



# 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@abcsmartcookies.com](mailto:noreply@abcsmartcookies.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://abcsmartcookies.com/#/registration?token=ad85629b-7ea0-416d-80e8-0b5e93a5ebb8>

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.



Welcome!  
A few steps to complete your profile...

Required fields indicated by \*

Troop Info

Position  
Troop Cookie Manager

Girl Level  
Brownie

Troop Number  
11111

Council  
Training - Eastern Massachusetts

Suite/Apt. #

City \*  
  
City is required

State \*  
  
State is required

Zip Code \*  
  
Zip code is required

Phone Number \*  
  
Phone number is required

Profile Info

First Name \*  
Travis

Last Name \*  
Sammons

Email \*  
tvsammons@outlook.com

Create your password that you will use to sign into Smart Cookies and manage your Troop!

Enter Password \*  
  
Password is required

Re-enter Password \*  
  
Please re-enter your password

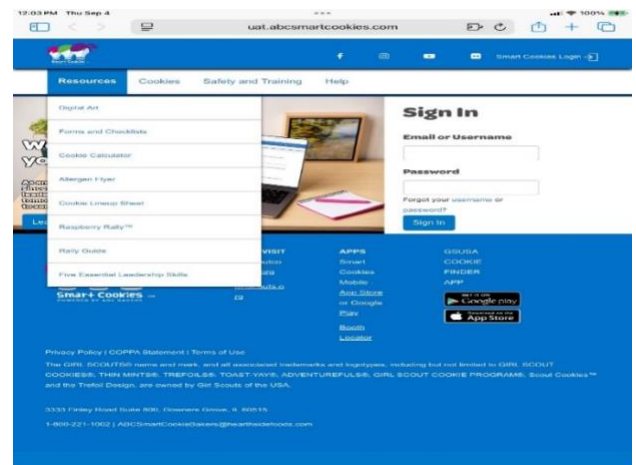
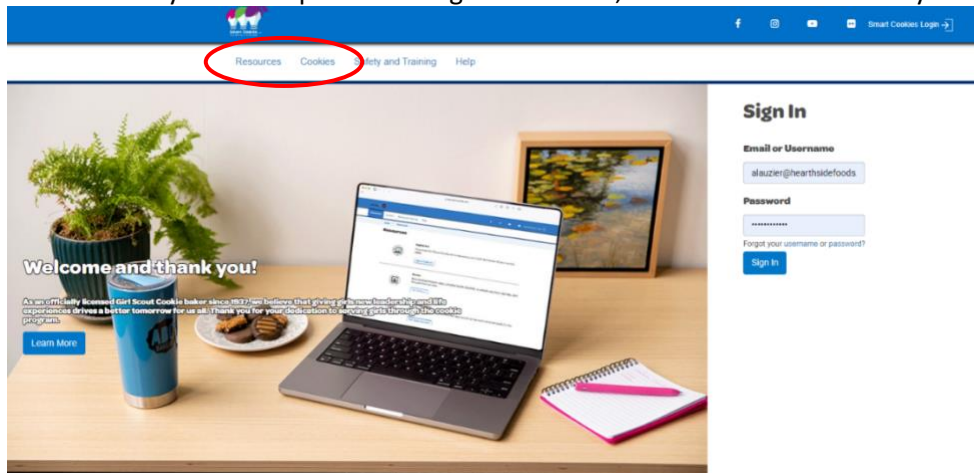
Upload your picture here

## You've successfully registered!

Let's get started with your Girl Scout Cookie Program, Travis! Go to [www.abcsmartcookies.com](http://www.abcsmartcookies.com) to login!

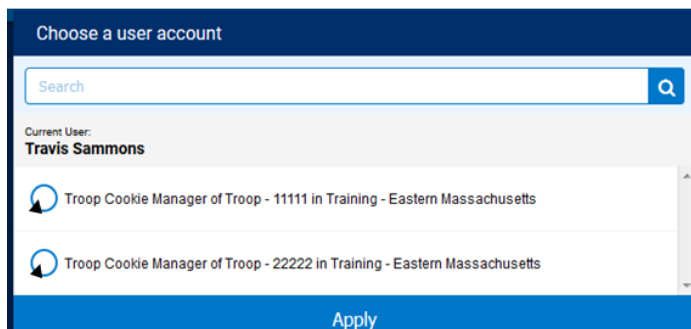
# Log In

All users access Smart Cookies via [www.abcsmartcookies.com](http://www.abcsmartcookies.com). Resources, Cookie Information, Safety and Training and Help are accessible prior to log in. In order to be sure that Resources and Cookie Information is readily available and to assist with any needed updates during each season, this information will only be available on the log in screen.

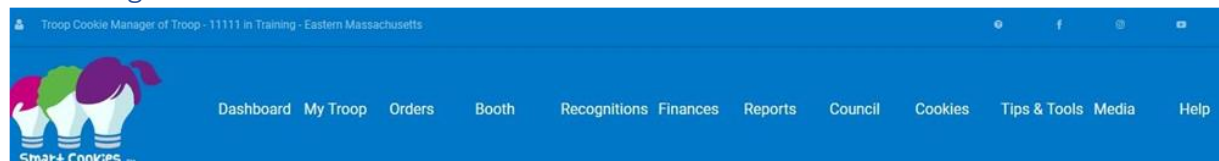


Clicking on Resources will open up a menu of all available items. Clicking on Cookies will open the information on the current cookie line up. Users will be able to access nutritional information as well as allergen information.

- Login with your email and password you created at registration
  - If you forget your password, you can click the Forgot Password Link
  - Users with multiple roles will need to choose your role. Users with one account will go directly to the dashboard.
- 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.

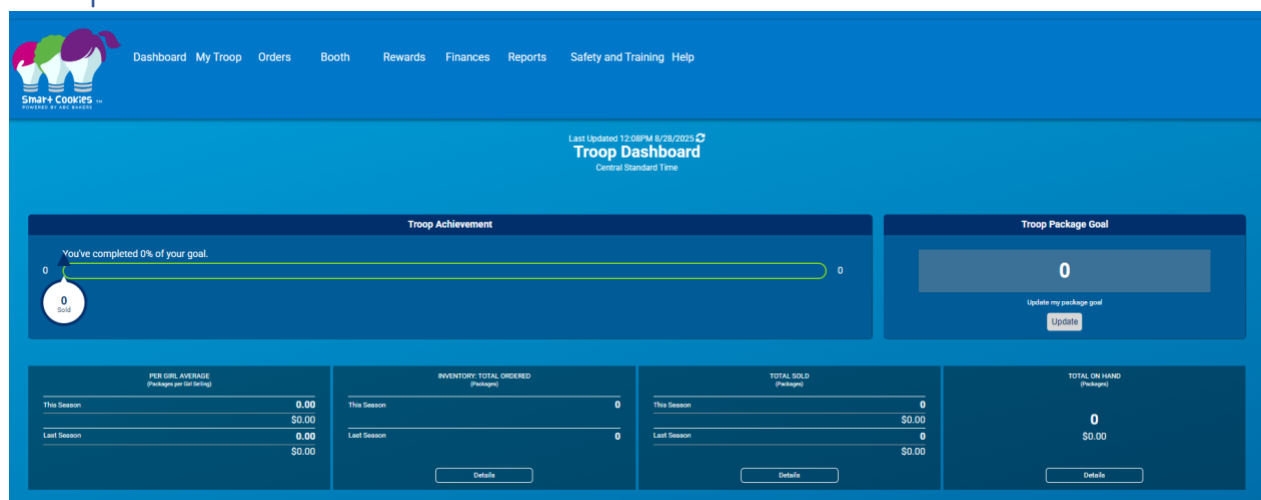


## Switching Roles in Smart Cookies



- 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

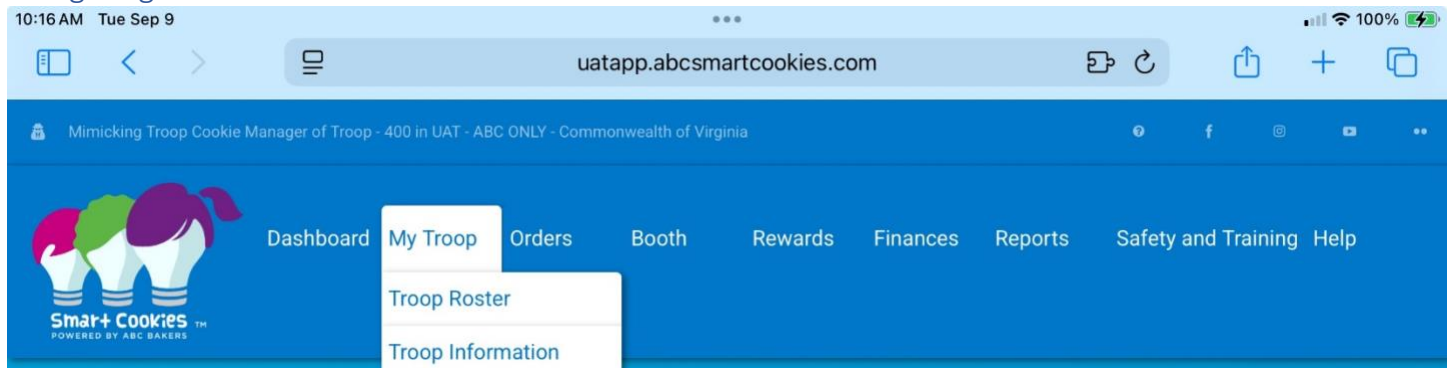
## Troop Dashboard



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
  - View Booth Credit Card Payments
- Rewards
  - Manage Recognition Orders
  - Recognition Order
- Finances
  - Financial Transactions
- Reports
  - Current
  - Archived
- Safety and Training
  - Smart Cookies Training
  - Safety
- 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:*	First Name:*	Last Name:*
122357146	Gertrude	Fales
Troop:*	Nickname:	Main Recognition Plan:
<input type="text"/>	<input type="text"/>	Girl Cookie Dough Option
Grade Level:*	Apparel:	Socks:
K	<input type="text"/>	<input type="text"/>
<b>Parent Information</b>		
First Name:*	Last Name:*	Email:*
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
- How to Edit your troop Banking Information

### Troop Information

Girls Active*	Girls Selling*	Expected Number of Girls Selling (0-999)	Troop GSUSA ID
12	7		TROOP49073
Troop Number		Level	Service Unit
6		Ambassador	644
Proceed Plan*			Proceed Plan Notes
Proceeds with Rewards			No Notes Available
Main Recognition Plan			
Main Recognition Plan TWO			
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		
Primary Contact			
First Name	Last Name		
Chris	McDaniel		

## Orders by Troop

How to enter Initial Order and schedule your Mega Drop Time.

- Navigate to Orders>Troop Initial Order

Troop Order Deadline: August 26, 2025 @ 11:59 PM




LAST EDITED: N/A ON: N/A

READY FOR REVIEW

Clear OrderExport to Excel

Build Order By: ☒ Cookies ☐ Girl

Measure By: ☒ Cases ☐ Packages

		Troop Order	Total Cases	
	Adventurefuls	\$0.00	<input type="text" value="0"/>	0
	Exploremores	\$0.00	<input type="text" value="0"/>	0
	Lemonades	\$0.00	<input type="text" value="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.



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:

Manage Orders			
PLANNED	ORDERED	SOLD	ONHAND
Cases <b>83</b>	Cases <b>135</b>	Cases <b>10</b>	Cases <b>124</b>
Total Value <b>\$4,068</b>	Total Value <b>\$6,508</b>	Total Value <b>\$540</b>	Total Value <b>\$5,968</b>
Show Transactions	Show Transactions	Show Transactions	Details

- 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.
- 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.

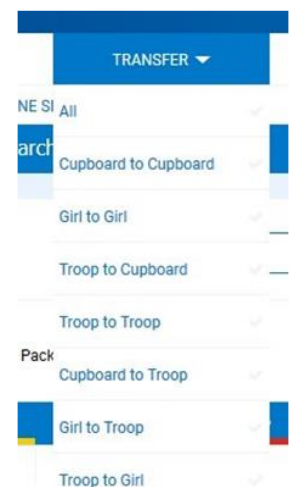
## Filtering Orders

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 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 – not available for troops.



- 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

Search By: All Keyword:

From:  To:  Apply

☐ Cases ☒ Packages ☐ Cases/Packages

Action: Select Apply

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	
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	
10/18/2022	4	T2G	Test Girl	11111	0	0	0	0	0	-10	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. You may need to use scroll bar on bottom or minimize page to see ellipsis.

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	
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	

Troop level users can edit troop to girl, and girl to troop orders. Initial orders or planned orders can only be edited if deadline for submission has not passed. **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

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.

The screenshot shows a web form for a Troop to Girl (T2G) transfer. At the top, a dropdown menu labeled 'TYPE OF TRANSFER:' is set to 'Troop to Girl'. Below this, the 'From:' section is populated with 'SERVICE UNIT Abington' and 'TROOP 11111'. A blue bar below the 'From:' section displays 'Quantity: 1491 Packages' and 'Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org'. The 'To:' section is currently empty, with a 'Reset' button to its right. Below the 'To:' section, a blue bar displays 'Quantity: 20 Packages' and 'Contact: Travis Sammons | | 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.

The screenshot shows a web form for a Girl to Girl (G2G) transfer. At the top, a dropdown menu labeled 'TYPE OF TRANSFER:' is set to 'Girl to Girl'. Below this, the 'From:' section is populated with 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Sample Girl'. A blue bar below the 'From:' section displays 'Quantity: 30 Packages' and 'Contact: Travis Sammons | | tsammons@gsema.org'. The 'To:' section is currently empty, with a 'Reset' button to its right. Below the 'To:' section, a blue bar displays 'Quantity: 110 Packages' and 'Contact: Travis Sammons | | 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.

The screenshot shows a web form for a 'Girl to Troop' transfer. At the top, 'TYPE OF TRANSFER:' is set to 'Girl to Troop'. Below, the 'From:' section shows 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Test Girl' with a dropdown arrow. It also displays 'Quantity: 120 Packages' and 'Contact: Travis Sammons | | tsammons@gsema.org'. The 'To:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with 'Quantity: 1481 Packages' and 'Contact: Travis Sammons | (978) 269-6660 | tsammons@gsema.org'. A 'Reset' button is in the top right.

- 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.

## Planned Order

Planned Orders are cookie orders for pick-up at cupboard locations during the sale. To create a Planned Order:

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

The screenshot shows a 'Planned Order' form for 'TROOP 11111'. At the top, contact info for Travis Sammons is listed. Below, 'Pick up from:' is followed by three columns: 'CUPBOARD' (Test Cupboard 0 with a Google map of Waltham, MA), 'DATE' (Tuesday, May 29), and 'TIME' (1 Hour, 12:00 PM to 01:00 PM). Each column has an 'Edit' button at the bottom.

Please note the council required Unit of Measure (UOM) for planned orders. Orders will be placed in cases.

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

The screenshot shows a digital form for placing an order. At the top left is a 'Clear Quantities' button. The main table lists items with their prices and quantity input boxes. The items are: Adventureful (\$0.00), Exploremore (\$0.00), Lemonades (\$0.00), Trefol (\$0.00), Thin Mints (\$0.00), Caramel deLites (\$0.00), and Peanut Butter Sandwich (\$0.00). A 'Totals' row at the bottom shows a total of \$0.00 and 0 cases. Below the table is an 'Order Notes' section with a text area and a 'Save' button at the bottom right.

		CASES
Adventureful	\$0.00	0
Exploremore	\$0.00	0
Lemonades	\$0.00	0
Trefol	\$0.00	0
Thin Mints	\$0.00	0
Caramel deLites	\$0.00	0
Peanut Butter Sandwich	\$0.00	0
<b>Totals</b>	<b>\$0.00</b>	<b>0</b>

Order Notes  
Type here (256 characters max)

Save

- 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.

There are several types of Cookie Share orders generated through Digital Cookie and sold in person. Listed below are the order types and the action needed:

- Donation Only orders (pre-paid through Digital Cookie) – no action required
  - Girl Delivery with Donation (pre-paid through Digital Cookie) – enter the COOKIE SHARE packages only
  - Cookies in Hand with Donation (paid through Digital Cookie) – enter the COOKIE SHARE packages only
  - Shipped Only with Donation (paid through Digital Cookie) – no action required
- Click Orders>Virtual Cookie Share.
  - Enter the number of donation packages for each girl.
  - Add any desired order notes.
  - Click Save.

The screenshot shows the 'Virtual Cookie Share' form. At the top, it says 'Virtual Cookie Share Cookies for a Cause'. Below this, it shows 'DISTRICT No Specified District', 'SERVICE UNIT Abington', and 'TROOP 11111'. The main table lists packages with their names and quantity input boxes. The packages are: Test Girl (2) and Sample Girl (5). A 'Total' row at the bottom shows a total of 7. Below the table is an 'Order notes' section with a text area and a 'Save' button at the bottom right.

Name	Total
Test Girl	2
Sample Girl	5
<b>Total</b>	<b>7</b>

Order notes  
Type here (256 characters max)

Save

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.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold.

Alexis H

Amelia B

Amy T

Brooke L

Elaina C

Elizabeth

☒
☐
☒
☒
☐
☐

Cancel

Continue

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	3	2	2	3	0	0	1	1	0	10
Troop Total	0	9	3	6	0	18	15	18	6	3	78

Edit Girls

Save

- Adjust each girl totals by variety to clear any red boxes shown.
- Click Save.
- Troop Ship Orders will now display as distributed.
- Ensure 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:

- 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 First Come First Serve (FCFS):

- Click on Booth>Schedule Booths.
- A banner will display type of schedule available and details.

**Schedule Booths**  
Booth Locations

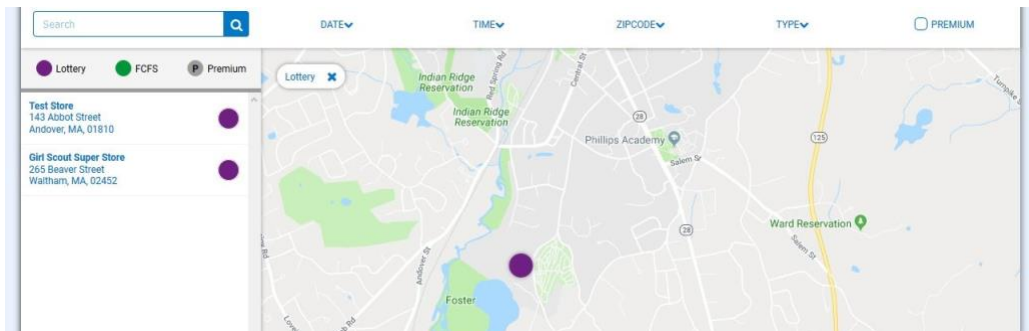
Open: Lottery

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

- 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 FCFS; 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

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

- 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, FCFS reservations and reservations made by council. From the top section, you can also filter to only show a specific type of booth. Most troops will want to display all locations.

Troop Booth Reservations			
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	
<input checked="" type="checkbox"/> Show Results	<input checked="" type="checkbox"/> Show Results	<input checked="" type="checkbox"/> Show Results	<input checked="" type="checkbox"/> Show Results
DISTRICT No Specified District			
SERVICE UNIT Abington			
TROOP 11111			
Troop: 11111    Name: Travis Sammons Phone: (978) 269-6660 Email: tsammons@gsema.org			

- Lottery – Does not apply to Council
- 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 – Does not apply to Council

36 Results									
<div> Share Booth Locations <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> <div> <div></div> <div></div> <div></div> </div>									
<input checked="" type="checkbox"/> Show Confirmed Reservations	<input checked="" type="checkbox"/> Show Pending or Denied Reservations	<input checked="" type="checkbox"/> Booths left to distribute	SBD detail export						
ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
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

## 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

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 Abbot 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](#)

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFT
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

- 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
<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="3"/>	<input type="text" value="6"/>	<input type="text" value="1"/>	<input type="text" value="4"/>	<input type="text" value="8"/>	<input type="text" value="6"/>	<input type="text" value="4"/>	<input type="text" value="1"/>

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

- A list of all Girl Scouts in your troop will display.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold during the booth sale.

Search

Sample Girl

Test Girl

Cancel

Continue

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

Booth Summary (Packages)

Edna Booth  
123 Main Street  
Andover, MA, 01810  
Thursday, October 21  
01:00 PM - 04:00 PM

Total Left to Distribute

4

Total Distributed

38

Total Sold

42

\$210.00

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

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	TRE	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.

Booth Sale Summary

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
5	4	3	6	1	4	8	6	4	1

 TOTAL BOOTH SALES: \$210.00
 TOTAL PACKAGES SOLD: 42

Distribute Total Booth Sales

**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. \*If you do not use the booth divider, you will not be eligible for the booth patch.

## 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

These will be orders generated from the troop link. Only orders approved by the TCC 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	Pending Distribution	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	Transactio	CreatedUs	Customer	Customer	CanTextC	Amount	Location	Address	ReservationDate	Reservatio	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 C79 Leonari		12/5/2023	07:00 PM	Approved	20:38:38	0	0	0	0	0
Pick Up	80594244				No	12	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	20:38:40	0	1	0	0	0
Pick Up	80594255				No	24	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:07:39	0	0	0	0	0
Pick Up	80594259				No	24	Belmont C79 Leonari		12/5/2023	07:00 PM	Approved	21:07:40	0	0	0	0	0
Pick Up	80594277				No	12	Belmont C79 Leonari		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.

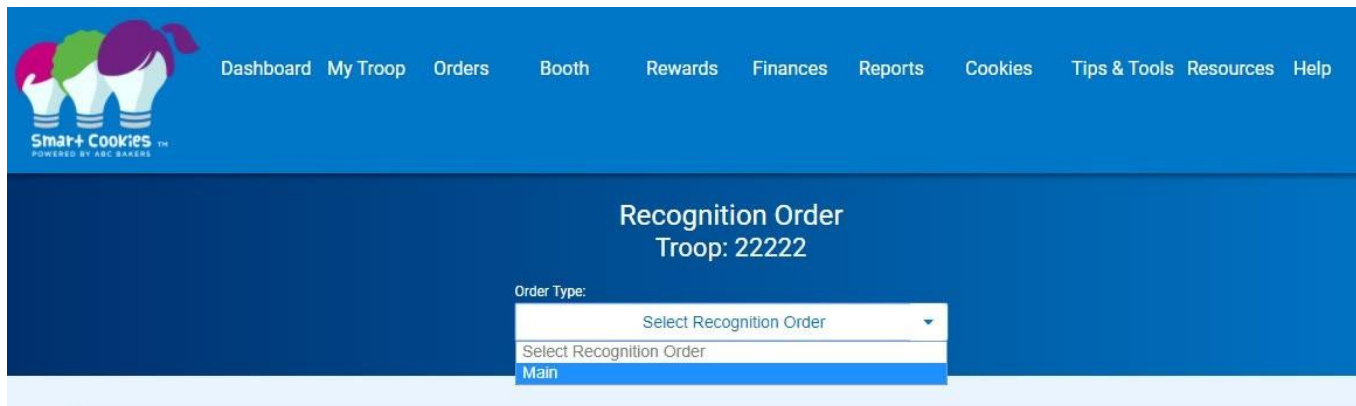
## Rewards

Recognition Orders must be created so the Girl Scouts receive all of their earned recognitions based on sales and booth credit.

### 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



- 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.

 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.



- 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

Stylus Pen

OR

Group 2

Lanyard

- 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.

<input type="checkbox"/>	District ▼	SU ▼	Troop ▼	Type ▼	Date ▼	Number ▼	Status ▼	
<input type="checkbox"/>	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. **Do not submit.** 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							 	<input type="text" value="Search..."/>	
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	

Add Girl Transaction

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\*

(Choose)

Select Transaction Type

None

Transaction Date\*

Amount\*

Reference

Notes

Save

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) i.e. Venmo
- 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

Order Type

All

Unit Of Measure

Packages

Select View Type

PDF

Go to Report Listings

Reset

View Report

- District (not 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.

**Remember to save all reports.**

## 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.

Add To Favorites

Are you sure you want to add this to your Favorites ?

Yes

No

### My 10 Favorite Reports

- Financial Transaction Summary
- Girl Cookie Totals Summary
- Mobile and Ecard Summary
- Total Troop Sales and Finances - Condensed View
- Transfer Order Summary
- Troop Balance Summary

### Report Categories

Booths  
Finance

### Reports

Available Booth Sale Sumr  
Backed Booth Sales Summ

## Safety and Training

### Smart Cookie Training

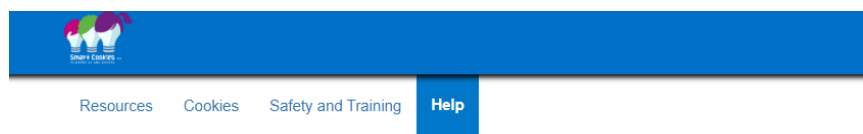
Links to library of Smart Cookie Training videos and PowerPoint presentations

### Safety

Link to Troop Leader Resources of Safety in the Girl Scout Cookie Program

## Help

Information on how to access support for the Smart Cookies Platform. The help desk is trained to answer volunteer questions on Smart Cookies functions. They will not be able to answer council specific program questions or any Digital Cookie functions.



## Help

### Need help using the Smart Cookies platform?

Call us at 855-444-6682 (9 am to 12 am EST) or email us at [ABCSmartCookieTechSupport@makerspride.com](mailto:ABCSmartCookieTechSupport@makerspride.com)

### Questions about our cookies?

Check out our [Cookie FAQ's](#) or email us your questions or concerns at [ABCSmartCookieBakers@makerspride.com](mailto:ABCSmartCookieBakers@makerspride.com)