

Helpful step-by-step tips for the 2027 Cookie Season



☐ Prepping for cookie pick up

- Cookie delivery week is 1/4-16 and the mega drop for Charleston area Troops is 1/16.
- Have your vehicles empty and ready to be loaded. if you are using more than one vehicle, the largest vehicle will be loaded first. If in doubt, bring another vehicle.
- Avoid bringing children for the safety of everyone
- Must bring another adult as the "counter" for cookies.
- Once your vehicle has been loaded and you have signed for your cookies, you are responsible for them. Please note discrepancies BEFORE signing and leaving.

☐ Smart Booth Divider

- Click booth > select the 3 dots on the right hand side of the booth you want to divide > smart booth divider.
- Input the packages for each cookie sold at the booth, click save and distribute sales.
- Select which girls were at the booth, click continue.
- Distribute any leftover cookies and click save.
- IF you would like to divide up all the booth sales among the girls at the end of the sale, you can follow the first two steps per booth, then click save and go back. This will help keep troop inventory accurate.
- At the end of the sale go to the booth page and scroll down to click the distribute total sales. This will help you divide up all the booth cookies among the girls, click save.

☐ Allocating Troop direct ship cookies

- Manage Orders Menu > Troop Direct Ship Orders.
- New orders needing to be distributed will be in the status "Pending distribution" highlighted in red.
- Scroll to the bottom of the page and click on the Distribute orders to girls button
- Select the girls to transfer credit to, then click continue.
- The Troop Direct Ship Orders Divider will distribute all sales as evenly as possible.
- Distribute any remaining packages highlighted in red.
- Click Save when done.
- Repeat as needed for any new sales.

☐ Social media

To be featured on our Social media please email or text all pictures and details to Ashley at abarefield@gsesc.org or (727)871-1333

☐ Initial Order

- Login to ABC Smart Cookie.
- Click on orders > troop initial order.
- Enter the number of CASES you would like to order.
- When you have reached Caramel Chocolate Chip enter the amount you pre ordered in October, click save.
- A location page will appear, click your preferred location, date and time of day, click save.
- You can click ready to review to let your SU know that you have completely finished your order.

To Print:

- Click reports > current > orders > troop initial orders > go to report.

To Change Order:

- Click orders > troop initial order > scroll to bottom & take the "ready for review" off.
- As long as it is before the deadline of 12/8 you can change your order.
- Click save.

☐ Rewards

- Click rewards > recognition order.
- Go to the drop down menu and select order type "main."
- Each girl will be marked unread and some will have a red warning symbol.
- If the girl has a red warning symbol click the arrow next to it > expand all to see all reward credited to that girl > if a choice needs to be made at a level you will see a white warning flag and will need to select what reward the girl wants > save.
- Extra tab contains automatically earned items such as patches and direct ship rewards. If a choice needs to be made you will see a white warning flag > chose item if needed > save.
- Click manage recognition order at bottom of the page to return the main manage recognition order page.
- Once order is complete click on the check mark to submit your order on the right side of row to fully submit your rewards.

☐ Transfers to girls

- Click orders > transfer order > select type of transfer (select troop to girl.)
- Choose which girl to transfer to > click apply.
- Use package column and enter quantity of PACKAGES to transfer, click save.

☐ New Cookie Share Sales

All donation only orders that customers place through Digital Cookie will automatically be imported into Smart Cookies. Troops will not have to enter these orders.

☐ Booth Sales

To select a cookie booth:

- Select booths > schedule booth > filter by how you would like to view booths > apply.
- Click on location > calendar will pop up > choose available time and date > save.
- Booth will appear in reservation list and you will receive a confirmation email.

Key Terms:

Premium booth- Walmart, Neighborhood Walmart, and Sam's Club.

Lemonade stand- a table or wagon in your own yard with your own Girl Scout cookies for passing public to buy. Does not have to be in ABC smart cookie.

Troop only booth- booth secured by troop at a church, school or private business. Permission must be given by appropriate office personnel. No chain store are allowed to be troop only booths.

Family booth- booth that a parent/guardian can have with their daughter(s). You cannot have another Girl Scout from another family.

Illegal cookie booth- You cannot sell out of the trunk of your vehicle in a parking lot or abandoned lot, for the safety of the girls. If you or one of your parent is caught doing this, you will be given a verbal warning the first time. If it is done again, you may lose future cookie booths for your troop. If your booth is not in ABC Smart Cookies, it is an illegal cookie booth.

Council Secured Booths:

- Walmart (Super Center and Neighborhood)
- Sam's Club
- Lowe's Foods
- Food Lion (as allowed by their corporate office)

Info about Walmart:

ALL Walmarts with two entrances will be two separate booths.

To release a cookie booth:

- Navigate to Booths>My reservations
- Click the three dots at the end of the row to open the menu (View Booth Details, Smart Booth Divider, Remove Reservation)
- Click on Remove Reservations
- Confirm that you want to remove the reservation.

☐ Reconciliation & Reporting

- Make sure all cookies are allocated to girls.
- Click reports > Inventory and delivery > troop on hand inventory to view cases that need to be allocated to girls.
- To access troop balance summary report click reports > finances > troop balance summary.
- To access girl balance summary report click > reports > finance > girl balance summary.
- To access summary of recognition order click reports > rewards > recognition order summary by girl. From there you can filter through girl and types of rewards.



Cookie Council Contacts:
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Cookie Box Sizes			
Cookie Variety	Net Weight	# of Cookies	Packaging
Thin Mints	9 oz	32	2 foil sleeves, carton
Caramel deLites	7 oz	15	Foil wrapped tray, overwrap
Peanut Butter Patties	6.5 oz	15	Foil wrapped tray, overwrap
Trefoil	9 oz	20	2 clear sleeves, carton
Lemonades	8.5 oz	16	Single tray, overwrap
Peanut Butter Sandwich	8 oz	20	2 cello sleeves, carton
Exploremores	8 oz	20	2 clear sleeves, carton
Adventurefuls	6.5 oz	15	Foil wrapped tray, overwrap



Important dates

- 11/10 Girls MUST be registered as a Girl Scout
 - 12/4 Volunteers and Parents get access to Digital Cookie
 - 12/5 Only online sales begin
 - 12/8 Troop initial order
 - 12/9 SU initial order
 - 1/4-16 Cookie delivery week
 - 1/9-11 Round 1 cookie booth selections
 - 1/9 Cookie Rally
 - 1/12 Round 2 cookie booth selections
 - 1/15 Final round of cookie booth selections
 - 1/16 Mega Drop
- 1/16 Cookie Sales Start
 - 1/22 Booth Sales Start
 - 2/12 1st ACH
 - 2/19-21 Booth Bash Contest Weekend
 - 3/12 2nd ACH
 - 3/14 Cookie sale ends
 - 3/26 Money due to troop by girl
 - 3/26 Girl rewards due, transfers due
 - 3/27 SU locked out
 - 4/9 Final ACH
 - Rewards come in end of May-June

Cookie Program Resources:

- **SMART COOKIES TECH SUPPORT IS ALWAYS OPEN**
 - Call 1-800-853-3730
 - Email ABCSmartCookieTech@hearthsidefoods.com
- **ABC SMART COOKIES YOUTUBE CHANNEL**
 - Just In Time videos for all user levels of Smart Cookies, designed to help you navigate through every phase of the cookie program.
 - <https://www.youtube.com/user/ABCCouncils>
- **RALLY GUIDE, ALLERGEN FLYER, TROOP GOAL POSTER, COOKIE CALCULATOR, STANDARD FORMS**
 - <https://abcsmartcookies.com/resources/>
- **COOKIE VARIETY DETAILS, NUTRITIONAL INFORMATION**
 - www.abcsmartcookies.com/cookies
- **FLICKR ART GALLERY FOR VOLUNTEERS**
 - Create your own flyers with seasonal clip art.
 - <https://www.flickr.com/photos/abcbakersvolunteergallery/albums>
- **GSEC COOKIE PAPERWORK**
 - <https://www.girlscoutseasc.org/en/cookies.html>

