



# Troop User Guide

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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@abSMARTcookies.com](mailto:noreply@abSMARTcookies.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.

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

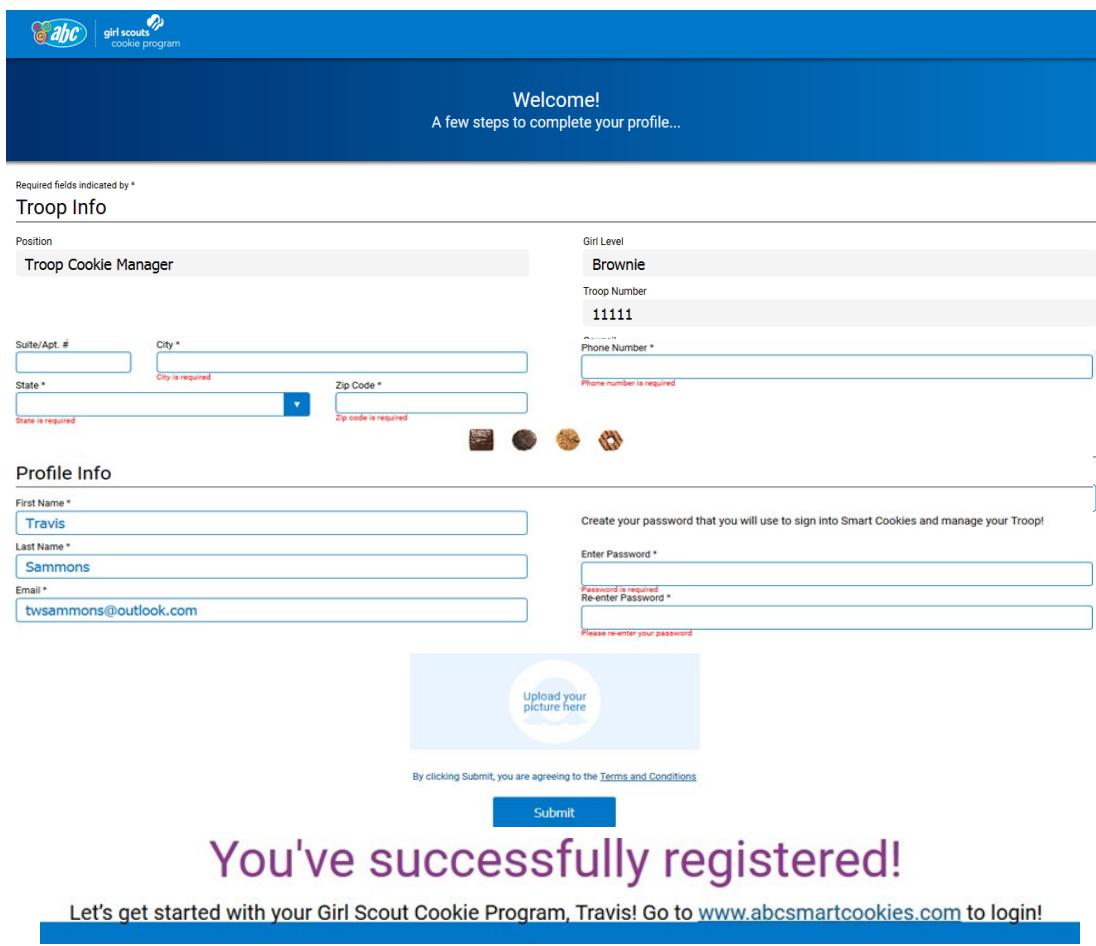
<https://abSMARTcookies.com/#/registration?token=ad85629b-7ea0-416d-80e8-0b5e93a5eb8>

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

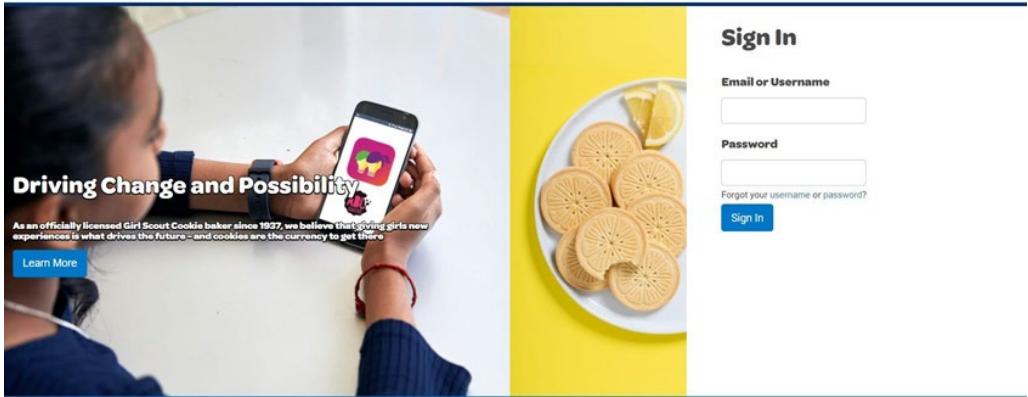
This email may be promotional.



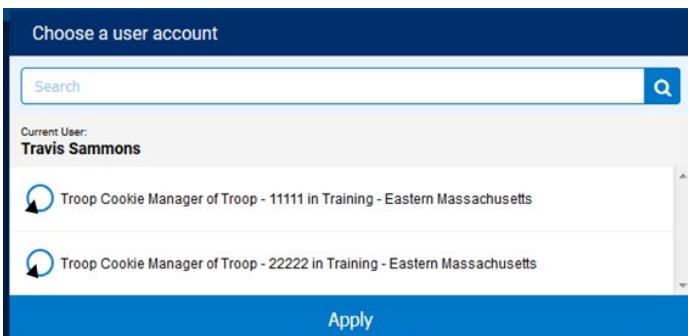
The screenshot shows the ABC Smart Cookies registration process. At the top, there's a header with the ABC logo and 'girl scouts cookie program'. Below it, a 'Welcome!' message says 'A few steps to complete your profile...'. The 'Troop Info' section contains fields for Position (Troop Cookie Manager), Girl Level (Brownie), Troop Number (11111), Suite/Apt. #, City, State, Zip Code, and Phone Number. The 'Profile Info' section includes fields for First Name (Travis), Last Name (Sammons), Email (twsammons@outlook.com), and Password (with fields for 'Enter Password', 'Re-enter Password', and 'Please re-enter your password'). There's also a placeholder for an uploaded profile picture with the text 'Upload your picture here'. At the bottom, a 'Submit' button is visible, and a note says 'By clicking Submit, you are agreeing to the [Terms and Conditions](#)'. A large success message 'You've successfully registered!' is displayed in the center, followed by a call to action: 'Let's get started with your Girl Scout Cookie Program, Travis! Go to [www.abSMARTcookies.com](http://www.abSMARTcookies.com) to login!'

## Logging into Smart Cookies

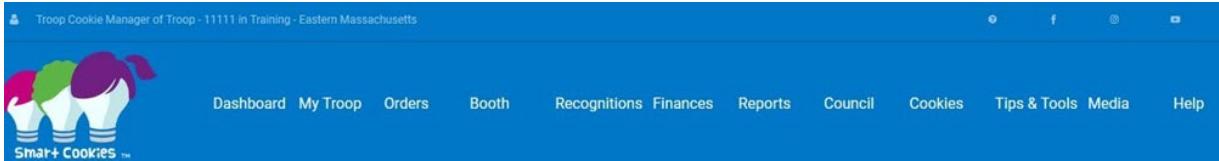
- Go to [www.abSMARTcookies.com](http://www.abSMARTcookies.com) (bookmark for easy access during sale).
- Username is your email and the password you selected during registration.
- If you forget your password, use the forgot password link.



- 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.

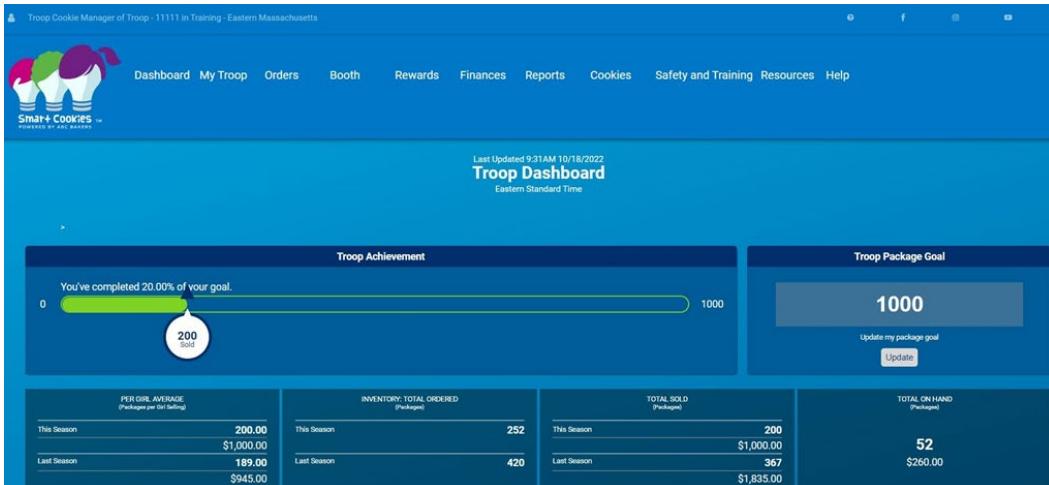


## Switching Roles in Smart Cookies



- 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

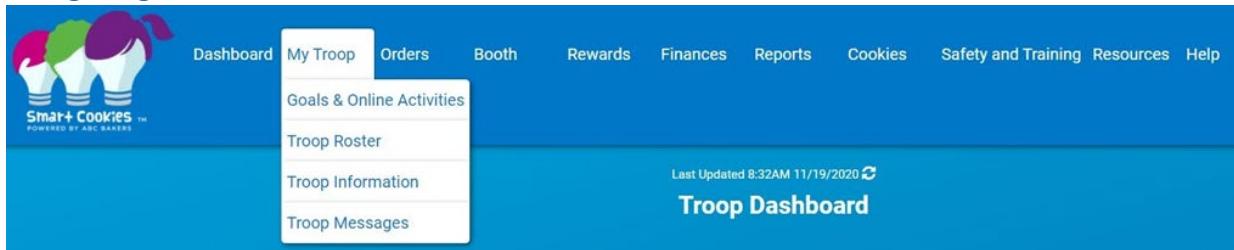
## Troop Dashboard



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: <sup>*</sup>	First Name: <sup>*</sup>	Last Name: <sup>*</sup>
122357146	Gertrude	Fales
Troop: <sup>*</sup>	Nickname:	Main Recognition Plan:
<input type="button" value="▼"/>		<input type="button" value="▼"/>
Grade Level: <sup>*</sup>	Apparel:	Socks:
<input type="button" value="K"/>	<input type="button" value="▼"/>	<input type="button" value="▼"/>
<b>Parent Information</b>		
First Name <sup>*</sup>	Last Name <sup>*</sup>	Email <sup>*</sup>
Weldon	Dad	wfales@msn.net
Street	Suite	

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	Level	TROOP49073
Troop Number			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		
<b>Primary Contact</b>			
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 <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Adventurefuls	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Toast-Yay	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Lemonades	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Trefoil	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Thin Mints	\$50.00	Inv. Pkgs <input type="text" value="10"/>	\$600.00	Pre Sale Pkgs <input type="text" value="120"/>	\$650.00	Total Pkgs <input type="text" value="130"/>
Peanut Butter Patties	\$50.00	Inv. Pkgs <input type="text" value="10"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$50.00	Total Pkgs <input type="text" value="10"/>
Caramel deLites	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Peanut Butter Sandwich	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="0"/>
Caramel Chocolate Chip	\$0.00	Inv. Pkgs <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs <input type="text" value="0"/>	\$0.00	Total Pkgs <input type="text" value="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

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

3. Make An Appointment

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

## Orders by Troop

- Navigate to Orders>Troop Initial Order

Initial Order  
Troop: 257

TOTAL SOLD LAST SEASON	PER GIRL AVERAGE	TROOP INITIAL ORDER CASES	TROOP INITIAL ORDER VALUE
No Data	0.00	0	\$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	0	0
S'mores	0	0
Lemonades	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.

Map Satellite

Gateway Science Museum

California State University, Chico

Chico

Map data ©2017 Google. Terms of Use. Report a map error

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:



- 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.

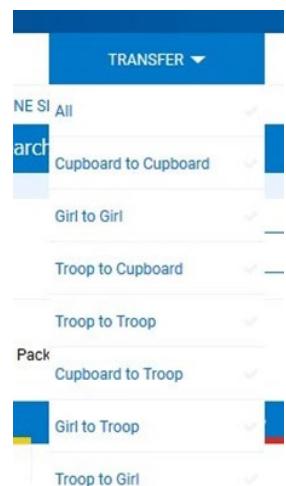
## Filtering Orders

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



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																	
From		To		Search By													
				All		Keyword											
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	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	0	⋮
10/18/2022	4	T2G	Test Girl	11111	0	0	0	0	0	-10	0	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	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	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.



TYPE OF TRANSFER:  
Troop to Girl

From:  
SERVICE UNIT Abington TROOP 11111

Quantity: 1491 Packages Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org

To:  
SERVICE UNIT Abington TROOP 11111 GIRL Sample Girl

Quantity: 20 Packages Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org

- 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.



TYPE OF TRANSFER:  
Girl to Girl

From:  
SERVICE UNIT Abington TROOP 11111 GIRL Sample Girl

Quantity: 30 Packages Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org

To:  
SERVICE UNIT Abington TROOP 11111 GIRL Test Girl

Quantity: 110 Packages Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org

- 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.



TYPE OF TRANSFER: Girl to Troop

From: SERVICE UNIT Abington TROOP 11111 Reset

Quantity: 120 Packages Contact: Travis Sammons | tsammons@gsema.org

To: SERVICE UNIT Abington TROOP 11111

Quantity: 1481 Packages Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org

- 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.



TYPE OF TRANSFER: Troop to Troop Transfer Order

From: SERVICE UNIT Abington TROOP 11111

Quantity: 1491 Packages Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org

To: SERVICE UNIT Abington TROOP 22222 Reset

Quantity: -6 Packages Contact: Erin Sullivan | (781) 373-4237 | esullivan@gsema.org

- 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.

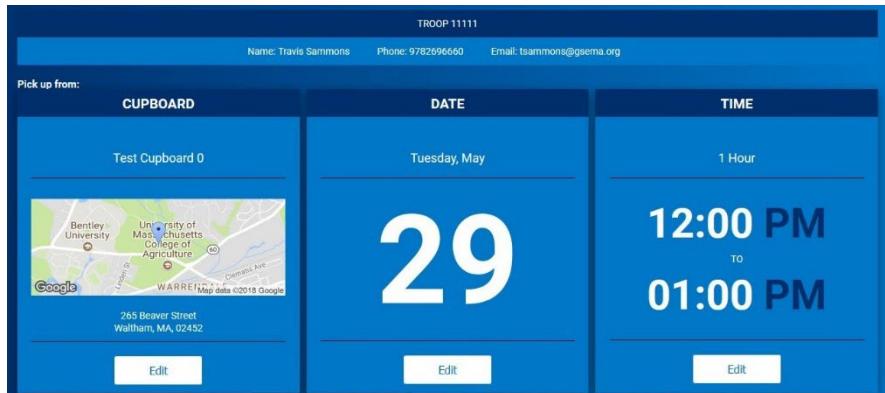
Note: Only the troop receiving the transfer can complete a troop to troop transfer. This is because financial responsibility transfers to the receiving troop for T2T transfers.

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:

- o Navigate to Orders>Planned Orders.
- o 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.
- o Select the date and click Continue.
- o Select the time and click Continue.



TROOP 11111

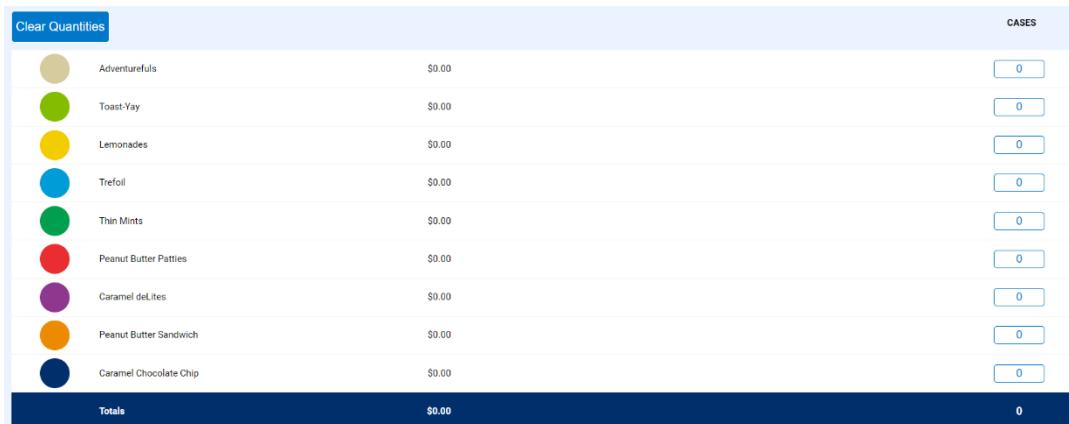
Name: Travis Sammons Phone: 9782696660 Email: tsammons@gsema.org

Pick up from:

CUPBOARD	DATE	TIME
Test Cupboard 0  265 Beaver Street Waltham, MA, 02452	Tuesday, May 29	1 Hour 12:00 PM TO 01:00 PM
<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>

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.

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



Clear Quantities		CASES
	Adventurefuls	\$0.00
	Toast-Vay	\$0.00
	Lemonades	\$0.00
	Trefoil	\$0.00
	Thin Mints	\$0.00
	Peanut Butter Patties	\$0.00
	Caramel deLites	\$0.00
	Peanut Butter Sandwich	\$0.00
	Caramel Chocolate Chip	\$0.00
<b>Totals</b>		<b>\$0.00</b>
		<b>0</b>

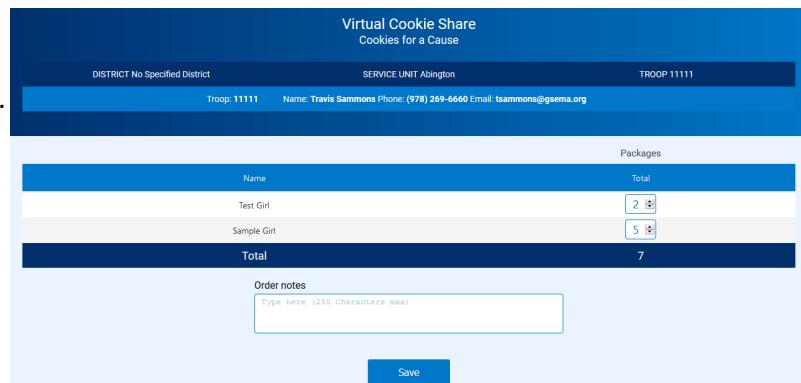
- o Re-check the order for accuracy and click "Save" when finished.

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.

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



The screenshot shows a web-based application for managing cookie share orders. At the top, it displays the title 'Virtual Cookie Share' and 'Cookies for a Cause'. Below this, it shows 'DISTRICT No Specified District', 'SERVICE UNIT Abington', and 'TROOP 11111'. It also lists 'Troop: 11111 Name: Travis Sammons Phone: (978) 269-6660 Email: tsammons@gsema.org'. The main area is titled 'Packages' and contains a table with three rows: 'Name' (Test Girl, Sample Girl), 'Total' (2, 5), and a 'Total' row (7). Below the table is a 'Order notes' section with a text input field and a 'Save' button.

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.

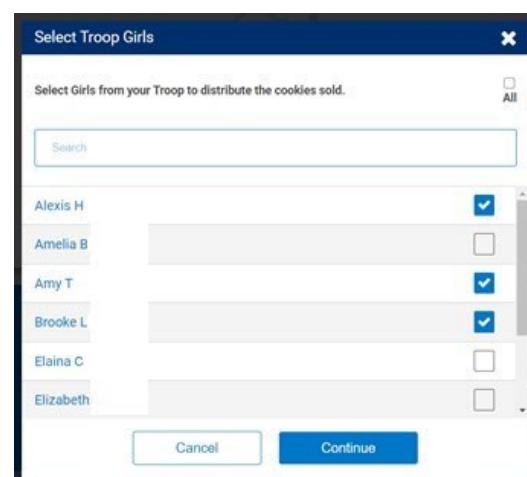
DATE	ORDER #	Customer Name	Customer Address	Status
12/9/2020	669737			Pending distribution
12/9/2020	669726			Pending distribution
12/9/2020	669723			Pending distribution

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

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES	TOTAL \$
0	11	5	8	2	18	15	19	7	3	88	440.00

Distribute orders to girls

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



The screenshot shows a modal dialog box titled 'Select Troop Girls'. It contains a list of girl names: Alexis H, Amelia B, Amy T, Brooke L, Elaina C, and Elizabeth. Each name is followed by a checkbox. The checkboxes for Amy T, Brooke L, and Elizabeth are checked. At the bottom of the dialog are 'Cancel' and 'Continue' buttons.

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Alexis	0	3	1	2	0	6	5	6	2	1	26
Amy	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	2	2	2	2	0	0	1	1	0	10
Troop Total	0	9	3	6	0	18	15	18	6	3	78

[Edit Girls](#)

[Save](#)

- 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 Insure 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

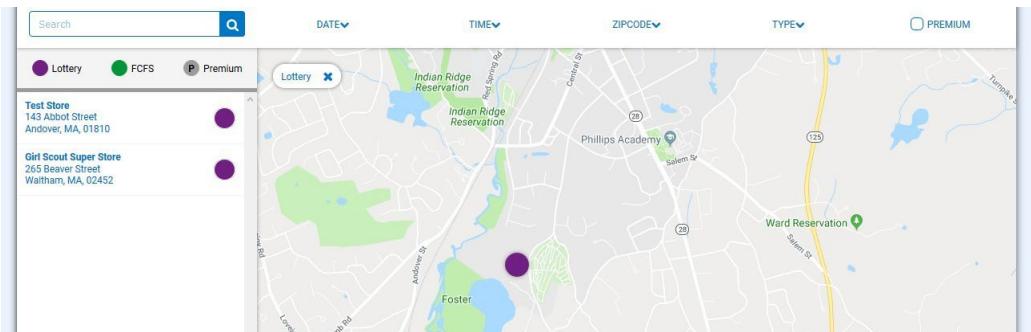
DISTRICT No Specified District      SERVICE UNIT Abington      TROOP 11111

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

- 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.



- 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.

Select the dates and times for Lottery

December

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

December

Wednesday, December 26

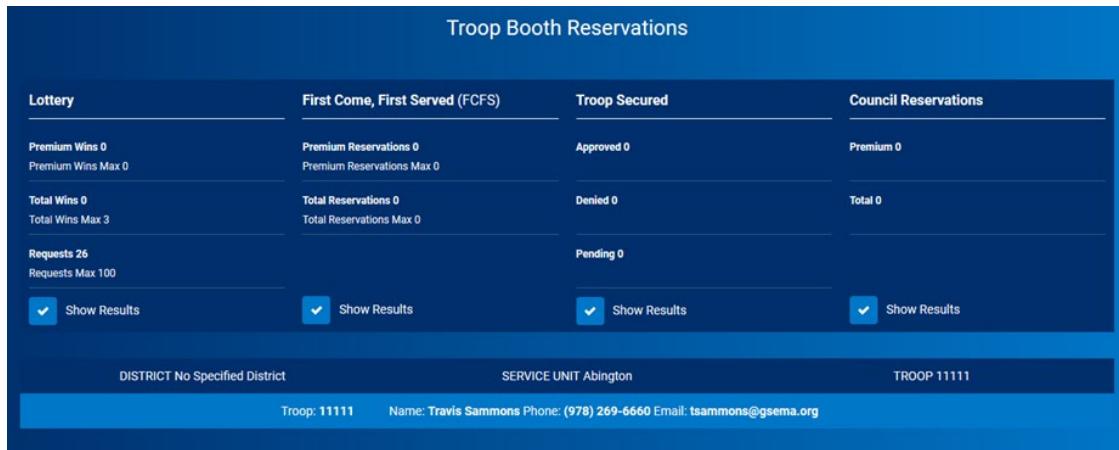
S	M	T	W	T	F	S
				1		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

10:00 AM - 12:00 PM    12:00 PM - 02:00 PM

- 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.



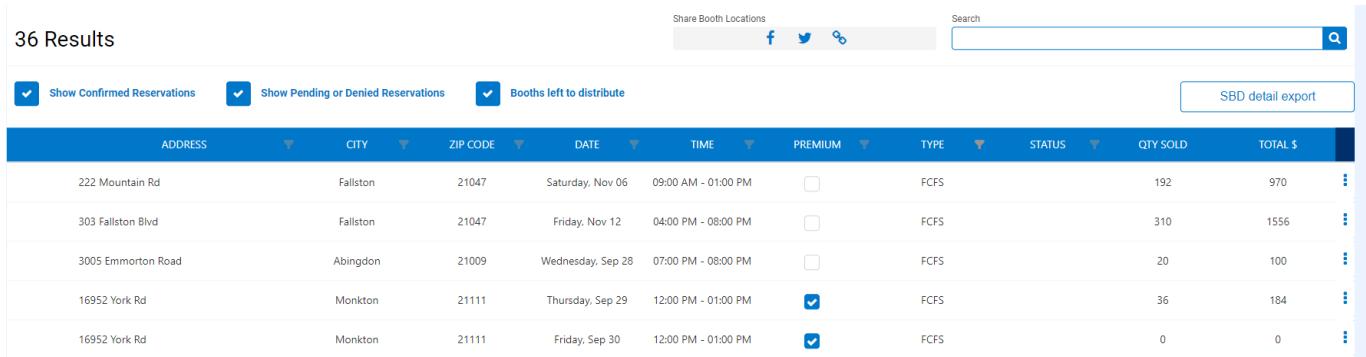
The screenshot shows the 'Troop Booth Reservations' page with the following data:

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	

Below the table are four 'Show Results' buttons. At the bottom of the page are the following details:

DISTRICT No Specified District    SERVICE UNIT Abington    TROOP 11111  
Troop: 11111    Name: Travis Sammons Phone: (978) 269-6660 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](#) [g](#)

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 \$	Actions
222 Mountain Rd	Fallston	21047	Saturday, Nov 06	09:00 AM - 01:00 PM	<input type="checkbox"/>	FCFS		192	970	...
303 Fallston Blvd	Fallston	21047	Friday, Nov 12	04:00 PM - 08:00 PM	<input type="checkbox"/>	FCFS		310	1556	...
3005 Emmorton Road	Abingdon	21009	Wednesday, Sep 28	07:00 PM - 08:00 PM	<input type="checkbox"/>	FCFS		20	100	...
16952 York Rd	Monkton	21111	Thursday, Sep 29	12:00 PM - 01:00 PM	<input checked="" type="checkbox"/>	FCFS		36	184	...
16952 York Rd	Monkton	21111	Friday, Sep 30	12:00 PM - 01:00 PM	<input checked="" type="checkbox"/>	FCFS		0	0	...

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

## 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

May 2018

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

2. Pick your appointment time

Start time

10:00 AM

End time

12:00 PM

[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

test2  
111 East Grove Street  
Middleboro, MA 02346

Appointment Times

---

Add Appointment Time

DATE
TIME
BOOKING STATUS
ACTIONS

2020-11-25
9:00 AM - 1:00 PM
PENDING

Go to Troop Reservations
Save

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

Search

---

	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	<a href="#">Booth Details</a>	<a href="#">Smart Booth Divider</a>	<a href="#">Remove Reservation</a>

[Troop Reservations](#)
Smart Booth Divider
Distributed Sales

---

**Booth Summary (Packages)**

Andover Council  
143 Albat Street  
Andover MA, 01810  
Friday, May 25  
10:00 AM - 11:00 AM

Total Left to Distribute

**0**

Total Distributed

**0**

Total Sold

**0**  
**\$0.00**

---

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

[Clear All](#)
[Save and Go Back](#)
[Save and Distribute Sales](#)

CShare

**0**

ADV

**0**

TY

**0**

LEM

**0**

TRE

**0**

TM

**0**

PBP

**0**

CD

**0**

PBS

**0**

GFT

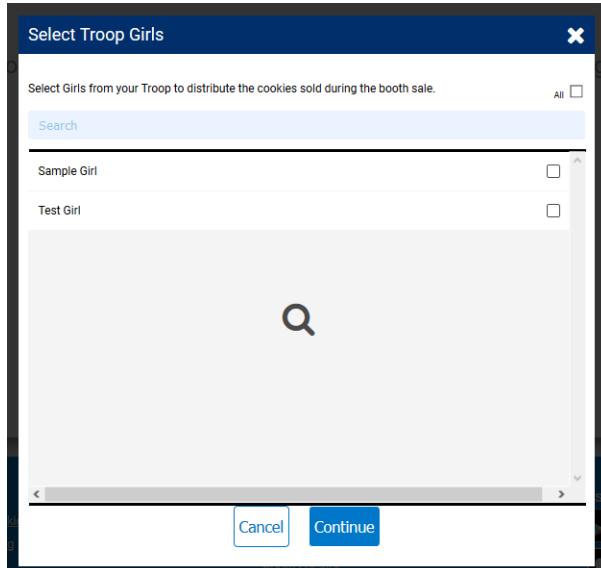
**0**

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

Booth Summary (Packages)										
Fake Booth		Total Left to Distribute				Total Distributed				Total Sold
123 Main Street Andover MA, 01810 Thursday, October 21 01:00 PM - 04:00 PM		4				38				42 \$210.00
CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	
5	4	3	6	1	4	8	6	4	1	

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

2 Girls

GIRL NAME	CShare	ADV	TY	LEM	SB	TM	PBP	CD	PBS	GFC	PACKAGES SOLD
Test Girl	2	2	1	3	0	2	4	3	2	0	19
Test Two	2	2	1	3	0	2	4	3	2	0	19
Packages left to Distribute	1	0	1	0	1	0	0	0	0	1	4
Troop Total	4	4	2	6	0	4	8	6	4	0	38

- 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	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	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 exiting 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 <span style="background-color: red; color: white; padding: 2px;">Pending Distribution</span>	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	Transact	Created	Us	Customer	Customer	CanTextC	Amount	Location	Address	ReservationDate	Reservatic	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.

The screenshot shows the Smart Cookies dashboard with a blue header. The 'Rewards' menu item is highlighted. Below the header, the text 'Recognition Order' and 'Troop: 22222' is displayed. A dropdown menu labeled 'Order Type:' is open, showing three options: 'Select Recognition Order' (disabled), 'Select Recognition Order' (highlighted in blue), and 'Main' (highlighted in blue).

- 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.

The screenshot shows a list of Girl Scout recognitions. Each row includes a profile icon, the recognition name, the number of packages sold, and a status indicator. The first row for 'lilly cookie' has a red warning icon (a red triangle inside a circle) next to the 'UNREAD' status and a blue arrow icon.

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.

The screenshot shows the 'Recognition Order' summary for Girl Scout 101-500. The 'Extras' tab is selected. The summary table has three rows: '1 - 24 Packages sold' (with a dropdown arrow), '25 - 100 Packages sold' (with a dropdown arrow), and '101 - 500 Packages sold' (with a red warning icon and a dropdown arrow). A 'Save' button is at the bottom.

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.

Items	Extras
1 - 19 Packages sold	▼
20 - 49 Packages sold	▼
50 - 74 Packages sold	▼
75 - 99 Packages sold	▼
100 - 119 Packages sold	▼
120 - 199 Packages sold	▲ ▼

Group 1      Group 2

Stylus Pen      Lanyard

OR

- 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.

◀ Recognition Order



**lilly cookie**

Number Of Packages Sold Per Girl: **170**

- 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.

District	SU	Troop	Type	Date	Number	Status	
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 –
  - INCOMPLETE – means an action needs to be taken, such as a recognition choice or size selection
  - COMPLETE – means all actions have been taken and no further action needed at this time
  - T – submitted by the troop
  - S – submitted by Service Unit
  - 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											
Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #			
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 Me...	Amount	Ref #		
0000001	No Specified District	Abington	11111	Test Girl	10/26/2017	Check	\$100.00			
0000003	No Specified District	Abington	11111	Sample Girl	11/1/2017	Check	\$100.00			

Sum: \$200

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*
<input type="button" value="Choose"/>	<input type="button" value="Select Transaction Type"/>	<input type="button" value="None"/>
Transaction Date*	Amount*	Reference
<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
Notes	<input type="button" value=""/>	
<input type="button" value="Save"/> <input type="button" value="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	<input type="text"/>
Order Type	<input type="text" value="All"/>
Unit Of Measure	<input type="text" value="Packages"/>
Select View Type	<input type="text" value="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.

The image shows a 'My 10 Favorite Reports' interface. On the left, a modal dialog titled 'Add To Favorites' asks 'Are you sure you want to add this to your Favorites?' with 'Yes' and 'No' buttons. On the right, a list of reports with red 'X' icons: Financial Transaction Summary, Girl Cookie Totals Summary, Mobile and Ecard Summary, Total Troop Sales and Finances - Condensed View, Transfer Order Summary, and Troop Balance Summary. Below this is a table with 'Report Categories' (Booths) and 'Reports' (Available Booth Sale Summ, Pending Booth Sale Summ).

Report Categories	Reports
Booths	Available Booth Sale Summ Pending Booth Sale Summ

## 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