

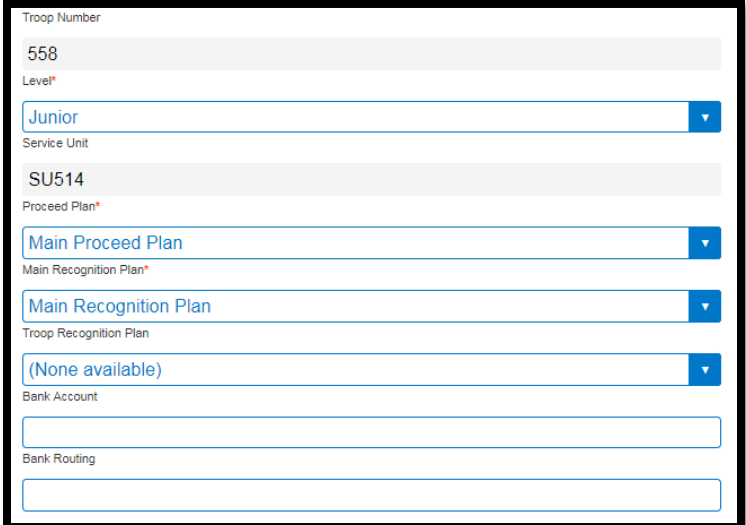
Troop Set Up and Managing Girls – Smart Cookies Guide

Troop Set Up

You will receive your email invitation from noreply@abcsmartcookies.com and will follow the link inside to complete your Volunteer Profile. After this is complete, you will receive a registration confirmation email and can then log in to Smart Cookies.

The first thing you will want to do is review and edit your troop information as necessary:

- Hover over the *My Troop* tab at the top of the screen, click *Troop Information*.
- **Level** – If you have a mixed troop, choose “Group.”
- **Proceed Plan** – Choose the correct option for your troop.
 - Main Recognition Plan defaults for all troops.
 - Troop Recognition Plan defaults for all troops.
- **Bank Account and Bank Routing** –
Troops are required to have this information in the system before they can order cookies.
- Click *Update Information*.




The screenshot shows a web form for updating troop information. The fields are as follows:

Troop Number	558
Level*	Junior
Service Unit	SU514
Proceed Plan*	Main Proceed Plan
Main Recognition Plan*	Main Recognition Plan
Troop Recognition Plan	(None available)
Bank Account	
Bank Routing	

Managing Girls

All registered girls are uploaded directly into Smart Cookies by the council. If you notice a girl is not in Smart Cookies, chances are she is not registered for the current membership year. If you are missing a girl in Smart Cookies, please email info@gsiowa.org. Please allow at least 24-48 hours for us to verify her registration and add her to the system.

Volunteers do not have access to add or delete girls, or to edit a girl’s name or member ID in Smart Cookies. However, you can make recognition package selections, edit her grade level, and enter her t-shirt size. To view the list of girls uploaded in your troop in Smart Cookies hover over the *My Troop* tab and click *Troop 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	
DM Metro	Des Moines	99999	Sam	Digmann		Five			

Click on the yellow pencil to the far right of the girl's name to verify and update information as needed:

- **Grade Level** - Use this to communicate the grade level of individual girls. This is a great tool for a multi-level troop.
- **Shirt Size** - Please enter each girl's t-shirt size in the event she reaches the appropriate package level and earns a t-shirt or sweatshirt. This is the size that will be ordered for her.
- **Main Recognition Plan or Tech and Camp Non-Cumulative Plan** - The default is Main Recognition Plan, which includes the standard items shown on the *Order Card*. The Tech and Camp Non-Cumulative Plan should be used for girls reaching a 950+ level and wishing to receive any of the technology or camp items.
- **Parent Information** - The council has uploaded the primary contact's name and email address, but you may choose to also add their mailing address and/or phone number. This information is not required.
- **Click Save.**

Update Troop Girl

First Name: Last Name: Troop:

Nickname: GSUSAID:

Grade Level: Shirt Size: Main Recognition Plan:

Parent Information

First Name: Last Name: Email:

Street: Suite:

City: State: Zip: