

New Cookie Swap Overview

- The GSRV Cookie Swap page can be found at cookie-swap-gsrv.sharetribe.com
- Users will set up an account after receiving an **invitation code** in an email from GSRV.
- Users can make and browse posts split into two categories: 1) people who have surplus cookies they want to transfer to other troops, and 2) people who are looking to receive more cookies from other troops.
- **All posts can be viewed on a map**, so you can see what cookies are available near you geographically.
- All communication between troops can be sent through the cookie swap site – **users will get email notifications for all messages received.**
- Once a cookie swap has been completed, the original poster must **close** their listing.
- Once the swap is complete, be sure to enter a [troop-to-troop](#) transfer in [Smart Cookies](#).

If you have cookies, or are looking for extra cookies:

First: Search existing posts for one that meets your needs.

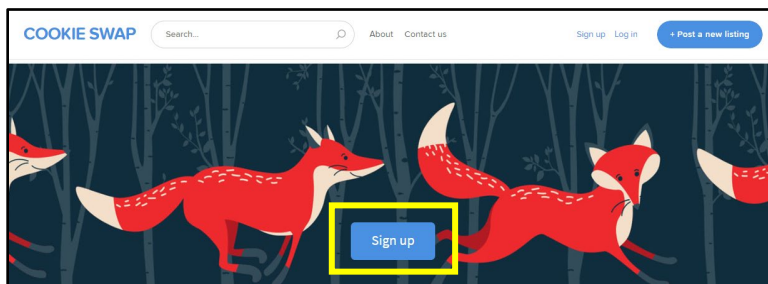
Second: If you don't see any posts that match what you are looking for, make your own post.

Step-by-Step Cookie Swap Instructions

- **How to Make an Account**
 - **How to Search for Posts**
 - **How to Make a Post**
 - **How to Contact a Troop**
 - **How to Complete a Swap**
 - **Other Tips**
-

How to Make an Account

Step 1: Go to cookie-swap-gsrv.sharetribe.com and click **Sign Up**



Step 2: Create an account using the invitation code that was emailed to you. If you have not received the invitation code, please contact Girl Scouts River Valleys at 800-845-0787 or girlscouts@girlscoutsvr.org

Sign up with email

Invitation code What's this?

Email address

This field is required.

First name

Last name

Password

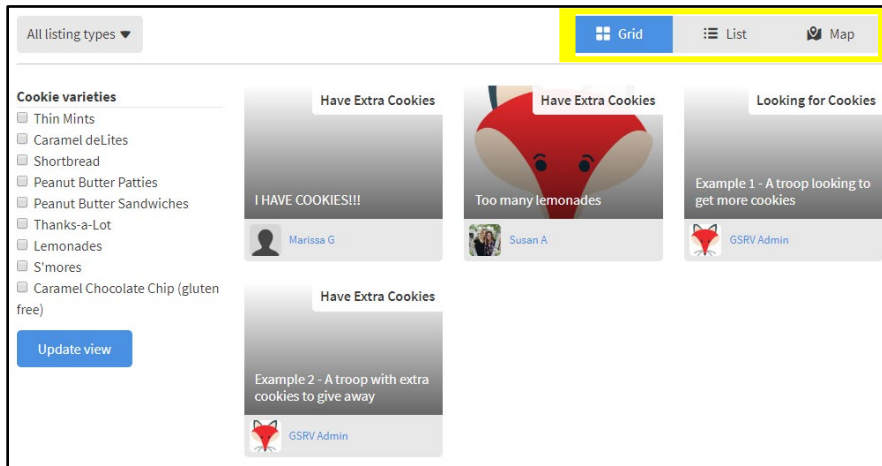
Confirm password

I accept the [Terms of Use](#) and [Privacy policy](#)

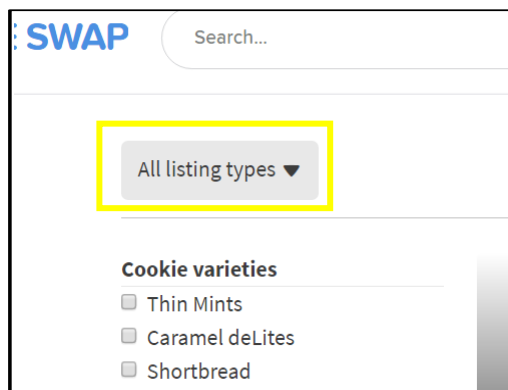
I agree to receive occasional emails from the Cookie Swap team and understand that I can change my mind at any time

How to Search for a Post

Step 1: View your homepage (cookie-swap-gsrv.sharetribe.com) to see all posts made by Cookie Swap users. You can view by **Grid**, **List**, or **Map**.

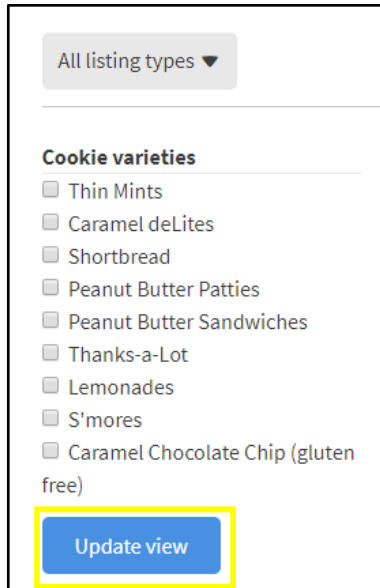


Step 2: Narrow your search by clicking **All listing types** and choosing the types of posts you want to see.



- If **you are looking to receive cookies from other troops**, select “We Have Extra Cookies” under the All listing types drop down (This will show you posts made by troops who have extra cookies. You can request some from them.)
- If **you have extra cookies that you want to give to other troops**, select “We Are Looking for Cookies” under the All listing types drop down (This will show you posts made by troops who are looking for cookies. You can offer your surplus to them.)

Step 3: Narrow down your search by using the checkboxes on the left of the screen to select what cookie varieties you need to get or give away, and click **Update view**.



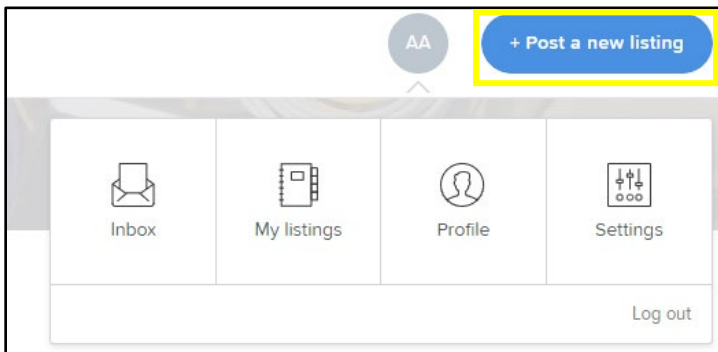
The image shows a search filter panel with a dropdown menu at the top set to "All listing types". Below this is a section titled "Cookie varieties" with a list of ten items, each with an unchecked checkbox: Thin Mints, Caramel deLites, Shortbread, Peanut Butter Patties, Peanut Butter Sandwiches, Thanks-a-Lot, Lemonades, S'mores, and Caramel Chocolate Chip (gluten free). At the bottom of the panel is a blue button labeled "Update view", which is highlighted with a yellow rectangular border.

Step 4: Click on a post to see the full description, location, and comments.

Step 5: When you find a post that you want to exchange cookies with, you can contact that troop to arrange a swap. If you can't find any posts that meet your needs, you can make your own - see the next section to learn how.

How to Make a Post

Step 1: Click **Post a new listing** in the top right corner of the screen



Step 2: Select **“We Have Extra Cookies”** or **“We Are Looking for Cookies”** depending on your situation

Step 3: Fill out the Listing title and Detailed description boxes

- Details should include how many cases/packages of each variety you need to get or give away, if you are willing to travel, where you can meet to do the exchange, and if there are any time limits or other specific circumstances


A screenshot of a listing creation form. At the top, there are two dropdown menus: 'Category: Default category' and 'Listing type: We Have Extra Cookies'. Below these is a 'Listing title*' field containing the text 'Extra Cookies in South Minneapolis - Prefer Evening Meet Up'. Underneath is a 'Detailed description' section with a small information icon and a note: 'You can format your description using Markdown. If your description contains YouTube links, the videos will be shown below the description.' The description text reads: '2 cases of Thin Mints', '1 case of Caramel deLites', '3 cases of Peanut Butter Patties', and '1 case of S'mores'. Below the description is a note: 'Work in Bloomington, live in South Minneapolis. Meeting in the evenings works best available on Mon, Tues, and Thurs'. The next section is 'Cookie varieties' with a grid of checkboxes: Thin Mints (checked), Caramel deLites (checked), Shortbread (unchecked), Peanut Butter Patties (checked), Peanut Butter Sandwiches (unchecked), Thanks-a-Lot (unchecked), Lemonades (unchecked), S'mores (checked), and Caramel Chocolate Chip (gluten free) (unchecked). At the bottom is a 'Location*' field containing the zip code '55408'.

Step 4: Check the boxes to mark which cookie varieties you need to get or give away to make your post easily searchable.

Step 5: Enter your location. You can enter an exact address, a city, or a zip code.

Step 6: Click Post listing

Location*



Image

i For best results, use JPG, GIF or PNG images that are 660x440 pixels

Select file Select file + Add more

Post listing

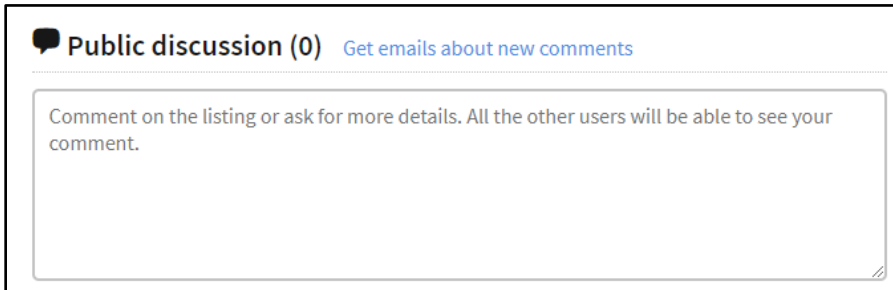
Next Steps: You will receive email notifications when anyone comments on your post or sends you a message. Once you've made arrangements with another troop and swapped cookies, see the **How to Complete a Swap** section of this document to learn how to edit or close your post.

How to Contact a Troop

Step 1: Click on a post to see the full description, location, and comments.

Step 2: If you have questions about the post, you can add a comment under the **Public discussion**.

This will send an email to the original poster, and they can reply to you in the comments.



Step 3: Send a message to arrange a swap

- If you have extra cookies that you want to give to a troop who is looking to get more, click the blue **Offer** button on their post

Example 1 - A troop looking to get more cookies

This is an example post for troops that are looking to get more cookies from another troop

In this description box, list the varieties and amounts of cookies you are looking for. List where you are located and when/where you are able to meet. List any other relevant information, such as your preferred contact method.

SAMPLE "My troop has a booth this weekend (3/28) and we are almost out of cookies. We would like to get 1-2 cases of each type. I am located in South Minneapolis and I can travel anywhere in the metro area to meet. We would like to get the cookies on Friday or possibly Saturday morning. Please text me at 612-555-5555"

Cookie varieties:

✓ Thin Mints	✓ Peanut Butter Patties	✓ Lemonades
✓ Caramel deLites	✓ Peanut Butter Sandwiches	✓ S'mores
✓ Shortbread	✓ Thanks-a-Lot	✓ Caramel Chocolate Chip (gluten free)

Listing created Jan 14, 2020

Public discussion (0) [Get emails about new comments](#)

Comment on the listing or ask for more details. All the other users will be able to see your comment.

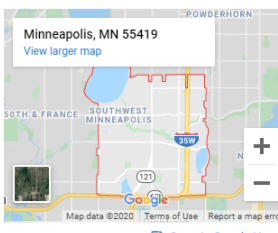
Offer

GSRV Admin

Contact

Minneapolis, MN 55419

View larger map

A map showing the location of Minneapolis, MN 55419. The map includes labels for "POWDERHORN", "SOUTH L. FRANCE", "SOUTHWEST MINNEAPOLIS", and "35W". There are zoom in (+) and zoom out (-) buttons, and a link to "Open in Google Maps".

- If you are looking to get more cookies from a troop that has extra, click the blue **Request** button on their post

Example 2 - A troop with extra cookies to give away

This is an example post for troops that have surplus cookies that they want to give to another troop

In this description box, list the varieties and amounts of cookies you have. List where you are located and when/where you are able to meet. List any other relevant information, such as your preferred contact method.

SAMPLE "My troop has 5 cases of Thin Mints we need to get rid of before the end of the sale. I am located in Rochester, and I'm willing to travel up to 20 min to meet up. I am free this Saturday. Please message me through this site to set up a time to meet."

Cookie varieties:


✓ Thin Mints	Peanut Butter Patties	Lemonades
Caramel deLites	Peanut Butter	S'mores
✓ Shortbread	Sandwiches	Caramel Chocolate Chip (gluten free)
	Thanks-a-Lot	

Listing created Jan 14, 2020

Public discussion (0) [Get emails about new comments](#)


Comment on the listing or ask for more details. All the other users will be able to see your comment.

Request



GSRV Admin

Contact



Rochester, MN 55902
[View larger map](#)

Map data ©2020 [Terms of Use](#) [Report a map error](#)
[Open in Google Maps](#)

Step 4: Write your message to the person who posted and click the blue **Send message** button

Details

[Example 2 - A troop with extra cookies to give away](#) by [GSRV Admin](#)

Send message to [GSRV Admin](#)

Send message

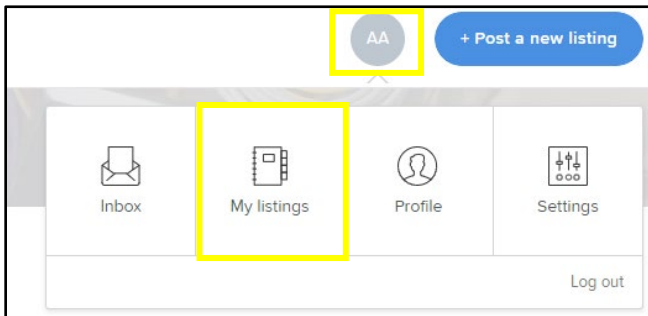
- Include what types and quantities of cookies you want to exchange, where you can meet, etc.
- This will send a message within Sharetribe, as well as an email notification. You will receive an email notification if the poster responds to your message.

Step 5: Make arrangements and complete your cookie swap in person with the other troop

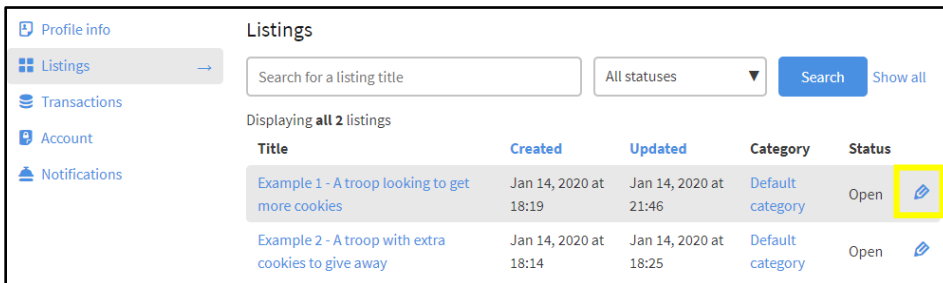
How to Complete a Swap

After you have communicated with another troop, made arrangements to meet, and completed your cookie swap, the original poster must edit or close their post. **Additionally, the swap must be entered into Smart Cookies using a [troop-to-troop transfer](#).** This website is fully independent from Smart Cookies, and it is the troop's responsibility to complete the transfer in Smart Cookies.

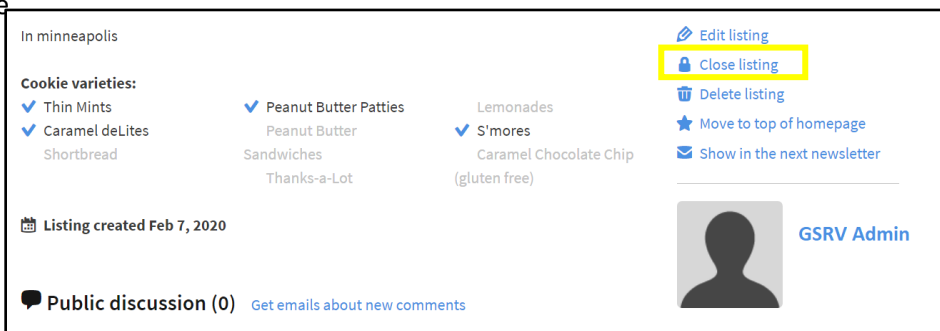
Step 1: Hover over the circle with your initials, and click on **My Listings** at the top right of the page



Step 2: If you still have extra cookies or are still looking for more cookies, click the pencil icon to edit your post to reflect the new correct amount.



Step 3: Once you have given or received all the cookies you needed to, click on the post title and then click **Close Listing** on the right side of the page. This will remove the post from the Cookie Swap homepage and search results. You can still see this post and re-open it if needed under **My Listings** at any time.



Step 4: Complete a troop-to-troop transfer in Smart Cookies.

