

Finalizing the Cookie Program

Enter Final Package Totals by April 17th

When girls sell additional packages beyond what was submitted with their Initial Order, including Digital Cookie Girl Delivery orders, the extra cookies will need to be transferred to the girl. This ensures the Girl Scout has the correct total number of packages for rewards.

Cookie Transfers

How to do a Troop to Girl Transfer:

1. Log into Smart Cookies, go to the **ORDERS** tab, and select **Transfer Order**.
2. In the **Type of Transfer** dropdown, select **Troop to Girl**.
3. The Troop will auto populate in the **From:** line. In the **To:** line, select the girl receiving the cookies by clicking the down arrow on the far-right side.
4. Select the girl's name and click **Apply**.
5. Use the **Cases/Packages** column to enter the cookie amounts to transfer.
6. Click **Save**. A confirmation box with a green check should appear saying the transfer order was successfully saved.
7. You can then print 2 receipts for Troop and Caregiver records.

Booth Cookies and Other Transfers:

- Troops **must use the Smart Booth Divider** to record Booth Sales to receive the Booth Patch.
- For more information about girl-to-girl or troop-to-troop transfers: www.gsmw.org/cookieresources



Step One



Money Tools for Troops

Orders over \$200 must be paid by cash or credit card. GSMW will not reimburse NSF checks in excess of \$200 or checks that are deposited 30+ days from the check date.

Anytime product or money exchanges hands, a receipt should be completed. PRODUCT = MONEY!

ACH Forms are due March 8th. Troops must submit Outstanding Balance Forms AND signed receipts before the Troop pays in full or before the final ACH Sweep for Council to adjust the amount due.

Cookie Ownership

Troops accept financial responsibility for cookies by signing the receipts. Cookies then become the property of the Troop. The people who sign for cookies are liable for them until they are signed for by caregivers.

Step Two

Recording Girl Payments in Smart Cookies

1. Click on the **FINANCE** tab, click **Financial Transactions**.
2. Select the **GIRL TRANSACTIONS** tab.
3. Enter in the required information: **Girl Type**, **Payment Method**, **Transaction Date**, and **Amount**. You may add notes. Press **Save**.
4. For each deposit you record, you should see a line item listed. You can edit or delete any transaction in the right-hand column.

Ordering Girl Rewards

1. Log into Smart Cookies, under the **REWARDS** tab, select **Recognition Order**.
2. Click **Recognition Order** in the middle of the screen.
3. Select **Recognition Order** and choose the appropriate rewards selection:
 - **Early** (Initial Rewards) - beginning February 2nd and due by **February 20th**.
 - **Main** (Final Rewards) - beginning March 1st and due by **April 17th**.
4. You will now see the Recognition Order page. Any girl with a triangle flag by her name requires a decision on which selection or size reward she would like. Press the blue arrow to proceed.
5. Select the girl's reward choice for each level either the item(s) or the Girl Scout Card. Input sizes as needed.
6. Repeat this for each reward level, then press **Save**.
 - Pro tip: To view all choices that need to be made for a girl, click on **Expand All** to expand the drop-down selection.
7. Repeat this process until all girl reward selections are complete and the triangle flag disappears from each girl reward level.
8. Be sure to click on the **EXTRAS** tab to check for automatically rewarded items, including patches for each girl.
9. To view or to make changes to rewards before the deadline, select **Manage Recognitions Orders** from the **REWARDS** tab.



Step Three

Cookie Program Troop Quick Guide

Own Your Magic During the 2024 Cookie Program

Thank you for volunteering to serve as a Troop Cookie Manager. This makes you an invaluable part of the Girl Scout Cookie Program®. Now that you've stepped up in support of girls, it's time to help them experience the magic of becoming Girl Scout Cookie™ entrepreneurs.

We hope this guide and other resources, tools and tips will aid you in helping your girls to reach their goals. We are thankful to have volunteers like YOU who inspire girls to...



Gift of Caring

Gift of Caring Cookies are \$5 a package and a great way for customers to support local heroes and your Troop!

Social Media Policy

Using the Caregiver's social media profile, girls can get creative and post on the public setting if they follow safety rules for content!

Posting Girl Scout links on classified or community sites, marketplace, etc. **is not allowed**.



The Shoe That Grows

Do your girls want to be the difference for kids just like them? Here's their opportunity with The Shoe That Grows! Girls can mix and match donating shoes and picking rewards at different levels.

Digital Cookie and Smart Cookies

This year we are excited to move back to Digital Cookie! Along with Smart Cookies, this Cookie Management System will help your Girl Scouts meet and exceed their goals and really "Own their Magic!"



PSST...
Girls who used Digital Cookie before 2023 will have access to their past customers email list!

What Varieties Should You Order?

Troops sell all different amounts of cookies at booths. Not sure how many to order? Contact us at customer@gsnmw.org. Choosing your mix is not an exact science, but here are some recommendations:

- Thin Mints® 26%
- Caramel deLites® 24%
- Peanut Butter Patties® 14%
- Adventurefuls® 8%
- Peanut Butter Sandwiches® 8%
- Lemonades® 7%
- Trefoils® 6%
- Toast-Yay® 5%
- Caramel Chocolate Chip® 2%



How Many Cookies Should You Order?

Go to our Cookie Calculator Tool on our resources page:





Getting Started with Smart Cookies

1. You will receive a welcome email with a registration link from noreply@abcsmartcookies.com on **January 22nd**.
2. Click on the registration link within the email (if you don't receive the email, be sure to check your junk mail).
3. Login at: ABCSmartCookies.com
4. Your username will be your email address. Create a password.
5. Complete your volunteer profile.

Setup Your Troop:

1. Go to the **MY TROOP** tab and select **Troop Information**.
2. Enter the expected number of girls selling.
3. Click "Update Information" to save.
4. Go to the **MY TROOP** tab and select **Troop Roster**.
5. Confirm all girls in your Troop are listed.
6. Select **MY TROOP** tab, then **Troop Roster** and select the pencil icon next to each girl's name to confirm grade level, apparel size and sock size. Click **Save** after each edit.
7. Once you have entered the info, click **Save**.

Girl Scout Cookies



Girl Delivered Cookies Through Digital Cookie

Girls can share their Digital Cookie link through social media, text, and email to have friends and family support them and their Troop in the Cookie Program. Local customers can place their order online with a card payment and girls deliver cookies when they arrive in March. Here's some important info about Girl Delivery to really make your girls have a magical Cookie Program:

- Girls set up their Digital Cookie site starting **January 30th**.
- Customer **email lists previously entered in Digital Cookie are available** for girls to send emails to customers
- **REMEMBER**—Caregivers have 5 days to approve Girl Delivery orders before they are cancelled or donated.
- Caregivers can enter the Paper Order Card orders in Digital Cookie to feed over to Smart Cookies by to February 17th.
- Orders placed for **Girl Delivery prior to February 17th will auto-feed to Smart Cookies**.
- Order additional cookies for Girl Delivery purchases that may happen through April 14th.
- If Caregivers request additional cookies for Girl Delivery Orders that are placed after February 17th, you should run the Girl Delivery Cookie Report. Caregivers can pick up additional cookies from the Troop or Cupboard as needed. Please remember to transfer the cookies to the girl in Smart Cookies.

Girl Delivery Cookie Report:

1. Click on the **REPORTS** tab.
2. Select **Current** and select the **Mobile and eCard Summary Report** from the Order Report category.
3. Select the date range for which you want to view Girl Delivery Orders.
4. This report will show all **Girl Delivery Orders by girl, variety, and packages**.

Cookie Boss

At Initial Order, ending **February 20th**, the **Top 25 girls from each state** will receive a limited edition wand charm!



Restocking Your Cookies

How to Place a Cupboard Order:

1. In Smart Cookies, click on the **ORDERS** tab, and select **Planned Order**
2. Enter the Cupboard location and click **Continue**
3. Select the date and time in which you'd like to pick up your order from your chosen Cupboard, and then click **Save** (*Please be mindful of hours of operation*)
4. Enter your order by cases and click **Save**

How to Edit a Cupboard Order:

1. In Smart Cookies, go to the **MANAGE ORDERS** tab
2. Filter for **Planned Orders**
3. Click **Apply Search Parameters**
4. To edit, scroll over to the far-right hand side of the screen, click the 3 dots, and click **Edit Order**
5. Repeat steps as shown above and save after making the necessary changes

Note: Once a Cupboard order has been picked up, it becomes a Transfer in Smart Cookies and can be viewed from the Manage Orders Page/Grid

Where to Find Cookie Cupboards:

1. In Smart Cookies, the Planned Order screen shows your Troop number, contact info, and list of Cupboards available to your Troop in the dark blue bar
2. Troops choose a Cupboard by clicking the name and highlighting it, then clicking continue
3. Cookie Cupboards are subject to change: **Please see Smart Cookies for the most up-to-date list**

Help Girls Reach Their Goals

If girls want to reach even higher goals, it's easy to get more cookies! Additional cookies are available at local Cookie Cupboards while supplies last.

Cookie Cupboard Locations

Billings, Belgrade, Casper, Cheyenne, Cody, Evanston, Gillette, Great Falls, Havre, Helena, Jackson, Kalispell, Laramie, Missoula, Riverton, Rock Springs, Sidney



Troop Initial Order Rewards

Reach an Initial Order Troop per girl average (PGA) of 375+ packages by February 20th - Girls AND Leaders receive a Water Bottle and Vinyl Axolotl Sticker with Final Rewards in June.

How do you calculate PGA?

Take the total number of packages sold by the Troop divided by the number of girls with orders in Smart Cookies. You can also view your Initial Order page in Smart Cookies, where it does the work for you and shows the PGA.

