

## Troop Set Up

### Register your Account:

1. You will receive an email invitation from [noreply@abcsmartcookies.com](mailto: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
6	6	5	
Troop Number	Level		Proceed Plan Notes
10001	Brownie		No Notes Available
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](mailto: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@gsvr.org	<a href="#">✎</a>
	Aberfeldy	10001	Emily Scout	Test		Two	Emily Martin	emily.martin@girlscoutsrv.org	<a href="#">✎</a>
	Aberfeldy	10001	Taylor	Swift		Two	Taylor Swift	tswift1111111@gsvr.org	<a href="#">✎</a>
	Aberfeldy	10001	Serena	Williams		Two	Serena Williams Mom	serena@gsvr.org	<a href="#">✎</a>

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