



2026 Product Sale Coordinator (PSC) Handbook

As the main troop support for the 2026 Cookie Program, you are appreciated.

This 2026 PSC Handbook is designed to be used **in conjunction** with the 2026 Troop Cookie Manager (TCM) Handbook as your guide for the 2026 Cookie Program.

To get started access *Smart Cookies™* (www.abcSmartCookies.com), with your 2025 user name and password. If you cannot recall your 2025 log in, use the "Forgot your username or password?" function.

If you are a new PSC volunteer, you will receive an email from noreply@abcSmartCookies.com with a link to register and set your password.

If you have more than one role, make sure your email/user name and password match for all roles to be able to switch between users in *Smart Cookies™*.



Price: \$6.00 per pkg.
(all varieties)

Profit: .80/.90 (opt out)

IMPORTANT PROGRAM SALE DATES

JANUARY 23 - MARCH 15: Digital Cookie Shipped Only

FEBRUARY 6 - MARCH 15: In-Person Door-to-Door, Online Girl Delivered AND Digital Cookie Shipped Only

FEBRUARY 13 - MARCH 15: Cookie Booths with In-Person Door-to-Door, Online Girl Delivered AND Digital Cookie Shipped Only

YOUR PRODUCT PROGRAM TEAM

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IMPORTANT TASKS & DEADLINES

JANUARY 2026

BY JANUARY 2: PSC DEADLINE

Contact your Troop Cookie Managers (TCMs) with your contact information, reminders of deadlines, and resources available for the Cookie Program.

JANUARY 9: TROOP DEADLINE

Troop deadline for entering initial cookie orders in *Smart Cookies™*.

JANUARY 9 - 12: PSC TASK

- ✓ Confirm the initial order entry for **all** assigned troops is complete, utilizing the *Total Sales Summary* report.
- ✓ Confirm the Caramel Chocolate Chip-Gluten Free (CCC-GF) quantity ordered matches the spreadsheet provided by your PPM.
- ✓ Confirm other cookie variety quantities are reasonable. If a troop has a questionable quantity, please contact the TCM for confirmation.
 - » Troops are not required to place an initial order. If a troop does not place an initial order, please contact the TCM for confirmation.
 - » To find troops with no initial orders, run the *Troop with No Initial Orders* report under **Reports**.
 - ▶ Troops who have not placed an initial order will generate and you can use the email function within *Smart Cookies™* to contact them.
- ✓ *2026 Reward Opt Out Contracts* are due to you by **JANUARY 9, 2026**.
- ✓ After **January 9** and all initial orders are entered, submit the orders.
 - » Under **Orders**, click **Initial Order** and click **Apply Search Parameters**.
 - » Under the action box, select **Submit All Orders**.
 - » Click **Apply** to submit all orders to the council.
 - » The status will change from **T** (troop saved) to **S** (PSC/SU saved).
 - ▶ You can also submit each order individually by clicking on the three dots at the end of the **Manage Orders** grid under **Orders** and clicking **Submit Order**.

JANUARY 12: PSC DEADLINE

Contact your PPM to confirm your troop initial cookie order audit is complete, the *2026 Reward Opt Out Contracts* have been received and the Reward and Proceed Plans for those troops have been toggled to Opt Out in *Smart Cookies™*. *2026 Reward Opt Out Contracts* can be emailed to your PPM or provided with other troop paperwork.

IMPORTANT TASKS & DEADLINES

JANUARY 2026

JANUARY 9 - 16: PSC TASK

If you are also a Delivery Station, work with your PPM on the completion of paperwork and distribution to the service center as applicable.

Complete a *Dot Sheet* for each troop. Use **TOTAL CASES** ordered for each variety, including CCC-GF. The totals can be found on the *Total Sales Summary* report. You will also complete:

- ✓ Troop Number, TCM Name & Phone and Service Unit (PSC) Name.
- ✓ Pick up Date/Time (if available).
- ✓ Warehouse Lane/Dock (for East Central Area only).

Complete a *Cookie Delivery Agreement* for each troop with the financial and cookie totals from the initial order. Use the same **TOTAL CASES** from the *Total Sales Summary* report.

- ✓ Complete the Troop Number, TCM and PSC (SU) information.
- ✓ In the cookie grid, write **TOTAL CASES** of each variety.
- ✓ Calculate **Total Amount Due, Total Amount Due to Council and Total Amount Due to Troop** based on **TOTAL CASES** ordered.
- ✓ Use \$6.00 for all varieties including CCC-GF. Calculate totals with troop profit of .80, or .90 for troops with a *2026 Reward Opt Out Contract*.
- ✓ Complete Del. Station/Dock, Pick-up date and Pick-up time at the top of the form (if available).
- ✓ **AGAIN THIS YEAR!!** At the top of the page, indicate if the troop earned an Initial Order Reward based on the spreadsheet provided by your PPM.

JANUARY 16: PSC DEADLINE

All troop paperwork is due to your PPM. Turn paperwork in early if possible. Allow several days for mailing, if needed.

Submit troop packets in order by troop number. Please put the paperwork in packets sorted by: *2026 Reward Opt Out Contract* (if not already emailed to PPM), *Troop Cookie Delivery Agreement*, then *Dot Sheet* (if applicable).

Contact your TCMs with a reminder of cookie pick-up location, day and time. Remind them to come ON TIME and to be prepared with enough vehicle space.

JANUARY 29 - FEBRUARY 6: PSC TASK

Assist with initial cookie order distribution if available.

IMPORTANT TASKS & DEADLINES

MARCH 2026

MARCH 20: TROOP DEADLINE

Troop deadline for entering troop reward orders in *Smart Cookies™*.

MARCH 21 - 24: PSC TASK

Audit troop reward orders. Review the *Recognition Order Summary by Troop* report from *Smart Cookies™* to confirm all troops have entered a reward order. ALL troops will have a reward order. Even Opt Out troops must enter a reward order for patches.

Under **REWARDS** use **Review Recognition Order** to confirm all reward orders are complete. A triangle with an exclamation point will appear to the right of any incomplete order. Open troop order to see which Girl Scout still needs a choice at which level. Work with TCM to confirm any missing reward choice.

- ✓ Confirm patch quantities are reasonable.
- ✓ Family Patches should be only 1 per Girl Scout; forms are submitted to each Girl Scout's TCM individually.
- ✓ DO NOT change *Smart Cookies™* without communicating with the TCM.
- ✓ Once all rewards are entered and have been reviewed, click the check box on the right of each troop and click Commit All at the bottom.

MARCH 27: PSC DEADLINE

Email/call/text your PPM to confirm that your troop reward order entry audit is complete and committed.

APRIL/MAY 2026

BY APRIL 14: PSC DEADLINE

Email/call/text TCMs with reminder of reward distribution details. Remind Opt Out troops they still have patches to pick-up. Explain that anyone from the troop may pick-up rewards during distribution.

BEGINNING MAY 1: PSC TASK

Assist with reward distribution if available



SMART COOKIES™ REPORTS

PSCs can create or review any type order with the reports in *Smart Cookies™*. There is a list of popular *Smart Cookies™* reports in the *2026 Troop Cookie Manager Handbook*.

- ✓ **Current** reports are for current season. In **Archived** reports you can access the last 3 seasons.
- ✓ To access report, under **REPORTS** select **Current** or **Archived**.
- ✓ Select **Order** or **Reward** in the **Reports Category** box. In the right hand **Reports** box, select the **Report Name**. Select **Go To Report**.
- ✓ Use the drop-down menu to select the troop.
- ✓ Under UOM select **Packages**. Leave **Select View Type** as PDF and click **View Report**.

For the cookie audit, you will use the *Troop Sales Summary* report with cookie orders by variety for each troop.

- ✓ Confirm the *No Initial Orders* report for troops without an initial order.
- ✓ To audit your troops' reward orders, you can use the *Recognition Order Summary by Troop* which lists the total rewards for the troop.

If a troop requests help with sales from 2025, use the *Troop Order Summary* report.

- ✓ Under the **Reports**,
- ✓ Select **Archives**.
- ✓ Use the drop down menu to select the **Season**.
- ✓ Select **Order** in the **Reports Category** box and *Troop Order Summary* in the right hand **Reports** box.
- ✓ Select **Go To Report**.

Under the **Current** reports tab, up to 10 reports can be set as favorites. Click on the desired report in both the **Report Categories** and **Report** boxes. Prior to clicking the **Go To Report**, click **Add to Favorites**.

