



Troop User Guide

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Getting Started in Smart Cookies

Registration

Troops and users are uploaded to Smart Cookies by the council. Once the upload is complete, a registration email from noreply@abcsmartcookies.com will be sent to all users. Volunteers are encouraged to add noreply@abcsmartcookies.com to your safe sender list. If you do not receive a registration email, contact your council as directed.

- Click the unique link in your registration 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.

Required fields indicated by *

Troop Info

Position
Troop Cookie Manager

Girl Level
Brownie

Troop Number
11111

Council
Training - Eastern Massachusetts

Suite/Apt. #
City *
State *
Zip Code *
Phone Number *

City is required
State is required
Zip code is required
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

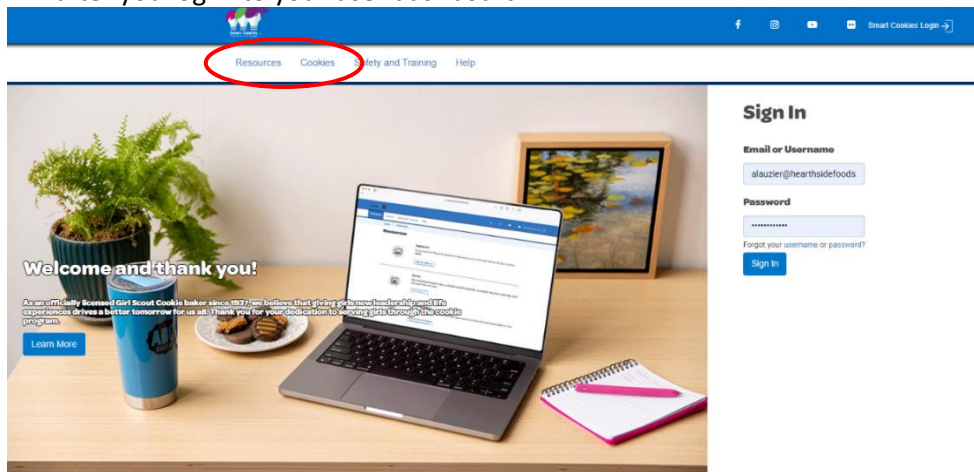
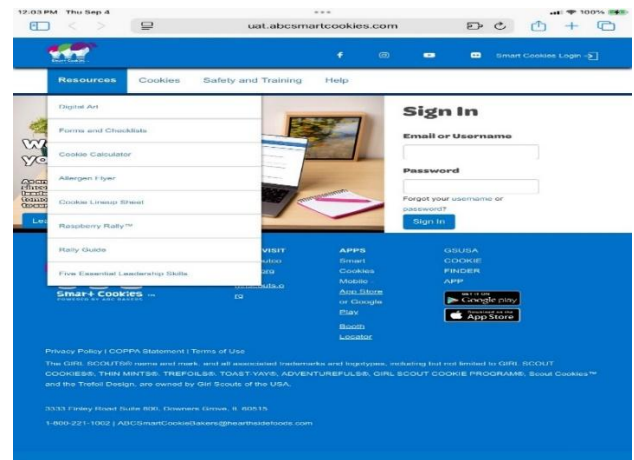
Upload your picture here

You've successfully registered!

Let's get started with your Girl Scout Cookie Program, Travis! Go to www.abcsmartcookies.com to login!

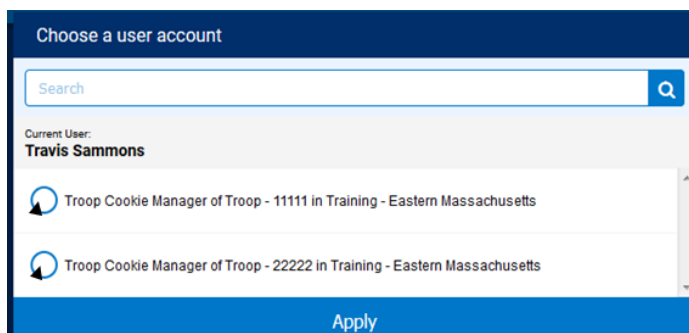
Log In

All users access Smart Cookies via www.abcsmartcookies.com. To ensure that cookie information is readily available the Resources, Cookie Information, Safety and Training and Help tabs are accessible prior to log in. Resources and Cookie Information tabs are only accessible at this login page. The Safety and Training and Help tabs remain present after you log in to your user dashboard.

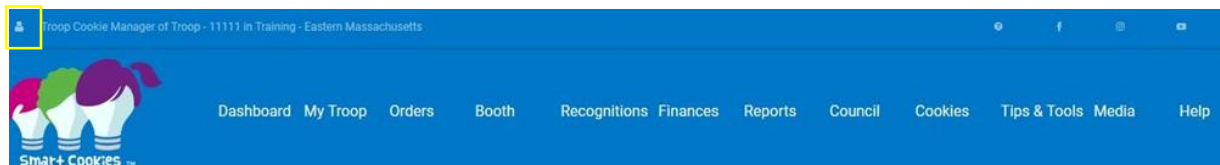


Clicking on Resources will open up a menu of all available items. Clicking on Cookies will display the current cookie line up. Users will be able to access nutritional information as well as allergen information.

- 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

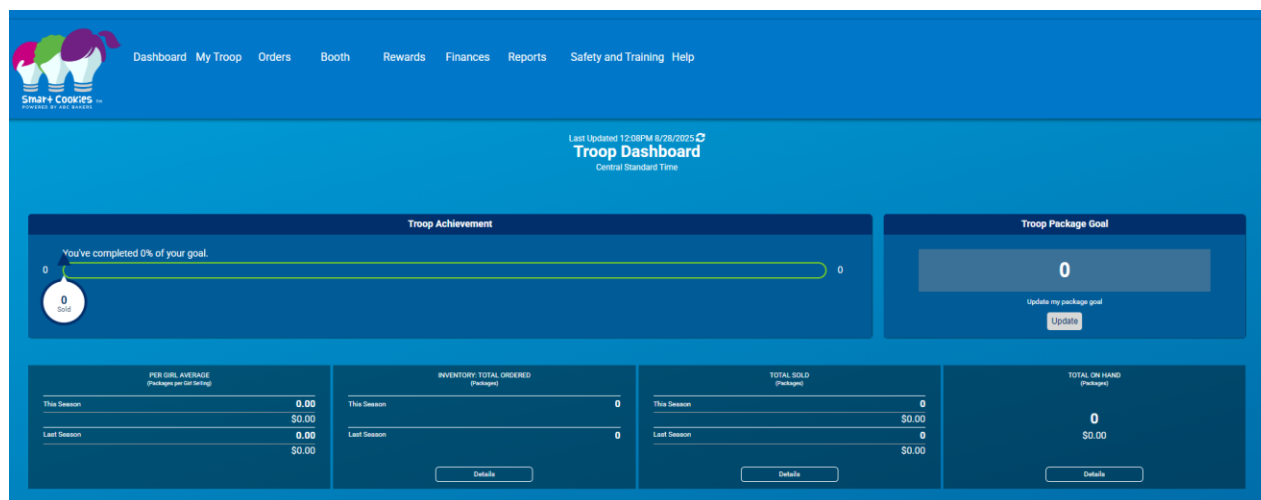


- Click on the person icon in the upper left corner of the page
- Choose Switch User
- The Choose a User Account pop up will appear – choose a role and click Apply

Troop Dashboard

The Troop Dashboard provides an overview of all activity for your troop.

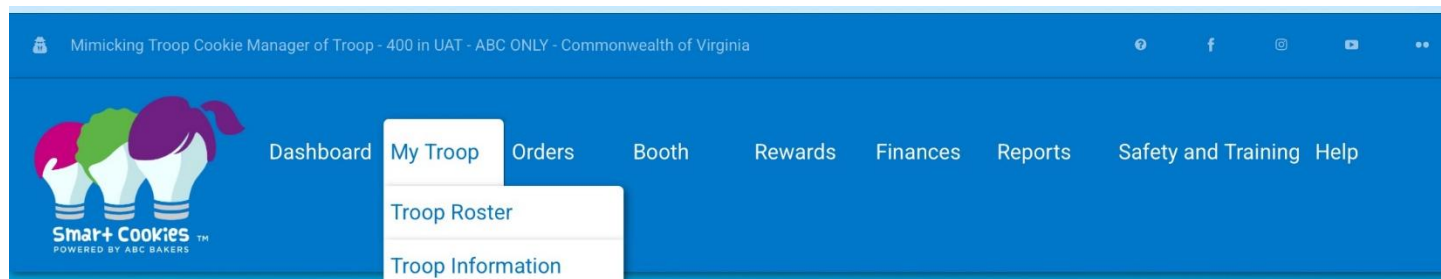
- Set a troop goal by clicking update and entering number



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
- Messages – updates from your service unit or council
- 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



Navigate by clicking on a tab and selecting the action item from the menu. Your troop tabs are:

- 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 is all of the Girl Scouts registered in your troop.
- Girls will export to Digital Cookie
 - ***Any roster corrections MUST be completed before your troop initial order is submitted.*** Contact your council as directed for any additions or deletions to your roster.

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Abington	11111	Test	Girl		Five	Travis Sammons	tsammons@gsema.org	
	Abington	11111	Sample	Girl		Five	Travis Sammons	tsammons@gsema.org	

- Limited edits of girl records are permitted
- 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:*

Troop:*

Nickname:

Main Recognition Plan:

Grade Level:*

Apparel:

Socks:

Parent Information

First Name*

Last Name*

Email*

Street

Suite

Troop Information

Click on Troop Information to view your troop details. 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
- Choose an Early Reward Plan
- Edit your troop Banking Information

Troop Information

Girls Active*

Girls Selling*

Expected Number of Girls Selling (0-999)

Troop GSUSA ID

Troop Number

Level

Service Unit

Proceed Plan*

Main Recognition Plan

Early Recognition Plan

Early Reward Plan

Troop Recognition Plan

Submitted documentation, if required?
☐ Yes ☒ No

Warning for funds owing?
☒ Yes ☐ No

Bank Account

Bank Routing

Primary Contact

First Name

Last Name

Orders

Initial Orders

Initial orders are entered either by girl (typically an order taking sale) or by cookies (typically a direct sale model). Follow your specific council instructions on type of order and dates due.

Orders by Girl

- Navigate to Orders>Troop Initial order.
- Click on the arrow at the end of the row for each girl.
- Any manual orders entered by caregiver/girl in Digital Cookie will flow into first column. These orders can be edited. Best practice is to NOT include any cookie share packages that have not been pre-paid.
- If there are no entries in the first column, you may enter orders for Girl Scouts from order card.
- Pre-paid girl delivery orders from Digital Cookie will flow into the second column. These cannot be edited.
- Repeat for each girl in the troop.
- Enter any additional packages desired for booth sales.
- Smart Cookies will automatically round up the final troop order to full cases (12 packages per case).
- Click Save to save the order and select a delivery station.

Flows automatically from parent entry in DC. The quantities can be edited by the troop user in SC.

Flows automatically from DC pre-paid orders. No edits can be made to these quantities.

Item	Unit Price	In-Pkg	Unit Price	Pre-Sale Pkg	Unit Price	Total Pkg
Cookie Share	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Adventures	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Explorations	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Lemonades	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Trails	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Tree Mixes	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Peanut Butter Fables	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Caramel Cookies	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Peanut Butter Sandwich	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Caramel Chocolate Chip	\$9.00	In-Pkg: <input type="text" value="0"/>	\$9.00	Pre-Sale Pkg: <input type="text" value="0"/>	\$9.00	Total Pkg: <input type="text" value="0"/>
Total	\$9.00	0	\$9.00	0	\$9.00	0

After saving order, you must select a delivery station. Some locations may have multiple dates available or may require an appointment. Follow your council guidance on selecting a delivery station.

- 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

Map

Satellite

Gateway Science Museum

California State University Chico

Chico

Chico Delivery Drop, 123 Main Street
Chico, CA, 95298

The selected delivery station does not require an appointment.
Press save to continue.

- Click the Ready for Review (submit) button when order is complete (optional).
 - Submitting your troop initial order prior to troop due date will trigger confirmation request.
 - Any additional Digital Cookie Orders placed after you submit the troop order will not import into your initial order.

Orders by Troop

- 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 Order

Export 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

Map

Satellite

Gateway Science Museum

California State University Chico

Chico

Chico Delivery Drop, 123 Main Street
Chico, CA, 95298

The selected delivery station does not require an appointment.
Press save to continue.

Manage Orders

The Manage Orders page displays status of orders in full cases.



- Planned – Troop Orders pending but not approved. (Pending pick up at a cupboard)
- Ordered – Total amount of cases ordered by troop including initial order, all transfers, 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 cases in troop inventory, but not yet assigned to a Girl Scout
 - On hand should equal Ordered minus Sold, but rounding can impact total.

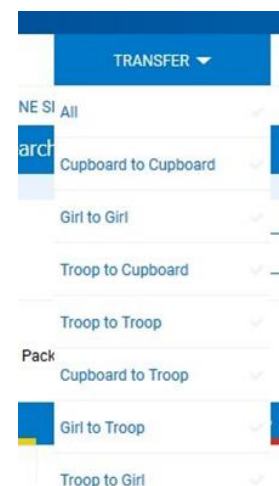
Filtering Orders

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 typically available for troops.
- Cookie Share – show all cookie virtual cookie share orders including those from Donation only and booth sales.
- Direct Ship – shows orders shipped directly to consumers from girl or troop links.
- CS Donation – used and displayed only on Council level.



- To display Troop to Girl or Girl to Troop transfers, you **must** select girls in the **Refine Search** field.
 - Your troop and girls will display. Check one or more girls to see their orders

REFINE SEARCH ▼

[Clear Prefilled List](#)

District	All ☐	Service Units	All ☐	Troops	All ☐	Girls	All ☐	Cupboards	All ☐
Search		Search		Search		Search		Search	
No Specified District	☐	Bakersfield	☐	99152	☐	Aaliyah Garcia	☐	Master Cupboards	☐
testing one	☐	Blueberry Hill	☐	99153	☐	Aaliyah Garcia	☐	Master Cupboard - Agent 1	☐
		Coastal Five	☐	99154	☐	Aalivah Watts	☐	Regular Cupboards	☐

- Click Apply Search Parameters and the orders will appear in the table
- Click Clear All Filters to start over

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.
- Click on the ellipsis at the end of row to open the order

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 any order initiated by the troop user.
- 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
- Troop to Troop (T2T) – transfers packages (and financial responsibility) to another troop

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 the 'Troop to Girl' transfer form. At the top, 'TYPE OF TRANSFER:' is set to 'Troop to Girl'. Below this, the 'From:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'Reset' button. The 'To:' section shows 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Sample Girl' with a dropdown arrow and a 'Reset' button. The 'Quantity' is 1491 Packages and the 'Contact' is Travis Sammons | (978) 269-6660 | tsammons@gsema.org.

- Enter the number of packages, by cookie variety, in 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 and click Apply.

The screenshot shows the 'Girl to Girl' transfer form. At the top, 'TYPE OF TRANSFER:' is set to 'Girl to Girl'. Below this, the 'From:' section shows 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Sample Girl' with a dropdown arrow and a 'Reset' button. The 'To:' section shows 'SERVICE UNIT Abington', 'TROOP 11111', and 'GIRL Test Girl' with a dropdown arrow and a 'Reset' button. The 'Quantity' is 30 Packages and the 'Contact' is Travis Sammons | tsammons@gsema.org.

- Put the number of packages, 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 the 'Girl to Troop' transfer interface. At the top, a dropdown menu labeled 'TYPE OF TRANSFER:' is set to 'Girl to Troop'. Below this, the 'From:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'GIRL Test Girl' dropdown. The 'Quantity' is '120 Packages' and the 'Contact' is 'Travis Sammons | tsammons@gsema.org'. The 'To:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'Quantity' of '1481 Packages' and the same contact information. A 'Reset' button is visible in the top right corner.

- Put the number of packages you are transferring, 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.

Troop to Troop (T2T) Transfers

- Select Troop to Troop in the Type of Transfer box.
- Click on the FROM row to select the SU and Troop to transfer from; click Apply.
- Your troop will default as the troop in the TO row.

The screenshot shows the 'Troop to Troop' transfer interface. The 'TYPE OF TRANSFER:' dropdown is set to 'Troop to Troop'. The 'From:' section shows 'SERVICE UNIT Abington' and 'TROOP 11111' with a 'Quantity' of '1491 Packages' and contact 'Travis Sammons | (978) 269-6660 | tsammons@gsema.org'. A 'Transfer Order' button is visible. The 'To:' section shows 'SERVICE UNIT Abington' and 'TROOP 22222' with a 'Quantity' of '-6 Packages' and contact 'Erin Sullivan | (781) 373-4237 | esullivan@gsema.org'. A 'Reset' button is in the top right corner.

- Put the number of packages you are transferring FROM the other troop, by cookie variety,
- Once the packages are entered, add any order notes and then click Save to complete the transfer.
- Only the troop receiving inventory via transfer can complete a troop-to-troop transfer.
 - Financial responsibility transfers to the troop receiving the cookies.

Planned Order

Planned Orders are cookie orders for pick-up at cupboard locations during the sale.

- 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 web form for creating a planned order. At the top, it displays 'TROOP 11111' and contact information for Travis Sammons. The form is divided into three main sections: 'CUPBOARD', 'DATE', and 'TIME'. The 'CUPBOARD' section shows 'Test Cupboard 0' with a Google map of Waltham, MA, and an 'Edit' button. The 'DATE' section shows 'Tuesday, May 29' with an 'Edit' button. The 'TIME' section shows '1 Hour' from '12:00 PM' to '01:00 PM' with an 'Edit' button.

- Council will assign the Unit of Measure for planned orders (cases, packages or cases/packages).
- Enter the number desired by variety

The screenshot shows the item selection table and order notes section of the planned order form. The table has columns for item name, price, and quantity (cases). The items listed are Adventurefuls, Explorations, Lemonades, Trail Mix, Thin Mints, Caramel deLites, and Peanut Butter Sandwiches. The total price is \$0.00 and the total quantity is 0 cases. Below the table is an 'Order Notes' section with a text input field and a 'Save' button.

Clear Quantities		CASES
Adventurefuls	\$0.00	0
Explorations	\$0.00	0
Lemonades	\$0.00	0
Trail Mix	\$0.00	0
Thin Mints	\$0.00	0
Caramel deLites	\$0.00	0
Peanut Butter Sandwiches	\$0.00	0
Total	\$0.00	0

Order Notes
Type here (255 Characters max)

Save

- Enter notes if desired
- Click Save when finished.
- Receipts can be printed at this time
- Once Planned order is picked up and approved, it will be listed as a cupboard to troop (P) transfer
- **NEW: As per your council's guidelines, you may be asked to provide an electronic signature, a four-digit pin, at the time of your order pick-up. The pin will be the last 4 digits of the phone number for your primary troop cookie contact.**

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 do not manage the physical inventory for these packages.

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

Determine orders that need to be entered by using the Pending Manual Cookie Share Report or Girl Cookie Order Details report to view packages sold. To enter Cookie Share credit:

- Click Orders>Virtual Cookie Share.
- Enter the number of donation packages for each girl
- Add any desired order notes.
- Click Save.
- If cookie share cookies are sold at a booth, enter the package quantity in the Smart Booth Divider

Troop Direct Ship Orders (imported from Digital Cookie)

- Navigate to Orders>Troop Direct Ship Orders.
- All orders from the troop ship only link are displayed here.
- Orders shown as Pending Distribution will be totaled at bottom of screen.

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

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

- Click Distribute Orders to Girls.

- Select the Girl Scouts to allocate packages.
- Click Continue to display allocation grid.
- Adjust girl totals to clear any remaining packages.
- Click Save.
- Orders will now display as distributed.

Check before the end of the program to ensure that all Troop Direct Ship orders are distributed to girls.

Booth

Schedule Booths

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

Depending on your council set up, the following options may be available:

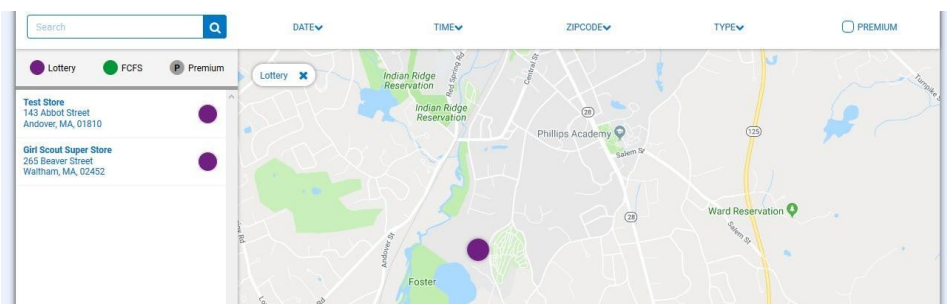
- Lottery – troops select a number of locations. A random lottery is generated and troops are awarded locations based on council settings. Troops are notified of sites assigned.
- First Come First Serve – troops pick locations/times for a booth sale. Troops are awarded selections immediately.

Making Selections

To make selections in the Lottery or First Come First Serve (FCFS):

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

- A list of locations available for selection appears to the left and a Google map will display 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 the lottery; 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.

- During the lottery, you can make multiple selections from this screen. Assignments will be selected during the random lottery and troops are notified via email.
- During First Come, First Serve rounds, 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

The Troop Booth Reservations page displays booth activity including how booths were selected/assigned. Use filters to view specific results.

- Lottery – shows requests and wins after lottery runs. Locations requested will not appear after lottery run
- First Come, First Serve – will display the number of reservations made to date.
- Troop Secured – will display the number by status – approved, denied or pending

36 Results

Share Booth Locations [f](#) [t](#) [l](#)

Search

☒ Show Confirmed Reservations ☒ Show Pending or Denied Reservations ☒ 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	☐	FCFS		192	970
303 Fallston Blvd	Fallston	21047	Friday, Nov 12	04:00 PM - 08:00 PM	☐	FCFS		310	1556
3005 Emmorton Road	Abingdon	21009	Wednesday, Sep 28	07:00 PM - 08:00 PM	☐	FCFS		20	100
16952 York Rd	Monkton	21111	Thursday, Sep 29	12:00 PM - 01:00 PM	☒	FCFS		36	184
16952 York Rd	Monkton	21111	Friday, Sep 30	12:00 PM - 01:00 PM	☒	FCFS		0	0

- Click the ellipsis at the end of a row for the following actions:
 - Booth Details
 - Smart Booth Divider
 - Remove Reservation

Troop Secured Booth

Based on your council settings, troops may enter a troop secured booth location.

- Follow council guidance on lead time for approval.
- Council will approve/modify/deny location.
- Troops will receive email regarding status.
- Navigate to Booth>Troop Secured Booth.
- Complete all required information before attempting to add appointment times.

Booth Information

Appointment Times

Address

Store Name

Location Information (Optional)

☐ Is this a Virtual Pick up Booth?

- Store Name
- Booth Location Address (must be a valid address for Google Mapping)
- City
- State
- Zip Code
- Troop Contact will populate with user information and can be edited

The Booth Permission box will allow the council permission to assign another Troop to the location in the event the requesting troop cannot attend the booth. If the box is not checked, other Troops cannot be assigned to the location.

- Once the required Booth Information has been entered, click “Next” and the “Appointment Times” tab will then activate:

Booth Information

Appointment Times

test2
111 East Grove Street
Middleboro, MA 02346

Please add appointment times for your booth.

Add Appointment Time

- Click Add Appointment Time to select the dates and start/end times:

Request Appointment Time

1. Pick a Date

2. Pick your appointment time

May 2018

Start time

☒ AM
☐ PM

10:00

End time

☐ AM
☒ PM

12:00

Save

- Once the date, start time and end time have been selected, click Save.
- Additional dates and times can be entered as desired.

Booth Information

Appointment Times

test2
111 East Grove Street
Middleboro, MA 02346

Add Appointment Time

DATE	TIME	BOOKING STATUS	ACTIONS
2020-11-25	9:00 AM - 1:00 PM	PENDING	

Go to Troop Reservations
Save

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	☐	LOTTERY	WIN	0	0	
01810	Dec 12	12:00 PM - 02:00 PM	☐	LOTTERY	WIN	0	0	
01810	Dec 14	12:00 PM - 02:00 PM	☐	LOTTERY	WIN	0	0	
01810	Dec 05	12:00 PM - 02:00 PM	☐	FCFS		0	0	
02452	Dec 20	01:30 PM - 04:00 PM	☐	FCFS		0	0	
01810	May 25	10:00 AM - 11:00 AM	☐	TROOP_SECURED	APPR			Booth Details Smart Booth Divider Remove Reservation

← 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

0

0

0

0

0

0

0

0

0

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
5	4	3	6	1	4	8	6	4	1

Save and Go Back

Save and Distribute Sales

- A list of all Girl Scouts in your troop will display.
- Select the Girl Scouts who participated in a booth sale and click Continue.

Select Troop Girls

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

Search

Sample Girl

Test Girl

Q

Cancel

Continue

Booth Summary (Packages)

Fake 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 Sales

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

Promising Practice for Smart Booth Divider: Enter totals and distribute to girls at the conclusion of each sale. This will remove the packages from troop inventory and give girls package credit.

If desired, at the end of the sale, ALL booth packages can be distributed to girls. This will cancel any prior Smart Booth Divider transactions.

- Click Distribute Total Booth Sales.
- Enter total packages by variety
- Select girls and distribute.

9/22/2026

Troop Site Orders in Digital Cookie

When the troop site is set up in Digital Cookie, the troop can offer delivery orders or pick-ups at exiting booth sales.

Troop Orders for Delivery

- To see orders in Digital Cookie, run the All Orders Report and filter for orders with the first name Troop XXX and last name Site.
- Only approved orders will import into Smart Cookies.
- Orders can be viewed in the Smart Cookies Booth Credit Card Payment Export report filtered for delivery orders.
- Total packages will be displayed in the Virtual Delivery Booth located on the Troop Reservations page.
- Click on the ellipse at end of the Virtual Delivery row and use the Smart Booth Divider to allocate the cookies.
- The packages sold will be removed from the troop inventory and assigned to girls with no financial responsibility.

Booth - Troop Reservations page:

STORE	ADDRESS	CITY	ZIP CODE	DATE	TIME	PREMIUM	TYPE	STATUS
Virtual Delivery	Pending Distribution	Online Booth Sales for delivery	-	-	-	☐	VIRTUAL_DELIVERY	
Test Booth	123 Main Street	Brooklyn	11229	Sunday, Dec 31	07:00 AM - 08:00 AM	☐	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.
- Only approved orders will import into Smart Cookies.
- Orders can be viewed using the Booth Credit Card Payment Export report filtered for the location date and time.

Type	Transac	Created	Us	Customer	Customer	CanTextC	Amount	Location	Address	Reservation	Date	Reservatic	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

- Add the packages sold via pre-paid pick up to the packages sold at the booth and enter in Smart Booth Divider.
- Distribute using the Smart Booth Divider.

Rewards

Recognition Orders must be created so the Girl Scouts receive recognitions based on sales and booth credit. Types of recognition orders that are available are based on council program.

- Early recognition,
- Main recognition plan
- Troop recognition plan.

Recognition Order

Troops must create the recognition order on or before the council published due date for recognitions.

- Navigate to Rewards>Create Reward Order.
- Select the Order Type – available type will depend on council set up and dates.

The screenshot shows the 'Recognition Order' form in the Smart Cookies system. The form is titled 'Recognition Order' and 'Troop: 22222'. Below the title, there is a dropdown menu for 'Order Type:' with the following options: 'Select Recognition Order', 'Select Recognition Order', and 'Main'. The 'Main' option is currently selected.

- Once you select the order type, 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.

Items	Extras
1 - 24 Packages sold	
25 - 100 Packages sold	
101 - 500 Packages sold	 

[Save](#)

- Click the down arrow on the level indicated and complete the choice or size.
- Click on the button to select which recognition the Girl Scout would like or the correct size for apparel items.
- Click Save to finalize the choices.
- Click Recognition Order in top left to return to troop order.

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

← 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 for recognition orders:** 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 new action items.

Manage Recognition Orders

Once an order is created and saved, any changes must be made through the Manage Orders page.

Navigate to Rewards>Manage Recognition Orders.

☐	District ▼	SU ▼	Troop ▼	Type ▼	Date ▼	Number ▼	Status ▼	
☐	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. 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 including ACH payments, ship only payments, girl delivery and booth credit card payments. All troop financial transactions are locked.

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

Search...

Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #	
Q	Q	Q	Q	Q	Q	Q	Q	Q	
CT1517993881	No Specified District	638	26	Girl Delivery Credit Card	10/3/2021	ACH Deposit	\$51.00	2759	
S1407213	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$31.00	S1407213	
S1407283	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$30.00	S1407283	
S1408353	No Specified District	638	26	Smart Cookies Direct	10/23/2021	Direct Ship Dir...	\$60.00	S1408353	

See Girl Transactions table below:

Manage Financial Transactions

Troop Transactions

Girl Transactions

Drag a column header here to group by that column

Search...

Transaction #	District	Service Unit	Troop	Girl	Date	Payment Method	Amount	Ref #
Q	Q	Q	Q	Q	Q	Q	Q	Q
CG1517993881	No Specified District	638	26	Nicole Bull	10/3/2021	CreditCard	\$51.00	2759
8008141	No Specified District	638	26	Carlin Blackwelder	9/28/2022	Cash	\$250.00	
8008142	No Specified District	638	26	Maryssa Backstrom	9/28/2022	Check	\$81.00	
8008143	No Specified District	638	26	Natalie Shepard	9/28/2022	Check	\$60.00	
							Sum: \$442	

Add Girl Transaction

To review all troop balances, please refer to the following report: [Get Balance Summary Report](#)

Promising Practice for financial transactions: post any payments received by the troop from a Girl Scout as quickly as possible. These payments will update the girl dashboard in Digital Cookie.

Add a Girl Scout Payment:

- Click on Add Girl Transaction; the following window will appear:

Add Girl Transaction

Girl*

(Choose)

Type*

Select Transaction Type

Payment Method*

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)
- Enter “Notes” (optional)
- Click Save

Reports

Current or Archived

- Current reports contain current season sales data
- Archived reports are available for past three seasons
 - You must select the year to view archived reports
- Click the report Category
- Select the report you wish to view
- Click Go to Report

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

Report Criteria

Girl Cookie Totals Summary

CouncilDiamonds of Arkansas, Oklahoma and Texas

DistrictReggie's District

ServiceUnitSU 212

Troop2123

Girl Name

Order TypeAll

Unit Of MeasurePackages

Select View TypePDF

Go to Report Listings

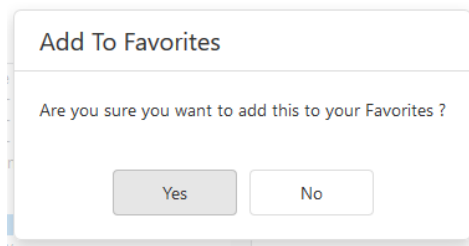
Reset

View Report

- District (if applicable), SU and Troop display. Additional filters are available for all reports.
- Recommend for most troop users to view reports in units of measure as Packages and in PDF format.
 - Some reports (mostly export reports) will open in Excel automatically.
- Click View Report to see the report, click Go to Report Listings to go back to previous page, or click Reset to set the filters to their default values.

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.
- Recommended reports to add to Favorites include:
 - Troop Balance Summary
 - Girl Balance Summary
 - Pending Manual Cookie Share Report
 - Girl Cookie Order Details
 - Girl Cookie Totals Summary



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
Finances

Reports

Available Booth Sale Sumr
Packaged Booth Sales Sumr

Safety and Training

Smart Cookies Training

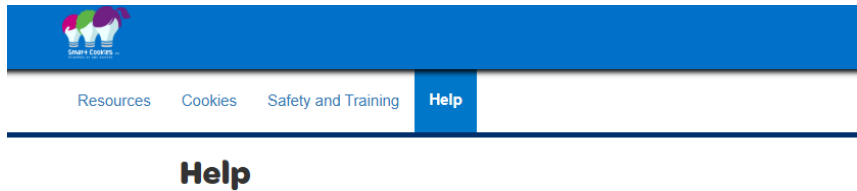
Links to library of Smart Cookie Training videos and PowerPoint presentations

Safety

Links 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.



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

Questions about our cookies?

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

FAQ'S

1. Who do I contact if I did not get my Smart Cookies Registration email?
 - a. **Contact your Council**
2. How can I reset my password?
 - a. **Use the forgot password link on the Smart Cookies Log-in Screen**
3. I am not getting any emails from Smart Cookies – can this be fixed?
 - a. **Yes, contact your council and ask them to have ABC add your email back to approved list**
4. My troop roster is not correct (extra or missing girls), who do I contact?
 - a. **Contact your council.**
5. How can I edit my troop initial order or a transfer order?
 - a. **Navigate to Manage Orders grid and filter for the type of order you need to edit. Click the ellipse at the end of the order to open and edit.**
 - b. **Once Troop Initial orders have been submitted at any level, the troop cannot edit. Contact your council for assistance.**