		
				Mona Knight		
Q		Q		Phyllis Dennis		
			(3)	Shannon Gonzalez		
			<u> </u>	Shari Phillips		
				Susan Myers		
4	* •	<u> </u>		Tricia Christensen		
		4				
		Apply				

- 5. Enter the number of **Packages**, by cookie variety, being transferred to the Girl Scout's inventory.
 - A Note the difference between the columns:
 - **Packages** = Use this option to transfer packages to Girl Scouts with the financial responsibility of the actual number of packages.
 - **Booths Packages** = Use this option to give credit to Girl Scouts for packages already sold at a cookie booth; no financial responsibility changes in this transfer because the money has already been collected.
- 6. Enter **Order Notes**, as desired.
- 7. Re-check the order for accuracy, and then click **Save**. A confirmation message appears, and the **Transfer Order #** is shown at the top of the screen.

	Transfer Order									
TYPE OF TRANSFER										
Troop to Girl	•									
	SERVICE	UNIT 654		TRO	KOP 102					
		Quantity: 2955 Packages	Contact: Chris McDaniel centralmaryland.troop@	outlook.com						
To:						Reset				
	SERVICE UNIT 654	Quantity: 500 Packages	TROOP 102	1@gmail.com	GIRL Shannon Gonzalez	~				
					0					
Clear Order					5 Packages	BOOTHS PACKAGES				
	Thanks-A-Lot	\$40.00			5	5				
	Simores	\$40.00			5	5				
•	Lemonades	\$40.00			5	5				
	Shortbread	\$40.00			5	5				
	Thin Mints	\$40.00			5	5				
	Peanut Butter Patties	\$40.00			5	5				
	Caramel deLites	\$40.00			5	5				
	Peanut Butter Sandwich	\$40.00			5	5				
	Gluten Free Trios	\$50.00			5	5				
	Teads	6 5370.00 Order Notes "Fackages" are for Shannon's Door t	to Door sales. The "Booth Packages" are for her	Booth event this Saturday.	45	45				
			5200	To enter boot accordingly, u Divider (which <u>approach</u>) or distribution in	th sales and creatives either the Sn n is the <u>recomm</u> manually enter to n this column.	dit Girl Scout n art Booth <u>ended</u> the				

Create a Reward Order

All troops must create a Reward Order at the end of the Cookie Program. Even troops that choose to opt-out of rewards must submit an order for specialty patches (as applicable). If you do not create a Reward Order, Girl Scouts will not receive the rewards they worked hard to earn. You may place your Reward Order <u>beginning</u> March 4, 2024. Make sure to submit the order before the deadline!

- Important: Create a Reward Order after all packages the troop purchased have been allocated to the Girl Scouts in SmartCookies, via T2G Transfers. Creating a Reward Order is a one-time process. Once an order is created, as explained in the process below, you will use the Rewards > Manage Recognition Orders tab to review and/or modify rewards orders.
 - 1. Click Rewards > Create Recognition Order.
 - 2. In the Order Type dropdown, select Main. The list of Girl Scouts appears.

Dashboard My Troop	Ordens Booth Rev	ards Finances Reports Cookie	a Tips & Toola Resources Help
			Recognition Order Troop: 123
			der Type Select Recognition Order -
		0	reop

3. Click the arrow on the right to review <u>each</u> participant's reward summary. The 🔺 icon indicates an action must be completed for that participant.

	Recognition Order Troop: 123 Order: 0000006		
	Dide Type Mildin		
DEADLINE: Murch 22, 2019 @ 11:59 PM	LAST EDITES: Cindy Schafer ON: March 81, 2019	STATUS: INCOMPLETE	
Son By		Search	٩
Abigail Stephens	Packages sold: 117		UNREAD 🛕 🔪
🕰 Amaya Perry	Packages sold: 91		UNREAD 🛕 >
Bella Schafer	Packages sold: 721		UNREAD 🛕 >
Faith Hill	Packages sold: 223		UNREAD 🛕 >
Jane Smith	Packages sold: 245	QUICKIY SEE Which	UNREAD 🛕 >
C Kerri Connelly	Packages sold: 133	been reviewed.	UNREAD 🛕 >
Lavendar Petal	Packages sold: 102		UNREAD 🛕 >
Girl five	Packages sold: 0		UNREAD >

- 4. Click the 📤 icon(s) to select rewards at each level, as necessary.
- 5. Re-check the order for accuracy, and then click **Save** to return to the level page.
- 6. Click **Save** again to finalize the participant's rewards.
- 7. Click Recognition Order to return to the Girl Scout listing.

Items		Ex	tras
1 - 24 Packages sold 25 - 100 Packages sold		Click on the Extras tab to see if there are automatically awarded items (e. patches). Some of these items need to be selected to be ordered.	e g., J
101 - 500 Packages sold		Group 2	4 <u></u>
TEST ONLY Hoodle CM	OR	TEST ONLY Online Patch CM Manual	ck on the circle to ke your selection.
		5 Save	
< Recognition Order		EIIIy cookie	

- 8. Once all selections have been made within the Reward Order, click **Rewards > Manage Recognition Orders**.
- 9. As long as all selections are <u>final</u>, click the \checkmark on the right side to submit the order.
- 10. Click Submit Order.
 - Important: Do not click Submit Order until you are absolutely sure the order is complete. Once you click Submit Order, you cannot make any more entries in the system. If further modifications are needed, you must contact your PSC.

	Manage Recognition Orders									
2 Orders		Once all selections have been made, the order shows as Complete . Click the ✓ to submit the order.				Barch Recognition Order				
	District 🍸		su 🔻 .	Troop 🔻	Type 🖤	Date 🔻	Number 🔻	Status 🔻		
	Green Farm		Happy Campers	123	Early	September 1, 2018	000002	INCOMPLETE	0	
0	Green Parm		Happy Campers	123	Main	March 1, 2019	0000006	COMPLETE	2 8 ×	
								Ex	port to Excel	

Request a Council-Scheduled First Come-First Served (FCFS) Cookie Booth

Troops may begin submitting requests for Council-scheduled cookie booths in SmartCookies beginning **January 19, 2024** at **06:00 AM CST**. These booths are available on a first-come-first-serve basis.

- 1. Click Booth > Schedule Booths.
- 2. Select the desired **Booth** location. A clickable Google map on the right provides more location details.



- 3. Select a Month. Available dates are highlighted.
- 4. Select an available **Date**. Appointment time slots appear below.
- 5. Select an Appointment Time.
- 6. Click Save. The following confirmation message appears: You have successfully requested this FCFS Booth.

		5	Booth Locations			
		Open: First	Come, First Served - Reservatio	on 1		
Opens On: Aug 16 @ 04:00 AM			Closes On: Feb 28 @ 05:00 P	м		
Max Premium Reservations 2			Max Total Reservations 7			
Troop: 102	Na	ame: Chris McDaniel	Phone: (unavail	able)	Email: centralmaryland.tro	oop@outlook.com
Booth Location						
Dobbin Cent	VAmart02 6115 Dobbin Rd Columbia, MD, 21045					
Guip data 2017 Google Terms of Use Rep	ort a map error					
1. Select an available time for FC	int a map error					
Star Sale 2017 Google Terms of Use Rep	ort a map error IFS January				February	_
Chipstell 92017 Google Terms of Use Rep 1. Select an available time for FC	FS January M	т		т	February	4
Select an available time for FC	FS January M 1	Т 2	w	т 4	February F 5	4
Support from a time for FC	PS January M 1 0	Т 2 9	w a 10	T 4 11	February F 5 12	4
Stabilitizant anno 1997 anno 2007 anno 2	PS January M 1 0 15	т 2 9 16	w a 10 17	T 4 11 18	Pebruary F 5 12 19	4 • • • •
Staffinit(Sentrative) Terme at Low Report 1. Select an available time for FC 9 7 14 21	FS January M 1 15 15 22	т 2 9 16 23	w a 10 17 24	T 4 11 18 25	February F 5 12 19 26	4 13 20 27
Select an available time for PC S S T 14 21 20	FS Jenuary 1 1 1 1 1 1 2 2 20 	T 2 9 16 23 30	w 9 10 17 24 31	T 4 11 18 25	February F 5 12 19 26	4 . 13 20 27
Select an available time for PC Select an available time for PC 7 14 21 28 2. Select an appointment time	FS January 1 1 1 1 1 1 1 2 2 2 3 1 1 2 2 3 1 1 1 2 2 3 1 1 1 1 1 1 1 1 1 1 1 1 1	Т 2 9 16 23 30	W a 10 17 24 31	T 4 11 18 25	February F 5 12 19 26	4 ° 13 20 27
S S S Select an available time for PC S S S S S S S S S S S S S S S S S S	FS January M 1 1 0 15 22 29 29 200 FM 1200 FM-0200 FM 0200	Т 2 9 16 23 30 РМ-0400 РМ 0400 РМ 0400 РМ	w a 10 17 24 31	T 4 11 18 25	February F 5 12 19 26	4 ° 13 20 27

Go to the **Booth** > **My Reservations** tab to view all booth details or delete a booth reservation, if necessary. If you cancel a booth shift, notify your PPM at least **two days in advance** of your scheduled shift.

	Dashboard My Troop	Orders Bo Sc	oth Recognitions Finances hedule Booths y Reservations	Reports Cookies	Tips & Tools Media	Help				
		Tri	oop Secured Booths Jout Booth Sales	Troop Booth	h Reservations					
Lottery		First Come, Fir	st Served (FCFS)		Troop Secured			Council Reservations		
Premium Wins 0 Premium Wins Max 0		Premium Reservations Premium Reservations	2 Max 2		Approved D			Premium 0		
Total Wins 0 Total Wins Max 0		Total Reservations 9			Denied 0			Total 0		
Requests 0 Requests Max 0		Total Meservations Ma			Pending 2					
Show Results		Show I	Results		Show Results			Show Results		
is section shov FS booth reser op has made.	vs how many vations your	ICE UNIT 654	Troop: 102 Name: C	hris McDaniel Phone: (unav	silable) Email: centralmaryla	d.troop@cutlook.com	To ca the H a Reser	ncel a booth reserva amburger icon > Clic vation > Click Delete	tion: Click k Remov Forever.	
	datana and another changes a concernee	arations 🖌	Booths left to distribute							
STORE	ADDRESS 🔫	CITY 🖷	ZIP CODE 🛛 🔻	DATE V	TIME 🔻	PREMIUM 🔫	туре 🛛	STATUS T QTY SOLD	TOTAL \$	
STORE Momart02	ADDRESS T	CITY 🔫	ZIP CODE 🔫	DATE T	TIME T	PREMIUM 🐨	TYPE T	STATUS TO CITY SOLD	TOTAL S	
STORE Momarto2 Chiclo-FII-A	ADDRESS V 8646 Loch Raven Blvd 10973 Johns Hopkins Rd.	CITY Towson	212 CODE T	DATE 7 Jan 20 10 Peb 20 06	TIME V 200 AM - 12:00 PM 5:00 PM - 06:30 PM	PREMIUM T	TYPE W PCPS PCPS	r status ⊽ qty sold ≎	TOTAL S	
STORE Momart02 Chick-FI-A Boscor's	ADDRESS V 8646 Loch Raven Bivd 10975 Johns Hopkins Rd. White Marsh Mail	Crty V Towson Laure! White Marsh	21286 20723 21226	DATE T Jan 20 10 Feb 20 06 Jan 20 10	TIME T 200 AM - 12:00 PM 8:00 PM - 06:30 PM 2:00 AM - 02:00 PM	PREMIUM T	TYPE V FCFS FCFS FCFS	STATUS TO OPYSOLO	TOTAL \$	
STORE Monarts2 Chick-Fi-A Boscov's Farmer's Market	ACCRESS V 8646 Loch Raven Bivol 10973 Johns Hopekna Ra. White Marsh Mail 12165 Candovile Pixe	CITY Towson Laurel White Marsh Clarksville	212 CODE 🔍	DATE Y Jan 20 10 Peb 20 06 Jan 20 10 Jan 21 10	TIME V 200 AM - 12:00 PM 8:00 PM - 06:30 PM 2:00 AM - 02:00 PM 2:00 AM - 02:00 PM	PREMIUM	TYPE T FCFS FCFS FCFS FCFS	e status e an sou o Esen Detaits Sner Sour Divier Ren	TOTAL \$	

Request a Troop-Secured Cookie Booth

When troops make their own cookie booth arrangements, they must enter their troop-secured booth details in SmartCookies. This ensures inventory is available at the Cookie Cupboards, allows for credit card payments through *Digital Cookie*, and promotes the booth on the Booth Locator (<u>www.GirlScoutsNebraska.org</u>).

- 1. Click Booth > Troop Secured Booths.
- 2. Enter **Booth Information** in the **Address** section.
- 3. Check the **Booth Permission** box to give the Council permission to assign another troop to this location in the event that the requesting troop is unable to attend the booth.
- 4. Provide any additional information for the Council to review in the **Booth Notes** field.
- 5. Click Save.

		Request Tr	Troop Secured Booth	
C	в	ooth Information	Appointment Times	
•	Address Ver Naw Chrissys Pet Store Carsesys Pet Store Ver Store Ver Store Ver Store Comparison Comparison	Troop Contact information defaults to the system user who is entering the information.	Location Contact information is optional.	
		Booth Notes This Booth has high traffic on saturdays between	een 10-2. Owner would like to have the girls during this time.	

Girl Scouts Spirit of Nebraska - www.GirlScoutsNebraska.org

6. Click Request Appointment Time.

	Request Troop Secured Booth							
Booth Information		Appointment Times						
Chrissy's Pet Store Midiothian Village Shopping Center 1234 Midiothian Village Parkvay Midiothian (V. 23112								
	Please request appointment times for your booth. Request Appointment Time							

- 7. Select the **Date**, **Start Time**, and **End Time** of the booth.
- 8. Click Save.

ick a	Date						2. Pick your app	pointment time
<		0	ctober 20	17		>	Start time	
s	м	т	W	т	E	s	() AM	O PM
1	2	3	4	5	6	2	10:00	۲
8	9	10	11	12	13	14	End time	
5	16	17	18	19	20	21	O AM	O PM
ŝ	28	24	25	26	27	29	12:00	•
9	30	31					-	

- 9. Click Request Troop Secured Booth to request multiple dates and timeslots (repeat steps 6 8), if needed, after each appointment is saved.
- 10. Click Go to Troop Reservations to view and confirm requests.

			Req	uest Troop Sec	ured Booth			
		Booth Information				Appointment Times		
Chrissy's Pet Store Midiothian Village Shopping 1234 Midiothian Vilage Park Midiothian, VA 23112	Center way							
							Request Appointment Tim	ne
			TIME					
	2017-10-07		10:00 AM - 12:00 PM		PENDING	Edit	Delete	
	2017-10-07		12:00 PM - 2:00 PM		PENDING	Edit	Delete	
		(Go to Troop Reservat	ions	equest Troop Secured Booth)		

All cookie booth requests are reviewed by your PPM within 2 business days. An acknowledgement is emailed to the troop contact entered in SmartCookies. If a cookie booth is declined for any reason, you will be contacted by the PPM. Remember, if you cancel a booth shift, notify your PPM at least two days in advance of your scheduled shift.

imar+ Cookies	Dashboard My Tr	roop Orders Bo	th Recognitions F	inances Reports	Cookies Tips & Tools Media	Help					
999980 97 ANI AAADA		My Tre Ab	Reservations op Secured Booths out Booth Sales	Тгоор	Booth Reservations		Once	the rec	luest is a	annrov	/ed i
Lottery Premium Wins 0 Premium Wins Max 0		First Cor Bo Premium Res Act Premium Res Pro	ths: The "No-Delivery" Co ivities motion	iokie Sale	Troop Secured		the C	ouncil,	the stati	us cha	nge
Total Wine O Total Wine Max O Requests O Requests Max O		Total Reservat	th Sale Checklist		Denied 0 Pending 1		from	Pendin	g to App	roved	•
Show Results		Show F	osulta		Show Results			Show Results			
		SERVICE UNIT 654	Tmon: 102	Name: Chris McDaniel Phi	one (unwailable) Frail: centralmard	and transitional look com	TROOP	102			
10 Results							Search				۹
Show Confirmed Reserv	ations Show Pending or Denied	Reservations	Booths left to distribute								
STORE	ADDRESS T	ατγ 🔻	ZIP CODE T	DATE T	TIME 🔻	PREMIUM 1	т түре т	STATUS 🔻	QTY SOLD	TOTAL \$	
VAmart02	6115 Dobbin Rd	Columbia	21045	Jan 06	10:00 AM - 12:00 PM		FCFS		0	0	1
Momart02	8646 Loch Raven Bivd	Towson	21286	Jan 20	10:00 AM - 12:00 PM	~	FCFS		0	0	1
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Feb 20	06:00 PM - 06:30 PM	~	FCFS		٥	0	1
Boscov's	White Marsh Mail	White Marsh	21236	Jan 20	10:00 AM - 02:00 PM		FCFS		0	0	1
Farmer's Market	12165 Clarksville Pike	Clarksville	21029	Jan 21	10:00 AM - 02:00 PM		FCFS		0	0	1
Applebee's	6798 Reisterstown Rd	Baltimore	21215	Jan 20	04:00 PM - 07:00 PM		rcrs		٥	0	1
Giant	573 Ritchie Highwy	Severna Park	21146	Jan 20	10:00 AM - 02:00 PM		FCFS		0	0	1
Ukrops	8640 Pulaski Highway	Rosedale	21237	Jan 20	12:00 PM - 02:00 PM		FCFS		0	0	1
Cabelas	10051 Franklin Square Drive	Nottingham	21236	Feb 06	12:30 PM - 01:00 PM		FCFS		0	0	
Chrissy's Pet Store	1234 Midlothian Village Parkway	Midlothian	23112	Oct 07	10:00 AM - 12:00 PM		TROOP_SECURED	PENDING	0	0	

Use the Smart Booth Divider to Distribute Cookies

Troops can use the Smart Booth Divider to enter booth sales/distribute cookies quickly and easily to multiple Girl Scouts. Complete this process after each cookie booth.

- 1. Click Booth > My Reservations. All booths assigned to the troop appear.
- 2. Find the appropriate booth in the list and click the *icon*.
- 3. Click Smart Booth Divider.

				Tro	oop Booth Reservations						
Lottery		First Come, Fir	at Served (FCFS)		Troop Secured			Council Reservations			
Premium Wins 0 Premium Wins Max 0		Premium Reservations Premium Reservations	2 Max 2		Approved 0			Premium 0			
Total Wins 0 Total Wins Max 0		Total Reservations 9 Total Reservations Max									
Responsts 0 Responsts Max 0				Click th	o Pootho L	oft to Dia	tributo				
Show Results		Show Res.	da .	CIICK LI			lindule	Show Results			
		SERVICE UNIT 654		box to s	show all bo	oths for \	which yo	u 📃			
				oon roo	ord coloc		,				
				Carriec	ulu sales.						
11 Deculte		/									0
Sher Confirmed Basers	tions Pandian or Panied B	Reservations	fatrib-da								
STORE	ADDRESS T		ZIP CODE	T DATE T		PREMIUM	TYPE 🔻	STATUS	T OTY SOLD	TOTAL S	
Momart02	8646 Loch Raven Blvd	Towson	21286	Jan 20	10:00 AM - 12:00 PM	~	rcrs		•	0	
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Feb 20	06:00 PM - 06:30 PM	~	FCFS		0	0	1
Boscov's	White Marsh Mall	White Marsh	21236	Jan 20	10:00 AM - 02:00 PM		FCFS		۰	0	1
Farmer's Market	12165 Clarksville Pike	Clarksville	21029	Jan 21	10:00 AM - 02:00 PM		FCFS		° 👝	0	1
Applebee's	6798 Reisterstown Rd	Baltimore	21215	Jan 20	04:00 PM - 07:00 PM		FCFS		· (3)	0	1
Giant	573 Ritchie Highwy	Severna Park	21146	Jan 20	10:00 AM - 02:00 PM		FCFS			_	
Ukrops	8640 Pulaski Highway	Rosedale	21237	Jan 20	12:00 PM - 02:00 PM		FCFS		Booth Details Smart Booth Divide	er Remove Reservation	. 1
Cabelas	10051 Franklin Square Drive	Nottingham	21236	Feb 06	12:30 PM - 01:00 PM		FCFS			_	_

- 4. Enter the number of **Packages** sold, by variety, during the booth sale.
 - Note: In this grid, CShare is used for Gift of Sharing donations for cookies to be donated by the Council (not the troop), GFT is the Gluten Free Caramel Choc Chip Cookie, and Tracked CS is used to give the participants GOS credit towards the Cookie Share patch but does not give them credit for the actual packages donated. For the Tracked CS, packages donated can either be included in the total packages distributed in this grid or can be done as a T2G transfer at the end of the Cookie Program using leftover troop inventory.
- 5. Click Save and Distribute Sales. The Select Troop Girls box appears.

				Sn	nart Booth Divi Distributed Sales	der				
Booth Summary (Pac Ukrops 8640 Pulaski Highway Rosedale MD, 21237 Saturday, Jamuary 20 12:00 PM - 02:00 PM	:kages)		Tea You MUST distribute all th	al Left to Distribute	19 .	Total Distribu	ted		Total Bold O \$0.00	
4 rAl	TAL	ылг 25	LEM 20	58 11	тм 27	рвр 16	ср 22	PBS	GFT 8	TRACKED CS
				Save and Go Back	Save	and Distribute Sales	6			

- 6. Click the box to the right of each Girl Scout who attended the booth sale.
- 7. Once all Girl Scouts are selected, click **Continue**. A grid appears below.

Select Troop Girls	×
Select Girls from your Troop to distribute the cookies sold during the booth sale.	
Search	<u>.</u>
Lisa Cohen	
Mona Griffin	
Mona Knight	
Phyllis Dennis	
Shannon Gonzalez	
Shari Phillips	
Susan Myers	
Tricia Christensen	
Cancel Continue	

- 8. Click individual cells to manually distribute the remaining packages (**Packages Left to Distribute**) to the Girl Scouts. When all leftover packages have been distributed, the red indicator disappears and shows a zero (0) balance.
- 9. Click Save. The following confirmation message appears: You have successfully distributed the packages sold to troop girls; T2G, Virtual Cookie Share transactions were created, and Tracked Cookie Share.

oop Reservations				Sma	art Booth Divide Distributed Sales	r				
h Summary (Packages))									
ulaski Highway ale MD, 21237 ay, Jenuary 20			1	3		15	5		168	
M-0200 PM			You MUST distribute all the packs	kages sold to the girls in your troop.					\$680.00	
Cithare 5	15	змя 25	20 20	so 11	TM 27	PBP 16	22	Pas 19	GET 8	TRACKED CS
				Cancel Distributio	n Edi	Booth Sales				Þ
							The	Girl Scout	s selected	annaar i
5 Girls			_			/		n with eac	h cookie v	appear i variety Tl
5 Girls			8				alon	g with eac	h cookie v ally divider	appear i ariety. Tl
5 Girls GIRL NAME COlver Faye Hill 1	re TAL SMR		8 TM PBP	P CO PBS	GFT TRAVE	ICS PACKAGES	alon	g with eac automatic	h cookie v ally divide	appear i variety. Tl d the pac
5 Girls	re TAL SMR 3 5	LEM 2 4 2	8 TM Per 5 3 5 3	P CO P65 4 3	0f7 TB/r d 1 0	ю раскаев 31 31	alon has as e	g with eac automatic venly as po	h cookie v ally divideo ossible bet	appear i variety. Tl d the pac tween th
5 Girls Cather Paye Hill 1 Liss Cohen 1 Mona Griffin 1	 TAL SAR 3 5 3 5 3 5 	(IDM) (4) (4) (4) (2) (4) (2)	8 TM Fair 5 3 5 3 5 3	P CO P63 . 4 3 . 4 3 . 4 3	GFT TRAFT	<mark>IS Рисилез</mark> 31 31 31	alon has as e	g with eac automatic venly as po	h cookie v ally divideo ossible bet	appear 1 variety. Tl d the pac tween th
GIRL NAME Cilleon Faye Hill 1 Lias Cohen 1 Mons Griffin 1 Innon Gonzalez 1	YAL SAM 3 5 3 5 3 5 3 5 3 5 3 5	LDM 2 4 2 4 2 4 2 4 2 4 2 1 4 2	8 TM Fee 5 3 6 5 3 6 5 3 5 3	CO Fill 4 3 4 3 4 3 4 3 4 3 4 3	orr TRAFT 1 0 1 0 1 0 1 0 1 0 1 0	Procession 31 31 31 31 31	alon has as e	g with eac automatic venly as po	h cookie v ally divided	appear i variety. The d the pac tween th
Offer. NAME Offere Paye Hill 1 Lisa Cohen 1 Mona Griffin 1 annon Gonzalez 1 Susa Myers 1	TAL SAM 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5	UDM 4 4 4 4 4 4 4 4 4 2 4 2 4 2 4 2	5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3	CO PBA 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3	orr 100 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	 27 PACADOS 31 31 31 31 31 31 	alon has as e	g with eac automatic venly as po The rema	h cookie v ally divided ossible bet aining pac	variety. The pact d the pact tween the contract wages ar
5 Girls Girl, MAGE Colleve Feye Hill 1 Lisa Cohen 1 Mona Griffin 1 hannon Gonzalez 1 Susan Myers 1 keges inftab 0 0	TAL DAM 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 3 5 6 3	000 4 4 4 4 4 4 4 4 4 4 4 4 4 4 2 4 2 4 2 4 2 0 1	N M 5 3 6 3 6 3 6 3 6 3 6 3 6 3 6 3 6 3 6 3 6 3 6 3 7 5 2 1	co nu 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3 4 3		17 MOADE 31 31 31 31 31 31 31 31 31	alon has as e	g with eac automatic venly as po The rema in red. Th	h cookie v ally divided ossible bet aining pac	variety. Tl d the pac tween th kages ar to be ma

In the instance that you mistakenly selected someone from the list of Girl Scouts or distributed the packages incorrectly, you can edit a booth that has already been distributed and saved.

To edit the Girl Scouts:

- 1. Click **Booth > My Reservations**. All booths assigned to the troop appear.
- 2. Find the appropriate booth in the list and click the icon.
- 3. Click Smart Booth Divider.
- 4. Click Edit Girls. The Select Troop Girls box appears.

- 5. Check/uncheck Girl Scouts as necessary.
- 6. Click **Continue**.

										Sma	rt Booth D istributed Sal	l ivider les						
oth Summary (Pac	kages)																	
ipa 9 Pulaski Highway edale MD, 21237 rday, January 20 0 PM - 02:00 PM						Vice MR	Tend	Contraction for the Disasterior Contraction of the Disasterior	na the girls in your				16	8			168 5680.00	
CShare 5	-	TAL		SMR 25		20	4		sa 11		тм 27		PBP 16	22	P65		GFT 8	TRACKED CS
									Cance	el Distribution		Edit Booth S	Jales					F
5 Girls													Select	Troop Girls				×
GIRL NAME Faye Hill	CShare 1	7AL	5	LEM 4	50 3	тм 5	PEP	co 5	Pat	s on		з <u>рисклоез</u>] 34	Select Girl Search Krista Br	s from your Troop to die h ock	stribute the cookie	es sold during t	he booth sale.	5
Mora Griffin		3	5	4								34	Lisa Coh Mona Gr	ien iffin				
Susan Myers	1	3	5	4	0) <u>5</u>) [3]) 33	Mona Kr Phyllis D	ennis				
Troop Total	5	15	25	20	"	27	16	22		•	•	168	Shannon Shari Phi	i Gonzalez Illips				
									4	Edit Gir	• •	Save	Susan M Tricia Ch	lyers Iristensen	Cancel	Continu	Je	

- 7. Manually re-distribute the remaining packages that could not be evenly distributed.
- 8. Click Save. A confirmation message appears.

p Reservations				Smart Booth Divider Distributed Sales			
Summary (Pao	ckages)						
aski Highway a M0, 21237 ; January 20 M - 02:00 PM			Table Left to Distributes 13 Vou HUST distribute all the peckages cold to the girls		155	-	168 5680.00
CEhare	TAL	SMR	LEM SO	TM PB	CO	PBS	OFT TRACKED CS
5	15	25	20 11	27 16	22	19	8 0
			Can	Edit Booth Sales	s		
5 Girls	CShare TAL	SMR LEM	58 TM P9P CD	PBS GFT TRACKED CS PACKAG			Clear
Faye Hill	1 3	5 4	2 5 3 4	3 1 0 31			
Lisa Cohen							
Mona Knight				3 1 0 31 3 1 0 31	-		
Mona Knight hannon Gonzalez			2 5 3 4 2 5 3 4	3 1 0 31 3 1 0 31 3 1 0 31			
Mona Knight hannon Gonzalez Susan Myers			2 5 3 4 2 5 3 4 2 5 3 4 2 5 3 4	3 1 0 31 3 1 0 31 3 1 0 31 3 1 0 31 3 1 0 31			
Mona Knight ihannon Gonzalez Susan Myers kages left to itibute	1 3 1 3 1 3 0 0		2 5 3 4 2 5 3 4 2 5 3 4 1 2 1 2	3 1 0 31 3 1 0 31 3 1 0 31 3 1 0 31 3 1 0 31 4 2 0 13			
Mona Knight ihannon Gonzalez Susan Myers ikages left to itibute	1 3 1 3 1 3 0 0 5 15		Image: Constraint of the state of	3 1 0 31 3 1 0 31 3 1 0 31 3 1 0 31 3 1 0 31 4 2 0 13 15 6 0 135			

To edit the package quantities:

- 1. Click **Booth** > **My Reservations**. All booths assigned to the troop appear.
- 2. Find the appropriate booth in the list and click the icon.
- 3. Click Smart Booth Divider.
- 4. Click Edit Booth Sales.



Girl Scouts Spirit of Nebraska - www.GirlScoutsNebraska.org

- 5. Change the number of **Packages** sold, by variety, as needed.
- 6. Click Save and Distribute Sales. The Select Troop Girls box appears.



- 7. Click the boxes of the same Girl Scouts who attended the booth sale. Add or delete Girl Scouts as needed.
- 8. Click Continue. A grid appears below.
- 9. Manually distribute the remaining packages that could not be evenly distributed.
- 10. Click Save. A confirmation message appears.



Troop Direct Ship Orders (Imported from DC Cloud)

All orders from the 'Troop Ship Only' link will appear under this section. It is recommended that you check in periodically to make sure there are no orders that are *Pending Distribution*.



- 1. Navigate to Orders > Troop Ship Orders.
- 2. Orders shown as **Pending Distribution** will be totaled at the bottom of the screen.

3. Click Distribute orders to girls.

CShare	ADV	ТҮ	LEM	TRE	тм	PBP	CD	PBS	GFC	PACKAGES	TOTAL \$
0	11	5	8	2	18	15	19	7	3	88	440.00
										\smile	
					Distribute o	orders to girls					

- 4. Select the Girl Scouts to allocate packages.
- 5. Click **Continue** to display the allocation grid.



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

GPL NAME	CShare	ADV	TY	LEM	TRE	ТМ	PBP	CD	PBS	GFC	INCKAGES SOLD
Alexis	0	3	1	2	0	6	5	6	2	1	26
Army	0	3	1	2	0	6	5	6	2	1	26
Brooke	0	3	1	2	0	6	5	6	2	1	26
Packages left to Distribute	0		3			0	0	a .		0	30
Troop Total	0		3		0	18	15			3	79
9											
				E	dit Girls	Save					

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.
- **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, and ship only payments.

Troop Transactions: All troop financial transactions are locked and may not be edited by troops or SU volunteers. See the Troop Transactions Table below.

Girl Transactions								
er here to group by that colu	mn				X	Q Search.		
District T	Service Unit	Troop T	Bank Y	Date T	Туре 🛛 🕈	Y Amount	Ref #	
2	Q	Q	Q	Q	Q	Q	Q	
No Specified District	Abington	11111	Test Bank	10/26/2017	ACH Deposit	\$1,000.00	ACH	5
	er here to group by that colu listrict	er here to group by that column listrict T Service Unit T Lo Specified District Abington	er here to group by that column istrict Toop Toop A lo Specified District Abington 11111	er here to group by that column istrict Service Unit Service Unit Troop Bank A A A A A A A A A A A A	er here to group by that column istrict T Service Unit T Troop T Bank Date T A Q Q Q Q Q In Specified District Abington 11111 Test Bank 10/26/2017 Abington I IIII Test Bank I I0/26/2017	er here to group by that column strict Service Unit Troop T Bank Date T Type T A Q Io Specified District Abington 11111 Test Bank 10/26/2017 ACH Deposit	er here to group by that column istrict Service Unit Troop Bank Date Type Type Type Amount Ac Q Q Q Q Q C C C C C C C C	ex rivindicions er here to group by that column listrict Toport Bank Toport Bank Toport Type Toport Annount Ref # T A Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q

Girl Transactions: Follow your Council recommendations on posting Girl Transactions. Posting the payments turned in by Girl Scouts 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 SmartCookies for each Girl Scout. See the Girl Transactions Table below.

froop Transactions	Girl Transactions										
Drag a column he	ader here to group by that colu	mn					X	Ð	Q, Search.	***	
Transaction # 🖤	District 🕎	Service Unit	Troop 🖤	Girl 🕎	Date 🕎	Payment Me.	Ŧ	Ŧ	Amount	Ref # 🖤	
q	Q	Q	Q,	Q	Q	Q		Q.			
000001	No Specified District	Abington	11111	Test Girl	10/26/2017	Check			\$100.00		25
000003	No Specified District	Abington	11111	Sample Girl	11/1/2017	Check			\$100.00		25
									Sum: \$200		
deservation and the second											
🚑 Add Girl Tra	nsaction										

Add a Girl Scout Payment:

1. Click Add Girl Transaction. The following window appears.

ri*	Type*	Payment Method*
(Choose)	Select Transaction Type	None
ansaction Date*	Amount*	Reference
otes		

- 2. Select a Girl Scout from the **Girl** drop-down.
- 3. Select the Type Payment.
- 4. Select the Payment Method Cash, Check, or Credit Card.
 - Note Credit card payments are troop or Council managed cards. Payments from DC Cloud will automatically post to each girl.
- 5. Enter the **Transaction**.
- 6. Enter the Amount.
- 7. Enter a **Reference** (optional).
- 8. Enter **Notes** (optional).
- 9. Click Save.

Helpful SmartCookies Reports

SmartCookies offers a large quantity of reports to assist troops with the 2024 Cookie Program. Here are examples of the most popular community run reports. Go to the **Reports** > **Current** tab to view the current season's reports.

- **Girl Balance Summary** Reports individual Girl Scout Sales, including breakdown of transfers (booth and non-booth), direct ship sales, cookie share sales, and financial transactions.
- Girl Cookie Detail Summary Reports all Girl Scout cookie orders by variety.
- Mobile and E-card Summary Summary of all orders received by Girl Scouts using Digital Cookie social media outlets.
- **Recognition Order Summary by Girl -** Summary of reward order by Girl Scout; helpful in sorting orders once rewards are received.
- Recognition Order Summary by Troop Summary of total reward orders for your troop.
- Total Sales Summary Shows summary of all cookie orders by your troop.
- Transfer Order Summary Summary of transfer orders criteria include type of transfer order such as cupboard to troop (C2T), troop to girl (T2G).
- Troop Balance Summary Reports Troop sales summary, including Troop information on level, proceeds plan, registered participants and selling. Orders include initial orders, transfers in and out, direct ship sales and cookie share orders. Reports troop proceeds and amounts due Council and Financial Transactions. Useful as a final report.
- Troop On hand Inventory Summary of inventory not yet assigned to Girl Scouts in SmartCookies. May reflect unsold products that troop still has on hand.