

girl scouts  
of central maryland



# Troop Cookie Training

2025 Cookie Program

# Your 2025 ABC cookie lineup

## 5 Core Classics



Caramel deLites



Peanut Butter Sandwich



Thin Mints



Peanut Butter Patties



Trefoils

## +4 More Crowd Pleasers



Adventurefuls



Lemonades



Toast-Yay!



Caramel Chocolate Chip

# ABC offers healthful features for consumers

Thin Mints



GF Caramel  
Chocolate Chip



Peanut Butter  
Patties



Made with  
Vegan Ingredients



Lemonades



Toast-Yay!



- Kosher
- Halal
- No preservatives
- Zero grams trans fat per serving
- No partially hydrogenated oils
- No high fructose corn syrup
- Mass balance palm oil

# GSCM 2025 Cookie Program Basics

- Cookie program dates **January 1<sup>st</sup> through March 31<sup>st</sup>, 2025**
  - **Wednesday, January 1<sup>st</sup>** – Cookie Sale Opens: paper order sales begin, Troops plan initial order in Smart Cookies.
- All girls must be registered for 2025 season
- TCM's must be registered and background checked for the season
- Complete Forms in VTK or on Council website under the Cookies tab at [www.gscm.org](http://www.gscm.org)
- **Tuesday, January 7<sup>th</sup>** – Digital Cookie Volunteer access opens

# GSCM's 2025 program pricing

## PRICE CHANGE:

\$6 per package

\$7 per package Gluten Free



**Cookie Box Selling Price** - All regular 8 varieties of cookies sell for \$6.00 per box. Gluten Free Caramel Chocolate Chip sells for \$7.00. Troops are not permitted to set prices higher or lower for any reason.

**The Council will distribute cookies to troops in full cases ONLY.** There are 12 boxes to a case. Girl Scout Cookies are **not returnable**. Troops can transfer cookies by the box to other troops to help provide variety and reduce over stock.

**Financial Responsibility** - The Troop Cookie Manager (TCM) is responsible for all cookies received by the Troop. All delinquent parent accounts must be reported to GSCM; the appropriate paperwork (T-6) must be signed and submitted. Interest and fees apply to all accounts turned over to collections. No Troop or individual may pursue legal matters on behalf of GSCM.

# 2025 Cookie Program

## IMPORTANT COOKIE DATES

### 2024

Friday, November 1	T-1 & T-3 Forms: Available on website and in VTK
Thursday, December 5	SU Cookie Manager & Booth Coordinator Training: In-Person, 7-8:30pm
Saturday, December 7	SU Cookie Manager & Booth Coordinator Training: In-Person, 11:30am-1pm
Monday, December 9	Troop Cookie Manager Training: Zoom, 6:30-8pm
Wednesday, December 11	Troop Cookie Manager Training: Zoom, 6:30-8pm

### 2025

Wednesday, January 1	Cookie Sale Opens: Paper order sales begin, troops plan initial order
Tuesday, January 7	Digital Cookie Volunteer Access Opens
Tuesday, January 14	Digital Cookie Parent Access Opens
Wednesday, January 15	Troop Initial Order Due in Smart Cookies by 11:30pm
Thursday, January 16	SU & Cupboard Initial Orders Due in Smart Cookies by 11:30pm
Tuesday, January 21	Digital Cookie Sales Begin for Girls
Tuesday, February 4	Depot Deliveries Start
Friday, February 7	Booth Sales Start
Sunday, February 9	Depot Deliveries End
Sunday, February 9	Planned Orders Due in Smart Cookies by 11:30pm (weekly)
Sunday, February 16	Planned Orders Due in Smart Cookies by 11:30pm (weekly)
Monday, February 17	ACH #1: 50% of Troop Initial Order
Sunday, February 23	Planned Orders Due in Smart Cookies by 11:30pm (weekly)
Sunday, March 2	Planned Orders Due in Smart Cookies by 11:30pm (weekly)
Sunday, March 9	Planned Orders Due in Smart Cookies by 11:30pm (weekly)
Monday, March 10	ACH #2: 50% of Troop Balance Due as of 3/7/2025
Sunday, March 16	Planned Orders Due in Smart Cookies by 11:30pm (weekly)
Sunday, March 23	FINAL Planned Orders Due in Smart Cookies by 11:30pm
Monday, March 31	Cookie Sale Ends: Rewards Due in Smart Cookies by 11:30pm; forfeits if late
Monday, April 7	ACH: All remaining Troop Balance Due



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# Rewards and Proceeds



# 2025 Rewards: Initial Reward Plans

## Troop Initial Order Reward Plan

Order due in Smart Cookies by January 15, 2025. NOT cumulative.

### T-Shirt

Girl's initial order  
is 200+ pkgs



**\$50 OFF GSCM  
Campsite Rental**  
Troop's initial order  
amounts to a 210 PGA



## Troop Initial Order Reward Plan (non-cumulative)

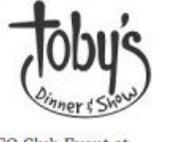
**Girl Initial Order:** Girls who sell 200+ packages on their initial order will earn the panda t-shirt

**Troop Initial Order PGA of 210+:** Troops will receive \$50 off GSCM Campsite rental

# Cumulative Main Rewards

## Girl Main Recognition Plan (Cumulative)

Troop initial orders are NOT cumulative. Girl recognition items ARE cumulative.

<p>48 Pkgs</p>  <p>Theme Patch</p>	<p>72 Pkgs</p>  <p>Mood Cup</p>	<p>100 Pkgs</p>  <p>Coin Purse</p>	<p>150 Pkgs</p>  <p>Socks</p>
<p>210 Pkgs</p>  <p>Small Plush &amp; Goal Getter Patch</p>	<p>250 Pkgs</p>  <p>Clear Cross Body Bag</p>	<p>300 Pkgs</p>  <p>\$25 off 2026 Girl Scout Membership Renewal</p>	<p>350 Pkgs</p>  <p>Bento Box</p>
<p>425 Pkgs</p>  <p>Large Panda Plush</p>	<p>500 Pkgs</p>  <p>500+ Club Patch &amp; Orioles Event <i>Date TBD</i></p>	<p>650 Pkgs</p>  <p>Panda Blanket</p>	<p>800 Pkgs</p>  <p>Panda Onesie</p>
<p>1000 Pkgs</p>  <p>CEO Club Event at Toby's Dinner &amp; Theater <i>Showing The Little Mermaid Date TBD</i></p>	<p>1500 Pkgs</p>  <p>JBL Speaker</p>	<p>2000 Pkgs</p>  <p>National Aquarium Tour Event <i>Date TBD</i></p>	

- All Troops must create their Main reward order
- Opt Out Troops must SUBMIT a main reward order by Wednesday, January 15<sup>th</sup> to receive patches only
- 500+ and 1,000+ club are based on individual girl sale totals, not troop proceeds. Girls in Opt out troops are eligible for these two club celebrations
- Rewards are shipped in May 2025

# Patches, Certificates and Trophies

## Patches

2  
Booths



**Booth Sale Patch**  
Participate in 2 Booth sales  
documented in the system  
through booth divider

36+  
Pkgs



**Cookie Share Patch**  
Participation with 36+ Pkgs.  
in virtual Cookie Share  
or online donations

100+  
Pkgs



**Level Bar**  
Highest Sale Level (100,200,300)

## Certificates & Trophies

Top 5  
PGA



**Top 5 Selling Troops**  
Certificate and Ribbon

Top 5  
PGA



**Top 5 PGA Troops**  
Certificate and Ribbon



**Top Regional Selling Girls (6) &  
1 Entrepreneur of the Year!**  
Trophy, Sash & Tumbler

**Booth Sale** – Participation in 2 booth sales through the Smart Booth Divider in Smart Cookies

**Cookie Share** – Collect 36+ Pkgs in virtual cookie share

**Achievement Bars** – Earned at highest level sold. Increments of 100

# 2025 Proceeds Structure

- Troop proceeds \$0.82 for all varieties
- +\$0.05 – Troop having done at least \$1,000 in total sales for Fall Product Program
- +\$0.05 – Opt Out of Rewards
- +\$0.08 – Completing MY25 Spring Renewal Requirements
  
- TCMs must regularly transfer packages to Girls in Smart Cookies for Girls to earn rewards
  
- Parents will be able to track sales and money owed through Digital Cookie

# 2025 Theme and Mascot



# 2025 Online Resources

Resource	Location
Cookie theme information	<a href="https://www.flickr.com/photos/abcbakersvolunteergallery/albums">https://www.flickr.com/photos/abcbakersvolunteergallery/albums</a>
Selling safely video and tips and volunteer training tutorials	<a href="https://www.youtube.com/user/ABCCouncils">https://www.youtube.com/user/ABCCouncils</a>
Cookie variety details	<a href="http://www.abcSmartCookies.com">www.abcSmart Cookies.com</a>
Social media tips & tricks to boost engagement	<a href="http://www.abcSmartCookies.com">www.abcSmart Cookies.com</a>
Rally Guide	<a href="http://www.abcSmartCookies.com">www.abcSmart Cookies.com</a>
Cookie Calculator	<a href="http://www.abcSmartCookies.com">www.abcSmart Cookies.com</a>
ABC Bakers Facebook Page	<a href="https://www.facebook.com/abcbakers/">https://www.facebook.com/abcbakers/</a>
Lemonades Facebook Page	<a href="https://www.facebook.com/LemonadesCookie/">https://www.facebook.com/LemonadesCookie/</a>

# We provide Service Unit cookie volunteers a gift



This year's gift is a handy Panda Cookie Tote!



WE LOVE OUR  
**VOLUNTEERS**

# GSCM Council Goals



Council Package Goal:  
850,000 packages

Council PGA Goal:  
200 packages





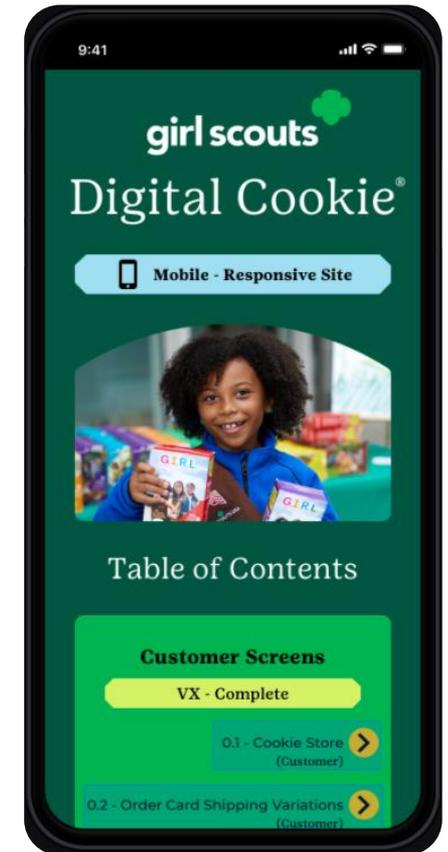
# Digital Cookie Platform



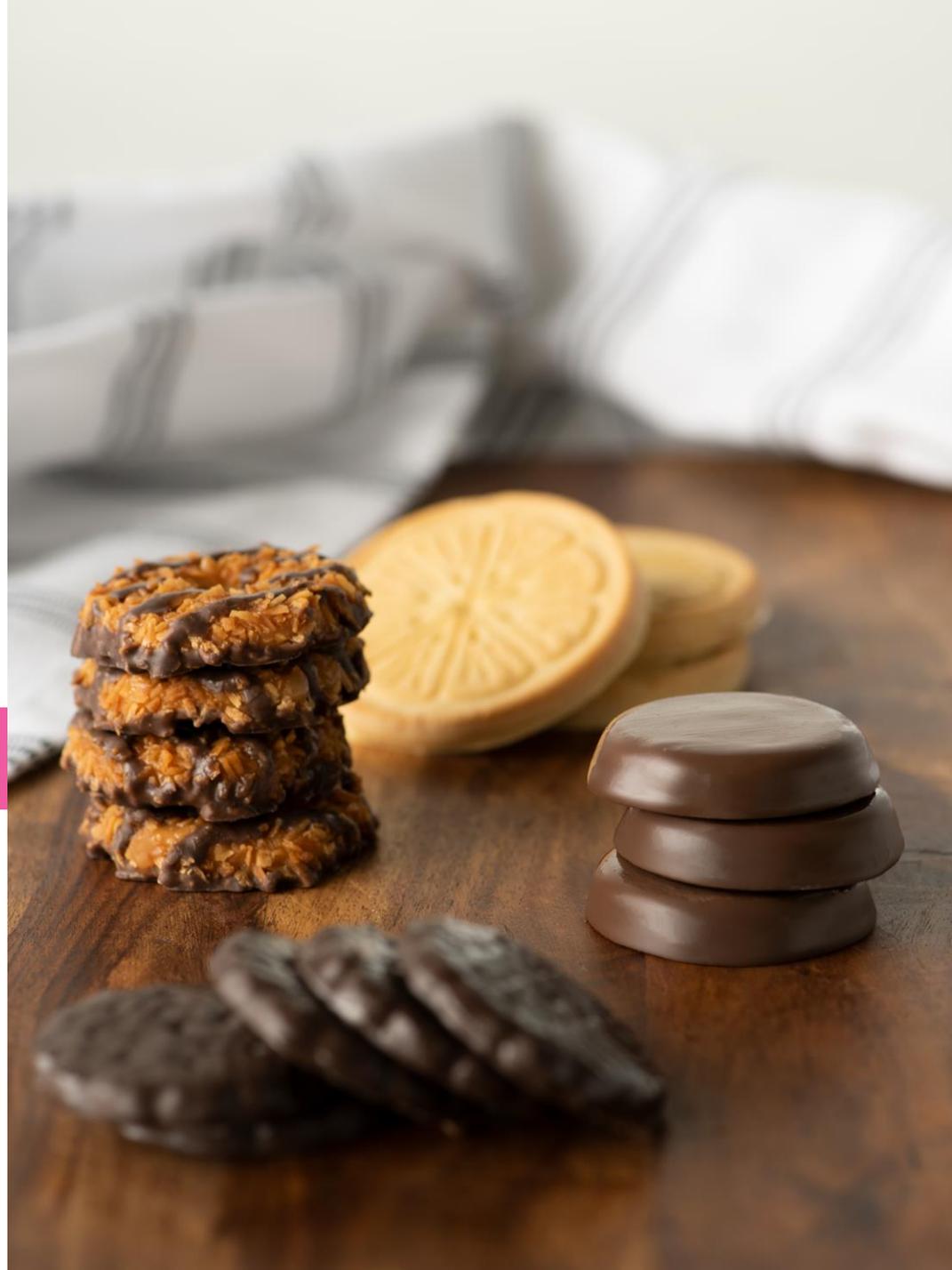
# Digital Cookie: Point of Sale for Troops and Girls

## Online Sales access:

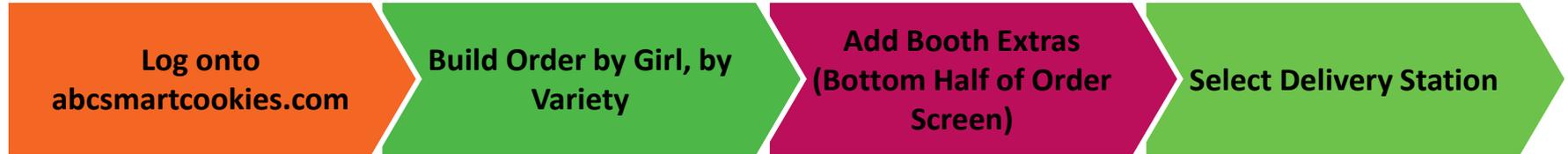
- Tuesday January 7<sup>th</sup>: Volunteer access
- Tuesday January 14<sup>th</sup>: Caregiver access
- Tuesday, January 21<sup>st</sup>: Open for Girl sales
- Girl online sales features, plus all credit card payments
- Girl online sales reporting features, by sales channel
- Virtual booth process
- Girl/Troop credit card transactions, sales and refund ability
- Girl delivery credit card financial settlement
- Girl, Troop and Shipped Only Order support
- There will be a mobile app for sales, compatible with both Android and Apple devices
- Please refer to [www.gscm.org](http://www.gscm.org), under the Cookies section, for a full listing of Digital Cookie training tools.



# Initial Order Creation: By Girl, By Variety, in Packages



# Summary of Steps: Initial Order Entry by Girl, by Variety



Hover over the Orders Tab > Select Troop Initial Order

Select the Girl Icon to the far left of each Girl's name OR the down arrow to the far right to display the cookie variety grid. Enter the total of each variety in PACKAGES.

Order extra Booth packages under the Booth Option. "Extra" packages at the bottom of the order grid are the packages in every variety that auto-calculate for full case roundup. This section cannot be edited. Click save at the bottom of the order screen to move to Delivery Station selection.

If multiple locations are available, make the selection along with date/time if available. If only one location is available, you will be automatically assigned to that location. Click save at the bottom of the screen. Delivery details can be edited up until the Troop initial order deadline.

# Initial Order Entry: by Girl, by Variety

Troop Leaders of Troop - 100 is Cindy Schafer Training

Dashboard My Troop **Orders** Booth Rewards Finances Reports Cookies Tips & Tools Resources Help

Manage Orders  
**Troop Initial Order**  
 Transfer Order  
 Planned Order  
 Damage Order  
 Tracked Cookie Share  
 Virtual Cookie Share

### Initial Order

Troop: 100 | Order Number: 0000001

TOTAL SOLD LAST SEASON	PER GIRL AVERAGE	TROOP INITIAL ORDER CASES	TROOP INITIAL ORDER VALUE
No Data	This Season: 2.67 Last Season: 0	This Season: 2 Last Season: 0	This Season: \$96.00 Last Season: \$0.00

Troop Order Deadline: November 30, 2019 @ 11:59 PM

LAST EDITED: Cindy Schafer ON: November 07, 2019

READY FOR REVIEW

Clear Order

Build Order By:  Cookies  Girl

Measure By:  Cases  Packages

		Troop Order	Total Cases
Thanks-A-Lot	\$96.00	<input type="text" value="2"/>	2
S'mores	\$0.00	<input type="text" value="0"/>	0
Lemonades	\$0.00	<input type="text" value="0"/>	0

# Initial Order: Start with Girl Package Entry

- Service Units have until January 16<sup>th</sup> at 11:59pm to review and submit the Troop initial order
- Troop initial orders are due in Smart Cookies Wednesday, January 15<sup>th</sup> by 11:59pm

Clear Order

Build Order By:  Cookies  Girl

Measure By:  Cases  Packages

 Emma Gonzalez	\$0.00	Inv. Pkgs: 0	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0 ^
 Cookie Share	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Adventurefuls	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Toast-Yay	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Lemonades	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Trefoil	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Thin Mints	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Peanut Butter Patties	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Caramel deLites	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Peanut Butter Sandwich	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0
 Caramel Chocolate Chip	\$0.00	Inv. Pkgs: <input type="text" value="0"/>	\$0.00	Pre Sale Pkgs: 0	\$0.00	Total Pkgs: 0

# Troop Initial Order: By Girl

Flows automatically from DC pre-orders

Carolina Peaks		\$100.00	Inv. Pkgs: 20	\$600.00	Pre Sale Pkgs: 120	\$700.00	Total Pkgs: 140
Cookie Share	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Adventurefuls	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Toast-Yay	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Lemonades	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Trefoil	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Thin Mints	\$50.00	Inv. Pkgs	<input type="text" value="10"/>	\$600.00	Pre Sale Pkgs	120	\$650.00 Total Pkgs 130
Peanut Butter Patties	\$50.00	Inv. Pkgs	<input type="text" value="10"/>	\$0.00	Pre Sale Pkgs	0	\$50.00 Total Pkgs 10
Caramel deLites	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Peanut Butter Sandwich	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0
Caramel Chocolate Chip	\$0.00	Inv. Pkgs	<input type="text" value="0"/>	\$0.00	Pre Sale Pkgs	0	\$0.00 Total Pkgs 0

# Bottom half of Troop Initial Order Screen Entry

After entering varieties by Girl, add Booth cookies by variety. Note the EXTRA section cannot be edited and rounds the Initial Order to full cases.

Booth		\$0.00	Total Pkgs: 0
 Adventurefuls	\$0.00	Packages <input type="text" value="0"/>	
 Toast-Yay	\$0.00	Packages <input type="text" value="0"/>	
 Lemonades	\$0.00	Packages <input type="text" value="0"/>	
 Trefoil	\$0.00	Packages <input type="text" value="0"/>	
 Thin Mints	\$0.00	Packages <input type="text" value="0"/>	
 Peanut Butter Patties	\$0.00	Packages <input type="text" value="0"/>	
 Caramel deLites	\$0.00	Packages <input type="text" value="0"/>	
 Peanut Butter Sandwich	\$0.00	Packages <input type="text" value="0"/>	
 Caramel Chocolate Chip	\$0.00	Packages <input type="text" value="0"/>	
<b>Total</b>	<b>\$0.00</b>	<b>0</b>	
Extra		\$0.00	Total Pkgs: 48
<b>Total</b>		<b>\$936.00</b>	<b>156.00</b>



TOTAL ORDER VALUE: \$936.00



TOTAL CASES: 13

# SAVE the Initial Order to access Delivery Stations

## Order Notes

Type here ( 250 Characters Max)

Save

 Delete Order

# Troop Initial Order: Delivery Station Location

### Select Delivery Station ✕

1. Choose a Location      2. Pick A Date      3. Make An Appointment

 SU 01 Initial Order, needs  
vancouver, WA, 99999

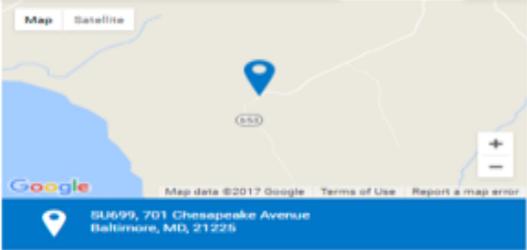
 SU 01 Cupboard, Cupboard  
Your city, WA, 88888

Save

# Troop Initial Order: Select day and time

### Edit Delivery Station

#### 1. Choose a Location



50699, 701 Chesapeake Avenue  
Baltimore, MD, 21225

#### 2. Pick A Date

Sun, Aug 20    Mon, Aug 21

#### 3. Make An Appointment

Time of Day

Morning 6 AM - 12 PM    Afternoon 12 PM - 3 PM    Evening 3 PM - 11 PM

Hour

8 AM    9 AM    10 AM    11 AM

Appointment

You'll need 20 minutes to accommodate your order size. Pick a start time.

08:20    08:30    08:40    08:50

Save

### Delivery Appointment Details

Please save any changes you made to your order before editing your delivery location.



50699, 701 Chesapeake Avenue  
Baltimore, MD, 21225

Appointment	Details
Sunday August 20, 2017	Troop Number: 102
8:30 AM - 8:50 AM	Lane Number: 1
SU699	Total Packages 2496
701 Chesapeake Avenue Baltimore, MD 21225	Total Value: \$11,064.00

Edit Delivery Location

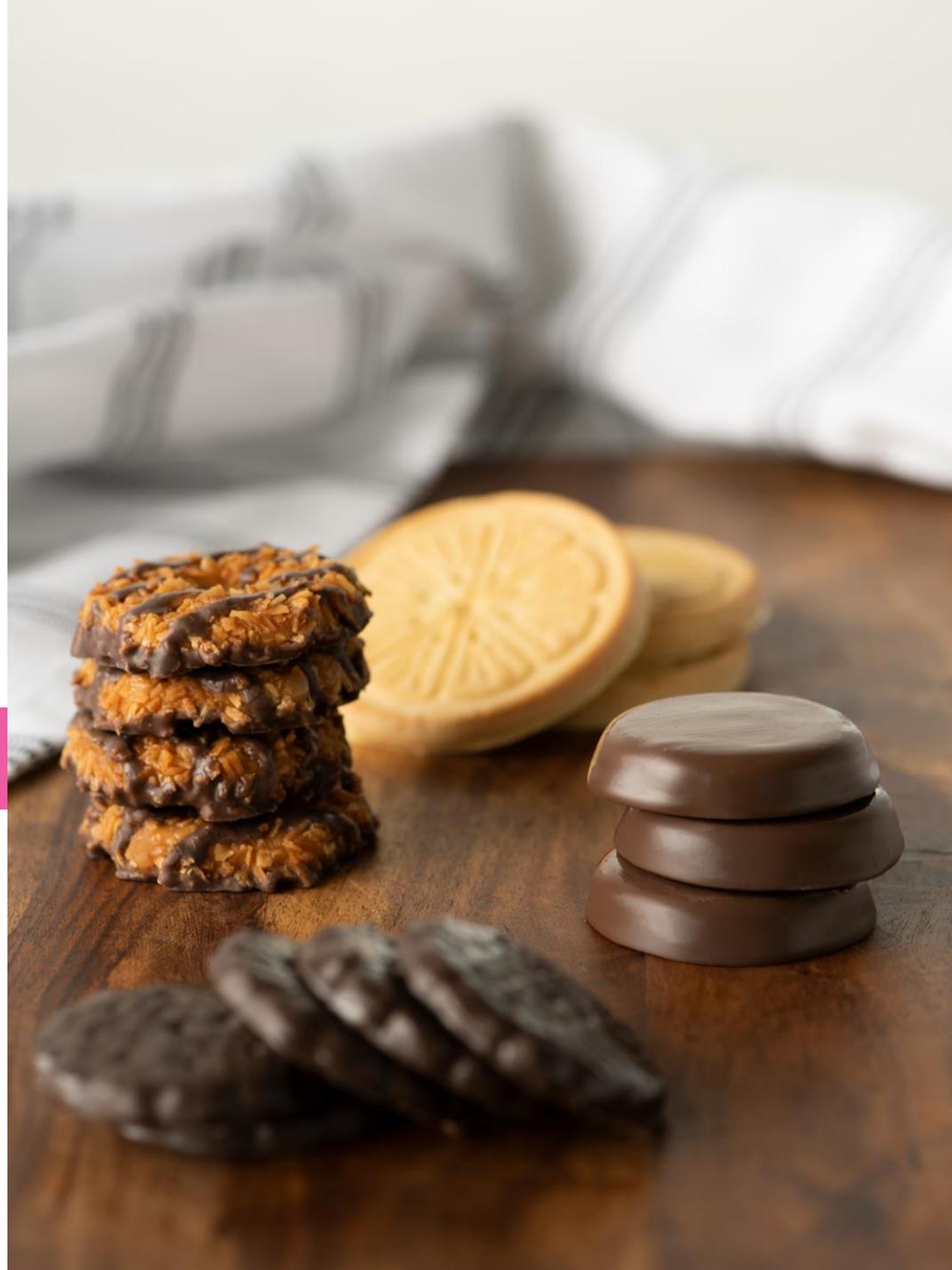


# Depot Day Reminders

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- Each TCM will sign up for the time they will pick up their troop's initial order when they submit the initial order in Smart Cookies.
- Safety First – No tagalongs! Please be patient and flexible.
- Sort and count your cookies before loading car or signing documents.
- Your SUCM will have each TCM sign dot sheets or M-9 form.

# Booth Sales



# How to Add Booth Locations in Smart Cookies

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Booth locations and timeslots can be entered manually or via file upload

Securing a First Come First Serve Booth: [YouTube Video](#)

Using the Smart Booth Divider: [YouTube Video](#)

Troop Secured Booth Entry: [Troop Secured Booths](#)

# Troop Secured Booth Requests

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- [Troop Secured Booth Reservation YouTube Video](#)
- Troops submit the location requests to Council for approval or denial via Smart Cookies
- Troop Secured booths **MUST** be created in Smart Cookies by the Troop user
- The Troop user will receive email notification of the approval or denial and should keep a copy of the email communication as record of their booth reservation.
- Troops can view their reservations in Smart Cookies through the booth system and reporting
- Troop Secured Booths are ONLY for the Troop who requests them. Other Troops cannot see or reserve these booths in Smart Cookies
- Troops should delete booth request reservations they cannot facilitate

# How to Secure Booth Sale Locations

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- Consider Troop and Girl availability on weekdays, weekends and evenings. Minimum 2 hour time slot; typical maximum is 4 to 5 hours
- Contact the merchant in person or by phone. Speak with manager or person with authority to make booth sale decisions. Introduce yourself as representing the Girl Scouts of Central Maryland in your local area and would like to discuss table setup to sell cookies. Then:
  - Put together a **request letter** for site including dates and times. (*See samples on the [www.gscm.org](http://www.gscm.org)*)
  - Visit locations/send email with letter for manager/contact signature. Retain one for your records, leave copy with contact/manager.
- Be sure to request blocks of time for the ENTIRE cookie season!
- If requested, a **Certificate of Insurance** requires **two weeks notice**. **DO NOT WAIT.** Download the request form from GSCM and submit through GSCM member care

# Navigate to Booths > Troop Secured Booths

The screenshot displays the Troop Dashboard for a Troop Leader of Troop - 102 in Central Maryland. The dashboard features a navigation menu with the following items: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The 'Booth' menu is expanded, showing options: Schedule Booths, My Reservations, Troop Secured Booths (highlighted with a yellow box), About Booth Sales, Booths: The 'No-Delivery' Cookie Sale, Activities, Promotion, and Booth Sale Checklist.

The main content area is titled 'Troop Dashboard' and includes a progress bar indicating that 80.51% of the goal has been completed. The goal is 3500 packages, with 2818 sold. A 'Troop Package Goal' section shows the goal of 3500 and an 'Update' button.

Four summary cards are displayed at the bottom:

- PER GIRL AVERAGE (Packages per Girl Selling)**

This Season	158.53
	\$646.74
Last Season	0.00
	\$0.00
- INVENTORY: TOTAL ORDERED (Packages)**

This Season	3,012
Last Season	0
- TOTAL SOLD (Packages)**

This Season	2,818
	\$11,545.00
Last Season	0
	\$0.00
- TOTAL ON HAND (Packages)**

	194
	\$743.00

# Complete Booth Information Section

click save at the bottom of the screen when finished

**Request Troop Secured Booth**

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Booth Information

**Address**

Store Name

Location Information (Optional)

Home Address

Suite/Apt. #   
City

State  Zip Code

**Troop Contact**

Role  Troop Number

First Name  Last Name

Email (Optional)

Phone Number

**Booth Permission**

Allow my Council to assign this booth to other Troops for appointment times my Troop cannot attend.

**Booth Notes**

Appointment Times

**Location Contact**

Role

First Name  Last Name

Email (Optional)

Phone Number

# Select Request Appointment Time

Select Request Appointment Time to begin building date(s) and time(s) of the Troop Secured Booth location

### Request Troop Secured Booth

Booth Information	Appointment Times
Chrissy's Pet Store Midlothian Village Shopping Center 1234 Midlothian Village Parkway Midlothian, VA 23112	
<p>Please request appointment times for your booth.</p> <p><a href="#">Request Appointment Time</a></p>	

# Enter date and times; click Save

Select date and appointment start/end time for booth request;  
click save

### Edit Appointment Time ✕

1. Pick a Date

2. Pick your appointment time

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				

Start time

AM  PM

10:00 ▾

End time

AM  PM

12:00 ▾

**Save**

# Troops can view all reservations

Navigate to Booth > My Reservations

The screenshot shows the Smart Cookies website interface. The navigation menu includes Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The 'Booth' dropdown menu is open, highlighting 'My Reservations'. A secondary box highlights 'Troop Booth Reservations' within the 'My Reservations' dropdown. Below this, a 'Troop Secured' summary box shows 0 Approved, 0 Denied, and 1 Pending reservations. A 'Council Reservations' summary box shows 0 Premiums and 0 Total reservations. The main content area displays '10 Results' with a search bar and three filter checkboxes: 'Show Confirmed Reservations', 'Show Pending or Denied Reservations', and 'Booths left to distribute'. A table lists the reservations with columns for STORE, ADDRESS, CITY, ZIP CODE, DATE, TIME, PREMIUM, TYPE, STATUS, QTY SOLD, and TOTAL \$.

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Walmart02	6115 Dobbin Rd	Columbia	21045	Jan 06	10:00 AM - 12:00 PM	<input type="checkbox"/>	FCFS		0	0
Momart02	8646 Loch Raven Blvd	Towson	21286	Jan 20	10:00 AM - 12:00 PM	<input checked="" type="checkbox"/>	FCFS		0	0
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Feb 20	06:00 PM - 06:30 PM	<input checked="" type="checkbox"/>	FCFS		0	0
Boscov's	White Marsh Mall	White Marsh	21236	Jan 20	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Farmer's Market	12165 Clarksville Pike	Clarksville	21029	Jan 21	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Applebee's	6798 Reisterstown Rd	Baltimore	21215	Jan 20	04:00 PM - 07:00 PM	<input type="checkbox"/>	FCFS		0	0
Giant	573 Ritchie Highway	Severna Park	21146	Jan 20	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Utroops	8640 Pulaski Highway	Rosedale	21237	Jan 20	12:00 PM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Cabelas	10051 Franklin Square Drive	Nottingham	21236	Feb 06	12:30 PM - 01:00 PM	<input type="checkbox"/>	FCFS		0	0
Chrissy's Pet Store	1234 Midlothian Village Parkway	Midlothian	23112	Oct 07	10:00 AM - 12:00 PM	<input type="checkbox"/>	TROOP_SECURED	PENDING	0	0

# Managing Troop Secured Reservations

Troops can delete Booth reservations in Smart Cookies if necessary

Click on 3 dots at end of data row to delete Booth reservation

10 Results

Search

Show Confirmed Reservations  Show Pending or Denied Reservations  Booths left to distribute

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$	
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Feb 20	06:00 PM - 06:30 PM	<input checked="" type="checkbox"/>	FCFS		0	0	⋮
Boscov's	White Marsh Mall	White Marsh	21236	Jan 20	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0	⋮
Farmer's Market	12165 Clarksville Pike	Clarksville	21029	Jan 21	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0	⋮
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Jan 01	04:00 PM - 07:00 PM	<input checked="" type="checkbox"/>	FCFS		0	0	⋮
Chrissy's Pet Store	1234 Midlothian Village Parkway	Midlothian	23112	Oct 07	10:00 AM - 12:00 PM	<input type="checkbox"/>	TROOP_SECURED	<a href="#">Booth Details</a>	<a href="#">Smart Booth Divider</a>	<a href="#">Remove Reservation</a>	⋮

## Using the Smart Booth Divider

All packages sold at Booth Sales must be divided among Girls in the Troop

- Physical, in person Booth Sale – use the Smart Booth Divider in Smart Cookies



# Navigate to Booths > My Reservations

The screenshot shows the 'Troop Leader of Troop - 102 in Central Maryland' dashboard. The navigation menu is open, highlighting 'Booth' and 'My Reservations'. The dashboard features a progress bar for 'Troop Package Goal' at 80.51% completion (2818 sold of 3500). Below are four summary cards: 'PER GIRL AVERAGE', 'INVENTORY: TOTAL ORDERED', 'TOTAL SOLD', and 'TOTAL ON HAND'.

PER GIRL AVERAGE (Packages per Girl Selling)	
This Season	158.53
	\$646.74
Last Season	0.00
	\$0.00

INVENTORY: TOTAL ORDERED (Packages)	
This Season	3,012
Last Season	0

TOTAL SOLD (Packages)	
This Season	2,818
	\$11,545.00
Last Season	0
	\$0.00

TOTAL ON HAND (Packages)	
	194
	\$743.00

# Select the Booth; then Smart Booth Divider

The screenshot displays the 'Troop Booth Reservations' page for Troop 102 in Central Maryland. The page features a navigation menu at the top with options like Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The main content area is divided into four sections: Lottery, First Come, First Served (FCFS), Troop Secured, and Council Reservations. Each section shows reservation counts and a 'Show Results' button. Below these sections, a search bar is highlighted with a yellow box. The search results section shows 11 results, with a table listing various stores and their reservation details. A yellow box highlights the 'Smart Booth Divider' button in the table's action column.

**Troop Booth Reservations**

**Lottery**  
Premium Wins: 0  
Premium Wins Max: 0  
Total Wins: 0  
Total Wins Max: 0  
Requests: 0  
Requests Max: 0  
 Show Results

**First Come, First Served (FCFS)**  
Premium Reservations: 2  
Premium Reservations Max: 2  
Total Reservations: 9  
Total Reservations Max: 7  
 Show Results

**Troop Secured**  
Approved: 0  
Denied: 0  
Pending: 2  
 Show Results

**Council Reservations**  
Premium: 0  
Total: 0  
 Show Results

SERVICE UNIT 654 TROOP 102  
Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

11 Results

Show Confirmed Reservations  Show Pending or Denied Reservations  Booths left to distribute

Search

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Momart02	8545 Loch Raven Blvd	Towson	21286	Jan 20	10:00 AM - 12:00 PM	<input checked="" type="checkbox"/>	FCFS		0	0
Chick-Fil-A	10975 Johns Hopkins Rd.	Laurel	20723	Feb 20	06:00 PM - 06:30 PM	<input checked="" type="checkbox"/>	FCFS		0	0
Boscov's	White Marsh Mall	White Marsh	21236	Jan 20	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Farmer's Market	12165 Clarksville Pike	Clarksville	21029	Jan 21	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Applebee's	6798 Reisterstown Rd	Baltimore	21215	Jan 20	04:00 PM - 07:00 PM	<input type="checkbox"/>	FCFS		0	0
Giant	573 Ritchie Highway	Severna Park	21146	Jan 20	10:00 AM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Ultrapops	8640 Pulaski Highway	Rosedale	21237	Jan 20	12:00 PM - 02:00 PM	<input type="checkbox"/>	FCFS		0	0
Cabelas	10051 Franklin Square Drive	Nottingham	21236	Feb 06	12:30 PM - 01:00 PM	<input type="checkbox"/>	FCFS		0	0
VAmart02	6115 Dobbin Rd	Columbia	21045	Jan 06	10:00 AM - 12:00 PM	<input type="checkbox"/>	FCFS		0	0

Booth Details Smart Booth Divider Remove Reservation

# Enter total packages sold, by variety

click Save and Distribute Sales

The screenshot shows the 'Smart Booth Divider' web application. At the top is a navigation menu with links: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The main header area contains the 'Smart Booth Divider' title and 'Distributed Sales' subtitle. Below this is a 'Booth Summary (Packages)' section with details for 'Ukrops' at '8640 Pulaski Highway, Rosedale MD, 21237' on 'Saturday, January 20' from '12:00 PM - 02:00 PM'. To the right of the summary are three summary statistics: 'Total Left to Distribute' (0), 'Total Distributed' (0), and 'Total Sold' (\$0.00). A note states 'You MUST distribute all the packages sold to the girls in your troop.' Below the summary is a table for entering packages sold by variety. The table has columns for CShare, TAL, SMR, LEM, SB, TM, PBP, CD, PBS, GFT, and TRACKED CS. Each column contains a numeric input field with the following values: 5, 15, 25, 20, 11, 27, 16, 22, 19, 8, and 0. Below the table are two buttons: 'Save and Go Back' and 'Save and Distribute Sales'. At the bottom of the page, there is a large text area with the instruction: 'Enter the packages sold during the booth sale to distribute the sale among the girls who participated.' and a small cookie icon.

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

# Select Girls at the booth sale

## Select Troop Girls

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

Lisa Cohen	<input checked="" type="checkbox"/>
Mona Griffin	<input checked="" type="checkbox"/>
Mona Knight	<input type="checkbox"/>
Phyllis Dennis	<input type="checkbox"/>
Shannon Gonzalez	<input checked="" type="checkbox"/>
Shari Phillips	<input type="checkbox"/>
Susan Myers	<input checked="" type="checkbox"/>
Tricia Christensen	<input type="checkbox"/>

# Divide any remaining packages in red

Smart Booth Divider  
Distributed Sales

Booth Summary (Packages)

Ulrope  
#540 Pulaski Highway  
Rowe Dale MD, 21227  
Saturday, January 20  
12:00 PM - 02:00 PM

Total Left to Distribute: **13**  
You MUST distribute all the packages sold to the girls in your troop.

Total Distributed: **155**

Total Sold: **168**  
\$680.00

CSHare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Cancel Distribution    Edit Booth Sales

5 Girls

GIRL NAME	CSHare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
Faye Hill	1	3	5	4	2	5	3	4	3	1	0	31
Lisa Cohen	1	3	5	4	2	5	3	4	3	1	0	31
Mona Griffin	1	3	5	4	2	5	3	4	3	1	0	31
Shannon Gonzalez	1	3	5	4	2	5	3	4	3	1	0	31
Susan Myers	1	3	5	4	2	5	3	4	3	1	0	31
Packages left to distribute	0	0	0	0	1	2	1	2	4	3	0	13
Troop Total	5	15	25	20	10	25	15	20	15	5	0	155

Clear All

Edit Girls    Save

# Successful division message is displayed

**Smart Booth Divider**  
Distributed Sales

---

**Booth Summary (Packages)**

UKrops  
8640 Pulaski Highway  
Rosedale MD, 21237  
Saturday, January 20  
12:00 PM - 02:00 PM

Total Left to Distribute

# 0

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

Total Distributed

# 168

Total Sold

# 168

\$680.00

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
5	15	25	20	11	27	16	22	19	8	0

Cancel Distribution
Edit Booth Sales

5 Girls [Clear All](#)

GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
Faye Hill	1	3	5	4	3	5	3	5	3	2	0	3
Lisa Cohen	1	3	5	4	2	6	3	4	4	2	0	3
*Yona Knight	1	3	5	4	2	6	3	4	4	2	0	3
Shannon Gonzalez	1	3	5	4	2	5	4	4	4	1	0	3
Susan Myers	1	3	5	4	2	5	3	5	4	1	0	3
packages left to distribute	0	0	0	0	0	0	0	0	0	0	0	0
<b>Troop Total</b>	5	15	25	20	11	27	16	22	19	8	0	168

Edit Girls
Save

You have successfully distributed the packages sold to troop girls; T2G, Virtual Cookie Share transactions were created, and Tracked Cookie Share.

# Creating Troop Planned Orders and Cupboard Information





girl scouts   
of central maryland

# Cookie Cupboards



# Cookie Cupboards

---

**Cookie Cupboards:** A storage location, managed by volunteers, where Troops pickup weekly Planned Orders after the Initial Order period

- New Troops who miss Initial Order deadline will pickup their first order as a Planned Order from a Cupboard
- Planned order entry in Smart Cookies is 11:30pm Sundays for following week pickup
- Cupboard locations and availability are available in smart cookies
- Cupboards will open the week of February 9<sup>th</sup> (subject to change). Multiple locations are available throughout GSCM
- Verify your cupboard location and arrive on time. No Walk ins!
- No returns! Damages can be EXCHANGED at cupboards, package for package and variety for variety
- Cupboard managers will approve Troop Planned Orders in Smart Cookies. A reminder that once your planned order is approved, it becomes a transfer in the system

# Navigate to Orders > Planned Orders

The screenshot displays the 'Troop Dashboard' for a Troop Leader of Troop - 102 in Central Maryland. The interface includes a navigation menu with 'Orders' highlighted, a progress bar for the Troop Package Goal, and four summary cards for performance metrics.

**Navigation Menu:**

- Dashboard
- My Troop
- Orders** (highlighted)
  - Manage Orders
  - Troop Initial Order
  - Transfer Order
  - Planned Order** (highlighted)
  - Damage Order
  - Virtual Cookie Share
- Booth
- Recognitions
- Finances
- Reports
- Cookies
- Tips & Tools
- Media
- Help

**Troop Package Goal:**

You've completed 94.29% of your goal.

0 2800

2640 Sold

**Troop Package Goal:** 2800

Update my package goal

Update

**PER GIRL AVERAGE (Packages per Girl Selling)**

This Season	155.53
	\$637.89
Last Season	0.00
	\$0.00

Goals & Online Activities

**INVENTORY: TOTAL ORDERED (Packages)**

This Season	2,955
Last Season	0

Details

**TOTAL SOLD (Packages)**

This Season	2,640
	\$10,825.00
Last Season	0
	\$0.00

Details

**TOTAL ON HAND (Packages)**

	315
	\$1,295.00

Details

# Step 1: Select a Cupboard Location

Troop Leader of Troop - 102 in Central Maryland



Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

## Planned Order

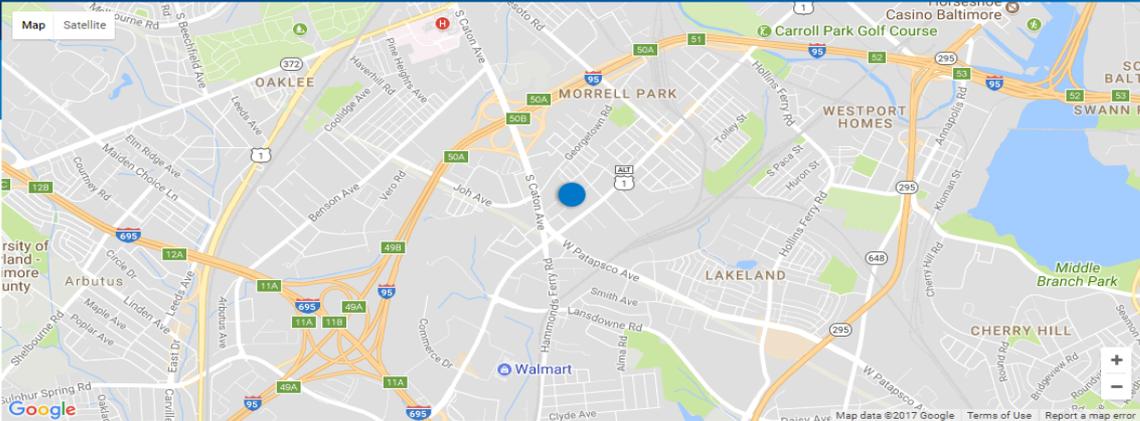
Planned Order for:

Troop: 102      Name: Chris McDaniel      Phone: (unavailable)      Email: centralmaryland.troop@outlook.com

Pick up from:

CUPBOARD
<b>Cupboard 9003</b> 3140 Washington Blvd Baltimore, MD 21230
<b>Cup 9001</b> 3001 N. Boulevard Richmond, VA 23230

[Continue](#)



Map Satellite

OAKLEE MORRELL PARK WESTPORT HOMES LAKELAND CHERRY HILL

Carroll Park Golf Course Casino Baltimore

Walmart

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

# Step 2: Select Date and Time

**Planned Order**

Planned Order for: Troop: 102      Name: Chris McDaniel      Phone: (unavailable)      Email: centralmaryland.troop@outlook.com

Pick up from: **CUPBOARD**

**Cupboard 9003**



3140 Westington Blvd  
Baltimore, MD, 21230

**DATE**

October

Sun	15	Wed	18
Fri	20		

**TIME**

2:00 PM - 3:00 PM      3:00 PM - 4:00 PM

---

			CASES
	Thanks-A-Lot	\$240.00	<input type="button" value="5"/>
	S'mores	\$240.00	<input type="button" value="5"/>
	Lemonades	\$240.00	<input type="button" value="5"/>
	Shortbread	\$240.00	<input type="button" value="5"/>
	Thin Mints	\$240.00	<input type="button" value="5"/>
	Peanut Butter Patties	\$240.00	<input type="button" value="5"/>
	Caramel deLites	\$240.00	<input type="button" value="5"/>
	Peanut Butter Sandwich	\$240.00	<input type="button" value="5"/>
<b>Totals</b>		<b>\$1,920.00</b>	<b>40</b>

# Step 3: Select quantity by variety; save the order

Planned Order : 62

Planned Order for: Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

Pick up from:

**CUPBOARD**

Cupboard 9003



3140 Washington Blvd  
Baltimore, MD, 21230

**DATE**

Wednesday, October

**18**

Edit

**TIME**

30 Minutes

**04:00 PM**  
TO  
**04:30 PM**

Edit

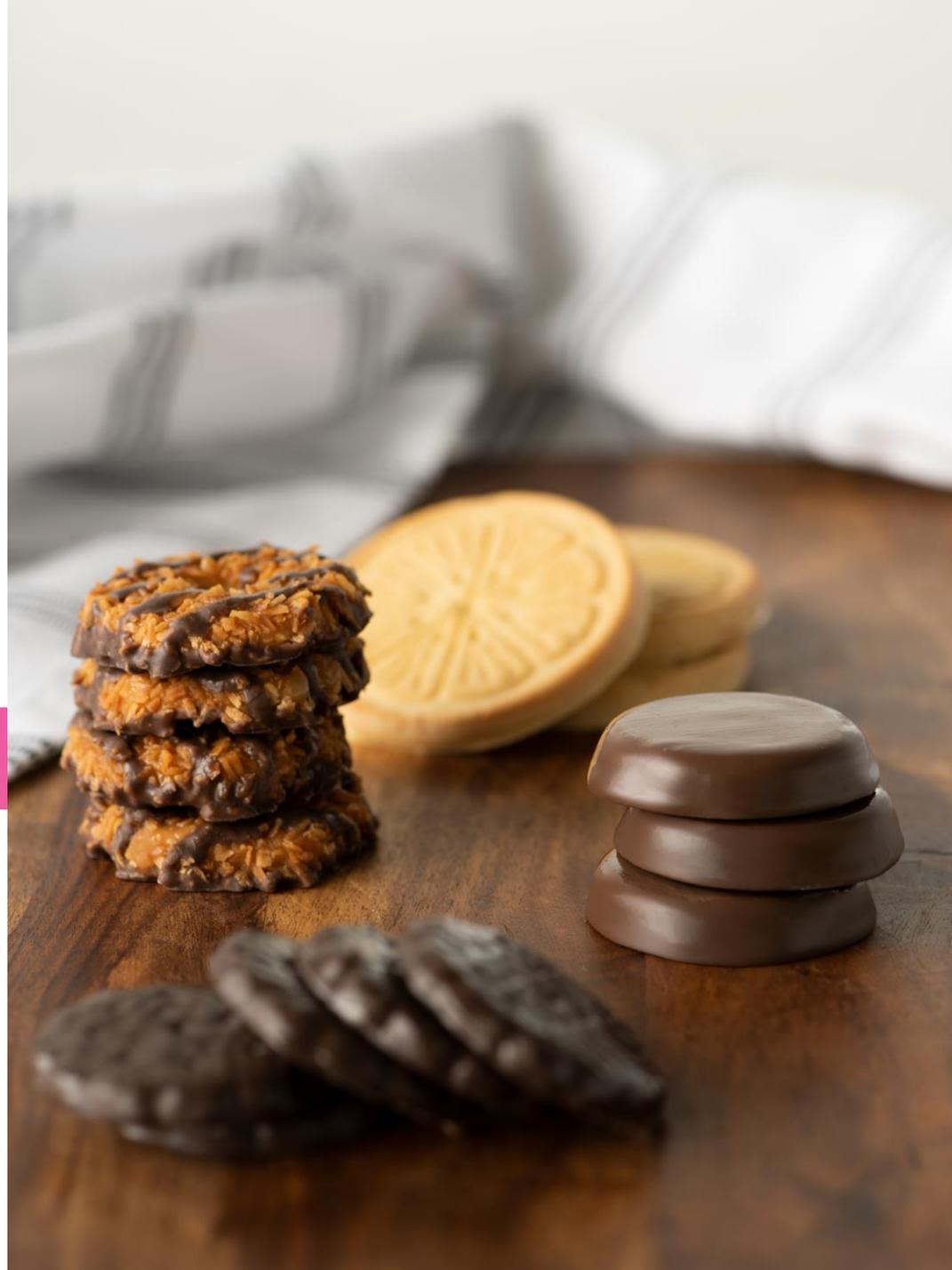
LAST EDITED: Catherine Smith ON: August 23, 2017

Clear Order			CASES
	Thank-A-Lot	\$240.00	<input type="text" value="5"/>
	S'mores	\$240.00	<input type="text" value="5"/>
	Lemonades	\$240.00	<input type="text" value="5"/>
	Shortbread	\$240.00	<input type="text" value="5"/>
	Thin Mints	\$240.00	<input type="text" value="5"/>
	Peanut Butter Patties	\$240.00	<input type="text" value="5"/>
	Caramel Delites	\$240.00	<input type="text" value="5"/>
	Peanut Butter Sandwich	\$240.00	<input type="text" value="5"/>
<b>Totals</b>		<b>\$1,920.00</b>	<b>40</b>

Order Notes

Planned Order for Girls Door to Door sales and upcoming Booth events.

# Virtual Cookie Share Transactions



## Virtual Cookie Share:

- Considered Council inventory, distributed at the end of the season.
- Digital Cookie is the point of sale system for all Girl orders. Digital Cookie sends over the donated financial transactions to Smart Cookies.
- During the Initial Order period, cookie share donations automatically populate within the Troop initial order.
- After the Initial Order period ends, Troops must create a corresponding Virtual Cookie Share transaction in Smart Cookies for Girls to receive credit.
- Troops collect and deposit cash Cookie Share donations into their Troop bank account.



# WHEN do I create a Virtual Cookie Share Transaction?

Reports to generate to audit Virtual Cookie Share transaction activity:

Digital Cookie – All Sales Report; Smart Cookies – Girl Cookie Order Detail

**DURING THE INITIAL ORDER PERIOD:** ALL Digital Cookie girl delivery orders with donation or donation only are automatically imported into the Troop's initial order. No further action is required in Smart Cookies.

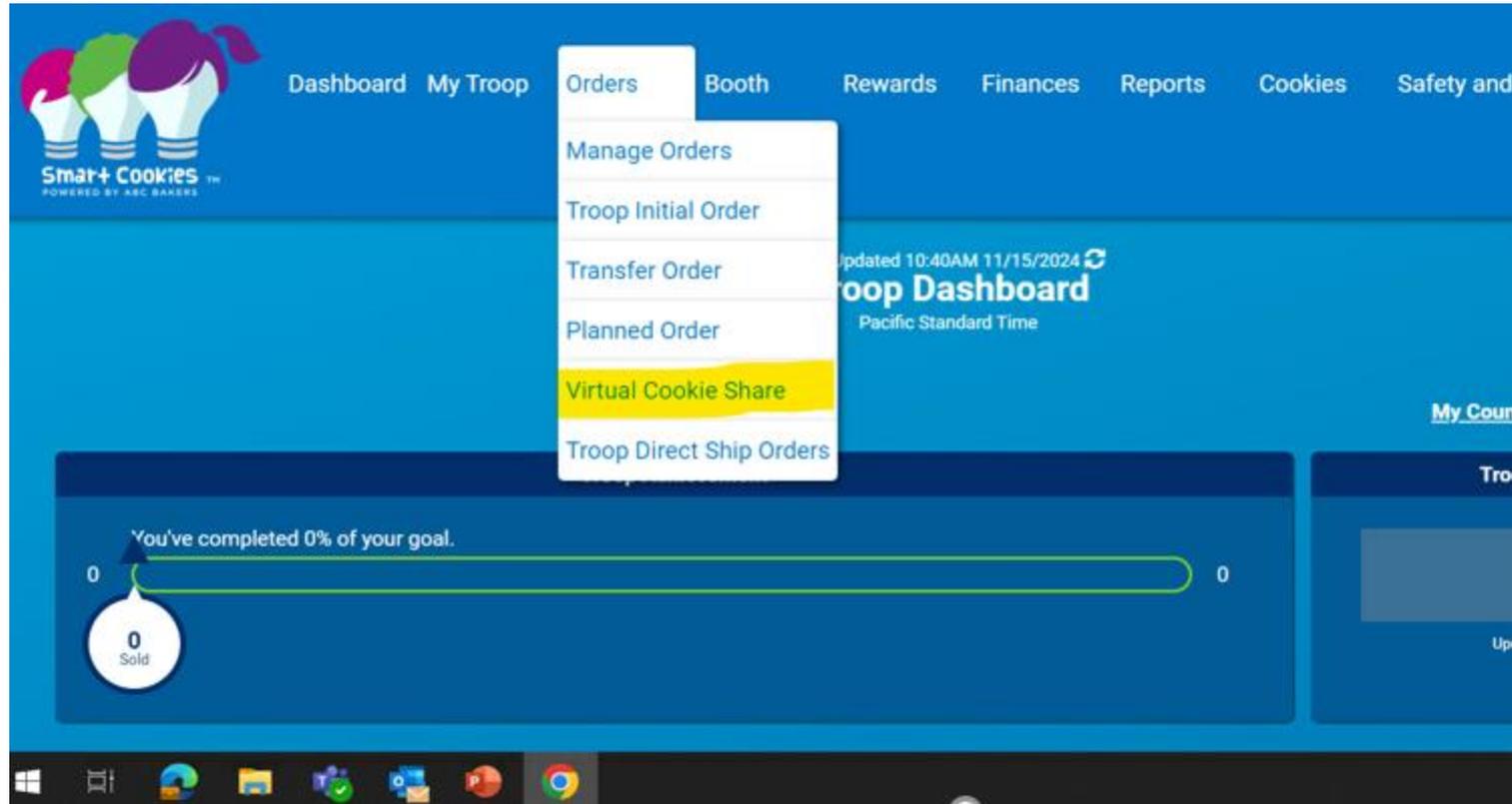
**AFTER THE INITIAL ORDER PERIOD:** Any Digital Cookie order including cookie share donations must be posted for each Girl in Smart Cookies. The financial transaction will import into Smart Cookies from Digital Cookie. These orders include:

- ❖ Cookies In Hand with Donation
- ❖ In Person Delivery with Donation – Example would be 4 TM packages and 1 donation package. Troop user would physically transfer 4 packages of TM and create a virtual Cshare transaction for 1 package. This will reconcile the \$30 Digital Cookie financial transaction sent to Smart Cookies.
- ❖ Donation Only – financial transaction comes over from Digital Cookie. Troop user is responsible for creating the virtual Cshare transaction in Smart Cookies to reconcile the Girl financials and reward earning for the donated packages.

# An Example of Why Cookie Share Reconciliation is Important

- Troop user transfers 100 packages to a Girl in Smart Cookies to sell or fill existing orders. Girl is financially responsible for these cookies, owns the physical inventory, and is earning rewards for the 100 packages.
- Meanwhile, a single order for 12 packages of Cookie Share donations is placed in Digital Cookie and the financial transaction for \$72 is sent to Smart Cookies. Troop user must manually create Virtual Cookie Share transaction for 12 donated packages to offset the financial transaction and ensure Girl reward earnings.
- Girl should be financially responsible for 112 packages of cookies. Reward earn will be based on 112 packages.
- Girl total financial responsibility is  $112 \text{ packages} \times \$6 = \$672.00$

# Creating Virtual Cookie Share transactions AFTER Initial Order period



# Enter Package Quantities for each Girl

Virtual Cookie Share: 000028

Pacific Standard Time

Cookie Share

DISTRICT No Specified District

SERVICE UNIT Mountain One

TROOP 1011

Troop: 1011

Name: Joy Behr Phone: (unavailable) Email: (unavailable)

LAST EDITED: Anne Lauzier ON: July 09, 2024 ⓘ

Name	Total
Latoya Tiemann	<input type="text" value="2"/>
Rosa May	<input type="text" value="0"/>
Hannah Murray	<input type="text" value="5"/>
Terry Fair	<input type="text" value="0"/>
Belinda Jackson	<input type="text" value="0"/>
Rhonda Hughes	<input type="text" value="5"/>
Beverly Larson	<input type="text" value="0"/>
Anita Reid	<input type="text" value="0"/>
Brenda Jewell	<input type="text" value="0"/>
Blanca Durham	<input type="text" value="0"/>
< 1 2 >	
<b>Total</b>	<b>12</b>

Order notes

Orders from Digital Cookie as of 1/15/25

Save

# Virtual Cookie Share Order Confirmation

POWERED BY ABC BAKERS

Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Virtual Cookie Share: 275  
Cookie Share Org

SERVICE UNIT 654 TROOP 102

Troop: 102 Name: Chris McDaniel Phone: (unavailable) Email: centralmaryland.troop@outlook.com

LAST EDITED: Catherine Smith ON: September 15, 2017

Name	Total	Packages
Elena Leonard	3	
Harriet Paul	3	
Mona Griffin	3	
Angie Gregory	3	
Lisa Cohen	3	
Shannon Gonzalez	3	
Mona Knight	3	
Faye Hill	3	
Susan Myers	3	
Casey Smith	3	

Total 60

Order notes  
Virtual Cookie Share orders from 3 booth events done this past Saturday

Save  
Delete Order

Virtual order successfully updated.

# VIRTUAL Cookie Share filter on Manage Orders

The screenshot shows the 'Manage Orders' dashboard for Smar+ Cookies. At the top, there are navigation tabs: Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. Below the navigation, there are four summary cards for order status: PLANNED (0 Cases, \$0 Total Value), ORDERED (287 Cases, \$14,044 Total Value), SOLD (225 Cases, \$11,065 Total Value), and ON HAND (62 Cases, \$2,979 Total Value). Each card has a 'Show Transactions' button. Below the cards, there are filter buttons: ALL, INITIAL ORDER, PLANNED, RESTOCK, TRANSFER, DAMAGED, COOKIE SHARE (highlighted with a yellow box), and DIRECT SHIP. A 'REFINE SEARCH' button is also highlighted with a yellow box. Below the filters, there is a search bar with 'Search By' set to 'All' and a 'Keyword' field. An 'Action' dropdown is set to 'Select'. A table below shows one result with columns: CD, PBS, GFT, STATUS, TOTAL, and TOTAL \$. The row shows 0 for CD, PBS, and GFT, STATUS 'SAVED', TOTAL '60', and TOTAL \$ '240.00'. The table is highlighted with a yellow box.

CD	PBS	GFT	STATUS	TOTAL	TOTAL \$
0	0	0	SAVED	60	240.00

Use Refine Search feature to further filter by specific Girls in the Troop

The screenshot shows the 'Refine Search' feature. It displays a list of girls in a troop, with 'Shirley Carter' highlighted in yellow. The list includes: Albert Roberts, Alva McGee, Audrey West, Caroline Eiler, Shirley Carter, Juliana Ryan, Holly Johnson, and Hannah Eisenstein. There are also sections for 'Meant Cookies', 'CMC Cookies', 'MASTERS Adults', 'MASTERS Breakdown', 'MASTERS Snacks', 'MASTERS Treats', 'Regular Cookies', and 'Eve Given One Cookie'. An 'Apply Search Parameters' button is at the bottom.

# How to reconcile Virtual Cookie Share

➤ Girls' Virtual Cookie Share donation packages should match between Digital Cookie and Smart Cookies. Here's how to make sure they do:

1. Generate the Digital Cookie All Orders Report
2. Generate the Girl Cookie Order Detail Report in Smart Cookies (this report can be generated by a specific girl or for all girls in the Troop)
3. From the Smart Cookies Manage Orders grid, use the Cookie Share filter (Virtual donations only)

Within the Manage Orders grid view, review all COOKIE\_SHARE orders to ensure all transactions have been successfully created and have posted. **NOTE: Do not include any COOKIE\_SHARE(B) or COOKIE\_SHARE(VB) in your total calculations, as these are Smart Booth Divider donations and Troop Link (virtual booth) orders that were automatically created in Smart Cookies.**

In some cases, the number of COOKIE\_SHARE orders may be higher than digital cookie – this represents in person sales paid by cash or check.

# Reward Order Creation



## Recognition Order Creation

- Smart Cookies uses” Rewards” and “Recognitions” interchangeably
- Troops can begin creating EARLY/INITIAL reward orders on January 1<sup>st</sup>, 2025 and must be finalized by 11:59pm on January 15<sup>th</sup>, 2025
- Troops can begin creating MAIN reward orders on January 18<sup>th</sup>, 2025
- Rewards will be delivered at the end of the Cookie Program, to the Service Units, in May 2025



# Create Recognition Order

Navigate to Rewards > Recognition Order



Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

Recognition Order  
Troop: 80003

Order Type:

Select Recognition Order

Select Recognition Order

Main

# Manage Recognition Order

After creating the Recognition order, Troops will access existing orders under Rewards > Manage Recognition Orders

Select the pencil icon to the far right of the order to make edits

Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Smar+ Cookies™  
POWERED BY ABC BAKERS

Last Updated 3:38PM 9/29/2017

### Troop Dashboard

#### Manage Recognition Orders

Drag a column header here to group by that column

<input type="checkbox"/>	District	Service Unit	Troop	Rec Order T...	Order Da...	Order Nu...	Status
<input type="checkbox"/>	No Specified District	654	102	Main	10/1/2017	145	R

# Manage Recognition Order

Orders that have Girls with red warning signs indicate the Troop needs to select sizes or choices. Select the arrow next to the warning sign to proceed

Order Type:

Main

DEADLINE: March 31, 2025 @ 11:59 PM

LAST EDITED: Debra Cozzoli ON: November 19, 2024 ⓘ

STATUS: INCOMPLETE

Sort By

Search



Ainsley Jacobson

Packages sold: 1729

UNREAD



Amelia Smith

Packages sold: 0

UNREAD



Brynlee Dickey

Packages sold: 0

UNREAD



# Manage Recognition Order

The specific reward level will also display the warning sign, indicating where choices or sizes are required. Select the downward arrow to complete the missing choice/size. Select Save when complete.

<b>400 - 549</b> Packages sold	▼
<b>550 - 749</b> Packages sold	▼
<b>750 - 999</b> Packages sold	▼
<b>1000 - 1299</b> Packages sold	▼
<b>1300 - 1799</b> Packages sold	⚠ ▼

## 1300 - 1799 Packages sold ⚠ ^

Group 1   Great Wolf Lodge

OR

Group 2   Sewing Machine

OR

Group 3   Ice Cream Maker

OR

Group 4   \$150 Adventure Pass

Save

# Manage Recognition Order

After creating the Recognition order, Troops should access the order under Rewards > Manage Recognition Orders

Select the pencil icon to the far right of the order to make edits

Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Smarter Cookies™  
POWERED BY ABC BAKERS

Last Updated 3:38PM 9/29/2017

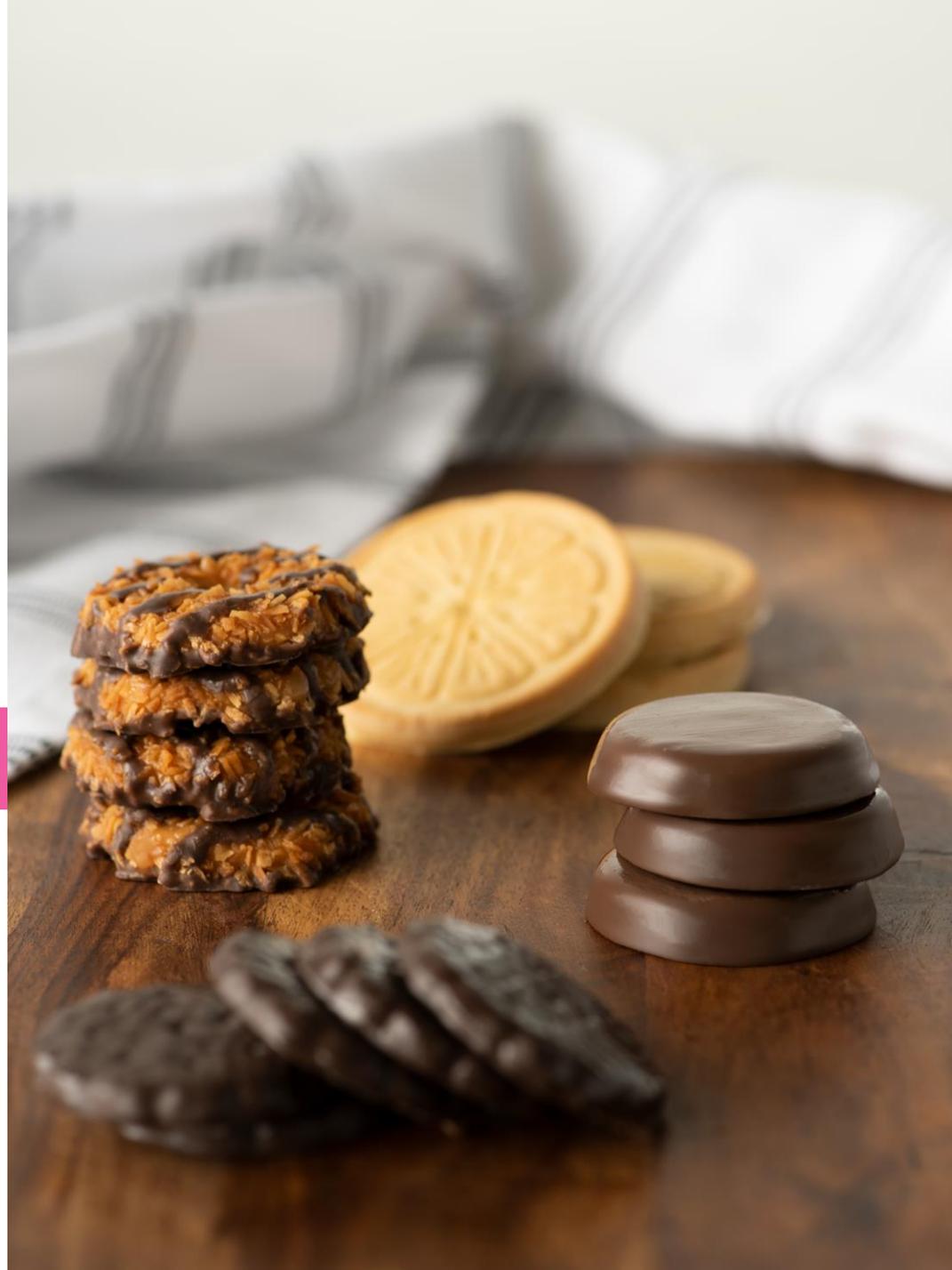
### Troop Dashboard

#### Manage Recognition Orders

Drag a column header here to group by that column

<input type="checkbox"/>	District	Service Unit	Troop	Rec Order T...	Order Da...	Order Nu...	Status
<input type="checkbox"/>	No Specified District	654	102	Main	10/1/2017	145	R

# Reporting



# Most Popular Troop Reports

## Booth Category:

- Booked Booth Sales Summary
- Available Booth Summary
- Smart Booth Divider Sales Export
- Troop Secured Booth Info Export

## Orders Category

- All Girl level reporting
- Troop Initial Order

## Inventory and Delivery Category

- Troop On Hand Inventory

## Finance Category:

- Girl Balance Summary
- Troop Balance Summary (snapshot and summary versions)

## Rewards Category:

- Order summary by Girl
- Order summary by Troop



**Thank you!**

