



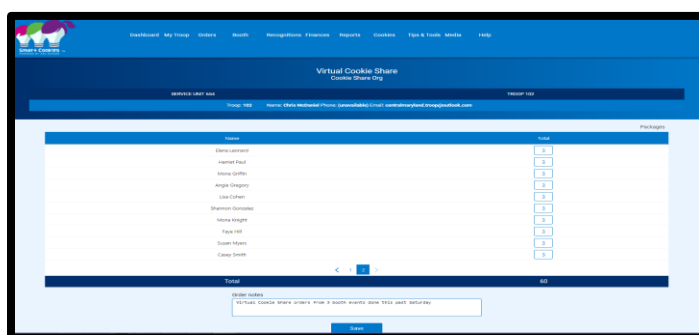
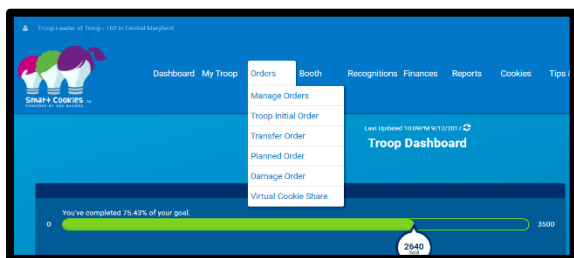
Quick Bites

Cookie Share Orders – Girl Links

There are a number of orders through digital cookie as well as non-credit card sales that should be reconciled during the cookie season to give girls credit for cookie share sales. These sales add to total packages sold for rewards.

To enter a Cookie Share sale for the girl, watch this video [Virtual Cookie Share Order- Order Taking Sale](#) or [Virtual Cookie Share Order-Direct Sale](#) follow the steps below:

Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Orders can be placed each time an order with cookie share packages is received or a total order at the end of the sale can be created. If cookie share package are not correctly entered in Smart Cookies, the total packages sold by a girl will not be correct (affects rewards) and financial records are impacted. Cookie Share cookies will display on the Girl Dashboard in Digital Cookie and financial responsibility for these packages will be assigned to the girl.

Types of Orders with Cookie Share and Actions

1. **Donation Only Orders** from Digital Cookie – the packages and financial transaction will be imported automatically – no action needed. ***New in the 2026 cookie season***
2. **Girl Delivery with Donation** – the financial transaction for all cookies in the order will be imported. The troop MUST enter a virtual cookie share order to account for the *cookie share packages*.
 - a. For order taking sales during the initial order period orders will be included in the troop initial order.
 - b. For direct sales – this process will apply for the entire sale period
3. **Cookies In Hand with Donation** – the financial transaction for all cookies will be imported. The troop MUST enter a virtual cookie share order to account for *the cookie share packages*.
4. **Ship Only with Donation** - the packages and financial transaction will import automatically – no additional action is needed.
5. **Cookie Share sold by girl** – paid in cash or check. Once the girl has turned in payment for the cookie share packages, the troop must create a virtual cookie share order to match the payment posted for the girl.