



2024 Smart Cookies Guide for Volunteers

Smart Cookies (<https://www.abcsmartcookies.com/>) is the online platform that will help you manage the sale for your Troop through all the phases of the cookie program. For assistance, contact your Service Unit Cookie Manager, or Girl Scouts River Valleys. For after-hours support, contact ABC Smart Cookies Tech Support: 800-853-3730 or ABCSmartCookieTech@hearthsidefoods.com.

Smart Cookies Guide Table of Contents

- Troop Setup
- Navigating the Dashboard
- Mimic a User
- Initial Order
- Planned Orders
- Cookie Transfers
- Reviewing Troop Orders
- Cookie Donations: Cookie Care Program - Virtual Cookie Share - River Valleys Donations
- Cookie Donations: Cookie Care Program- Tracked Cookie Share - Troop Inventory Donations
- Manage Donated Cookies
- Cookie Booth Lottery
- First-come, first-served Booth Reservations
- Troop-secured Booth Reservations
- Reviewing & Editing Booths
- Virtual Booth Sales Credits
- Entering Booth Sales with the Smart Booth Divider
- Ordering Girl Rewards
- Ordering Troop Rewards
- Navigating Reports
- Report Highlights
- Booth Credit Card Payments
- Tracking Girl Finances
- Tracking Troop Finances



Troop Set Up

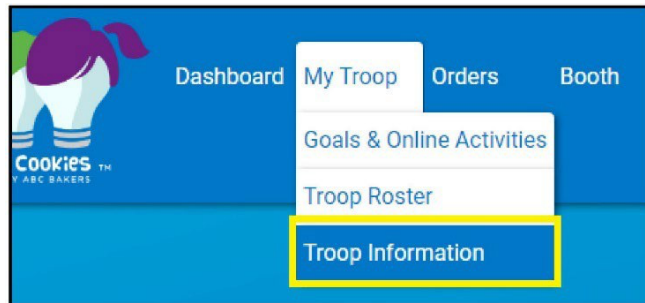
Register your Account:

1. You will receive an email invitation from noreply@abcsmartcookies.com
2. Follow the link in the email to complete your Volunteer Profile
3. After this is complete, you will receive a registration confirmation email.

Note: User information is deleted from Smart Cookies each year, so you must register your account every year. This is to avoid duplicate accounts when Troops move Service Units or girls move Troops. It also ensures that all girls and Troops in the system are registered Girl Scouts.

Enter Troop Banking Information and Number of Girls Selling

1. Go to the My Troop tab and select Troop Information



2. Enter the expected number of Girl Scouts selling - you will need this for your initial order and rewards.
3. Enter your Troop's Bank Account and Routing Numbers

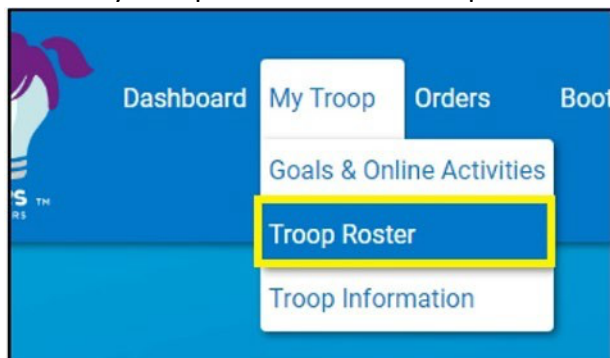
Troop Information

Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-999)*	Service Unit Aberfeldy Proceed Plan Notes No Notes Available
6	6	5	
Troop Number	Level		
10001	Brownie		
Proceed Plan*			
Base			
Main Recognition Plan			
Main Recognition Plan			
Troop Recognition Plan			
Troop PGA Plan			
Submitted documentation, if required?		Publish Troop's Directship Link to GSUSA ?	
<input type="radio"/> Yes <input checked="" type="radio"/> No		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Bank Account	Bank Routing		
xxxx0001	10000001		

4. Click **Update Information** to save.

Confirm Girl Scouts Information

1. Go to the My Troop tab and select Troop Roster






2. Confirm all Girl Scouts in your Troop are listed.

Note: All registered Girl Scouts are uploaded directly into Digital Cookie by Girl Scouts River Valleys. Digital Cookie is the system Girl Scouts will use to engage in online cookie sales. You will be able to view the Girl Scouts in your Troop also in Smart Cookies. If you notice one of them is not in Smart Cookies, please email us at girlscouts@girlscoutsrv.org.

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	
	Aberfeldy	10001	Tammy	Test		Two	Tammy Test	tammy@gsrv.org	
	Aberfeldy	10001	Emily Scout	Test		Two	Emily Martin	emily.martin@girlscoutsrv.org	
	Aberfeldy	10001	Taylor	Swift		Two	Taylor Swift	tswift1111111@gsrv.org	
	Aberfeldy	10001	Serena	Williams		Two	Serena Williams Mom	serena@gsrv.org	

You are now ready for your Troop to start selling cookies!

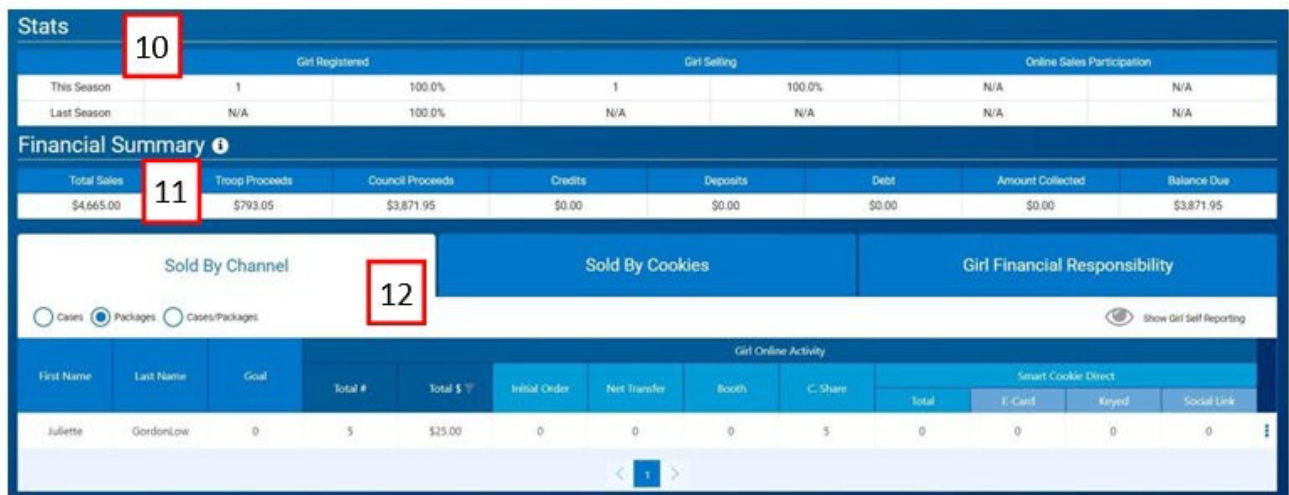
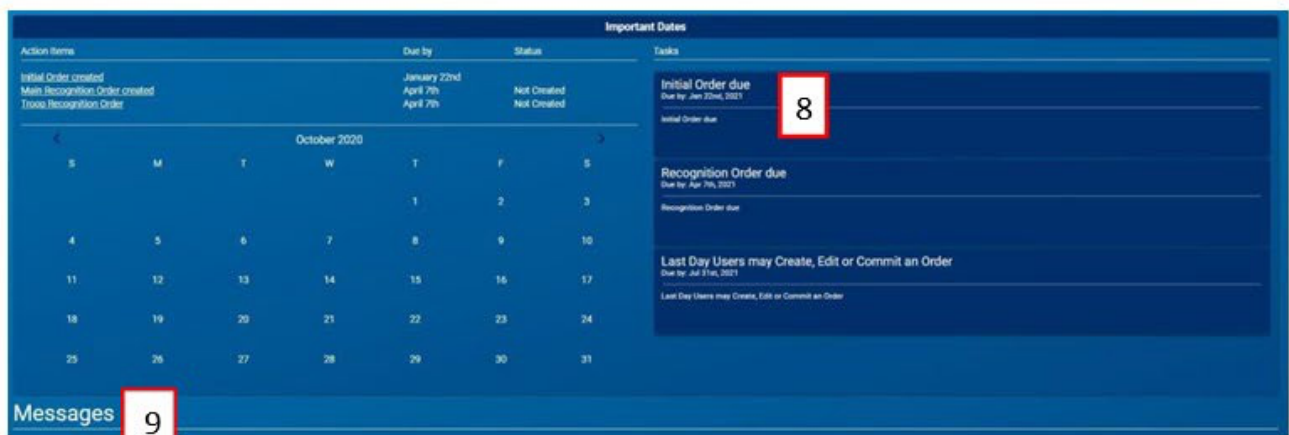
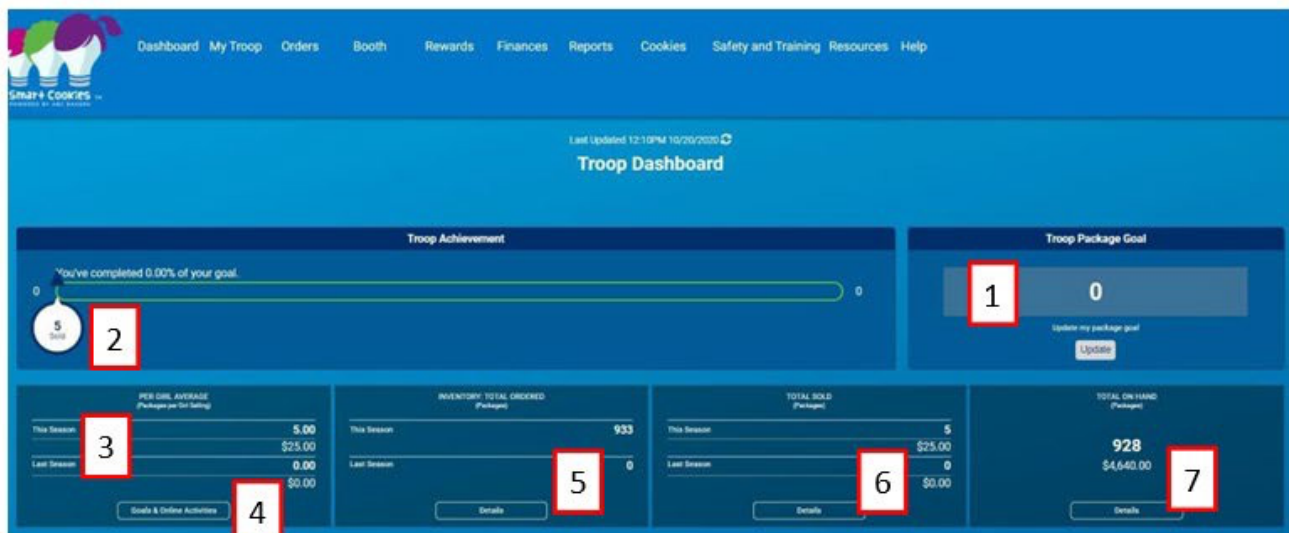
Navigating the Dashboard

(Numbers below correspond to image on next page)

1. Work with your Troop to establish your cookie goal. You can update it anytime by clicking in the box, typing in a number, and pressing **Update**.
2. See your progress towards your goal throughout the sale under Troop Achievement
3. Check how many packages have been sold divided by the number of girls selling (Per Girl Average)
4. Compare to your Troop's PGA from the end of last year's sale.
5. Total ordered – total of initial orders, orders picked up from a cupboard or transferred in from another Troop, and direct ship packages.
6. Total Sold will include all cookies assigned to Girl Scouts either by transfers to girls or through the Smart Booth Divider.
 - Your total sold may end up being more than your total ordered if you had direct ship or virtual cookie share donations.
7. Total On-Hand in package amount and dollar amount
 - Displays inventory remaining with Troop – not assigned to Girl Scouts
8. Important due dates and sale milestones
9. Announcements from River Valleys and your Service Unit will appear as Messages.
10. View your participation and compare it to last year's numbers.
11. Financial Summary shows information such as your total sales, proceeds, and balance due.
12. Additional Sales Information
 - Sold by Channel: The way in which cookies were sold by girl.
 - Sold by Cookies: The sales of each cookie variety.
 - Girl Financial Responsibility: transfers to a girl and balance due.

Important Note: The dashboard is a great place to get a quick snapshot of your sale, but sometimes it experiences lags in keeping up! If you don't think your dashboard is accurately reflecting your sales numbers, then:

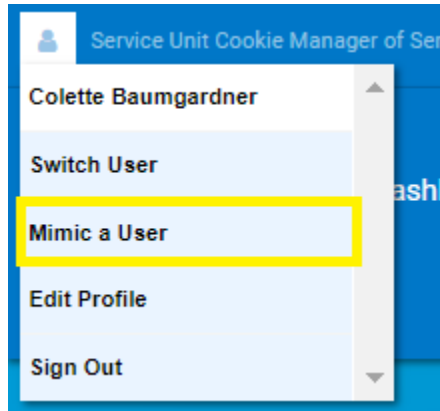
- Click refresh at the top of the page (circulating arrow button above Troop Dashboard)
- Check your reports, which will always give you the most accurate and up-to-date information.



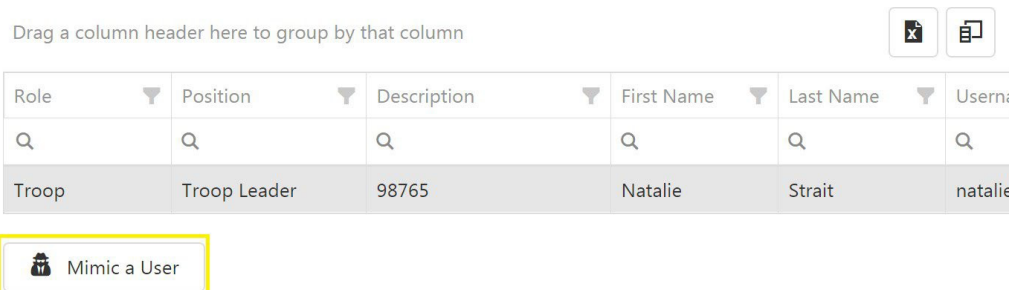
Mimic a User

When using the 'Mimic a User' feature in Smart Cookies, you can view a person's account from their perspective. Service unit users can mimic Troops in their service unit. To mimic a user:

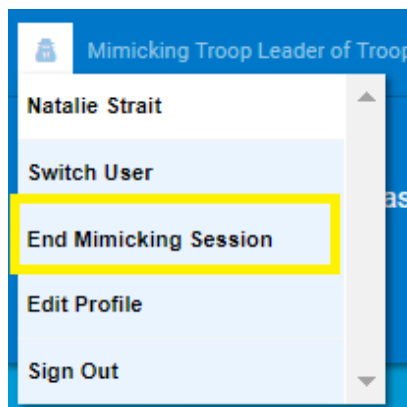
1. Log into Smart Cookies
2. Click on the person outline at the top left of your screen, and click **Mimic a User**



3. Click on the appropriate user.
4. Click on **Mimic a User**



5. Review the account as needed.
6. Once finished, click on the person outline again, and click **End Mimicking Session**

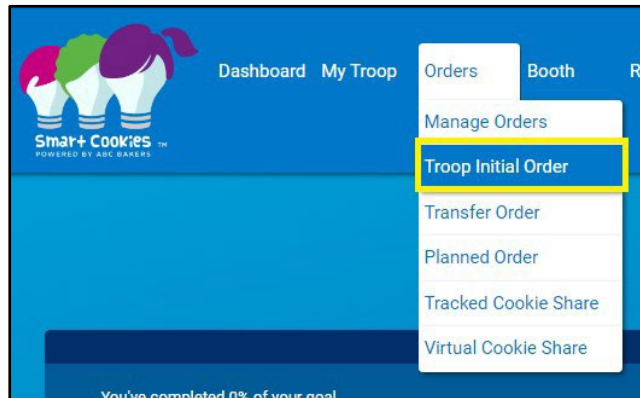


Initial Order

Placing an initial order ensures that your Girl Scouts have the cookies they need to get started on Cookie Go Day. Connect with your Troop to see what their goals are for this cookie season. For additional help on calculating your Troops initial order, check out the [CookieCalculator.org](https://www.cookiecalculator.org).

Remember to place your Initial Order by the designated due date:

1. Log into Smart Cookies, go to the Orders tab, and select Troop Initial Order



2. Enter your quantities in CASES by variety. A case contains 12 packages of cookies.

A screenshot of the 'Build Order' form in the Smart Cookies application. The form is titled 'Build Order By' with radio buttons for 'Cookies' (selected) and 'Bills'. It also has a 'Measure By' section with radio buttons for 'Cases' (selected) and 'Packages'. The table below lists various cookie varieties with their prices and input fields for 'Troop Order' and 'Total Cases'. The 'Total' row shows a 'TOTAL ORDER VALUE: \$0.00' and 'TOTAL CASES: 0'.

		Troop Order	Total Cases
TexasTay	\$0.00	<input type="text" value="0"/>	0
Smores	\$0.00	<input type="text" value="0"/>	0
Lemonades	\$0.00	<input type="text" value="0"/>	0
Shortbread	\$0.00	<input type="text" value="0"/>	0
The Mintz	\$0.00	<input type="text" value="0"/>	0
Peanut Butter Patties	\$0.00	<input type="text" value="0"/>	0
Caramel Delites	\$0.00	<input type="text" value="0"/>	0
Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	0
Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>	0
Total	\$0.00		0

Note: The Initial Order is picked up in full cases. Individual packages cannot be picked up with the Initial Order.

3. Click **Save**
4. Select your Delivery Station and time (image on next page)

Select Delivery Station

1. Choose a Location

Cookie Station, 122 Cookie Ct
Shoreland City, MN, 55123

Eden Prairie SUN, 7100 Washington Ave S
Eden Prairie, MN, 55344

2. Pick A Date

Thu, Jan 30

Sat, Feb 1

3. Make An Appointment

Time of Day

Morning 6 AM - 12 PM

Afternoon 12 PM - 3 PM

Evening 5 PM - 11 PM

Hour

7 AM

8 AM

9 AM

10 AM

11 AM

Appointment

You'll need 10 minutes to accommodate your order size. Pick a start time.

08:00

08:10

08:20

08:30

08:40

08:50

Save

5. Click **save**.

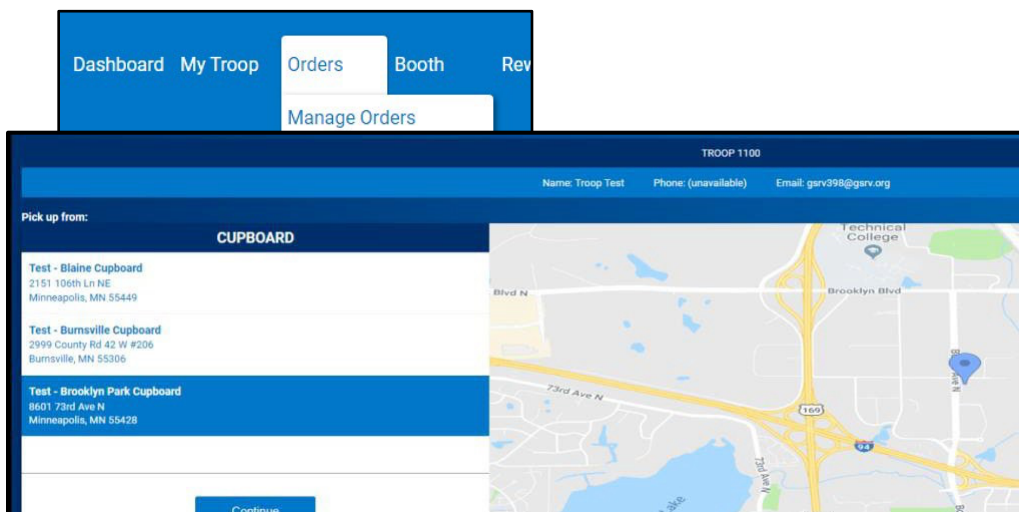
Read more about how to earn the [Initial Order Reward](#) via [Cookie Central](#). Note: if your Troop is assigned to a Mini Drop delivery, only one delivery station will appear for you.

Planned Orders

Regional and Council Express Cookie Cupboards use planned orders to manage inventory needed by Troops. Planned Orders allow Troops to place a pre-order so they can have the cookies they want, when they want them.

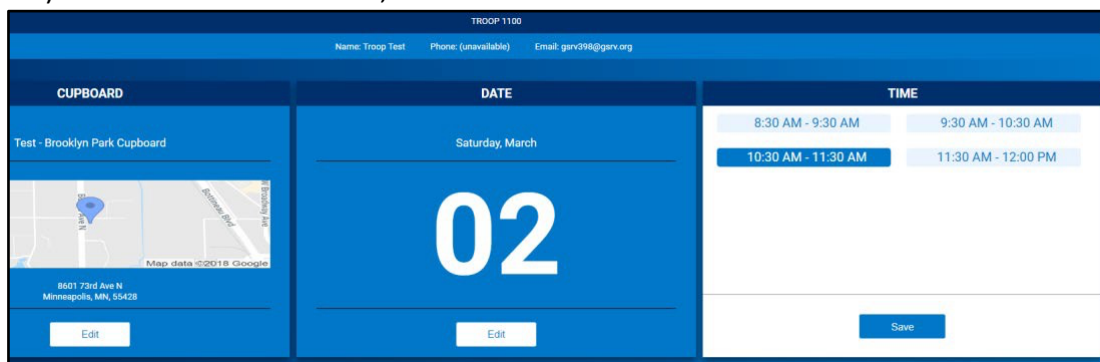
If you are visiting a cupboard that uses planned orders, follow these steps. Visit the [Cookie Cupboards](#) reference page to find which cupboards use planned orders. To enter a planned order in Smart Cookies:

1. Log into Smart Cookies, go to the **Orders** tab, and select **Planned Order**.



The screenshot shows the Smart Cookies web application. At the top, there is a navigation bar with tabs: Dashboard, My Troop, Orders, Booth, and Rev. The 'Orders' tab is selected, and a sub-menu 'Manage Orders' is visible. Below the navigation bar, the page title is 'TROOP 1100'. The main content area is divided into two sections. On the left, under the heading 'Pick up from: CUPBOARD', there is a list of three cupboards: 'Test - Blaine Cupboard' (2151 106th Ln NE, Minneapolis, MN 55449), 'Test - Burnsville Cupboard' (2999 County Rd 42 W #206, Burnsville, MN 55306), and 'Test - Brooklyn Park Cupboard' (8601 73rd Ave N, Minneapolis, MN 55428). On the right, there is a map showing the location of the selected cupboard, 'Test - Brooklyn Park Cupboard', with a blue pin. A 'Continue' button is at the bottom left of the map area.

2. Select the cupboard location and click **Continue** (Troops that use a Regional/Regional Express cupboard will see their assigned cupboard on this list). Select the date and time, and click **Save**



The screenshot shows the Smart Cookies web application. At the top, there is a navigation bar with tabs: Dashboard, My Troop, Orders, Booth, and Rev. The 'Orders' tab is selected, and a sub-menu 'Manage Orders' is visible. Below the navigation bar, the page title is 'TROOP 1100'. The main content area is divided into three sections. On the left, under the heading 'CUPBOARD', there is a map showing the location of the selected cupboard, 'Test - Brooklyn Park Cupboard', with a blue pin. Below the map, there is an 'Edit' button. In the center, under the heading 'DATE', there is a large display showing '02' and 'Saturday, March'. Below the date, there is an 'Edit' button. On the right, under the heading 'TIME', there is a grid of time slots: '8:30 AM - 9:30 AM', '9:30 AM - 10:30 AM', '10:30 AM - 11:30 AM', and '11:30 AM - 12:00 PM'. Below the time slots, there is a 'Save' button.

Note: Regional/Regional Express cupboards will have default time of 7:30 am will appear. This is not the actual pick up time, and you should refer to your cupboard hours of operations on the Smart Cookies Dashboard. Connect with your cupboard manager with questions.

3. Enter your order. If you are making an exchange, write it in the Order Notes.

The screenshot shows a 'Clear Order' form. At the top left is a 'Clear Order' button. At the top right is the text 'CASES / PACKAGES'. Below this is a table of items:

	Thanks-A-Lot	\$120.00	<input type="text" value="2"/>	<input type="text" value="0"/>
	S'mores	\$120.00	<input type="text" value="2"/>	<input type="text" value="0"/>
	Lemonades	\$120.00	<input type="text" value="2"/>	<input type="text" value="0"/>
	Shortbread	\$60.00	<input type="text" value="1"/>	<input type="text" value="0"/>
	Thin Mints	\$180.00	<input type="text" value="3"/>	<input type="text" value="0"/>
	Peanut Butter Patties	\$180.00	<input type="text" value="3"/>	<input type="text" value="0"/>
	Caramel deLites	\$180.00	<input type="text" value="3"/>	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals		\$960.00	16	0

Below the table is an 'Order Notes' section with a text area containing the text: 'Returning for exchange: 1 case peanut butter sandwich'. At the bottom right is a 'Print Receipt' button.

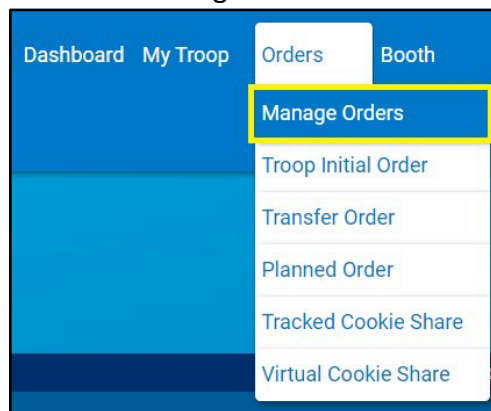
Note: Avoid using special characters such as &, !, %, etc. in the order notes. This may prevent you from submitting the order.

4. Press **Save**

How to Edit Your Order After It Has Been Placed

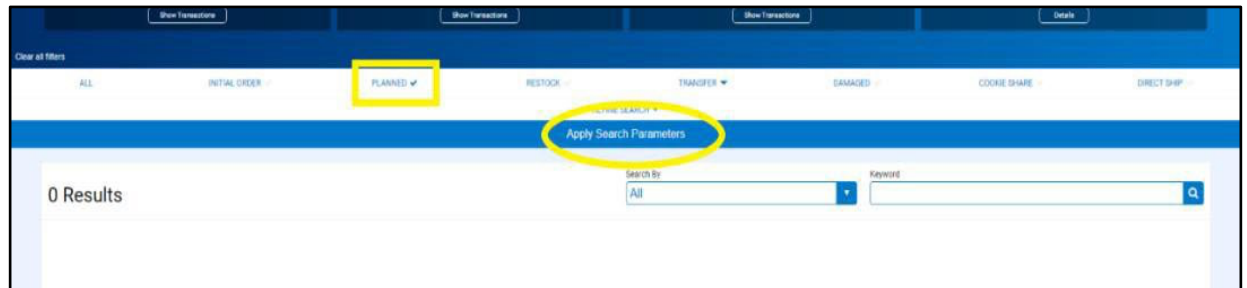
If you need to edit your planned order after you have returned to the dashboard:

1. Go to the Manage Orders tab.



2. Filter for Planned Orders

3. Click **Apply Search Parameters**



4. To edit, scroll over to the far-right hand side of the screen, and click Edit Order



5. Repeat the Planned Order steps as shown above and save after making the necessary changes.

Note: Planned orders are due each Monday by 8am. You will not be able to edit your planned order after that deadline has passed.

Cookie Transfers

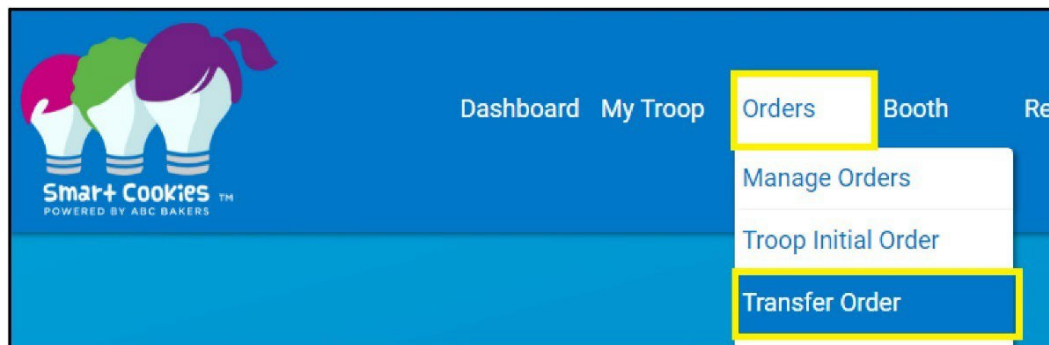
Troops can do Troop to Girl (T2G), Girl to Troop (G2T), Girl to Girl (G2G) and Troop to Troop (T2T) cookie transfers in Smart Cookies. All other transfers are done at the council level.

All cookie transfers done in Smart Cookies should also have a corresponding paper receipt. This will help with Troop financial security and tracking of any inventory discrepancies.

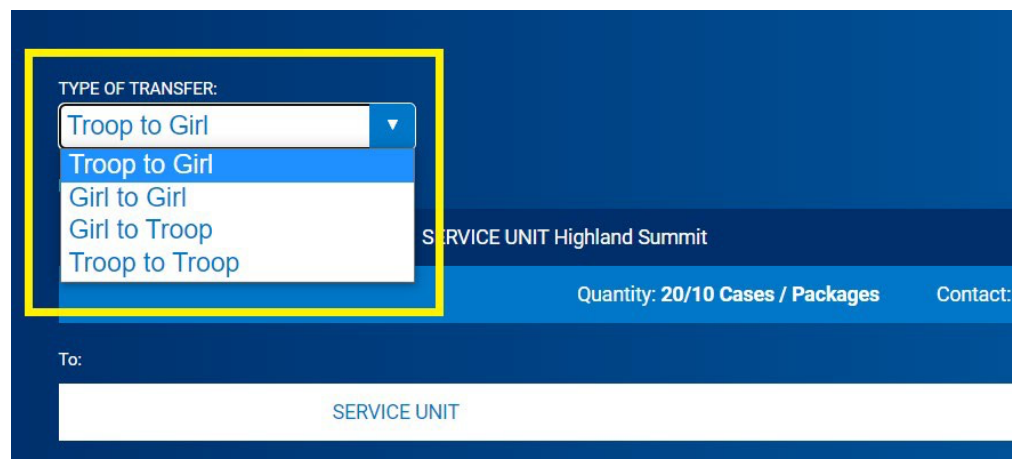
Troop to Girl Transfer

Transferring cookies from the Troop to the girl is called a "Troop to girl" (T2G) transfer. This is the way Girl Scouts get credit for their sales and must be done for girls and Troops to earn rewards. This transfer is commonly referred to as "allocating packages to girls."

1. Log into Smart Cookies, go to the Orders tab, and select Transfer Order



2. In the Type of Transfer dropdown, select **Troop to Girl**



- The Troop will auto populate in the **From:** line. In the **To:** line, select the Girl Scout receiving the cookies by clicking the down arrow on the far-right side.

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT Aberfeldy TROOP 10001

Quantity: 5990 Packages Contact: Tammy Freese | (800) 845-0787 | tammy@gsrv.org

To: SERVICE UNIT TROOP GIRL

Reset

- Select the girl name and click **Apply**

From: SERVICE UNIT Aberfeldy TROOP 10001

Quantity: 5990 Packages Contact: Tammy Freese | (800) 845-0787 | tammy@gsrv.org

To: SERVICE UNIT TROOP GIRL

Search Aberfeldy 10001

Chloe Senjem
Emily Scout Test
Lizzo Awesome
Serena Williams
Tammy Test
Taylor Swift

Apply

- Use the Cases/Packages column to enter the cookie amounts to transfer

Clear Quantities

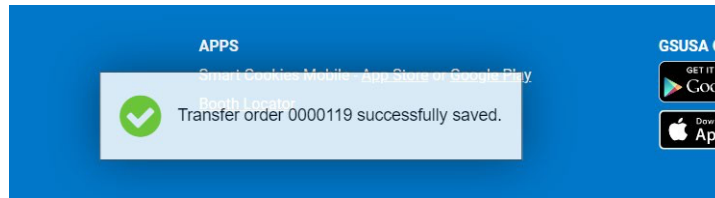
			CASES / PACKAGES	BOOTHS CASES / PACKAGES
Adventurefuls	\$10.00	0 / 2	0 / 0	
Toast'Yay	\$15.00	0 / 3	0 / 0	
Lemonades	\$5.00	0 / 1	0 / 0	
Trefoil	\$20.00	0 / 4	0 / 0	
Thin Mints	\$45.00	0 / 9	0 / 0	
Peanut Butter Patties	\$20.00	0 / 4	0 / 0	
Caramel deLites	\$15.00	0 / 3	0 / 0	
Peanut Butter Sandwich	\$0.00	0 / 0	0 / 0	
Caramel Chocolate Chip	\$0.00	0 / 0	0 / 0	
Totals	\$130.00	2 / 2	0 / 0	

Order Notes
Type here (250 Characters max)

Save

Note: For booth sales, it is best to use the Smart Booth Divider to record booth sales, rather than entering them as Booths Packages on the Transfer Order page.

6. Click Save
7. A confirmation box with a green check should appear saying the transfer order was successfully saved.



8. You can then print receipt for your or the girl's records.
9. See the Transferring Orders section to learn how to view this transfer on the Manage Orders screen.

Girl to Troop Transfer

These transfers are used when Girl Scouts return packages to the Troop. This process is almost the same as Troop-to-Girl transfers (above).

1. Log into Smart Cookies, go to the Orders tab, and select Transfer Order
2. In the Type of Transfer dropdown, select Girl to Troop
3. Select the Girl Scout returning the cookies to the Troop by clicking the down arrow by Girl in the **From:** bar
4. Select the girl name and click **Apply**
5. Use the **Cases/Packages** column to enter the transfer.
6. Click **Save**

Girl-to-Girl Transfer

Before doing a Girl-to-Girl transfer, it is important to note that these transfers do **not** automatically appear on the Manage Orders screen. See the Reviewing Troop Orders section for info. To transfer cookies from one Girl Scout to another, there are two options:

1. Complete a G2G transfer, following steps similar to above.
 - a. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**
 - b. In the **Type of Transfer** dropdown, select **Girl to Girl**
 - c. Select the girl giving cookies for the **From:** line, and the Girl Scout receiving cookies in the **To:** line.
 - d. Select the Girl Scout's name and click **Apply**
 - e. Use the **Cases/Packages** column to enter the transfer
 - f. Click **Save**

2. If you want to see all of the transfers by default on the Manage Orders page, pass the cookies through the Troop inventory, rather than a G2G direct transfer.
 1. For example: If Sally gives Jane 1 package of Shortbreads, you would have 2 transfers:
 1. Sally to Troop: 1 package Shortbread
 2. Troop to Jane: 1 package ShortbreadEntering them as two transfers will allow you to see the movement of these packages from a Troop perspective.

Troop to Troop Transfer

These transfers are used when cookies are transferred between two Troops.

Note: It is recommended the receiving Troop completes this transfer as they are the ones assuming financial responsibility for the cookies. Be sure to communicate with the other Troop about who will be completing the transfer.

Pro Tip: If you have a Smart Phone, complete the transfer in the Smart Cookies while both Troops are present to ensure accuracy.

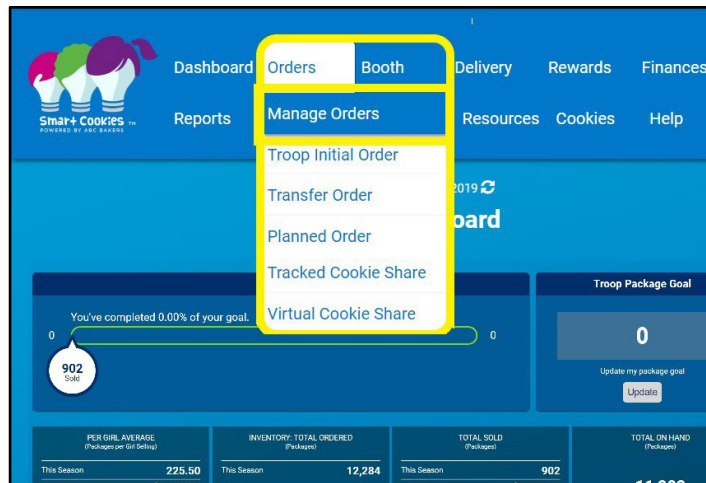
1. Log into Smart Cookies, go to the **Orders** tab, and select **Transfer Order**
2. In the Type of Transfer dropdown, select **Troop to Troop**
3. Select the Service Unit and Troop Number of the Troop you are receiving cookies from
4. Your Service Unit and Troop number will automatically populate in the **TO:** bar.
5. Use the **Cases/Packages** column to enter the transfer.
6. Click **Save**

Reviewing Troop Orders

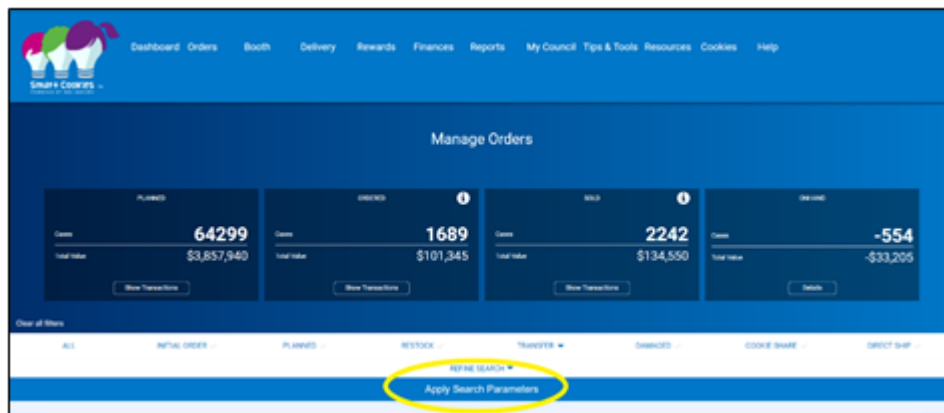
Any movement of inventory is done through Transfers in Smart Cookies.

While transfers are logged in many ways, they can all be viewed using the following steps:

1. Log into Smart Cookies, go to the **Orders** tab, and select **Manage Orders**



2. View all your Troop sale activity by pressing Apply Search Parameters.



3. If you would like to add a filter to review a specific type of activity, select the type of order you wish to review – **Initial Order**, **Planned Orders**, **Transfer Cookie Share**, etc. (Image on next page). When selecting transfers, you must click the drop-down arrow adjacent to **Transfer** to select the types of transfers you wish to see. Those can be cupboard to Troop, Troop to cupboard, Troop to Troop, Troop to girl, girl to Troop, and girl to girl. **Note: If you filter for cookie share orders you will only see virtual orders for the Cookie Care Program (council inventory donations). You will not see tracked Cookie Share order for the Cookie Care Program (Troop inventory donations).**

PLANNED	ORDERED	SOLD	ON HAND
Cases 64299	Cases 1689	Cases 2242	Cases -554
Total Value \$3,857,940	Total Value \$101,345	Total Value \$134,550	Total Value -\$33,205
Show Transactions	Show Transactions	Show Transactions	Details

Clear all filters

ALL INITIAL ORDER PLANNED RESTOCK TRANSFER DAMAGED COOKIE SHARE DIRECT SHIP

Apply Search Parameters

4. You will see all the selected transactions into and out of your Troop by variety. **Note:** the default unit of measure for display is packages but you can view your transactions by Cases or Case/packages. It is recommended that you view by Packages or Cases/Packages only, as the Cases view will round up all your inventory to the nearest case, which is not the most accurate way to view.

Apply Search Parameters

532 Results

Search By: Keyword:

From: To: [Apply](#)

☐ Cases ☒ Packages ☐ Cases/Packages

Action: [Apply](#)

DATE ORDER # TYPE TO FROM CShare TAL SMR LEM SB TM PBP CD PBS GFC

5. Organize the transfers by the headings in blue by clicking **Date, Order #, Type, To, From, CSHARE**, or a cookie variety.

DATE	ORDER #	TYPE	TO	FROM	CShare	TAL
11/6/2018	1547	INITIAL	Master Cupboard	Master Cupboard	0	144
11/6/2018	1548	INITIAL	Test - Fridley Cupboard	Test - Fridley Cupboard	0	144

6. If you would prefer to view your transfers by excel, you may download them by pressing **Export to Excel** in the bottom right corner of the Manage Orders page. Keep in mind that this will need to be re-downloaded to see any future changes made.

11/8/2018	1571	T2G	Doreen Amy	1003	0	-6	-12	-6	-12	-24	-24	-24	0	-6	-114	-570.00
11/8/2018	1572	C2T	1003	Test - Brooklyn Park Cupboard	0	12	12	12	12	24	24	24	6	12	138	690.00
11/8/2018	1573	T2G	Ava Williams	1003	0	-6	-6	-6	-6	-12	-12	-12	-6	-6	-72	-360.00
11/8/2018	1574	T2G	Doreen Amy	1003	0	0	0	0	0	-6	-6	-12	-6	0	-30	-150.00
11/8/2018	1575	T2G	Claire Turner	1004	0	-6	-6	-6	-6	-12	-12	-12	-6	-6	-72	-360.00
11/8/2018	1576	T2G	Isabella Jones	1004	0	-6	-12	-12	-6	-12	-12	-12	-6	-12	-90	-450.00

< 1 2 3 4 5 ... 11 >

[Export to Excel](#)

7. Girl to Girl transfers will not appear on this page because they do not change the Troop inventory. To view transfers between the Girl Scouts in your Troop, click **Refine the Search** on the Manage Orders page and select one or more girls. Click **Apply Search Parameters**

The screenshot shows the 'Manage Orders' page with three search filters: Troops, Girls, and Cupboards. The 'Girls' filter is active, showing a list of girls: Frances Hesselbein, Juliette Gordon Low, Sally Sue, and Sally Sue. The 'Apply Search Parameters' button is highlighted in a yellow box.

8. Filter for G2G transfers by clicking the light grey filter button next to **TYPE**, select **G2G**, then click **OK**.

The screenshot shows the search results page with 46 results. The 'TYPE' filter dropdown is open, showing options like G2G, G2T, and COOKIE_SHARE. The 'G2G' option is selected and highlighted in a yellow box. The 'OK' button is also highlighted in a yellow box.

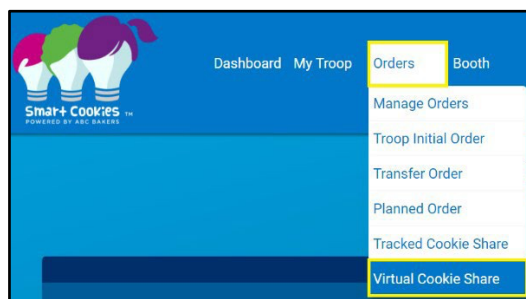
DATE	ORDER #	TYPE	TO	FROM
11/29/2023			Tammy Test	10001
11/29/2023			Tammy Test	10001
11/30/2023			Emily Scout Test	10001
11/30/2023			Emily Scout Test	10001
2/9/2023			Tammy Test	10001
2/9/2023			Emily Scout Test	10001
2/9/2023			Taylor Swift	10001
2/9/2023	65	COOKIE_SHARE	Tammy Test	10001

River Valleys Inventory Donations (Virtual Cookie Share)

[Girl Scouts River Valleys inventory donations](#) (Virtual Cookie Share) allows Girl Scout Troops to donate cookies through the council-wide effort that focuses on food shelves, the Red Cross, and school lunch programs. Girl Scouts collect money from supporters for a council-directed donation program. In this program, girls get credit for sales, increase their financial responsibility, but do not see any changes to their physical inventory. These donations are facilitated by Girl Scouts River Valleys. Funds collected for council donations are tracked in Smart Cookies on the Virtual Cookie Share page.

To log these donations:

1. Log into Smart Cookies, go to the Orders tab and select Virtual Cookie Share



2. Enter the package quantities by girl and click Save. This credits Violet with 5 packages sold as a CSHARE donation. She will become financially responsible for these packages and receive credit for the sale, but her and her Troop's inventory will not be affected. See the Reviewing Troop Orders section to learn how to see these orders on the Manage Orders page.

Name	Packages
Lucy	0
Elizabeth	0
Violet	5
Lily	0
Taylor	0
Ella	0

< 1 2 >

Total	5
--------------	----------

Order notes

Door to Door Sale, Feb 25

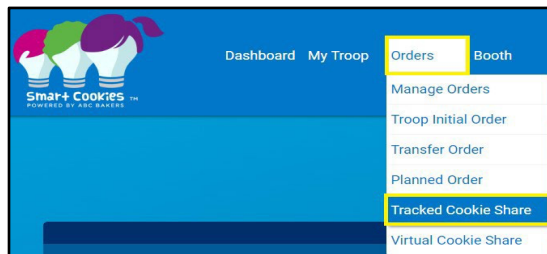
Save

Troop Inventory Donations (Tracked Cookie Share)

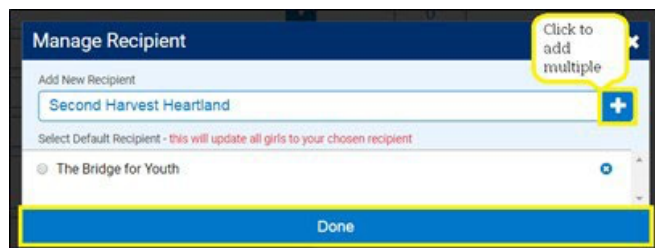
[Troop inventory donations](#) (Tracked Cookie Share) allow Girl Scout Troops to donate cookies to a local organization. Girl Scouts collect money from supporters and distribute the cookies from their on-hand inventory. The Tracked Cookie Share page in Smart Cookies is where Troops account for the donations they will be making with their own inventory. This page is a running tally and can be updated at any time with the current totals for donations.

To log these donations:

1. Log into Smart Cookies, go to the Orders tab and select Tracked Cookie Share



2. Click Manage Recipients above the list of girl names
3. Enter the name of the organization in the text box. To add multiple at one time, click the "+" button at the end of the text box. Click **Done**. **Note: If you do not yet know where the cookies will be donated, you can proceed with tracking the packages without a recipient listed.**



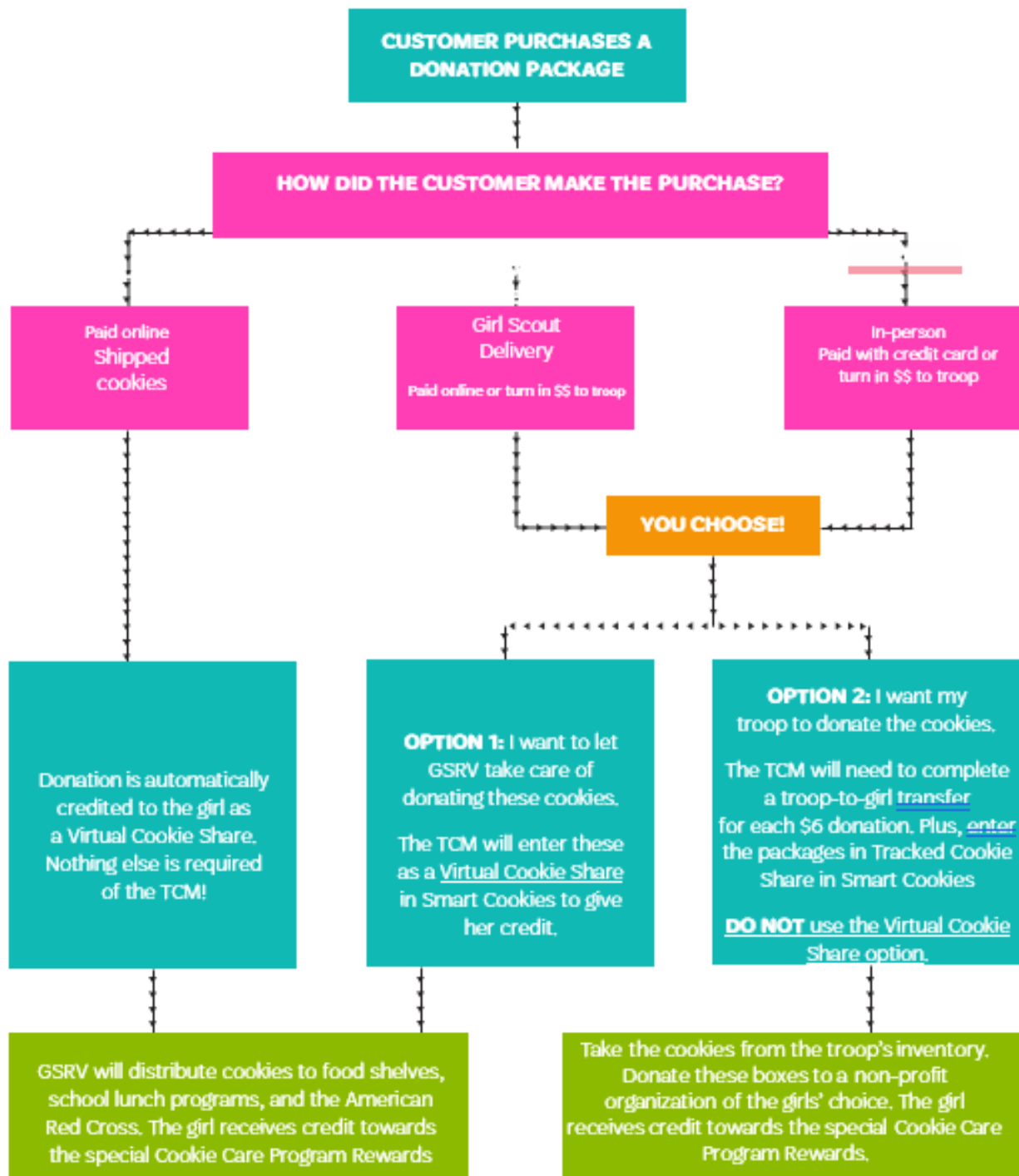
4. Select the Donation Recipient by clicking the arrow in the dropdown box. One Girl Scout can only donate packages to one recipient in Smart Cookies.
5. Enter the number of packages to be donated by the Girl Scout in the Other column and click **Save**. **Note: Entering packages on this page does not impact a girl's inventory or financial responsibility but does positively impact her donation rewards.**

Manage Recipients		Loaded from Smart Booth Divider		Enter HERE		Packages		
Name	Recipient	Initial Order	Booth Divider	Other		Total		
Katherine Parr	<input type="text"/>	0	0	0		0		
Kathryn Howard	<input type="text"/>	0	0	0		0		
Anne Cleves	<input type="text"/>	0	0	0		0		
Jane Seymour	<input type="text"/>	0	0	0		0		
Anne Boleyn	<input type="text"/>	0	0	0		0		
Catherine Aragon	<input type="text"/>	0	0	0		0		
Elizabeth Tudor	<input type="text"/>	0	0	0		0		
Troop Totals								
INITIAL ORDER		0	BOOTH	0	OTHER	0	TOTAL PACKAGES	0
Save								

6. If a Girl Scout has adequate inventory to cover her tracked cookie share donations, no additional transfers need to be created. The girl would give the physical packages of cookies back to the Troop volunteer to be donated. If they do not have any cookies in her inventory for donation, the Troop should create a Troop to girl transfer to transfer the number of packages credited for track cookie share. This will ensure the girl has proper incentive credit. This will assign financial responsibility to the girl and the Troop should collect for these cookies. The Troop would retain the physical packages for donation.

MANAGING DONATED COOKIES

To make sure you account for your cookie inventory correctly for all donations, follow these guidelines:



NOTE: If a Girl Scout shows customer donation purchases through Digital Cookie (Girl Scout Delivery or in-person sales), these orders are not automatically credited as donations. Girl Scouts can let the TCM know which option they prefer or check the All Order Data report in Digital Cookie to confirm.

MANAGING DONATED BOOTH COOKIES

To account for your booth sales correctly for all donations, follow these steps:

Use the Smart Booth Divider to enter the donations for the booth. Enter the donations based on the which option of the Cookie Care Program the troop is participating in:










- Cshare: These are donations made from council inventory (Virtual Cookie Share)
- Tracked CS: These are donations made from troop inventory (Tracked Cookie Share)

Girl Scout	CShare	ASH	TV	CSH	NS	TH	FW	SD	NS	ST	Tracked CS	PACKAGES SOLD
Emily Social Trail	2	6	6	11	4	10	16	16	0	0	3	77
Lizzo Aesopse	2	6	6	11	4	10	16	16	0	0	3	77
Denise Williams	2	8	8	13	4	10	18	18	0	0	4	89

For donations made from council inventory, no further action is required after you enter the # of packages in the CShare field and distribute between the Girl Scouts that participated in the cookie booth. The credit will be given automatically to the Girl Scout. Since you are using the Smart Booth Divider, Smart Cookies assumes you collected the \$5/package at the booth, no further financial transaction is needed.

For donations made from troop inventory, you must also transfer the cookies that are being donated from troop inventory to the Girl Scout to give credit towards packages sold. You can choose to wait until the end of the sale to make these transfers when you have a better grasp on your leftover inventory. Follow these steps after you enter the # of packages in the Tracked CS Share field in the Smart Booth Divider and distribute between the Girl Scouts that participated in the cookie booth:

1. Go To Orders>Transfer Order then select the Troop to Girl as the type of transfer.
2. Select the Girl Scout to transfer the cookies to
3. Enter the total by variety in the Booths Packages column. For example, if the Girl Scout has credit for 15 Tracked CS donations, you will transfer a total of 15 packages using the Booths Packages column.

Clear Quantities		PACKAGES		BOOTH PACKAGES
	Adventure Mix	\$50.00	0	10
	Treat Mix	\$25.00	0	5
	Lemonades	\$0.00	0	0
	Treats	\$0.00	0	0
	Thin Mints	\$0.00	0	0
	Peanut Butter Patties	\$0.00	0	0
	Caramel deLites	\$0.00	0	0
	Peanut Butter Sandwich	\$0.00	0	0
	Caramel Chocolate Chip	\$0.00	0	0
Totals		\$75.00	0	15

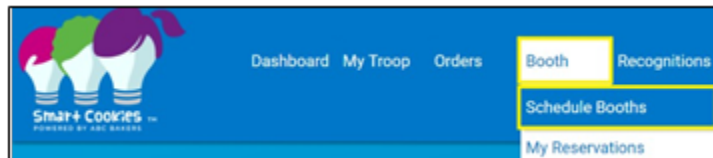
By using the Booths Packages column, this will increase the total # of packages sold for the Girl Scout, but it will not increase the financial responsibility for the packages.

Entering the Cookie Booth Lottery

As part of the booth sign-up process, your Troop can enter the [booth lottery](#). For more information on cookie booths, including specifics on the lottery and First Come, First Served process, visit Cookie Central on Cookie Booths.

To sign up:

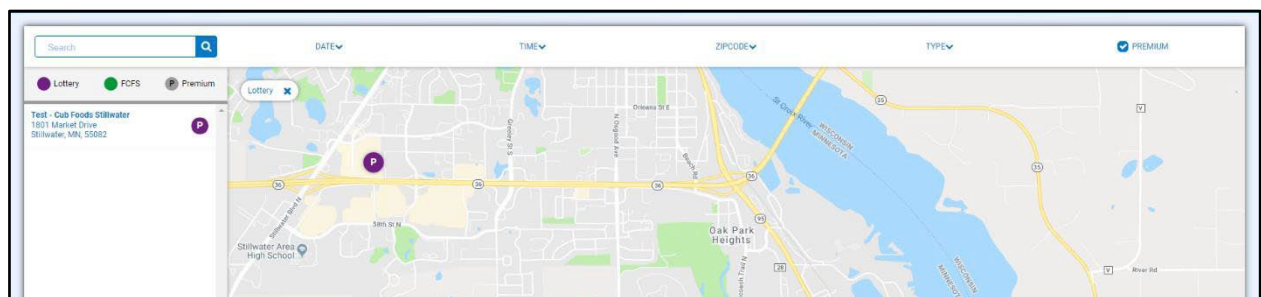
1. Go to the Booths tab and select Schedule Booths.



2. See the dates at the top for the lottery deadline, and when First Come, First Booths will start.

Schedule Booths					
Central Standard Time Booth Locations					
Closed: Lottery			Open: First Come, First Served - Reservation 1		
Opens On: Jan 08 @ 07:00 AM		Closes On: Jan 15 @ 11:00 AM		Opens On: Jan 18 @ 07:00 PM	
Closes On: Mar 26 @ 04:00 PM		Max Premium Wins 1		Max Premium Reservations 999	
Max Requests 10		Max Total Wins 1		Max Total Reservations 999	

3. Once on the Schedule Booths page, there are several ways that to find a booth:
 2. Search by Date, Time, Zip Code, and/or Type by clicking on the down arrow to the right of the text.
 3. Type in the location name by using the Search feature.
 4. Search by using the map. You can zoom in and out on the map and select the booth you would like by clicking on the location's icon.
 5. Lottery Booths will appear in Purple.



4. When you find a location you would like, select it on the list on the left.

5. Select an available date and time. You can select multiple booth appointments before pressing Save.

The screenshot displays a web interface titled "Select the dates and times for Lottery". On the left, a calendar for the month of July is shown. The dates 17, 23, and 24 are highlighted with blue boxes. To the right of the calendar, the selected date "Tuesday, July 23" is displayed. Below this, a list of time slots is shown: 08:00 AM - 09:30 AM, 09:30 AM - 11:00 AM, 11:00 AM - 12:30 PM, 12:30 PM - 02:00 PM, 02:00 PM - 03:30 PM, 03:30 PM - 05:00 PM, 05:00 PM - 06:30 PM, and 06:30 PM - 08:00 PM. The 03:30 PM - 05:00 PM slot is selected and highlighted in blue. A counter in the top right corner indicates "3 Times Selected". At the bottom center, a blue "Save" button is highlighted with a yellow rectangular box.

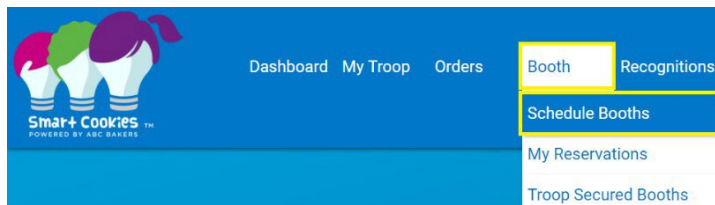
6. Make sure you have selected no more than the maximum number allowed. If you select more than the max, you will not be able to proceed.
7. You will be emailed with your booth location the date the lottery runs.

Note: Don't select booths you would not want to or be able to attend. You can select less than the maximum.

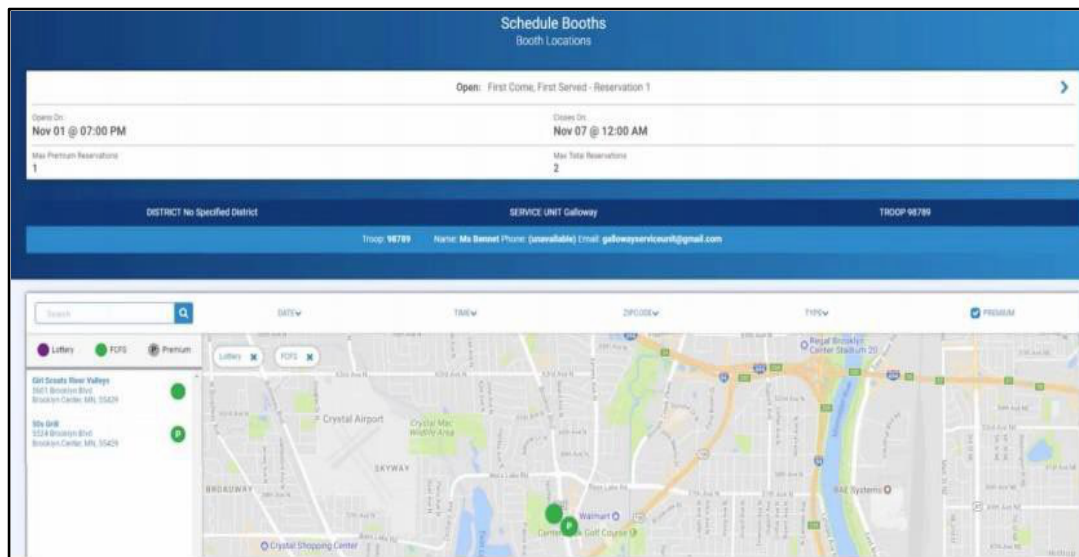
First Come, First Serve Booth Reservations

A [council-secured booth](#) is a cookie booth that GSRV has secured for Troops to sign up for in Smart Cookies. They will be initially available through the Booth Lottery. Following the lottery, they will become available on a first come, first serve basis. To reserve a first come, first serve booth in Smart Cookies, follow the steps below.

1. Log into Smart Cookies, go to the Booth tab, and select Schedule Booths



2. Once on the Schedule Booths page, there are several ways to find a booth:
 - Search by Date, Time, Zip Code, and/or Type by clicking on the down arrow to the right of the text.
 - Type in the location name by using the Search feature.
 - Search by using the map. You can zoom in and out on the map and select the booth you would like by clicking on the location's icon.
 - First Come, First Serve (FCFS) booths will appear in green.



3. Once you have selected a cookie booth, a calendar will appear.

The screenshot displays a web interface for selecting a reservation. It is divided into two main sections: "1. Select an available time for FCFS" and "2. Select an appointment time".

Section 1: Select an available time for FCFS

This section features a calendar for the month of February. The days of the week are listed at the top: S, M, T, W, T, F, S. The dates are arranged in a grid. The date 15 is highlighted with a yellow box, indicating it has been selected.

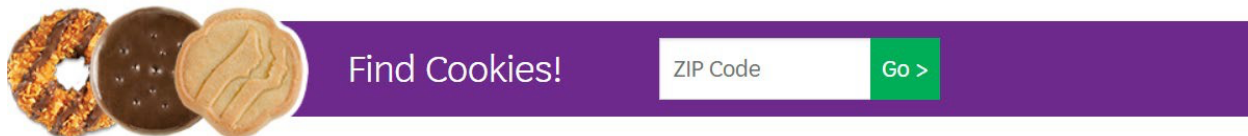
Section 2: Select an appointment time

This section shows four time slots: 09:00 AM - 10:00 AM, 10:00 AM - 12:00 PM, 12:00 PM - 02:00 PM, and 04:00 PM - 05:00 PM. The last slot, 04:00 PM - 05:00 PM, is highlighted with a yellow box, indicating it has been selected. Below the time slots is a blue button labeled "Save", which is also highlighted with a yellow box.

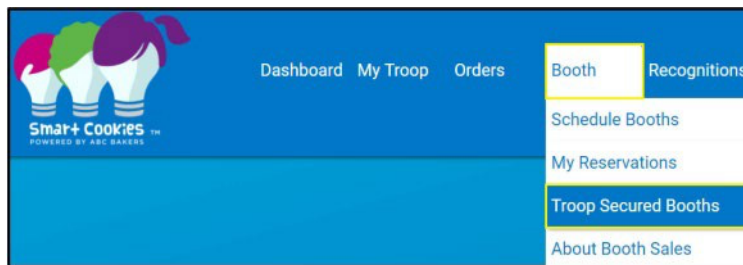
4. Select the desired date and time.
5. Press **Save**. Your Troop will immediately be assigned to this location, and you will receive an email confirmation from the Smart Cookies system if your Troop was successful in securing this timeslot.
6. You will see the booth appear under **My Reservations** under the Booth tab.

Reserve a Troop-Secured Booth

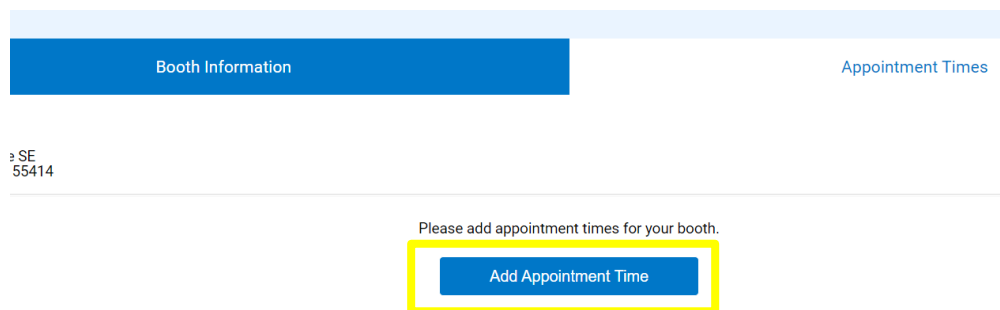
Troop-secured booths are located at stores that Troops have contacted and requested to sell. These booths need to be requested in Smart Cookies at least 3 days in advance so that we can make sure there aren't any timing conflicts with another Troop and the location follows the Cookie Booth Policies. You will receive an email once your booth request has been approved or denied. We thank you for your patience as we process many awesome booth locations at the beginning of the sale! Once it is approved, your booth's location will be included in the GSUSA Cookie Finder feature which is linked from [Cookie Central](#).



1. Log into Smart Cookies, go to the Booth tab, and select Troop Secured Booths



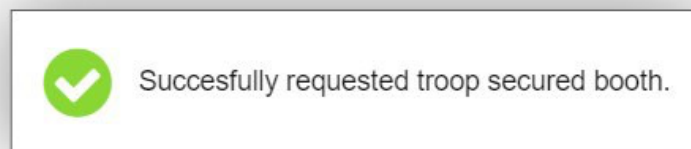
2. Fill out the form (location contact information is optional) and click **Save** at the bottom of the screen.
3. On the next screen, click **Add Appointment Time**



4. Fill out the time and date information
5. Click Save

6. If you want to request multiple time spots, click Request Appointment Time again and refill the pop-up screen. Once all times have been entered for that location, click **Save** at the bottom of the screen.

7. After you click Save, a green checkmark confirmation box will appear at the bottom of your screen



8. To see submissions and their status, go to My Reservations under the Booth tab on your dashboard.
9. If you would like to enter additional times for this booth location after your initial request, go to My Reservations under the Booths tab, find your booth location listing, scroll all the way to the right and click the three dots. You'll then click **Booth Details**.

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
Friday, Feb 24	09:30 AM - 12:30 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0	⋮
Wednesday, Mar 01	09:00 AM - 10:00 AM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0	⋮
Saturday, Mar 04	10:00 AM - 12:00 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0	Booth Details Remove Reservation ⋮
Saturday, Mar 11	08:00 AM - 07:30 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0	⋮

< 1 2 >

10. You will then be brought to the Booth Information page for the booth you selected. You can either click **Appointment Times** next to Booth Information or scroll down and click **Next**. You will be brought to the same page that where you originally added appointment times. Click **Add Appointment Time**, fill out the date and time range, click **Save**. Once you finish adding your additional times, click **Save** at the bottom of the screen again and make sure you receive the green checkmark confirmation box (same as steps 4-7 above). **Note: Please allow 3 days for your Troop secured booth request to be approved.**

Booth Information

Appointment Times

SE
55414

Add Appointment Time

DATE	TIME	BOOKING STATUS	ACTIONS
2023-03-04	10:00 AM - 12:00 PM	PENDING	

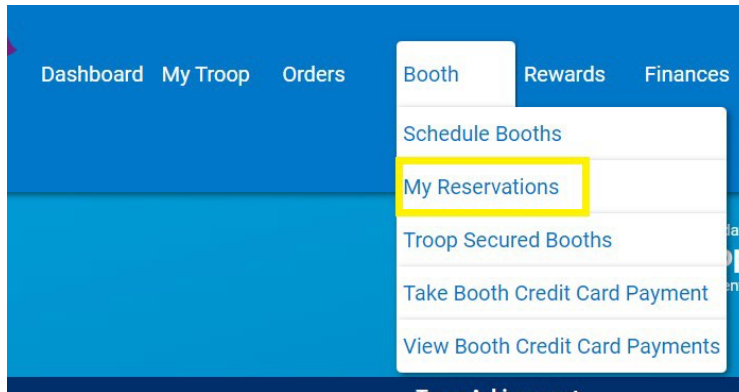
Go to Troop Reservations

Save

Review and Edit Booths

After you have reserved a booth, you can review and edit it using the following steps:

1. Log into Smart Cookies, go to the Booth tab, and select My Reservations



2. Use the Search feature to find the desired booth request (filters located to the right of each column heading, or scroll through the list shown)
3. Scroll to the right using the scroll bar under the list of booths. **Note: This scroll bar will only appear when your mouse is hovering inside the list of booth reservations.**
4. Click on the three vertical dots on the far right. Here you will be able to see Booth Details, enter sales in the Smart Booth Divider, or Remove a Reservation for Council and Troop Secured booths. **Note: If you find that your Troop will not be able to attend the booth, please cancel (Remove Reservation) as soon as possible. This opens it up for other Troops and prevents the public from seeing an unattended booth when using the Find Cookies feature on the River Valleys website.**

TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
10 PM - 03:00 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	243	1215	⋮
0 PM - 07:30 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	99	495	⋮
0 PM - 07:30 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0	Booth Details Smart Booth Divider Remove Reservation ⋮
0 AM - 11:30 AM	<input type="checkbox"/>	LOTTERY	WIN	0	0	⋮

5. Also on this page, the Type column will tell you what type of booth you have scheduled, and the Status column will tell you the status of your Lottery and Troop Secured booths. To add more times to your Troop secured booth, follow the steps outlined in the previous section of this guide (Reserve a Troop-Secured Booth, steps 9-10).

Virtual Booths

Troop Virtual Booth links are options your Troop can pursue to help make online sales instead of, or in addition to your regular in-person cookie booths. Your Troop Virtual Booth Links are in Digital Cookie. Follow the instructions on setting up these links in the Digital Cookie Guide for Volunteers. After the event, you'll take care of verifying the orders and giving girls credit for the sales in Smart Cookies. The process will differ if based on the type of virtual booth the Troop engages in. Follow the steps below:

Credit Girl Scouts for Troop Virtual Booth Sales (pre-paid pick up at an existing booth):

1. Navigate to My Reservations under the Booth tab.
2. Booth events that have not been credited to a Girl Scout(s) will be Pending Distribution

Higgs	1329 Defense Highway	Gambolis	21054	Thursday, Mar 04	03:00 PM - 06:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0	:
Dollar Tree	1641 Crofton Center	Crofton	21114	Thursday, Jan 07	11:00 AM - 01:00 PM	<input type="checkbox"/>	LOTTERY	WIN	0	0	:
Sunoco	1025 RT 3 N	Gambolis	21054	Monday, Nov 16	06:00 PM - 08:00 PM	<input type="checkbox"/>	FOPS		0	0	:
Virtual pickup test Pending Distribution	1630 north downs lane	Huntersville	28078	Saturday, Nov 28	09:00 AM - 11:00 AM	<input type="checkbox"/>	VIRTUAL_PICKUP		3	15	:
Walmart	209 E Ridgeville Blvd	Mount Airy	21771	Thursday, Feb 18	04:00 PM - 05:00 PM	<input type="checkbox"/>	VIRTUAL_PICKUP		0	0	:
Walmart	900 Springfield Rd	Union	07083	Saturday, Jan 16	02:00 PM - 03:30 PM	<input type="checkbox"/>	VIRTUAL_PICKUP		0	0	:










3. Click the ellipsis next to the booth event, and click on the Booth Divider

TYPE	STATUS	QTY SOLD	TOTAL \$
VIRTUAL_DELIVERY		14	Smart Booth Divider

4. Use the Booth Divider to distribute credit for the booth event to the Girl Scouts in your Troop.
5. You must add the orders that the Troop was credited for via Digital Cookie to the total sold in from in-person sales at the cookie booth location.

Credit Girl Scouts for Troop Virtual Booth Sales (sales made through the Troop Virtual Booth Link in Digital Cookie for local Troop Delivery):

This type of virtual booth activity is not very common, but it is an option in Digital Cookie. These sales are generated when the Troop uses the Troop Virtual Booth link from the Troop dashboard AND the Troop Site Lead has set up the link to accept orders for local delivery. See the Digital Cookie Guide for Volunteers for further details. To credit the girls for any sales made through the link for delivery, you will need to total the sales from the link and distribute the sales in Smart Cookies using a Troop to Girl transfer, however, you will use the booths/packages column (see screenshot below):

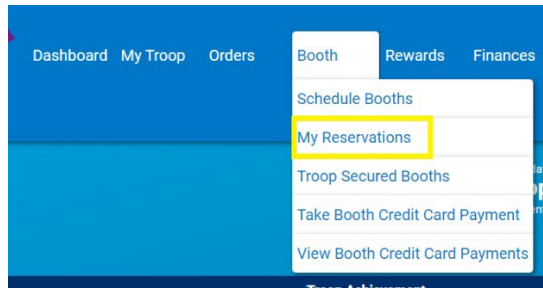
Clear Quantities			PACKAGES	BOOTH'S PACKAGES
	Adventurefuls	\$50.00	<input type="text" value="0"/>	<input type="text" value="10"/>
	Toast-Yay	\$25.00	<input type="text" value="0"/>	<input type="text" value="5"/>
	Lemonades	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Trefoil	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Thin Mints	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Patties	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel deLites	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Peanut Butter Sandwich	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
	Caramel Chocolate Chip	\$0.00	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals		\$75.00	0	15

By using the Booths Packages column, this will increase the total # of packages sold for the Girl Scout but will not increase the financial responsibility for the packages since payment was made online by the customer.

Entering Booth Sales with the Smart Booth Divider

The Smart Booth Divider is an easy way to distribute credit for booth packages sold to multiple Girl Scout's quickly and evenly. The girls are not financially responsible for packages sold through the Smart Booth Divider, but they will be provided the credit to go toward their rewards. Using the Smart Booth Divider also provides River Valleys with important data about booth activity that can be used for future booth sales.

1. Log into Smart Cookies, go to the Booth tab, and select My Reservations



2. Use the Search feature to find the desired booth request or scroll through the list shown.
3. Scroll to the right using the scroll bar under the list of booths. **Note: This scroll bar only appears when your mouse is hovering inside the list of booth reservations.**
4. Click on the three vertical dots on the far right to view booth details and select Smart Booth Divider

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Mar 04	05:00 PM - 07:30 PM	<input type="checkbox"/>	FCFS	Booth Details Smart Booth Divider Remove Reservation		
Feb 16	11:00 AM - 01:00 PM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0
Mar02	09:00 AM - 11:00 AM	<input type="checkbox"/>	TROOP_SECURED	APPROVED	0	0

5. Enter the quantities sold in packages by variety.

Booth Summary (Packages)
COUNCIL SECURED Cub Foods Blaine South
585 Northtown Dr NE
Blaine MN, 55434
Friday, February 03
04:30 PM - 07:30 PM

Total Left to Distribute

0

Total Distributed

0

Total Sold

\$0.00

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

Clear All

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Tracked CS
3	4	3	2	6	15	5	8	5	0	0

Save and Go Back

Save and Distribute Sales

6. Click the Save and Distribute Sales

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold. ☐ All

i

Emily Scout Test ☒

Lizzo Awesome ☒

Serena Williams ☒

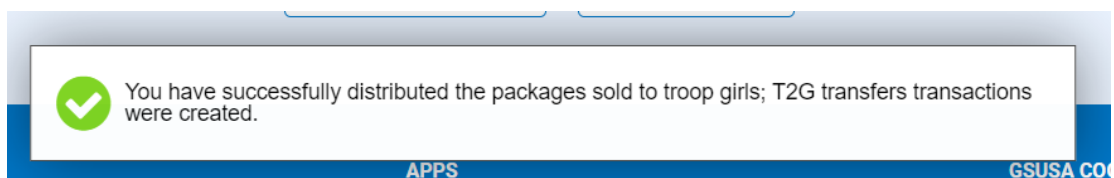
Taylor Swift ☒

Cancel Continue

7. Select those who sold at the booth. Click **Continue**.
8. The packages will automatically divide evenly between all individuals selected. **Note:** If there are any varieties that were not able to be distributed evenly, they will be highlighted red. Manually distribute the remaining packages to girls so each variety has zero packages left to distribute.

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Tracked CS	PACKAGES SOLD
Emily Scout Test	1	1	0	0	2	4	1	2	1	0	0	12
Lizzo Awesome	1	1	1	0	1	4	1	2	1	0	0	12
Serena Williams	1	1	1	1	2	3	1	2	1	0	0	13
Taylor Swift	0	1	1	1	1	4	1	2	1	0	0	12
Packages left to Distribute	0	0	0	0	0	0	1	0	1	0	0	2
Troop Total	3	4	3	2	6	15	4	8	4	0	0	49

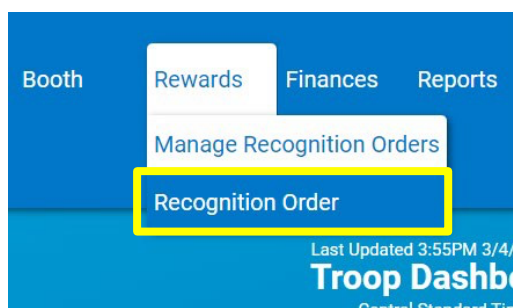
9. Click **Save**
10. You will see a green check confirmation message appear. Smart Cookies will automatically transfer the appropriate quantity of each variety to the girl and can be viewed on the **Manage Orders Page**. **Note:** If you don't immediately see the confirmation message, allow the webpage some time to load before clicking Save again. Clicking save multiple times can create duplicate transfers to girls.



Ordering Girl Rewards

As the cookie sale comes to an end, it is time for Girl Scouts to choose their rewards! Each Girl Scout's rewards eligibility is automatically loaded into Smart Cookies, but Troop leaders must create the recognition order and make the selections for girls. If a selection is not made by the deadline, the Girl Scout will be defaulted to Cookie Credits.

1. Log into Smart Cookies, select **Recognition Order** under the Rewards Tab.





2. Click Select Recognition Order and choose Main





3. You will now see the main Recognition Order Page. Any Girl Scout with the red triangle exclamation point symbol by her name requires a decision on which reward she would like. Press the blue arrow (to the left of the red triangle symbol) to proceed.

Emily Scout Test	Packages sold: 732		
Lizzo Awesome	Packages sold: 632	UNREAD	
Taylor Swift	Packages sold: 502	UNREAD	

4. Select the rewards choice for each level between the item and the Cookie Credit. Repeat this for each reward level, until there are no more exclamation mark symbols (image on next page). Then press **Save**. **Note: Some rewards, such as t-shirts, require you to input the size before proceeding.**

Items	Extras
1 - 29 Packages sold	
30 - 89 Packages sold	
90 - 194 Packages sold	
195 - 234 Packages sold	
<div> <div> Group 1 <input checked="" type="radio"/> <div>  Dolphin Plush Clip On </div> </div> OR <div> Group 2 <input type="radio"/> <div>  \$5 Cookie Credit </div> </div> </div>	
235 - 274 Packages sold	


- If the Girl Scout has qualified for a Donation Reward, select the **Extras** tab at the top of her order page. This will show you her rewards related to donations (both tracked and virtual). No additional steps are necessary for the donation rewards.

Items	Extras
Patch (5)	
<div> <div>  Cookie Donation Patch Cookie Share </div> <div>  Rainbow Sparkle Charm Cookie Share </div> </div>	

- After the Girl Scout has completed all her selections, press **Recognition Order** at the top of the page to go back to the main Recognition Order page.
- Repeat this process until all Girl Scout's reward selections are complete. No need to submit or commit an order. Pro tip: to view all choices that need to be made for a girl, click on the Expand All text to expand all the drop-down arrows.

Watch out for communication on the deadline to submit your rewards order. If the deadline is missed, the girl orders will default to cookie credits. Combo Patch, Patch Programs, and online rewards will all be managed outside of Smart Cookies.

Recognition Order



Olivia Johnson
Number Of Packages Sold Per Girl: 222

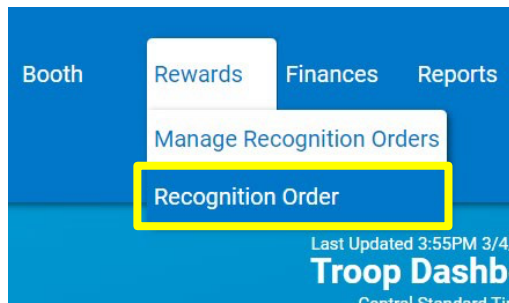
Expand All

Items	Extras
1 - 23 Packages sold	

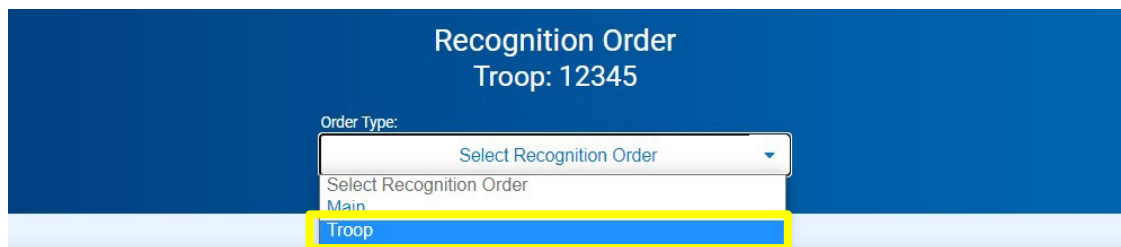
Ordering Troop Rewards

Troops who reach a certain Per Girl Average (PGA) of packages sold will earn special rewards. These rewards can be ordered in Smart Cookies. If your Troop did not reach a PGA of over 240, then no actions are needed. If your Troop did reach a PGA of over 240, follow these steps to order PGA rewards:

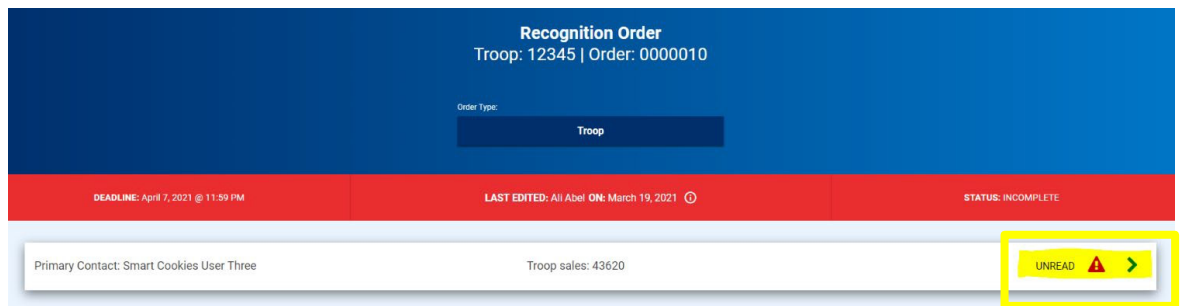
1. Log into Smart Cookies, and select Recognition Order under the Rewards Tab



2. In the drop-down menu under Select Recognition Order, select Troop



3. You will now see the Troop Recognition Order page. If you have not selected your Troop PGA Rewards yet, your Troop will have a red triangle symbol on the right side of the screen. Click the blue arrow next to the red triangle to start ordering your Troop rewards. If there is not a red triangle symbol on the screen, then your Troop did not meet the PGA of at least 240. You don't need to continue ordering Troop rewards.



4. On this page, you will see your Total Troop Sales, your number of Girls Selling, and your Average Number of Packages Per Girl Selling. For each level of the Troop PGA Rewards that your Troop has reached, you will see a row with a red triangle symbol. The Troop in the example below has reached the 240, 340, and 440 levels. If you do not see a red triangle symbol next to one or more of the rows, then no action is needed. They symbol will only show up next to the PGA levels your Troop achieved.

Recognition Order

Troop Order: Smart Cookies User Three

Average Number Of Packages Per Girl Selling: 450.00

Girls Registered

5

Girls Selling

2

Total Troop Sales

900

Expand All

Items	Extras
1.00 - 219.99 Packages sold	
220.00 - 319.99 Packages sold	
320.00 - 419.99 Packages sold	
420.00 - 9,999.99 Packages sold	

Save

- Click the blue drop-down arrows to open each row. For 240 and 340 PGA rewards, type the number of Girl Scout's selling in your Troop in the red box. You will receive one item per girl selling.

240.00 - 339.99
Packages sold

Group 1

Bottle Bracelet

Quantity: *

6

340.00 - 439.99
Packages sold

Group 1

Ankle Socks

Quantity: *

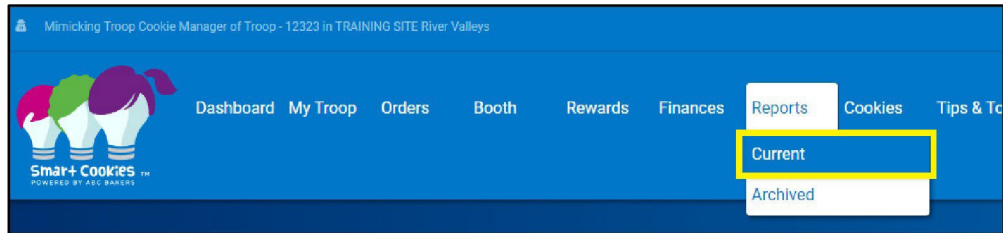
Required

- For the 440 PGA reward, enter the number of Girl Scouts selling plus up to 2 extra for the adults in the Troop. For Juliettes, order 1 item for the girl selling and 1 item for the adult mentor for a total of 2 items.
- Click **Save** at the bottom of this page when you are finished entering the items. If your choices are complete, your Troop Recognition Order page will not have any red triangle symbols. No further actions are needed.

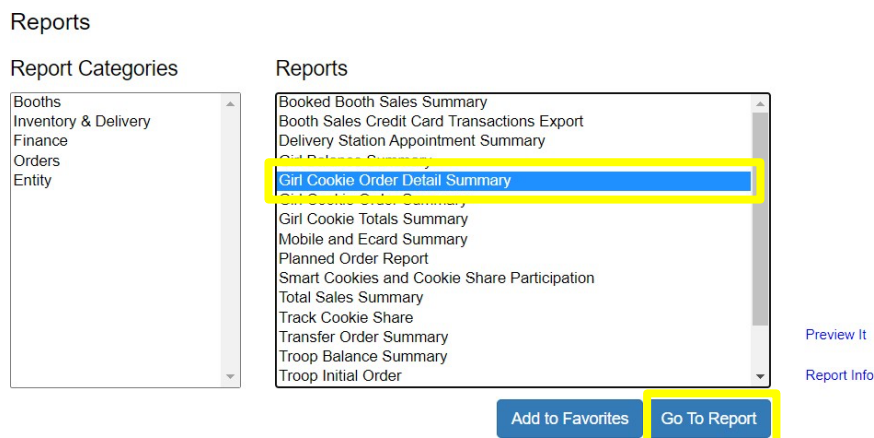
Navigating Reports

Reports can be a helpful way to look at the data for your Troop. For a summary on helpful reports that your Troop can use, review the Reports Highlights guide in the Smart Cookies Guide.

1. Under the Reports tab, select **Current**.



2. On the right, you will see a list of reports. Look for the report you need or narrow the list down by selecting a Report Category. When you find the report you are looking for, click on the report to select it.



3. Select **Go to Report** to receive a complete downloadable and printable version.
4. Each report will have certain settings for you to select. You may want to add additional information if you are looking for a specific piece of information. Most commonly, you will want to select the Unit of Measure (packages for the most accurate numbers), and the View Type.

Report Criteria

Girl Cookie Order Detail Summary

Council	TRAINING SITE Girl Scouts River Valleys
District	[Unassigned]
ServiceUnit	Aberfeldy
Troop	10001
Delivery Station	Regional Cupboard
Troop Level	All
Girl Name	
Order Type	All
Begin Date	
End Date	
Unit Of Measure	Cases/Packages
Select View Type	PDF

[Go to Report Listings](#) [Reset](#) [View Report](#)

5. Press **View Report**. Your report will open in a new page. When you are done, you may press **Go to Report Listings** to go back to the list of reports or **Reset** to clear out any settings you entered.

Report Highlights

Reports might be intimidating to a new user, but once you know what you're looking for, they can give you a wealth of information about the cookie sale. Below is a list of some of the most commonly used reports and what they can tell you.

Girl Cookie Totals Summary

- Total Cookies that have been transferred to a Girl Scout, including patches sold through Operation Cookie Care Package
- This is the number of packages that will be used to measure rewards eligibility.

Page: 1

Date: 7/5/2019

ABC Smart Cookies

Girl Cookie Totals Summary

TRAINING SITE Girl Scouts River Valleys

Service Unit = Kathryn; Order Type = All Order Types;

Service Unit: Kathryn

Girl Name	Grade Level	GSUSAID	Troop Level	Troop No	Total Pkgs	CShare Pkgs	Balance Pkgs
Anne	Fi		Brownie	12323	25	0	25
Elizabeth	Fi		Brownie	12323	59	5	54
					84	5	79

Girl Balance Summary

- This is used to see how much money each Girl Scout owes the Troop for their cookies sold.
- The top section is the girl's information.
- The middle section is where you can see the transfers in and out of the girl's inventory. This girl had 43 cookies given to her (22 non-booth, 21 booth) and she gave 14 back to the Troop.
- You can also see any finance transactions that have already been made. It looks like she paid the Troop \$120 already.
- The bottom section shows the totals. The most important is the bottom line that says **Total Money Owed**. That shows the amount that is still owed to the Troop.

Page: 1

Date: 11/14/2019

ABC Smart Cookies

Girl Balance Summary

TRAINING SITE Girl Scouts River Valleys

Troop = 120;

Troop Desc

120

Girl Name

Frances Hesselbein

Grade Level

Three

GSUSAID

000001000154

Cookie Share Sales

Cookie Sales

Initial Orders

Smart Cookies Direct Ship

Packages

9

0

0

Booth Transfers IN

OrderID	Details	Ref Number	Amount
0000041	To: Frances Hesselbein, FROM: Troop: 120		21
Total			21

Non-Booth Transfers IN

OrderID	Details	Ref Number	Amount
0000001	To: Frances Hesselbein, FROM: Troop: 120		12
0000019	To: Frances Hesselbein, FROM: Troop: 120		5
0000020	To: Frances Hesselbein, FROM: Troop: 120		5
Total			22

Non-Booth Transfers OUT

OrderID	Details	Ref Number	Amount
0000035	To: Troop: 120, From: Frances Hesselbein		(14)
Total			-14

Finance Transactions

OrderID	Details	Ref Number	Amount
0000001	Type: Payment; Payment method: Cash		\$120.00
Total			120
Total Transfers			8
Total Collected			\$120.00
Total Cookies Ordered			17
Total Money Owed			\$85.00

Troop On-Hand Inventory

- Breakdown of cookies that the Troop has on-hand but has not yet distributed to Girl Scouts.
- This report is a great way to see if everything has been tracked correctly in Smart Cookies. If the number of packages of each variety matches what you physically have on-hand, that is a good indicator that everything is accurate in Smart Cookies.

ABC Smart Cookies Troop On Hand Inventory													
Page: 1 Date: 7/5/2019													
CouncilDesc													
Council = TRAINING SITE Girl Scouts River Valleys; District = No Specified District; Service Unit = Kathryn; Troop = 12323;													
Service Unit	Troop No	Transfers Pkgs	CShare Pkgs	TAL Pkgs	SMR Pkgs	LEM Pkgs	SB Pkgs	TM Pkgs	PBP Pkgs	CD Pkgs	PBS Pkgs	GFC Pkgs	Total Pkgs
Kathryn	12323	0	0	60	48	33	120	240	234	96	56	24	911
Total :		0	0	60	48	33	120	240	234	96	56	24	911

Track Cookie Share

- Total packages donated form both donation programs.
- Cookie Share Pkgs column shoes total donations.
- To the right, you can see the sales minus what was sold through donation.
- These totals will be used to calculate donation rewards.

TRAINING SITE Girl Scouts River Valleys

Service Unit	Cookie Share Cs/Pkgs	Total Sales - CookieShare Cs/Pkgs
Aberfeldy		
Troop 10001		
Tammy Test	0/7	0/0
Emily Scout Test	2/11	58/1
Taylor Swift	2/3	39/7
Serena Williams	1/8	9/2
Lizzo Awesome	1/4	51/4
Chloe	2/11	6/4
10001 Totals:	11/8	164/6
Aberfeldy	11/8	164/6
TRAINING SITE Girl Scouts River Valleys	11/8	164/6

Troop Balance Summary

- Troop information is on the top half of the summary, including Per Girl Average, number of girls selling, and Troop proceed plan. The **Avg. Packages Sold Per Girl Selling** is used for increased proceeds and Troop PGA rewards.
- Orange squares toward the bottom show the total packages and cases sold. These numbers are used to calculate the sales amounts.
- The sales amounts are broken into Troop and Council Proceeds. The Council dollars is equal to what the Troop owes. The **Balance** is listed at the very bottom.
- ACH and credit card transactions will appear under **finances** and be applied to the balance due.
- This is a great report to check as the ACH deadline approaches, to ensure your Troop bank account matches this report.

Page: 1		ABC Smart Cookies	
Date: 3/6/2023		Troop Balance Summary	
TRAINING SITE Girl Scouts River Valleys			
Council = TRAINING SITE Girl Scouts River Valleys; District = No Specified District; Service Unit = Aberfeldy; Troop = 10001;			
Contact 1 Information		Contact 2 Information	
Contact Full Name:	Tammy Freese	Contact Full Name:	
Address:	400 Robert Street South	Address:	
	St. Paul, MN 55107		
Contact Day Phone:	(800)- 845-0787	Contact Day Phone:	
Contact Email:	tammy@gscr.org	Contact Email:	
Troop No:	10001	Proceed Plan:	Base
Service Unit:	Aberfeldy	Girls Selling:	6
Avg. Packages Sold Per Girl Selling:	1358.50	Girls Reg:	6
Avg. Packages Sold Per Girl Registered:	1358.50	Early Plan:	None selected
		Main Plan:	Main Recognition Plan
Received:	Initial Order Received	Cs/Pkgs	470/0
	Damages		0/0
	Total Received		470/0
	CookieShare		6/6
	Smart Cookies Direct Ship		0/0
Transfers In:	Date	Trans #	Ref #
	11/29/22	15	
	03/03/23	135	
	Total Transfers In:		
Transfers Out:	Date	Trans #	Ref #
	Total Transfers Out:		
Total Pkgs Sold (not including Gluten Free):	7,887		
Total Gluten Free Pkgs Sold:	264		
Sales Amounts	Troop \$\$		\$6,928.35
	Council \$\$		\$33,826.65
	Total Sales \$\$		\$40,755.00
Finances:	Date	Trans #	Ref #
	Total Finances:		
Uncollected Debts:	Date	Trans #	Ref #
	Total Uncollected Debts:		
Signature:			Balance \$33,826.65

Booth Credit Card Payments

Both volunteers and Girl Scouts can accept payments at a booth using the Digital Cookie Mobile App. Review the Mobile App Tip Sheet for step-by-step instructions.

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store after setting up their Digital Cookie site on a web browser. The same email and password used to access Digital Cookie is the same to login to the mobile app.

Booth credit card payments will be visible in the Digital Cookie app and visible in Smart Cookies.

In the Digital Cookie app:

Step 1: Navigate to All Orders to view the orders that are visible by delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Cookies should only be given to customers at a booth if you see the order confirmation screen after entering the order.

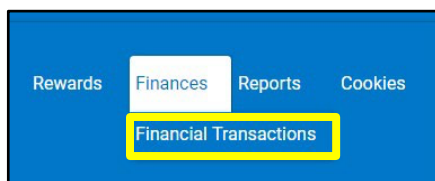
You can navigate to the Financial Transactions page to view the payments. All booth credit card payments will appear with a transaction number starting with BT. These payments will also be visible in the Troop Balance Summary Report.

Tracking Girl Finances

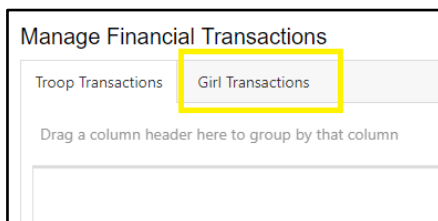
As Girl Scout's collect cookie money, they will deposit it back to the Troop. We recommend that those deposits are added in Smart Cookies to keep track of the girls' balance owed. Financial transactions added for girls will be applied to the Girl Balance Summary report. The Girl Balance Summary Report shows you how many cookies each Girl Scout has sold at booths and individually, and you can see how much money she owes the Troop. No action is needed to credit girls with credit card payments. The credit card payments will automatically be credited to the girl when using Digital Cookie for online orders and any in-person credit card sales.

To track girl deposits:

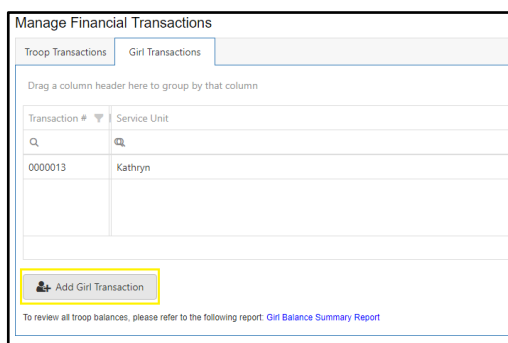
1. On the Finances tab, click Financial Transactions



2. Select the Girl Transactions tab. **Note: The Troop Transactions tab will display your ACH transactions, and girl credit card. Cash/check deposits you make into the Troop account are not visible in Smart Cookies.**



3. Click Add Girl Transaction in the bottom left corner



4. Enter in the required information: **Girl, Type, Payment Method, Transaction Date,** and **Amount.** If you have any additional information, you may add it in the notes as well. Press **Save**

Add Girl Transaction

Girl*

Type*

Payment Method*

(Choose)

Payment

Cash

Transaction Date*

Amount*

Reference

Notes

Save

Close

- For each deposit a Girl Scout makes, you should see a line item listed. You can edit or delete any transaction on in the right column.

Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #	
0000002	No Specified District	Aberfeldy	10001	Chloe	3/2/2023	Check	\$25.00	Check1002	edit delete
0000003	No Specified District	Aberfeldy	10001	Chloe	3/2/2023	Cash	\$50.00		edit delete
0000001	No Specified District	Aberfeldy	10001	Emily Scout Test	12/9/2022	Check	\$100.00		edit delete

Tracking Troop Finances

When the Troop deposits money into the bank, they will not add a corresponding financial transaction in Smart Cookies. Troops should keep track of how much money they have deposited outside of Smart Cookies. This guide will show how to find your total packages and dollars sold, proceed rate, and balance owed. To do this we will look at the report **Troop Balance Summary**. Download this report in packages as a PDF.

Total Packages Sold

Look for these four packages on the report:

Total Pkgs Sold (not including Gluten Free):		Total Cases Sold (not including Gluten Free):	112
Total Gluten Free Pkgs Sold:	12	Total Gluten Free Cases Sold):	

On the left is total packages sold, and the right is the total in cases. Add up the total packages sold + Total Gluten Free packages to get your total packages sold. There are 12 packages per case. This Troop sold 1,356 packages: 12 GF packages + (112cases x 12packages)

Total Dollars Sold

You can see the total Sales \$\$ in bold. This equals the total packages sold X \$6.

Proceed Rate

Refer to the proceed information in the Troop Cookie Manager Guidebook to see the reasons for the various proceed rates. If you aren't sure which one you qualified for:

Divide Troop \$\$ by total packages sold. That will give you the proceeds per package that your Troop earned.

Balance Owed

The balance is listed on the very last line of the report. The balance is calculated by taking the Council \$\$ from the sales amounts and subtracting anything listed under the **Finances** section.

The Finances section tracks any money that River Valleys has already collected from the Troop. Any time a Girl Scout or Troop takes orders via credit card in Smart Cookies, the money is automatically put into the River Valleys bank account. The report will auto-adjust to give you your Troop proceeds back for these sales. Also included in the finances section is any money already collected by River Valleys through the first ACH (see [Cookie Central for more information on the ACH process](#)). In summary, the balance owed is the Council Proceeds minus any money you've already paid us.

You should check your bank receipts to ensure you have deposited an amount that matches the Troop balance.

Sales Amounts	Troop \$\$	\$6,928.35
	Council \$\$	\$33,826.65
	Total Sales \$\$	\$40,755.00

Finances:					
<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
Total Finances:					

Uncollected Debts:					
<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
Total Uncollected Debts:					

Signature: _____ **Balance** \$33,826.65

Juliette Balances

Juliettes deposit all cookie money into the River Valleys Wells Fargo account using special encoded deposit slips that they receive. The deposit amount must equal the Total Sales\$\$ (\$665 in the example below).

The Balance amount at the end should equal a negative of the Troop \$\$ (-\$106.40 below). Which means that River Valleys owes Juliette Program Credits to the Juliette Troop. Please note that Juliettes earn proceeds at a range according to packages sold. The ranges will be sent in an email to all Juliette Mentors.

Sales Amounts	Troop \$\$	\$106.40
	Council \$\$	\$558.60
	Total Sales \$\$	\$665.00

Finances:					
<u>Date</u>	<u>Trans#</u>	<u>Ref#</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
2020-02-24	0008942		Wells Fargo Product Sales Account	Deposit	\$382.00
2020-04-24	0051830		Wells Fargo Product Sales Account	Deposit	\$283.00
Total Finances:					\$665.00

Uncollected Debts:					
	<u>Trans#</u>	<u>Ref#</u>	<u>Bank Name</u>		<u>Amount</u>
Total Uncollected Debts:					

Signature: _____ **Balance** (\$106.40)